

Expansion and Extension Process Guidelines

Introduction

This document outlines the process by which students may organize and formally apply for recognition of a Greek-letter organization (GLO) at ESU. Additionally, the procedure under which a university led expansion effort is outlined in this document. This process does not permit the establishment of GLOs by staff representing national organizations, nor personnel representing the organization on its behalf. Additionally, the process does not permit ESU alumni or community members to petition for the establishment of a newly recognized organization or re-establishment of a formerly recognized organization.

Students interested in pursuing recognition of a fraternity or sorority may apply to the Director of the Office of Fraternity & Sorority Life (OFSL) for consideration by the university Recognition Committee (RC). **Written requests are due to OFSL 45 days from the start of each semester. Late submissions will be held for consideration until the next semester.** Upon receiving a request, the RC will convene to determine whether the University is amenable to accepting new GLOs. The decision of the RC will be based on several factors, outlined later in this document. If the RC determines that there is sufficient data or student interest to support the addition of a GLO on campus, the RC will subsequently consider the application.

Students must demonstrate how the GLO will meet all requirements outlined below. The extent to which the GLO meets the standards will help the RC determine whether the prospective GLO receives emerging chapter approval. This process is applicable to both prospective, defunct chapters, and chapters that have lost recognition from the ESU.

It is important to note that ESU and the RC may limit the total number of GLOs seeking recognition at any one time, at the discretion of the Director of OFSL. The reason for this restriction is to ensure that the university's resources can adequately support existing GLOs and new ones. The recognition of new GLOs is predicated on the university being able to support them at each stage of the process and to set new GLOs up for success.

Process to Determine University's Capacity to Support Additional GLOs

A. Recognition Committee

The RC will be established to determine whether the ESU has the concomitant resources to support an additional GLO. If the RC determines that it has the resources to support a new or formerly recognized GLO the RC will:

1. Review appropriate applications.
2. Approve, deny, or defer emerging chapters based upon expansion process requirements and evaluation matrices.
3. Submit a final recommendation for approval or denial of a full chapter to the Vice President for Campus Life & Inclusive Excellence.

B. Recognition Committee Membership

The RC will be comprised of the following individuals:

1. Director of OFSL, Committee Chair & Ex-officio
2. President and/or representative from each fraternity/sorority council
3. Dean of Student Life or designee

4. Administrator at large, to be determined by the Director of OFSL and Dean of Student Life

Additional members of the committee may be chosen at the discretion of the Director of OFSL to ensure that an odd number of voting members exists to avoid a tie. If an odd number is not feasible the RC chair shall break the tie. To ensure a fair and equitable recognition process, members will be vetted for conflicts of interest prior to committee selection.

C. Expansion Review Process and Evaluation

The RC will use several metrics, including whether there is sufficient student or institutional interest to warrant expansion. In addition, the RC will evaluate current and/or historical data including, but not limited to

1. University enrollment size
2. Number of eligible students
3. Average chapter size (IFC + CGC chapters) or chapter total (PHC chapters)
4. Number of eligible students who have registered for fraternity/sorority recruitment in the current and previous five years
5. Number of eligible students who were not placed after fraternity/sorority recruitment during the current and prior five years
6. Campus climate
7. Organizational alignment with ESU and OFSL mission and strategic plans/goals.

The RC will report to the Vice President of Campus Life & Inclusive Excellence by no later than December 15th or April 15th, depending upon the semester the outcome of their review. If the RC recommends the University consider the addition of a new or previously recognized GLO, they will then specify the method(s) for recognition during that academic year. The two options are:

- 1. To permit students to establish an emerging chapter; or**
- 2. To launch a national expansion search.**

University Requirements for GLO Recognition

Approval of new or formerly recognized GLOs shall be subject to review of materials provided to ESU from its national HQ. GLOs seeking ESU recognition should provide a comprehensive information packet(s) containing information about the history, mission, and values of the organization. Additionally, the packet should include information about its policies, programs, and resources available to its members and student leaders. The GLO should also provide detailed information about active/inactive chapters, conduct history and its intended short- and long-term goals for establishing the chapter. In addition to these minimum requirements, students seeking to establish a chapter of a GLO at ESU must articulate how it will meet the following requirements below.

