Alpha Delta Pi
Foundation

2024-2025 SCHOLARSHIP APPLICATION INSTRUCTION GUIDE

The Alpha Delta Pi Foundation is proud to recognize the "high educational standards" dictated by our Creed. Sisters who complete all requirements outlined in this helpful guide and the online application will be considered for scholarships awarded in the 2024-2025 academic year.

Each applicant submitting a scholarship application is required to read, understand, and adhere to the following Scholarship Application instructions. Failure to thoroughly follow these instructions may result in ineligibility.

The 2024-2025 application is available online only through SmarterSelect. The application can be found on our scholarship page at https://alphadeltapi.org/foundation/scholarships/.

Applicant Eligibility

- ❑ Applicants must have an overall collegiate GPA of 3.2 (on a 4.0 scale) unless otherwise noted.
- ❑ Applicants must be initiated members in good standing of Alpha Delta Pi by April 30, 2024.
- ❑ Applicants must be enrolled in an accredited college/university as a full-time student.
- ❑ Applicants must have submitted their application by the March 1, 2024 application deadline.
- ❑ Applicants must have alumnae volunteer form and faculty member letter of recommendation submitted by the March 1, 2024 deadline.

Scholarship Use

Scholarship funds provided by the Alpha Delta Pi Foundation can only be used towards tuition, books, and school fees. Alpha Delta Pi membership dues and/or housing costs are not eligible educational expenses.

Scholarship Application Schedule

November	Scholarship application available
February 16	Early Bird application deadline at 11:59 p.m. Eastern Standard Time
March 1	Final scholarship application deadline is 11:59 p.m. Eastern Standard Time for all materials, including recommendation letters
April	Scholarship applications reviewed by committee
May	Foundation Board of Trustee approval of recipients
June	All scholarship applicants who submitted a complete application are notified whether or not they have received an award
July	Signed Scholarship Acceptance Agreements due
August	Scholarship checks will be sent directly to universities/colleges

Alpha Delta Pi Foundation Policies Regarding Scholarships

FULL-TIME STUDENT STATUS

Candidates for all Alpha Delta Pi Foundation scholarships must be enrolled in an accredited college/university. If the recipient is participating in a study abroad or international program, it should be part of a program leading to a degree from an accredited college/university. Award criteria for scholarships shall include full-time student status, as defined by their college/university during the year that the scholarship is awarded.

SCHOLARSHIP RE-APPLICATION

A scholarship applicant who has previously submitted an application in prior years must re-submit a new application each year in order to be considered. We encourage you to continue to submit applications each year you are in school, regardless of whether or not you have received a previous award.

MEMBER IN GOOD STANDING

Scholarship recipients are expected to remain members in good standing for the full scholarship term. If you have questions about your member status, please contact your Executive Chapter Advisor or Collegiate Province Director.

SCHOLARSHIP REVOCATION/ENROLLMENT FAILURE

A scholarship recipient who does not pursue their intended studies or fails to meet the criteria of their award (including resignation or expulsion of her membership in Alpha Delta Pi) during the scholarship term will forfeit their scholarship to the next eligible applicant(s) as selected by the Scholarship Committee. If the scholarship has been applied by the college/university, the member will be responsible to repay the pro-rated amount of the award equal to the period of time the member was not pursuing a course of study or no longer met the award criteria to the Alpha Delta Pi Foundation.

APPLICATION/RECIPIENT NOTIFICATIONS

In June, the Alpha Delta Pi Foundation will notify all applicants who submitted a complete application via email whether or not they were selected as a scholarship recipient. In the event an initially selected scholarship recipient can no longer accept an award or fails to submit award acceptance documents by

the deadline, an alternate recipient will be selected. Alternate recipients will be notified via email. After August 15th, there will be no alternate awards made by the Foundation.

Application Tips

READ INSTRUCTIONS

Review this instruction guide and the application carefully.

