

Fall 2017 ACCREDITATION

FREQUENTLY ASKED QUESTIONS

When will information regarding Fall 2017 accreditation go live?

You will have access to the Submission Form and Accreditation (Supporting Documentation) Rubric by no later than *Wednesday, November 1, 2017*.

When is accreditation due for Fall semester?

The Chapter should submit their Submission Form and all Supporting Documentation by *Friday, December 1, 2017 by 11:59pm*. Note: there will be a five-point deduction for any submissions submitted past the 11:59p.m. deadline on December 1.

Can we submit our accreditation documents prior to Friday, December 1?

Absolutely! You are more than welcome to submit your accreditation documents (the Submission Form and all Supporting Documents) as soon as you have everything completed/compiled.

Where do I submit our Chapter's Submission Form and Supporting Documentation?

Once you have everything completed and in a zip folder, you are to email your Chapter's accreditation submission to accreditation@chphi.org.

Are we using the accreditation portal this semester like we have in the past?

No! All accreditation documents will be submitted via email to accreditation@chphi.org. There is no need to access the portal nor will you need a special token/password.

How will I know my submission was received?

You will receive a confirmation email within 48 hours of submitting your materials. If you have not received an email confirmation within that time frame, please contact Michael Davis at davis@chphi.org.

What is the best way for me to learn about these changes?

If you visit www.chphi.org/accreditation, you will see a couple of handouts to help you. Please read through those documents carefully as step-by-step instructions are provided to ensure this process goes smoothly for you. During the Fall 2017 Officer/Chairman Webinar Series, special Webinars were hosted for Accreditation Chairmen. You may also refer questions to members of your Chapter who attended these Webinars.

Who grades the accreditation documents?

Chi Phi relies on volunteers to help grade the supporting documents. Volunteers consist of Chi Phi Alumni as well as University Administrators.

What is the Chapter Submission Form?

This is the document that collects basic Chapter data (Alpha's name, Chapter advisor, contact information, etc.) Due to feedback received from members, the survey will be for data collection purposes only. There are no questions that will be graded/scored.

Where can I access the Chapter Submission Form?

You can go to www.chiphi.org/accreditation and click on the link for the form. An email in which the form is attached will be sent to the following Officers: Alpha, Gamma, Accreditation Chair and Chapter Advisor.

Is there a specific file name that I need to use for the Submission Form?

Yes! Please use the following format when saving your Chapter submission form so that it can be graded correctly: CHAPTER NAME.xlsx. For example, RHO DELTA.xlsx

Can I submit our Supporting Documents as Word Documents?

No! For this semester, only *PDF and Excel Spreadsheets will be accepted*. A number of Chapters have had issues in the past with graders not being able to open a document, so this will eliminate that hassle. Also, you'll note the Accreditation Rubric clearly states which format(s) will be accepted for each document.

Do I still use the accreditation rubric when working on my submission for this semester?

Yes! For Fall semester, the Accreditation Rubric has been updated. Content is essentially the same as it has been for the past 5 years; however, the rubric does offer more detail and is broken down into points. The feedback from members was that clearer expectations on supporting documents was needed, so the changes made were done with that intention.

Is there a list of what Supporting Documents are required for accreditation?

Yes! If you review the Accreditation Rubric and Instructions for Fall 2017 Accreditation, you'll see a list of all supporting documents that are required as well as how to name the file when you save it. NOTE: how you save the file is important so that graders receive the correct documents and can grade appropriately. Also, the Accreditation Rubric clearly states how you should title each of your supporting documents. Failure to title your documents correctly will result in a deduction to your overall score.

How do I create a zip folder?

There is a handout posted at www.chiphi.org/accreditation on how to create a zip folder, or you can also click on the following link: [How To Create a Zip Folder](#).

What do I do if I have questions regarding the Chapter Survey, the Rubric, or one of the Supporting Documents?

You are more than welcomed, and encouraged, to reach out to your Leadership Consultant with any questions you have regarding accreditation. The National Office Staff is here to help you through this process, so don't hesitate to reach out with any questions, concerns, etc.

Brett Shaw: shaw@chiphi.org

Chris Fernandez: fernandez@chiphi.org

Peter Mougey: mougey@chiphi.org

Truman Haycock: haycock@chiphi.org

Jordan Fuqua: fuqua@chiphi.org