National Affiliation

ESU **will not** recognize local fraternities or sororities. ESU will only recognize a national GLO that holds membership with a trade organization, governing council, or conference from the following list.

1. North American Interfraternity Council (NIC)
2. National Panhellenic Conference (NPC)
3. National Pan-Hellenic Conference (NPHC)

4. National Association of Latino Fraternal Organizations (NALFO)
5. National Asian Pacific Islander American Panhellenic Association (NAPA)
6. National Multicultural Greek Council (NMGC)

If a prospective GLO is not affiliated with one of the conferences/councils, the GLO must provide compelling rationale for why their fraternity or sorority should be considered.

Non-Discrimination Policies and Practices

All prospective GLOs must comply with the [University's Non-Discrimination Policy](#) and all applicable federal and state legislation. All application materials must provide specific language in the organization's mission and/or values statements that outline how it will meet these requirements.

Deferred Recruitment

All prospective GLOs must comply with OFSL guidelines. Students may not join until a student has earned a minimum of 12 credit hours at ESU. Transfer students earning 12 credit hours or more and wishing to participate in the recruitment process must provide a copy of an unofficial transcript to verify eligibility.

Membership Recruitment Eligibility

At ESU, students may not join/affiliate with a prospective or currently recognized GLO until they have earned a cumulative GPA of 2.5 or higher. Students taking part in an expansion process must meet and maintain these standards throughout the process. Please note that certain national organizations may require even higher cumulative GPA requirements. If that standard is higher, then the student must defer to the organizational requirements established by the HQ of that organization. National organizations must make appropriate verification arrangements with OFSL to ensure students' privacy rights are maintained.

Minimum Chapter Size Requirements

All prospective GLO must meet national recruitment/intake benchmarks/goals during the emerging chapter phase in accordance with this process. If those benchmarks are not met by the end of four semesters (the maximum period, an emerging chapter is permitted to have provisional recognition) the emerging chapter will not be approved for full recognition and may be dissolved.

If a national organization has no such minimum numeric requirement to charter a chapter, the RC shall use available data to identify an appropriate benchmark.

Annual Accreditation Program

All GLOs must commit to the following set of common standards of the Greek system at ESU.

1. Intellectual Development
2. Leadership Development
3. Community Development
4. Chapter Development
5. Personal Development

Chapters will be evaluated annually by OFSL's Accreditation Program. Chapters will be required to provide documentation and present it to an accreditation panel each year. The accreditation panel will review each chapter's performance and provide timely feedback on strengths and areas for improvement. Chapters that are rated *Unacceptable or Unaccredited* may be required to undergo a performance improvement plan, placed on a form of restrictive probation for a period or may lose recognition by ESU.

Housing

ESU does not guarantee access to a residential facility for exclusive use by a GLO. If a GLO wishes to apply for group housing, it should contact the Director of Residential Life and Housing to ask about options available through the established housing application process. Students should plan to identify strategies for how the organization shall be viable without guarantee of a dedicated residential facility on or off campus.

Recognition Process – Student Interest Based

A. Interest Group Formation

An Interest Group (IG) is defined as a group of students who have come together to explore inter/national fraternity or sorority options at ESU.

Students interested in forming an IG should first contact OFSL to discuss their goals. After this discussion, students who wish to explore an inter/national GLOs that are aligned with personal values, goals, and objectives, may register for the IG with OFSL. With the assistance of OFSL, the IG may reserve rooms and/or other spaces to identify additional students who may be interested in joining the IG.

The IG period will last no longer than one semester, at which time the IG must notify OFSL of its intention to seek emerging chapter approval or to disband and not pursue recognition by ESU. If the IG wishes to move forward with a national GLO, it must identify the organization and provide documentation from the national HQ that the IG has permission to do so.

***Please note that culturally based fraternities and sororities do not permit the establishment of Interest Groups on campuses prior to the national organization's involvement. Thus, the process for these groups will differ slightly.** Students with these interests should meet with OFSL to discuss options for affiliation with a culturally based organization. OFSL will contact the appropriate individual(s) of that national GLO to determine whether the GLO will be a viable, sustainable, and healthy addition to ESU. If ESU and the national HQ agree and wish to move ahead, the national GLO will seek sponsorship approval from the appropriate governing council to pursue recognition by ESU.