PLAN AHEAD

Open the scholarship application in SmarterSelect and review the requirements in advance. Gather the information you will need to complete the application. We suggest keeping all your information in a Microsoft Word document to prevent losing any materials in the event you have issues with your online application. Allow plenty of time for your Alpha Delta Pi alumnae volunteer and faculty member to complete the recommendation section.

TEST TECHNOLOGY

Become familiar with the SmarterSelect application system – its functionality and how to use it. The Alpha Delta Pi Foundation will **not accept** late materials.

PROOFREAD

You are responsible for editing your application for accuracy prior to submission. Make sure your essay is well written and free of errors (capitalization, grammar, punctuation, subject material, syntax, etc.) as poorly written essays could negatively affect your application score. Any incorrect or incomplete answers or submissions may result in ineligibility.

FREQUENTLY ASKED QUESTIONS

Please utilize the Frequently Asked Questions section of this packet, the website, and SmarterSelect application to answer any questions that may arise. If you need to contact the Alpha Delta Pi Foundation, please be sure to consult the FAQ guide before doing so.

Ideal Application Completion Timeline

2023	
November and December	• Application is available. Visit https://alphadeltapi.org/foundation/scholarships/ to access the application. • Read and Review this instruction guide as well as information in the application carefully. • Begin completing your application (basic information that will not change when you begin your spring semester). • Think about what Alpha Delta Pi alumnae volunteer and faculty member you would like to recommend you for this scholarship. They will be asked to submit a letter of reference on your behalf.
2024	
January	• Begin your application if you have not already. • Continue working on your application. • Ask your ADPi alumnae volunteer and faculty member if they will provide a recommendation. We strongly recommend doing so before submitting their contact information in SmarterSelect. • Submit information for your ADPi alumnae volunteer. They will receive an email with the link to your specific recommendation page where they will submit a letter of reference. Please do not change the contact information as it will generate a duplicate email with your same personalized link. • Submit contact information for your faculty member (must have instructed you in an in-person or online classroom setting to be considered). The faculty member recommender will receive an email with the link to your specific recommendation page where they will submit a letter of reference. Please do not change the contact information as it will generate a duplicate email with your same personalized link.
February	• Continue working on your application. • Complete all sections (including your essay) and proofread your application. • Make sure all information reported is accurate, well-written, and free of grammatical errors. • If you feel you are ready to submit, submit your application before the Early Bird deadline- February 16, 2024 at 11:59 p.m. Eastern Standard Time. • Follow up with your ADPi alumnae volunteer and faculty member if they have not submitted their recommendation. Everything must be submitted via SmarterSelect by the final deadline March 1, 2024 at 11:59 p.m. Eastern Standard Time. NOTE: You will receive an email confirmation when they submit their recommendation.
March	• Submit your application by March 1, 2024 at 11:59 p.m. Eastern Standard Time via SmarterSelect.

APPLICATION ASSISTANCE

You have started your application – now what? This will walk you through some specific questions to help assist you during the process.

Filling Out Your Application

ADDRESS

If you are awarded a scholarship, we will need to mail your Scholarship Agreement packet to you. Scholarship Agreement packets are generally mailed in June. Please indicate where you would like this information sent.

STUDENT/UNIVERSITY ID

Please be sure to provide the ID number linked to your student account. This number is included with your scholarship check to ensure the scholarship is quickly and accurately applied to your account.

SCHOOL CLASSIFICATION

Because this award is for the 2024-2025 academic year, you will select your class standing as of **Fall 2024**.

CHAPTER OF INITIATION

Some scholarships are designated to be awarded to a member from a specific chapter. Please make sure you submit your correct chapter of initiation (*ex. Omega Omega*). If you do not know the name of your chapter, please visit the Chapter Locator on Alpha Delta Pi's website: https://www.alphadeltapi.org/chapterlocator/. If your chapter is dormant and you are unsure of its name, please contact foundation@alphadeltapi.com.

