

## COMMON MISTAKES

There have been recurring errors made in submitting applications for the Scholastic/Participation Awards. Efforts to improve clarification on the instructions have been made, but mistakes are still happening. Part of this may be due to turnover in unit officers and advisors. This page is meant to point out examples of the problems.

#1.) Attempts to submit the applications by Company Officers instead of faculty advisors. The reason advisors are asked to email the submissions is twofold. First to assure a degree of accuracy in the grade point averages being submitted without asking for student transcripts and, second, to provide confidence to all participants that the scoring is fair.

#2.) Submitting applications in PDF formats, rather than in Excel spreadsheets. Again, there are a couple of reasons for the requirement. First the participation score cannot be confirmed until units have arrived at NATCON. Second the GPA scores need to be averaged. The mathematic calculations cannot be done with PDFs but are easily managed with a spreadsheet. Also, the time required for the scorer to manually copy the information from a PDF back to a spreadsheet is unnecessary and would introduce the chance of numbers being miscopied.

#3.) Late submissions close to, or on, the deadline reduce the chance of making corrections. While 15 February is the official deadline, filing the applications earlier allows feedback to units who have made errors and gives them a chance to make corrections. While submissions after 15 February will not be eliminated, they will suffer progressive ten percent reductions in their scores based on the number of days they are late.

#4.) A few applications have arrived with a relatively high proportion of whole-number GPAs. While it is conceivable to have 2.00, 3.00, or 4.00 GPAs, it seems unlikely this will occur in significant numbers. While encouraging NATCON participation, the scoring system does place its emphasis on scholastic achievement. It uses a multiplying factor of 10 percent on STEM majors, plus 100 percent for the total. Therefore, decimals do count.

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