B. Interest Group Registration and Approval

IGs registering with OFSL must ensure that all students meet minimum ESU membership requirements.

The registration documentation must include:

- a. The name of the inter/national GLO with which the group wishes to affiliate (e.g., Alpha Alpha Alpha). IG's that require assistance determining an inter/national GLO are expected to work with the OFSL to investigate options.

- b. The name of the umbrella conference/council that governs the national GLO (e.g., North American Interfraternity Conference).
- c. The full names, SID numbers, and class years of the individuals within the IG.

As appropriate or necessary, OFSL will meet with leaders of the interest group to help with contacting national GLO HQs.

C. Interest Group Privileges

IG status affords limited privileges, services, and resources provided by the OFSL. Please note, IG status does not grant recognition by ESU. As students, members of an IG are held to the expectations of the *Student Code of Conduct*.

1. Ability to have OFSL reserve rooms on-campus to hold IG meetings on its behalf.
2. Ability for individuals to advertise IG meetings via print or electronic media on campus with the approval of OFSL prior to distribution.
3. Ability to recruit other students into the IG who meet the qualifications outlined in section B. Please consult with the Director of OFSL to learn more about approved recruitment methods.

IGs will **not** be permitted to be a primary or co-sponsor of any social activity, event, or program at ESU until it has obtained University recognition (emerging or full-chapter status). Failure to comply with this guideline may result in the loss of OFSL recognition as an IG and will most certainly result in the denial of further recognition by the RC.

D. Application for Emerging Chapter Status

Within one semester of being recognized as an IG, any/all IGs must apply for **Emerging Chapter** recognition to OFSL to be subsequently considered by the RC for review.

The IG must give a formal presentation to the RC to be considered for emerging chapter status. This presentation should be comprehensive and substantive and discuss how the proposed chapter intends to meet and exceed expectations and requirements of the OFSL Accreditation Program and provide a detailed plan for its short- and long-term viability on campus.

The RC will schedule a date/time for the IG(s) to appear. If multiple IGs are simultaneously applying for recognition in a given academic year, each will be considered during the same review period and thus no interest group will have a competitive advantage over another should they have all application and presentation materials prepared sooner than another IG. Upon the presentation's conclusion, the RC will inform the IG(s) of the timeline by which they will be notified of the outcome of their request to be recognized as an Emerging Chapter.

E. Notification

After the review is complete, the RC will notify the IG of its decision.

1. If the application is approved, a letter will be sent to the IG and the inter/national headquarters. The IG will immediately enter the Emerging Chapter period. This period shall not exceed four (4) semesters.
2. If the application is denied, the IG and the inter/national headquarters will be notified of the decision. The IG will have no more than 15 days to provide the RC written notification of its intent to maintain IG status.

- a. If the IG does not intend to reapply, it will no longer be recognized as a student group and must disband as an IG for a minimum of one calendar year.
 - b. If the IG does intend to reapply, it may continue as an IG for up to one more semester, whereupon it must schedule a 2nd presentation for the following semester.
 - c. If the IG does not successfully move into the emerging chapter status after a second attempt, it will no longer be recognized by OFSL and must disband immediately for a minimum of three calendar years.
3. The IG may be waitlisted if other IG's within the same national umbrella organization are in the emerging chapter process.

F. Emerging Chapter Period

For this guideline's purposes, an Emerging Chapter is defined as a group of students who have the support of a specific inter/national GLO and have completed the first phase of the application process to be recognized by ESU. To support the successful transition from emerging to fully recognized chapter, ESU will establish benchmarks for the organization including:

1. Regular communication with OFSL and the inter/national headquarters to ensure it is meeting expectations.
2. Adherence to the rules and guidelines established by the governing council to which it will eventually seek membership in. The emerging chapter may be granted associate membership on the council. The emerging chapter will be represented on the appropriate governing council by an ex-officio member.
3. Remain alcohol and substance free; it must not sponsor or co-sponsor events where alcohol is present.
4. Use "Emerging Chapter" alongside their name during this period, (e.g., The Emerging Chapter of Alpha Alpha Alpha or the Alpha Alpha Alpha Emerging Chapter).
5. Provide a mid-year update/review to OFSL within six months.