TRANSFER CHAPTER

If you have transferred to a new university and affiliated with a chapter, please be sure to document the information so we may consider you eligible if this chapter has a chapter-specific scholarship.

OVERALL GPA

The overall GPA reported on your most current official/unofficial transcript will be used by the scholarship committee to evaluate your academic achievement. Please make sure you use the **exact overall GPA**, as we manually check every application for accuracy.

If you are a first semester student, please submit your overall GPA after you receive your first semester grades and can indicate a college GPA.

TRANSCRIPTS

You may upload an official or unofficial transcript as part of this application. If you receive a scholarship and have uploaded an unofficial document, you will be required to submit your official transcripts prior to receiving the award.

Unofficial transcripts can include screenshots or a downloaded report of your student account. They must be uploaded as a PDF into SmarterSelect.

Official transcripts can be emailed to foundation@alphadeltapi.com or mailed to the address below:

Alpha Delta Pi Foundation – Scholarships
1386 Ponce de Leon Ave NE
Atlanta, GA 30306.

FINANCIAL NEED

Please note, financial need is described as a major change in your personal or family finances that is **unforeseen or unpredictable** in relation to your financial resources that has created a need for financial assistance. Please note that multiple children in college at the same time or student loan debt are **not** unforeseen circumstances.

ESSAY QUESTION

There is one essay with multiple prompts. Choose a prompt for the essay question you would like to answer. Your essay should be well-written, organized, and directly address the prompt you've selected. Your essay will be scored on subject material, punctuation, capitalization, syntax, and content. **Maximum word count: 500**.

Application Sections and Scoring

PERSONAL INFORMATION

This is your basic contact information. No points are awarded for this section, but it is important we have all relevant information as some scholarships are awarded based on this information.

ACADEMIC INFORMATION

This section contains information on your academic history including your major/minor and overall GPA. This is also where you upload your transcript.

Your overall GPA will be scored.

ALPHA DELTA PI INFORMATION

Your chapter information is relevant, as there are some chapter-specific scholarships available.

Submitting Your Application

For the Alpha Delta Pi Foundation to review your application, these components must be submitted on SmarterSelect by the indicated deadlines:

1. "Early Bird" application by February 16, 2024 at 11:59 p.m. Eastern Standard Time
2. Application by final deadline of March 1, 2024 at 11:59 p.m. Eastern Standard Time
3. Letter of Recommendation submitted by an Alpha Delta Pi alumnae volunteer by March 1, 2024 at 11:59 p.m. Eastern Standard Time
4. Letter of Recommendation submitted by a faculty member who has instructed you in an in-person or online classroom setting by March 1, 2024 at 11:59 p.m. Eastern Standard Time

TO SUBMIT YOUR APPLICATION ON SMARTERSELECT

- Be sure you have entered all required information.
- Select the "Submit Application" button on the "submission information" page.
- If submission is successful, you will receive:
  o An on-screen confirmation message. Select the green "Print Application" button and save the printed copy for your records.
  o An email with a confirmation code. Please save this message for your records.
- If submission is NOT successful, the page will refresh and you will see an error message at the top of the page.
  o Select the page(s) highlighted in the navigation pane to identify items with errors.
  o After you have corrected any errors, navigate to "Submission Information" page and follow steps above to resubmit your application.

TO UPDATE YOUR APPLICATION AFTER SUBMISSION (PRIOR TO MARCH 1 DEADLINE)

Log in to your application, complete changes, and re-submit. If your update is successful you will see an on-screen confirmation message and will receive a confirmation email.

APPLICATION STATUS

Verify your application submission status by re-opening your application and reviewing the "Applicant Info" box at the top of the page.

- *Incomplete Status* - your application is not complete and not submitted
- *Submitted Status* - your application is submitted. However, your recommendation letters may **not** be submitted yet. Confirm by viewing the reference sections of your application and checking the status of each request
  o **Received Request Status** - your recommender has submitted their letter.
  o **Pending Request Status** - your recommender has not submitted their letter; you can resend the request by clicking the green "resend request" button.
- *Complete Status* - your application and all recommendation items have been submitted and your application is eligible for review by our staff. Once the staff confirms all submitted information is correct and you are eligible, the Scholarship Committee will review your application.

