



Chapter Accreditation Program 2018

Last Updated: January 28, 2018

Mission

Student Life is committed to the holistic learning and development of Drexel's student body. This is achieved through intentional advocacy, supportive co-curricular experiences and inclusive practices that promote growth and wellness among our diverse communities. Student Life prepares individuals to engage with life beyond Drexel, through challenging and empowering them to define their own personal and academic success. Student Life's unifying commitment to student development inspires our daily work.

Purpose

Drexel values its fraternity and sorority community and recognizes the positive impact membership can have on the individual experiences of students and the esprit de corps of the University.

The purpose of the Chapter Accreditation Program (CAP) is to establish standards that ensure every Drexel University fraternity and sorority is committed to the highest quality of student experience for its members, with particular emphasis on upholding our Four Pillars: Academics, Brotherhood/Sisterhood, Leadership, and Service. Additionally, we expect that chapters will demonstrate their support of Drexel's Shared Values: Quality, Integrity, Diversity, Access, Stewardship, Innovation and Entrepreneurship. We believe that fraternities and sororities should be effective vehicles to help deliver on the student development mission of Student Life.

Each fraternity and sorority **must** comply with all deadlines and complete an annual CAP submission in order to maintain its status as a recognized student organization at Drexel. Recognition is the baseline; Accreditation is the next level.

Participation

Each term there are several workshops, trainings, and programs that individual officers and general members are required to participate in for chapter credit.

Evaluation

The Chapter Accreditation Program has four sections. The first three sections, Goals & Action Plan, Chapter Expectations, and Goal Assessment & Executive Summary, are required for all organizations. The Chapter Presentation is for organizations interested in being considered for Dean's Cup. Each section provides an opportunity for fraternities and sororities to highlight their contributions to our collective values.

Each CAP submission will be reviewed by a committee of three (3) faculty and/or professional staff members who will take into account all segments of the CAP as a whole, in addition to objective information provided by Fraternity and Sorority Life (FSL), including academic achievement, conduct records, and membership statistics.

Performance in each of the sections will be considered when determining the overall level of excellence of the fraternity or sorority. Instructions and due dates are listed in each section.

1. Goals & Action Plan – Chapters will create their own annual goals connected to any three of the six Drexel Shared Values: Quality, Integrity, Diversity, Access, Stewardship, Innovation and Entrepreneurship.
2. Chapter Expectations – This section focuses on whether each chapter fulfills the minimum expectations of all fraternities and sororities at Drexel University. It encompasses items under the Four Pillars, and are related to overall organization, management, and programming. Chapters will provide information about basic day to day operations.
3. Goal Assessment & Executive Summary – Chapters will reflect on the calendar year by highlighting their efforts in various areas. Chapters will provide a summary of their progress toward achieving their goals, and answer specific questions regarding impact on the community.
4. Chapter Presentation (optional) – Participating chapters will designate a team of up to four (4) undergraduate members to make a 30 minute presentation (including Q&A) to the CAP Review Committee in winter term. Up to two (2) additional members may view the presentation as non-participating observers to provide feedback to the chapter afterwards.

Committee members will evaluate all submissions and make their final decisions regarding awards (including Dean's Cup) in spring term.

Scoring

Each CAP submission will be scored based on minimum standards required to maintain recognized status on campus. The expectation is that chapters will achieve at least a 70% rating in each area which will lead to being accredited. Chapters that exceed those standards are those which best exemplify fraternity and sorority values; they will receive acknowledgment and be considered for awards for their level of excellence.

Accreditation status will be based on the chapter's achievement related to the criteria under each of the Four Pillars:



Academics

- Academic Performance
- Academic Programming
- Academic Standards and Incentives
- New Member Academic Achievement
- Faculty Relations/Interaction



Brotherhood/Sisterhood

- Alumni Relations
- Risk Management
- Ritual
- Interfraternal Relations
- Recruitment
- New Member Education



Leadership

- Chapter Management
- Leadership Development
- Membership Education
- Parent & Family Relations
- Campus Involvement



Service to the Community

- Philanthropy
- Hands-on community service

Accredited

Accredited chapters are those that have successfully met the minimum expectations (70% rating in each area). Those that exceed the minimum will be considered for awards.