Failure to meet these minimum benchmarks will result in immediate dissolution as an emerging chapter and terminate the full recognition consideration by the RC.

G. Performance Review

An Emerging Chapter must undergo a final review to receive full chapter recognition from ESU. This review will occur at least two semesters (and no more than four semesters) after becoming an emerging chapter. The review will include a presentation by the emerging chapter and a question-and-answer period. The presentation will focus on how the emerging chapter met or exceeded ESU and inter/national organization requirements.

H. Notification of Chapter Status

If an Emerging Chapter has met all standards as determined by the RC, and has satisfied all inter/national headquarters requirements, the RC will forward a recommendation for recognition to the Vice President for Campus Life & Inclusive Excellence. Upon final approval, the chapter will be formally notified of its status.

1. If the application is approved, a letter of recognition will be sent to the President of the Emerging Chapter and the inter/national headquarters.
 - a. The newly recognized chapter will immediately begin participating in the ESU Accreditation Program.
 - b. The chapter must continue to meet all the requirements set forth by OFSL.

- c. The chapter may petition for full membership of the respective Council to which it belongs.
2. If the application is denied, the President of the emerging chapter and the inter/national headquarters will be notified.
 - a. If the Emerging Chapter is denied full accreditation, and does not plan to re-apply, it must immediately dissolve and will no longer be recognized.
 - b. If the Emerging Chapter is denied full recognition it may remain in the Emerging Chapter phase for one additional semester and reappear before the RC. If the Emerging Chapter does not receive full accreditation after a second review, the group will no longer be considered for full accreditation and will no longer be recognized by OFSL.
 - c. Upon being denied recognition/dissolution of the emerging chapter, the RC will not consider an application for recognition from the same national organization for a minimum of three years.

Recognition Process - National Expansion

If OFSL determines that it is open to recognizing a new or previously recognized GLO, OFSL will work with the relevant umbrella conference or council to contact GLOs to collect expansion information and other documentation. Or it may contact a national HQ and work directly with that GLO (for NPHC, NMGC, NALFO, NAPA, and similar organizations).

A. Communication with external umbrella organizations.

1. NIC or similar National Organizations.
 - a. This request to the umbrella conference/council will seek to identify specific information that will help ESU in its decision-making process.
 - b. The RC will review all materials and select organization(s) to invite to campus to make presentations to the campus community.
 - c. A formal request for emerging chapter status must be submitted by the inter/national GLO to OFSL who will forward it to the RC.
 - d. Presentations will be organized and scheduled by the RC. Invitations to attend the presentations will be sent to members of the ESU community.
2. ESU endorses the National Panhellenic Conference's policy on [Extension](#).
3. Other Socially-based Organizations – Coeducational, Religiously-affiliated, etc.

If OFSL is open to recognize an organization under this category, interested students should first consult with the Director of OFSL to explore viable options towards recognition.

B. Presentations

It is the expectation of the RC that all GLO presentations be comprehensive and substantive in nature, demonstrates how students who will be recruited to join a prospective GLO will comply with all ESU and OFSL policies, procedures, and guidelines, and clearly articulate how the GLO would enhance the student experience at ESU.

C. Evaluation

After reviewing all applications and presentations, the RC shall decide to

1. Grant recognition to one or more GLO.
2. Provide recognition pending adjustments to the GLOs proposal.

3. Deny recognition to one or more GLO.

D. Notification

The RC will notify the national organization(s) of the outcome via letter. National organizations invited to charter at ESU will work with the OFSL to establish a mutually agreed upon timeline for emerging chapter status.

A pending decision will articulate areas of concern or improvement and notification will be provided to the GLO in writing with a mutually agreed upon timeline for when the RC will render a final decision.

A denial or recognition will be provided in writing to the GLO.