Please note, the Alpha Delta Pi Foundation staff will make every effort to send ample reminders to complete and submit scholarship applications. However, it is up to the student to submit their

application on time. Applications marked as Incomplete will not be considered for review. Thus, applicants with incomplete applications will <u>not</u> receive an email notification in June regarding whether or not an applicant received an award.

FREQUENTLY ASKED QUESTIONS

General Information

WHO IS ELIGIBLE TO RECEIVE A SCHOLARSHIP?

Scholarships are available to initiated members in good standing of Alpha Delta Pi. We currently offer undergraduate, graduate, and continuing education scholarships. New (Alpha) members are encouraged to apply but must be initiated members in order to accept the award.

IS THERE A GPA REQUIREMENT?

Yes. Unless otherwise noted, we require a minimum 3.2 overall GPA.

HOW MUCH FUNDING IS AVAILABLE?

Last year, we awarded more than $328,000 in scholarships. We have several new scholarship funds available for our 2024-2025 academic year, so we expect to give out more awards than ever with scholarships ranging from $750-$5,000.

CAN SOMEONE RECEIVE MORE THAN ONE AWARD?

Depending on the applicant's qualifications and scholarship criteria, they may receive more than one scholarship in a given year.

WILL ALL APPLICANTS RECEIVE AN AWARD?

Due to limited funding, we are unable to award a scholarship to every deserving applicant. We always have more applicants than funding available, so the scholarship process is competitive with a 1 in 4 award rate. Each year brings a different pool of candidates and qualifications, so we encourage applicants to apply for scholarships each and every year they are in school.

CAN I USE THIS SCHOLARSHIP FOR ROOM AND BOARD OR MY ADPI MEMBERSHIP DUES?

Scholarships can only be used for tuition, books, and fees. As a 501(c)(3) educational foundation, unfortunately scholarships cannot be used for dues or room and board. Scholarship awards will be sent directly to the school and can only be applied towards academic expenses.

I QUALIFY FOR MULTIPLE ADPI SCHOLARSHIPS. DO I NEED TO SUBMIT MORE THAN ONE APPLICATION?

No. The great part about our scholarship application process is that you only need to submit one complete application. You are automatically eligible for any scholarship for which you qualify.

HOW ARE SCHOLARSHIPS AWARDED? WHAT CRITERIA IS USED FOR SELECTION?

A panel of higher education professionals make up our scholarship selection committee. These volunteers will read, score, and recommend all scholarship recipients. They use a combination of factors including academic excellence, participation and leadership in Alpha Delta Pi, campus activities,

community involvement, and financial need (if applicable). An important criterion for selection is the essay. The committee is looking for a creative and thoughtful response to the prompts provided in a clear and concise format (500 words or less).

I HAVE PREVIOUSLY RECEIVED A SCHOLARSHIP FROM THE ALPHA DELTA PI FOUNDATION. CAN I APPLY AGAIN?

Yes! We encourage our members to apply for scholarships every year they will be in school. Please note, every year the pool of applicants is different. Receiving a scholarship one year does not guarantee you will receive an award another year.

ARE ANY SCHOLARSHIPS NEED-BASED?

Yes, several of our scholarships are need-based. Please make sure you fill out the Financial Need section of the application if you believe you qualify.

Types of Applications

I AM CURRENTLY AN UNDERGRADUATE BUT PLAN TO GO TO GRADUATE SCHOOL NEXT YEAR; WHAT APPLICATION SHOULD I FILL OUT?

We base the awards on the upcoming academic year, so you would fill out the graduate application.

CAN I APPLY FOR A GRADUATE SCHOLARSHIP IF I DO NOT KNOW WHAT SCHOOL I'M GOING TO ATTEND?