Non-Accredited

Chapters that do not achieve the minimum expectations will be designated as Non-Accredited. Non-Accredited chapters must complete the following in the year following non-accreditation in addition to meeting that year's expectations (70% rating in each area):

- Monthly meeting with FSL staff to review Goals & Action Plan
- Faculty/Staff Advisor and/or Alumni Advisor invited by chapter to at least two (2) of the meetings
- Participation in Chapter Presentations

Unrecognized

Chapters that are designated Non-Accredited for two consecutive years will be placed on a one-year suspension of recognition as a student organization. During suspension, chapters will not:

- Operate as an organization at Drexel
- Participate in Recruitment/Intake including FSL and council-sponsored events
- Participate in Greek Week or Homecoming
- Host or participate in social events on or off campus

After one year, organizations that have complied with the above will be able to apply for recognition. The process to regain recognition is:

1. An official representative from the organization must submit a letter of intent to the Director of Fraternity and Sorority Life (DFSL), including a three-year plan for sustainability to maintain future recognition.
2. The DFSL and Executive Director of Student Life (EDSL) will determine if the organization is eligible to receive recognition based on compliance with any sanctions established when recognition was suspended.
 - a. If they find that the organization is not compliant, it will remain unrecognized.
 - b. If they find compliance, the organization will be invited to present their proposal for recognition to a Review Board consisting of three (3) Student Life staff and three (3) governing council representatives; one each from IFC, MGC, and PHC.
3. The Review Board will convene and determine the status of the organization.
 - a. If the Review Board does not grant recognition, the organization will remain unrecognized.
 - b. If the Review Board does grant recognition, organization representatives will be able to participate in the university recognition process at the next available opportunity.
 - c. This status will be communicated by the DFSL within 5 business days of the presentation to official organization representatives.

Frozen

FSL staff will coordinate with Campus Engagement to place organizations on frozen status in DragonLink if they fail to submit required documentation by the published deadlines. This will result in no Event Forms being approved and limited operations as a student organization until the missing documentation is submitted and the frozen status is lifted.

Appeals

Any organization wishing to appeal an accreditation decision must do so within 10 days of the receipt of the status through the DragonLink form. The Executive Director of Student Life (EDSL) will review the appeal and any supporting documentation and render a final decision within 10 days of the receipt of the appeal.

Part 1: Chapter Goals & Action Plan

Chapters will create their own annual goals connected to any three of the six Drexel Shared Values:

- **Quality**: Ensure that an ongoing and pervasive quest for quality informs the decisions we make, the people we hire, the students we admit, the programs we offer, and the way we conduct ourselves.
- **Integrity**: Demonstrate integrity through rigorous adherence to ethical standards; respect for shared governance; support for work-life balance and equitable policies; impartiality and freedom from conflicts of interest; and trust-based relationships with academic, corporate, government, and community partners.
- **Diversity**: Create and support a diverse university in all of its manifestations both because diversity has instrumental value — it makes Drexel's students, faculty, and University community more competitive globally — and because diversity has inherent value — it fosters understanding, respect, and opportunity — thereby forging a better university for all.
- **Access**: Provide access to a Drexel education to as many high-potential students as possible through innovative academic support programs, generous scholarships, financial aid, and other financing methods, and support those high-potential students to facilitate academic success and graduation.
- **Stewardship**: Provide exceptional stewardship over the University's financial and physical resources while growing these resources through enrollment, philanthropy, government support, an incentive-driven resource allocation process, and wise investment of our endowment.
- **Innovation and Entrepreneurship**: Continue to take informed, carefully-calculated and strategic risks to build upon our successes, start new ventures, and forge a different path forward. This legacy of innovation and entrepreneurship is the gift of our founder, Anthony J. Drexel, and it is a legacy that must be preserved, celebrated, and continuously renewed.

Instructions:

- Discuss ideas for chapter goals with fellow chapter officers and advisor(s).
- Create three chapter goals, each aligned with a different Drexel Shared Value, and three detailed action steps for achieving each goal.
- Remember, goals should always be **SMART**:
 - **Specific** (who/what/when/where?)
 - **Measurable** (how will you know when it's completed?)
 - **Attainable** (can you realistically accomplish it?)
 - **Relevant** (why should you do it – based on your values and vision?)
 - **Time-Bound** (realistic timeframe to complete each step of the goal)
- Submit the Goals & Action Plan Form via DragonLink by **12 noon on Friday, March 2, 2018**.
- Be prepared to review Goals & Action Plan and progress made at each Term Meeting.

Part 2: Chapter Expectations

Instructions:

- Read each statement and check the boxes that apply to your chapter.
- If checking a box, provide as much documentation as possible for that which is requested.
- If leaving a box blank, provide an explanation as to the reasoning for not fulfilling this expectation. If the chapter can provide sound reasoning for lack of completion, partial credit may still be awarded.
- Documents uploaded as part of the Chapter Expectations Section should be labeled: "2018 CAP-ABC-Part2-NameofItem".
- Only include attachments or additional documents when noted. Additional attachments will not be reviewed.
- Submit the Chapter Expectations Form via DragonLink by **12 noon on Friday, January 18, 2019.**

