STANDARDS OF EXCELLENCE 2017

GREEK LIFE

SAN JOSÉ STATE UNIVERSITY
OPENING STATEMENT
San Jose State University seeks to recognize and foster relationships with those social/cultural/general-interest fraternities and sororities that contribute positively to the community and to the mission of SJSU. The Standards of Excellence has been designed to indicate what San Jose State University expects from each chapter and to measure the success of each chapter both quantitatively and qualitatively. It is required that each fraternity and sorority meet the minimum standards in order to be compliant and in good standing with the University. It is our hopes that this process will help chapter members to be able to physically see areas of strength and improvement, in an effort to produce an outstanding chapter.

EXPECTATIONS
A physical binder should be created to showcase what the organization has accomplished during the previous calendar year. This binder should be worked on as a chapter and should be something that all chapter members are proud of. This process should NOT just be completed by a few officers, but should be a collaboration of the efforts of the entire chapter.

Each section will require specific documentation to be added to the binder. This may include copies of paperwork or receipts, Event Confirmation Forms, Direct Community Service Forms, Philanthropic Project/Event Forms, written explanations, and/or letters. Event Confirmation Forms, Direct Community Service Forms, and Philanthropic Project/Event Forms must be completely filled out in order to receive points. **No points will be given for forms that are missing signatures, number of participants or any other required information.**

BREAKDOWN OF LAURELS/POINTS
There are a total of 2,515 points that can be achieved.
In order to be in good standing with the University each Fraternity and Sorority must reach the bronze level standard.

- **Platinum Laurel:** 1,901 - 2,275 points
- **Gold Laurel:** 1,701 - 1,900 points
- **Silver Laurel:** 1,501 - 1,700 points
- **Bronze Laurel:** 1,300 - 1,500 points

TIMELINE
- The Standards of Excellence is considerate of a full calendar year of chapter activity, achievement, and performance. This spans from the 2017 calendar year beginning on January 1, 2017, and ending on December 31, 2017.
- Student Involvement will hold a total of 2 info sessions to guide Fraternity and Sorority members through the Standards of Excellence process. These meetings will take place on: **February 2 & 15, 2018.**
- The final submission will be due to the Student Involvement Office in the Student Union by **5pm on Monday, February 26, 2018.** Chapters that do not comply to this deadline will no longer be recognized. No exceptions to this deadline will be made.
- Scores will be reported out to chapters following the annual Greek Awards Banquet.
SUPPLEMENTAL/ADDITIONAL AWARDS

Fraternity & Sorority Member(s) of the Year:
One Fraternity member and one Sorority member who best exemplify the values of Greek Life at San Jose State University, will be selected as the Fraternity and Sorority members of the Year. Individuals that are nominated will be evaluated based on information provided specifically describing their character, scholastic performance, chapter, Greek Life, University & greater community involvement, public service, etc. throughout their undergraduate career.

Emerging Sorority/Fraternity Leader of the Year:
One Fraternity and one Sorority member who is identified as having demonstrated taking initiative or action, and showed an ability to inspire and lead within their fraternity/sorority and/or the Greek community. Individuals that are nominated will be judged on the information provided on how they exemplified chapter values, took action/got involved regardless of a title or position, and served as a role model for other members within the organization. This award is intended for younger members within the Fraternity & Sorority community; looking to highlight those members that have made an impact in the short time in which they've been active.

Fraternity and Sorority Advisor of the Year:
The Fraternity and Sorority Advisor of the Year Award recognizes 2 advisors that go above and beyond to motivate, challenge, and support the undergraduate officers and members. These people demonstrate their commitment by being present at relevant Chapter events and meetings, assists with organizational goal setting and transitions, serves as a role model to the members, mentors individual students, and more.

Outstanding Fraternity & Sorority President(s) of the Year:
New to 2017, one Fraternity President and one Sorority President who demonstrated exemplary leadership during their term as chapter president, will be selected as the Outstanding Fraternity and Sorority Presidents(s) of the Year. Individuals that are nominated will be evaluated based on information provided specifically describing their character, leadership, resilience, and overall performance as president.

- Awards submissions for the Greek Life Awards Ceremony will be due by 5pm on Monday, March 5, 2018.
  It is encouraged that chapters complete award nomination forms to recognize members of the Greek community, but it is not required.
- These awards are supplemental to those such as “Best in Council,” “Most Improved Chapter,” etc.
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SCHOLARSHIP

1. **Academic Success Programs**: Provide a *Written Explanation* of the academic success program for both initiated and new members which outlines: the plan for those on academic probation, chapter GPA requirements, a breakdown of how study hours are logged and measured, and what is done to recognize members who excel in academics.