Yes! Please let us know what programs you have applied to and submit proof of enrollment for a graduate program by the time awards are processed in August. We understand many schools provide acceptance materials following the March 1 deadline.

I HAVE COMPLETED ONE BACHELOR'S DEGREE, BUT I'M IN THE PROCESS OF RECEIVING ANOTHER THROUGH A POST-BACCALAUREATE ACCELERATED PROGRAM. WHICH APPLICATION SHOULD I FILL OUT?

Since you have already received one degree, we ask that you complete a graduate application.

I'M IN AN EXTENDED PROFESSIONAL PROGRAM FOR SCHOOL (I.E. 5-6 YEAR PROGRAMS THAT AWARD DUAL DEGREES SUCH AS BA/MA OR OFFER EXTENDED TRACKS) AND AM NOT SURE WHICH PROGRAM TO APPLY FOR. CAN YOU CLARIFY?

Only use the graduate application if you have been separately admitted to a graduate program. If you are unsure or still have questions, please email foundation@alphadeltapi.com.

Deadlines and Materials

WHEN IS MY APPLICATION DUE?

The deadline for all materials is March 1, 2024 at 11:59 p.m. Eastern Standard Time.

WILL MY SCHOLARSHIP APPLICATION BE CONSIDERED IF MY REFERENCES DO NOT SUBMIT THEIR RECOMMENDATIONS BY THEIR DEADLINE?

Applications missing complete recommendations may not be considered. As the applicant, you are responsible for verifying that your references have submitted complete recommendation forms. You can check the status of your references and resend the references requests in the application.

The deadline for your recommendations is March 1, 2024 at 11:59 p.m. Eastern Standard Time.

WILL THE ALPHA DELTA PI FOUNDATION ACCEPT LATE MATERIALS?

The Alpha Delta Pi Foundation will not accept late submissions or materials. These include, but are not limited to the following: letters of recommendation, transcripts, or the application.

WHAT HAPPENS IF MY COMPUTER CRASHES WHILE I'M WORKING ON MY APPLICATION?

We strongly encourage you to apply as early as possible as this application does require thoughtful responses and personal recommendations from multiple people. Because this application is open and available for several months, we will not accept late submissions even in the event of a technology glitch. To protect your application from being lost, continue to save all your responses as you complete the online form. The application only saves information saved by the applicant, so save often.

Using SmarterSelect

WHAT IS SMARTERSELECT?

SmarterSelect is a third-party application system to help manage the scholarship process. All applications and recommendation letters must be submitted via SmarterSelect. Applicants should create one SmarterSelect account to manage their application. It is not necessary to create more than one application or profile. If you have already created an account, please click the application link on the ADPi Foundation Scholarship page and sign-in to your account.

DO I NEED TO COMPLETE MY APPLICATION IN ONE SESSION?

No. You do not have to complete your application in one session. You may save the information you have entered on the form, log out of SmarterSelect, and return at a later date to revise or complete your application. Just make sure to save along the way and SUBMIT your application before the March 1 deadline

DO I NEED TO SUBMIT TRANSCRIPTS?

We will ask you to upload an unofficial or official copy of your transcript to SmarterSelect. A copy of your transcript from every college or university you have attended must be submitted. Again, for the application, it can be an unofficial copy. If you receive an award, we will require an **official copy** of your transcript be submitted before the scholarship distribution can be made to your college or university.

HOW DO I UPLOAD MY TRANSCRIPT?

You can add an unofficial transcript to your application in several ways:

- Within your school's student portal, print/save your records to PDF and upload the file to your application OR
- Take screenshots of your records, add them to a Word document, save as a PDF, and upload the file to your application OR
- Have your school release your transcript to you, scan it, and upload the file to your application.

Remember, if you receive an award, we will require an official copy of your transcript be submitted, but for the application process, an unofficial transcript is sufficient.

Reference Letters/Forms

HOW MANY REFERENCE LETTERS DO I NEED? WHO CAN WRITE THE LETTERS?