Recognition

- Chapter has completed all Recognition requirements for student organizations, including but not limited to:*
- | | |
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| <input type="checkbox"/> Impact Statement, Vision, and Goals | <input type="checkbox"/> Officer Elections/Transition |
| <input type="checkbox"/> Profile including Website and Social Media | <input type="checkbox"/> Chapter Budget |
| <input type="checkbox"/> Constitution/Bylaws | <input type="checkbox"/> Anti-Hazing Acknowledgment |
| <input type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> DragonLink Roster updated |
- Required officers (President, Vice President, Treasurer, and Event Coordinator) attend BOLD Conferences and officer training*
- Chapter is in good standing with the University and Inter/National organization*
- Chapter has not been found responsible for any student organization conduct issues during the calendar year*
- If not true, explain:**

Academics

- Chapter has maintained a 2.5 cumulative GPA for the entire year*
- Chapter has achieved a 2.0 term GPA or higher each term*
- Chapter has one person in charge of academic programs updated on FSL Contact Sheet*
- Chapter has academic improvement program for those who fall below chapter academic standards
- Explain Briefly:**
- Chapter has incentives/recognition in place to encourage academic excellence
- Explain Briefly:**

- Chapter has at least one person in charge of programming updated on FSL Contact Sheet*
- Chapter has at least one person in charge of risk management updated on FSL Contact Sheet*
- Chapter hosts or attends at least one program on alcohol & other drugs annually**

Date:	Title:	Presenter:	% of chapter attended:
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- Chapter hosts or attends at least one program on hazing prevention annually**

Date:	Title:	Presenter:	% of chapter attended:
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- Chapter hosts or attends at least one program on sexual assault prevention annually**

Date:	Title:	Presenter:	% of chapter attended:
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- Chapter hosts or attends at least one program on diversity & inclusion annually**

Date:	Title:	Presenter:	% of chapter attended:
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** *These four educational programs are mandatory for at least 75% attendance*
- Chapter achieves 75% or higher member completion rate on annual Fraternity/Sorority Assessment*
- Chapter has a written internal code of conduct or standards for all members (*include as attachment*)
- Chapter has a written, up-to-date risk management policy or guidelines distributed and explained to all members (*include as attachment*)
- Chapter has a written, up-to-date crisis management plan distributed and explained to all members (*include as attachment*)

Housed chapters only:

- Chapter has one person designated as house manager updated on FSL Contact Sheet*
- Chapter representative attends House Manager training
- House Manager (student) meets with House Director (staff) on a weekly basis

Leadership

- Chapter has at least one Alumni/ae Advisor updated on FSL Contact Sheet*
- Chapter has a Faculty/Staff Advisor updated via DragonLink and on FSL Contact Sheet*
- Each executive board member and chair position has a written job description
- Executive board meets regularly

Day/Time/Frequency/Location:

- Chapter holds regular meetings

Day/Time/Frequency/Location:

- Chapter has dues collection process in place (*include written document as attachment*)

Explain Briefly:

- Chapter utilizes dual check signing process
- Chapter representative attend monthly Presidents' Meetings*
- Chapter representative meets with the FSL staff at least once per term for Term Meetings*

- Chapter submits Greek Week Statement of Ethics (if applicable)
- Chapter maintains regular communication with national or regional representative who is updated on FSL Contact Sheet*
- At least 75% of individuals in the chapter are involved in the campus community, for example other student orgs, campus events, paraprofessional work, etc. *(include as attachment: list of members and their involvement, including any leadership positions, if applicable)*

Service to the Community

- Chapter has at least one person in charge of community service/philanthropic activities updated on FSL Contact Sheet*
- Chapter hosts and/or attends at least one hands-on community service event or activity during the fall, winter and spring terms

Winter Date:	Description/Organization benefitted:
Spring Date:	Description/Organization benefitted:
Summer Date (optional):	Description/Organization benefitted:
Fall Date:	Description/Organization benefitted:
- Chapter participates in activities to raise money for a specific charitable organization

Agency/Charity:
Amount Donated:
- No funds raised for chapter philanthropic purposes have come from the sale of or events with alcohol *(as stated in FIPG)*

The individual who submits this form and supporting documentation agrees that the information provided is accurate for the year for which it is being reviewed. They further understand that any fabricated information will result in ineligibility for chapter awards and potential conduct repercussions.

* Verifiable by FSL

Part 3: Goal Assessment & Executive Summary

Instructions:

- Prepare answers for self-assessment of Part 1: Goals & Action Plan
 - To what extent did the chapter follow its action steps?
 - To what extent did the chapter achieve its goals?
 - What learning occurred through this process?
- Prepare answers for self-assessment of Part 2: Chapter Expectations
 - How would the chapter assess itself on each of the areas (Exceeded, Met, Partially Met, or Did Not Meet Expectations)?
 - Recognition
 - Academics
 - Brotherhood/Sisterhood
 - Leadership
 - Service
 - What impact has the chapter made on the Drexel community this past year?
 - What has the chapter done to benefit individual members?
 - How have individual members given back to the larger community?
 - Where is there opportunity for improvement?
- Submit the Goal Assessment & Executive Summary form via DragonLink by **12 noon on Friday, January 18, 2019.**
- Optional: Any attachments (flyers, photos, agendas, presentations, etc.) submitted as part of the Goal Assessment & Executive Summary should be labeled: "2018 CAP-ABC-Part3-NameofItem".