   ___ 30 points  Plan includes program for new members (10 points), initiated members (10 points), and members in academic distress (10 points).

   ___ 25 points  Plan explains how members are held accountable for their academic success program.

   ___ 25 points  Plan explains incentives/recognition process for academic success.

2. **Honorary Societies**: Provide *Official Documentation* of all members that were apart of an official recognized SJSU academic honorary society for the full semester. A signed letter must be included from the president of the academic honorary society for each chapter member. These can include Order of Omega, Phi Kappa Phi, Alpha Kappa Psi, etc.

   ___ **BONUS**: 10 points  10% of chapter members were apart of at least one academic honorary society in the Spring.

   ___ **BONUS**: 10 points  10% of chapter members were apart of at least one academic honorary society in the Fall.

3. **President and Dean Scholars**: Provide *Official Documentation* of all members that were named President or Dean scholars during the 2017 year. Official documentation can include a copy of the certificate provided by the University, a letter of achievement, or official invitation to the SJSU Honor’s Convocation.

   ___ **BONUS**: 10 points  10% of chapter members were awarded “President Scholar” in 2017.

   ___ **BONUS**: 10 points  10% of chapter members were awarded “Dean Scholar” in 2017.

4. **Spring Chapter GPA**: *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.*

   ___ 125 points  Chapter average is *at or above* the gender average

   ___ **BONUS**: 25 points  Chapter average *exceeds* gender average by .25 points

   ___ **BONUS**: 10 points  Chapter average *exceeds* gender average by .15 points

   ___ **BONUS**: 5 points  Chapter average *exceeds* gender average by .10 points

5. **Spring GPA Improvements**: *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.*

   ___ 15 points  Chapter has increased their *all member* GPA by at least .10
<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>___15 points</td>
<td>Chapter has improved their <em>initiated member</em> GPA by at least .20</td>
</tr>
<tr>
<td>___15 points</td>
<td>Chapter has improved their <em>new member</em> GPA by at least .10</td>
</tr>
<tr>
<td>___BONUS: 5 points</td>
<td>30% or more of members have a 3.0 or better GPA</td>
</tr>
<tr>
<td>___BONUS: 25 points</td>
<td>15% or more of members have a 3.5 or better GPA</td>
</tr>
</tbody>
</table>

6. **Fall Chapter GPA:** This section will be completed by Student Involvement Staff. No documentation of any kind is needed.

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>___125 points</td>
<td>Chapter average is <em>at or above</em> the gender average</td>
</tr>
<tr>
<td>___BONUS: 25 points</td>
<td>Chapter average <em>exceeds</em> gender average by .25 points</td>
</tr>
<tr>
<td>___BONUS: 10 points</td>
<td>Chapter average <em>exceeds</em> gender average by .15 points</td>
</tr>
<tr>
<td>___BONUS: 5 points</td>
<td>Chapter average <em>exceeds</em> gender average by .10 points</td>
</tr>
</tbody>
</table>

7. **Fall GPA Improvements:** This section will be completed by Student Involvement Staff. No documentation of any kind is needed.

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>___15 points</td>
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</tr>
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<td>___15 points</td>
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</tr>
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<td>___15 points</td>
<td>Chapter has improved their <em>new member</em> GPA by at least .10</td>
</tr>
<tr>
<td>___BONUS: 5 points</td>
<td>30% or more of members have a 3.0 or better GPA</td>
</tr>
<tr>
<td>___BONUS: 25 points</td>
<td>15% or more of members have a 3.5 or better GPA</td>
</tr>
</tbody>
</table>

**Points Possible:** 420 Points  
**Bonus Points Possible:** 180 Points  
**Total Points Possible:** 600 Points  

**CHAPTER EDUCATION**

1. **Chapter Retreat:** It is expected that a brotherhood/sisterhood retreat takes place annually. Provide a *Written Explanation* and *Event Confirmation Form* of discussions, activities, and trainings that may have occurred during this retreat. Include the agenda, date, time, location, and the names and titles of any facilitators who were present.