Undergraduate applicants will need:

- one (1) letter of reference from a faculty member from their current institution who has instructed the applicant in an in-person or online classroom setting
- one (1) letter of reference from an Alpha Delta Pi alumnae volunteer

Graduate applicants will need:

- one (1) letter of reference from a faculty member who has instructed the applicant in their field of study (major, minor, or graduate program) OR one (1) letter of reference from a supervisor or primary employer
- one (1) letter of reference from an Alpha Delta Pi alumnae volunteer

Please note: reference letters from Greek Life advisors, deans, guidance counselors, or administrators who have <u>not</u> instructed the applicant in an in-person or online classroom setting will not be considered.

DO I NEED A LETTER FROM AN ALPHA DELTA PI ALUMNA?

We have a form for your Alpha Delta Pi recommender to fill out. At the end of the form, they will submit a letter of recommendation on your behalf. ***Your ADPi letter should come from a chapter advisor, board member of your local alumnae association, house corporation officer, or an Alpha Delta Pi International Officer.***

Please note: reference letters from current Alpha Delta Pi Chapter Presidents, collegiate officers, collegiate members, or alumnae <u>not</u> serving in a volunteer position will not be considered.

CAN MY ACADEMIC ADVISOR WRITE A LETTER ON MY BEHALF?

No. Academic recommendation letters must be from those individuals who know you in an in-person or online classroom setting – who have had you in class and can give insight into your academic performance. This is why we ask the letters to be from a faculty member who has instructed you in an in-person or online classroom setting.

HOW DO I KNOW IF MY REFERENCES HAVE BEEN SUBMITTED THEIR RECOMMENDATION FORMS?

After each of your references submits their recommendation and uploads on SmarterSelect, you will receive an email from SmarterSelect confirming their submission. You can also view the status of your reference's recommendation forms at the top of each Reference section noted in the application.

MY REFERENCE DID NOT RECEIVE THE LINK TO THE RECOMMENDATION FORM. CAN THEY EMAIL YOU A LETTER?

No. All reference letters must be submitted on SmarterSelect prior to the deadline. Please see the references page of the application for information about monitoring the status of recommendation forms, resending, or canceling requests as needed.

MY REFERENCE SAYS THEY HAVE SUBMITTED THE RECOMMENDATION, BUT I HAVE NOT RECEIVED A CONFIRMATION EMAIL. WHAT SHOULD I DO?

Please ask the reference to confirm they clicked SUBMIT on the form. They will need to answer a few questions and upload your letter, so it's possible they did everything except clicking the button to SUBMIT. Once they successfully submit your reference, there will be an on-screen confirmation message, and you will receive an automated email.

Please note, due to the significant volume of applications we receive it is your responsibility to follow up with those you have asked to write your references. No late submissions will be considered.

Award Status Notification

WHEN WILL I BE NOTIFIED IF I HAVE RECEIVED A SCHOLARSHIP?

All applicants who have submitted a complete application will receive a notification via email in June. Notifications will be sent to your primary email, included on your application, if you have received an award or not. Please add <u>foundation@alphadeltapi.com</u> to your address book to prevent this email from being marked as junk/spam.

IF I RECEIVE A SCHOLARSHIP, WHEN WILL I RECEIVE THE AWARD?

A scholarship acceptance packet will be mailed or emailed, based on the recipient's preference, during the summer months. Pending all materials have been accepted, checks will be mailed directly to the college or university between August 15 – 30, 2024.

Still Have Questions?

For any questions not addressed in the scholarship application, FAQ section, or this guide, please contact us by emailing foundation@alphadeltapi.com or calling (404) 378-3164.

For important updates and announcements about the Alpha Delta Pi Foundation scholarship and other news, follow Alpha Delta Pi on social media.

Facebook: www.facebook.com/AlphaDeltaPiEO
Twitter: @alphadeltapi
Instagram: @alphadeltapi
Blog: https://www.alphadeltapi.org/blog/