Part 4: Presentation

Optional. Organizations interested in being considered for the Dean's Cup Award should email greeklife@drexel.edu by **12 noon on Friday, December 7, 2018** that they plan to participate in Part 4. Participating organizations will be assigned a presentation timeslot which will be communicated via email before the end of fall term. FSL will provide an Informational Session on Chapter Presentations by the end of fall term.

Participating chapters may designate a team of up to four (4) undergraduate members to serve on the chapter presentation team and may have up to two (2) non-participating members viewing the presentation. The team will be given 30 minutes to share information with the CAP Review Committee. Ideally, chapters will prepare presentations that allot 20 minutes for information sharing and 10 minutes for a question/answer period.

- Time will be strictly kept. If the presentation portion of the program exceeds 20 minutes, there will not be an additional 10 minutes of questions allotted.
- Presentations will be evaluated as part of the overall CAP submission based on how well the chapter addresses:
 - Their adherence to the Four Pillars: Academics, Brotherhood/Sisterhood, Leadership, and Service.
 - Their progress toward their goals based on three of the six Drexel Shared Values: Quality, Integrity, Diversity, Access, Stewardship, Innovation and Entrepreneurship.
- Supplemental information, such as handouts, video clips or PowerPoint/Prezi presentations may be used if necessary to present information.

Chapter Presentations should aim to include the following information that may not have been shown through the other sections of CAP.

- Introduction of presenters – Name, Class, Position in the organization
- Brief history and purpose of the organization
- **Academics**
 - **Academic Performance**, including reflection on 2018 chapter academic performance (*includes both initiated and new member performances*)
 - **Academic Programming**, including chapter academic support program, academic resources, academic goals, academic educational programs, and faculty interaction (*for both members and new members*)
 - **Academic Standards and Incentives**, including requirements for all levels of membership, enforcement of academic standards, incentives utilized and their effectiveness
 - **Faculty Involvement**, including programs and meetings in which faculty were invited to the chapter house, faculty presented to the chapter and/or other means for connecting faculty with the fraternity/sorority.

- **Brotherhood/Sisterhood**
 - **Alumni Relations**, including tracking of alumni contact information, events held with alumni and undergraduates, relationship with alumni/alumni chapter, and involvement with Alumni Relations and/or Institutional Advancement and University alumni events (*Alumni Weekend, Homecoming, etc.*)
 - **Risk Management**, including risk management policy or guidelines, risk management chair, and specific examples of educational programming for members on topic of risk prevention and wellness/safety (*sexual assault, alcohol, drugs, hazing, etc.*)
 - **Ritual**, including frequency of performance of formal Rituals, chapter Ritual education for members, storage/protection of Ritual equipment, and how the chapter values seen in the Ritual can be explained by members and seen through their actions
 - **Interfraternal Relations**, including involvement and communication with other Greek organizations and governing councils on Drexel's campus
 - **Recruitment**, including goals and overall plan for recruitment efforts, participation in Greek wide recruitment events, and means of promoting events (*marketing, promotional items, materials/information shared with potential members, etc.*)
 - **New Member Education/Intake**, including goals and outcomes for NM Education/Intake program, initiation rate, and overall program effectiveness
- **Leadership**
 - **Chapter Management**, including development of vision and goals, fundraising, fiscal management, involvement with faculty/staff advisor, interaction with inter/national or regional representative, Code of Conduct, interaction of leadership team and delegation
 - **Leadership Development**, including involvement with Office of Leadership Development, attendance at conferences and leadership development opportunities, leadership development plan and goals
 - **Membership Education**, including educational programming (leadership development, diversity, etc.), membership development plan and goals
 - **Parent & Family Relations**, including events, communication, and other programs/information specifically targeted toward parents of members, new members, and potential members
 - **Campus Involvement**, including interactions with Drexel faculty/staff (*beyond FSL, Residential Living and Student Conduct, or University Housing*), members' involvement in student/community organizations, members' leadership roles on campus, and collaboration/co-sponsorship with student organizations outside FSL
- **Service to the Community**
 - **Philanthropy**, including the organization's national/local philanthropic causes, events, reflection on the value of philanthropy, and educational component incorporated into philanthropic events
 - **Hands-on community service**, including service events and reflection on the value of service