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>___10 points</td>
<td>Event confirmation form is included and is complete</td>
</tr>
<tr>
<td>___10 points</td>
<td>Includes agenda with date, time, location, and the names and titles of any facilitators who were present</td>
</tr>
<tr>
<td>___10 points</td>
<td>Retreat includes discussion/training on organizational values and identity</td>
</tr>
<tr>
<td>___10 points</td>
<td>Retreat includes calendar planning for the upcoming semester/ and or year</td>
</tr>
</tbody>
</table>
2. **New Member Education Plan:** Provide a *Written Explanation* of the chapter’s new member education plan. This should include a schedule and description of all new member activities (Meetings, Events, Retreats, etc.). This should be included regardless of if the chapter had new members in the 2017 year.

- **100 points**
  - Includes anti-hazing education
- **25 points**
  - Includes Inter/National Regional/Local New Member Ed. Plan
- **25 points**
  - Promotes scholarship and academic success
- **15 points**
  - Promotes campus/community involvement and leadership
- **10 points**
  - Educates new members on chapter/community values and expectations
- **10 points**
  - Program clearly outlines the schedule of new member activities *(Dates, Times, Location of meetings, content covered in meetings, etc.)*
- **BONUS: 10 points**
  - Educates new members on all four Greek Councils at SJSU
- **BONUS: 5 points**
  - Promotes involvement as an alumni

3. **Spring 2017 New Member Experience:** *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.* 100% of new member classes are expected to complete the New Member Experience course with a score of 80% or higher by the assigned deadline. *No partial points will be given.*

- **75 points**
  - Spring 2017

4. **Fall 2017 New Member Rights & Responsibilities Workshop:** *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.* 100% of new member classes are expected to attend the New Member Rights & Responsibilities workshop hosted by Student Involvement. *No partial points will be given.*

- **75 points**
  - Fall 2017

5. **Spring GREAT Sessions:** *This section will be completed by Student Involvement Staff. No documentation of any kind is needed with the exception of the bonus points for hosting or co-hosting a GREAT Session.* Chapters must have 80% of members complete two approved GREAT sessions per semester. One GREAT session per semester must relate to risk management, and must be done in person. Topics of risk management GREAT sessions can include: hazing prevention, alcohol awareness, fire safety, etc. The other GREAT session can be a topic of your choosing. Suggested topics include academics, personal development, or professional development. Every chapter member is individually responsible for completing their two GREAT sessions per semester and submitting proper GREAT Session verification forms.

- **100 points**
  - Spring Semester: Risk Management GREAT Session
- **100 points**
  - Spring Semester: Other GREAT Session

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**(Revised November 2017)**
### Points Possible: 505 points

**Bonus Points Possible:** 30 points

**Total Points Possible:** 535 points

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**CHAPTER FINANCE**

1. **Accounting Procedures**: Provide a *Written Explanation* of the accounting procedures of the chapter including types of records maintained and types of financial reports produced. Please indicate any online money or dues platforms that the chapter utilizes such as Billhighway, Paypal, Official National accounting systems etc. A copy of the financial discipline policy with a signed statement by the treasurer and chapter/financial advisor must be included.
   - **10 points**  Written explanation and signed statements

2. **Budget**: Provide a *Copy of the Budget* for both Spring and Fall semesters that are signed by the treasurer and the financial or chapter advisor.
   - **10 points**  Spring semester with signatures
   - **10 points**  Fall semester with signatures

3. **Council Dues**: Provide a *Copy of Receipts or Statements* showing that all dues and fines have been paid on time to the council.
   - **10 points**  Spring semester
   - **10 points**  Fall semester

4. **University Funding**: Provide a *Copy of Receipt or Statements* for appropriately using Student Involvement Recognized Student Organization (RSO) Funding, Associated Students (A.S.) Funding, or Annual Giving Funding.
   - **BONUS: 5 points max.**  Documentation provided for Spring semester RSO Funding
   - **BONUS: 5 points max.**  Documentation provided for Fall semester RSO Funding
   - **BONUS: 5 points max.**  Documentation provided for Spring semester A.S. Funding
   - **BONUS: 5 points max.**  Documentation provided for Fall semester A.S. Funding
   - **BONUS: 5 points max.**  Documentation provided for Fall semester Annual Giving Funding

5. **University Debt**: *This section will be completed by Student Involvement Staff. No documentation of any kind is needed.* The Chapter has no outstanding dues with the University including bills from Spartan Catering, UPD, Event Services, etc.
Points Possible: 100 points
Bonus Points Possible: 25 points
Total Points Possible: 125 points

CHAPTER MANAGEMENT

1. **Bylaws, Code of Conduct, & Judicial/Standards Board:** Provide a Copy of Public Chapter Bylaws including information on how often they are revised. Provide a Copy of Public Code of Conduct, which clearly outlines the expectations of the members regarding topics such as alcohol, drugs, hazing, fighting, and other risk management issues. Provide a Written Explanation of how the Chapter judicial/standards board operates and how violations of the Chapter’s Code of Conduct are handled.

   __50 points__ Copy of Public Chapter Bylaws
   __50 points__ Copy of Public Code of Conduct
   __50 points__ Written Explanation of Judicial/Standards Board

2. **Advisor Relations:** Provide a Signed Letter showing that the chapter has an alumni/graduate advisor who attends at least two chapter executive board meetings per semester, attends Greek advisor meetings hosted by Student Involvement, and maintains regular communication with the Chapter and Council Advisor.

   __10 points__ Signed Letter

3. **Dates and Deadlines Compliance:** This section will be completed by Student Involvement Staff. No documentation of any kind is needed. Each chapter shall receive 75 points per year. Five points will be deducted for each instance of failure to submit documentation/paperwork on time, accurately, and completely. Documentation/paperwork includes recognition paperwork, hazing agreements, new member forms, etc.

   __75 points__ Per year

4. **Conduct/Policy Compliance:** This section will be completed by Student Involvement Staff. No documentation of any kind is needed. Chapters shall comply with the SJSU Relationship Statement, Student Organization Code of Conduct, Greek Management Manual, and Social Event Registration Policy. Chapters also must submit all paperwork in a timely manner.

   - 100 points will be deducted for each severe violation. This includes but is not limited to: hazing violation, Title IX violations, violations of SJSU’s policies of non-discrimination, usage of firearms or weapons, etc.
   - 50 points will be deducted for each major violation. This includes but is not limited to: having alcohol at a recruitment or philanthropic event, underage drinking at an event, drug use or sale at a chapter facility, common source of alcohol at chapter event, etc.
   - 20 points will be deducted for all other violations including failure to register a social event.
20% present members

5. **Meeting Attendance:** This section will be completed by Student Involvement Staff. No documentation of any kind is needed. Chapters comply with their expectations of attending required educational meetings and events as expressed through the Greek Management Manual. No partial points will be given.

- **25 points**

  **Attendance at Council Meetings:** Chapter delegate was present at a minimum of 80% of the appropriate council meetings

- **25 points**

  **Inter-Greek Council Meetings:** Two chapter representatives were present at 80% of IGC Meetings

- **25 points**

  **Chapter President Monthly Meetings:** Presidents met with SI advisor once a month for a check-in

**Points Possible:** 310 points
**Bonus Points Possible:** 0 points
**Total Points Possible:** 310 points

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**COMMUNITY**

1. **Public Relations:** Provide Screenshots of chapter website and/or any social media outlets that the Chapter uses. All images must be from the 2017 year.

   - **15 points**

     Provides screenshots of chapter website and/or social media outlets

2. **Newsletters:** Provide a Copy of Newsletters that are sent out to alumni, family members, etc.

   - **BONUS: 10 points**

     Spring semester

   - **BONUS: 10 points**

     Fall semester

3. **Campus Life:** Provide an Event Confirmation Form showing that at least 20% of the chapter attended a non-Greek affiliated campus sponsored event hosted by recognized student organizations or campus departments. Campus sponsored events include the Student Organization Fair, Campus Movie Fest, Admitted Spartan Day, Fire on the Fountain, Legacy Week, Earth Day, Spartan Speaker Series, etc.

   - **25 points**

     20% of the chapter attended

   - **BONUS: 10 points max.**

     5 bonus points will be awarded for each additional event with 20% or more of chapter members present
4. **Alumni Involvement:** Provide an Event Confirmation Form for any event hosted by the chapter for or with alumni members.
   
   _20 points_  
   Spring semester  
   _20 points_  
   Fall semester  
   _BONUS: 10 points max._  
   5 bonus points will be awarded for each additional event

5. **Family Involvement:** Provide an Event Confirmation Form for any event hosted by the chapter for or with family members.
   
   _20 points_  
   Spring semester  
   _20 points_  
   Fall semester  
   _BONUS: 10 points max._  
   5 bonus points will be awarded for each additional event

6. **Direct Community Service:** Provide a Direct Community Service Form for one community service event per semester with the participation of at least 60% of the chapter membership for a minimum of three hours. An attendance list is required. This can include volunteering at one or multiple non-profit organizations, or volunteering within the SJSU or local community.
   
   _25 points_  
   Spring semester  
   _25 points_  
   Fall semester

7. **Philanthropic Project/Event:** Provide a Philanthropic Project/Event Form for one philanthropic project/event that was hosted by the chapter in Spring, and one philanthropic project/event that was hosted by the chapter in Fall. This entails raising money for a specific cause or entity, or donating items to a charity.
   
   _25 points_  
   Per Documented Event Hosted  
   _BONUS: Max 100 Points_  
   25 bonus points will be awarded for each additional event

8. **Greek Community Relations:** Provide an Event Confirmation Form for alcohol free events that 80% of your chapter attended that were hosted by your own council, a cultural interest chapter/council, and a general interest chapter/council. These events include community service events, philanthropic events, educational programs, cultural events, social events etc.
   
   _25 points_  
   Participate in an event hosted by your council  
   _25 points_  
   Participate in an event with a cultural interest chapter/council (USFC & NPHC)  
   _25 points_  
   Participate in an event with a general interest chapter/council (IFC & PHC)  
   _BONUS: 15 points max._  
   5 bonus points will be awarded for each additional event with a chapter of another council (not to exceed 15 points)

9. **Interaction with Other Chapters:** Provide an Event Confirmation Form for one alcohol free event between another chapter of your organization.
   
   _BONUS: 10 points max._  
   10 bonus points will be awarded for one event with another chapter of your organization
LEADERSHIP

1. **Transition Meetings:** Provide an *Event Confirmation Form(s)* and *Writing Explanation* of the topics covered, goals discussed, and any facilitator names and titles during the officer transition meetings with incoming/outgoing officers.
   - **10 points**  
     Event Confirmation Form
   - **25 points**  
     Written Explanation includes topics covered, goals discussed, and any facilitator’s names and titles

2. **Campus Involvement/Leadership:** Provide a *List* of chapter members, the outside SJSU recognized organizations that they are apart of, and their leadership positions within those organizations (if applicable). SJSU recognized organizations can include academic organizations, cultural or religious organizations, sports clubs, etc. Leadership positions within these organizations can include Social Media Chair, Treasurer, Secretary, leadership in Greek governing councils, Peer Mentor/Advisor, Resident Advisor, Peer Health Educator, Diversity Advocate Intern, A.S. Board Member, Academic Senate Member, etc. This would not include individual roles within the Chapter. After compiling the lists please indicate the total chapter members who are apart of SJSU recognized student organizations, and the total chapter members who hold leadership positions.
   - **50 points**  
     40% of chapter members are apart of an SJSU recognized student organization. (No partial points given)
   - **BONUS: 10 points max.**  
     2 points additional for every 10% of chapter members participating above 40%
   - **50 points**  
     20% of chapter members hold positions in SJSU recognized organizations. (No partial points given)
   - **BONUS: 10 points max.**  
     2 points additional for every 10% of chapter members participating above 20%

3. **External Leadership Programs:** Provide *Official Documentation* of all chapter members who attended any external leadership conference. This can include AFLV, NODA, LeaderShape, National Black Greek Conference, Leadership Today, Leadership Dialogues, any conferences held by the (inter)national organization, etc. Official documentation can include photographs, the itinerary from the event, or written event confirmation.
   - **50 points**  
     10% of the chapter participated in an external leadership programs
   - **BONUS: 10 points max.**  
     2 points additional for every 10% of chapter members participating above 20%
**Points Possible:** 185 points  
**Bonus Points Possible:** 30 points  
**Total Points Possible:** 215 points  

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**PRESENTATION**

*This section will be completed by Student Involvement Staff. No documentation of any kind is needed.*

1. Binder is neat and easy to read.  
   ___10 points  
2. Binder is clearly labeled and organized.  
   ___10 points  
3. Chapter attended a review session or met with a staff member to work on completing the packet.  
   ___**BONUS:** 25 points  

**Points Possible:** 20 points  
**Bonus Points Possible:** 25 points  
**Total Points Possible:** 55 points  

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**TOTAL POINTS POSSIBLE**

*Points Possible:* 1,810 points  
*Bonus Points Possible:* 465 points  
*Total Points Possible:* 2,275 points