E. Emerging Chapter Status to Full Recognition

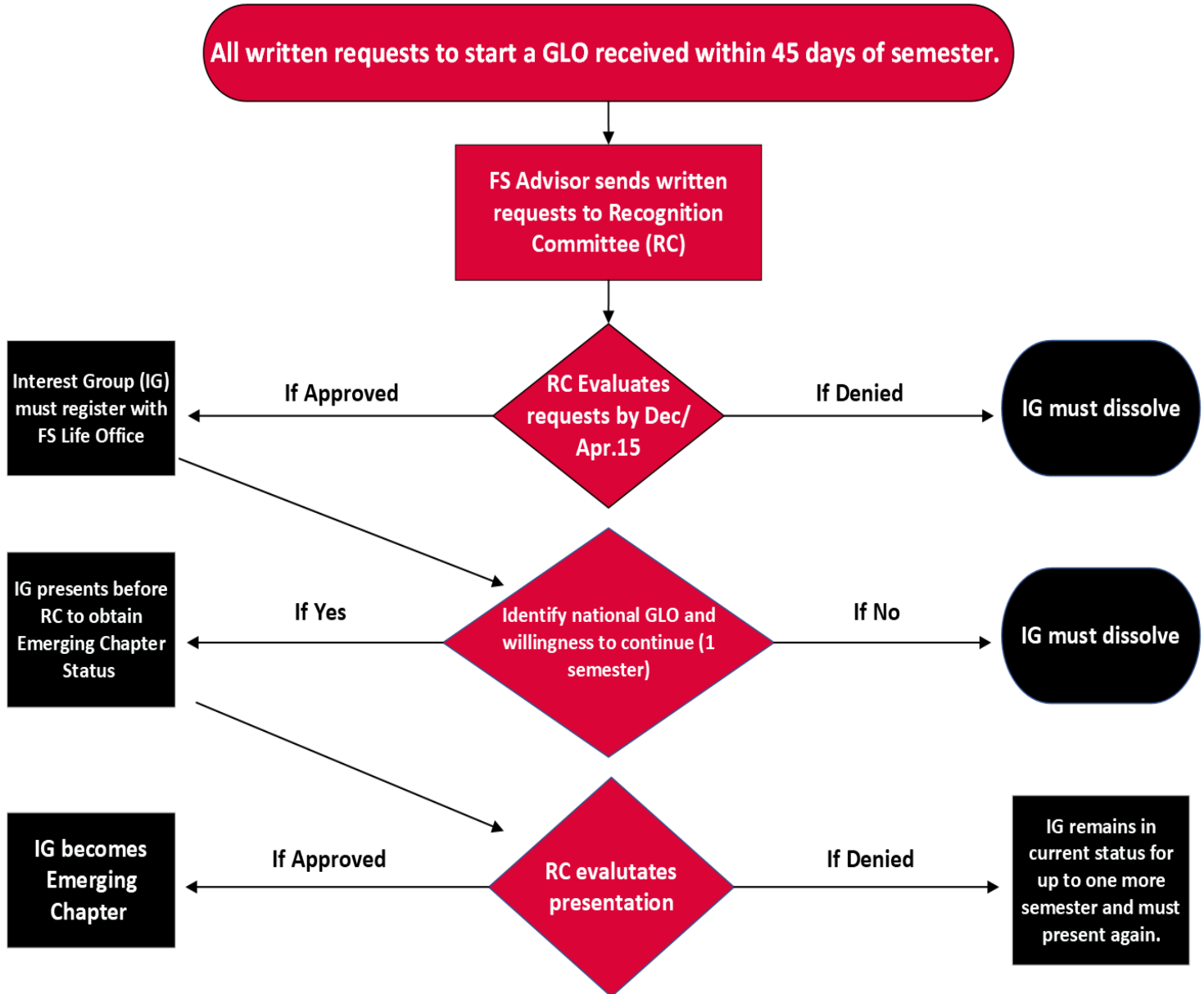
The emerging chapter shall follow the same guidelines listed on pages 22-23.

F. Stacking Process

If multiple GLOs from the same umbrella conference/council are approved to charter a chapter, the process is the same as above and an appropriate timeline will be established to define a queue.

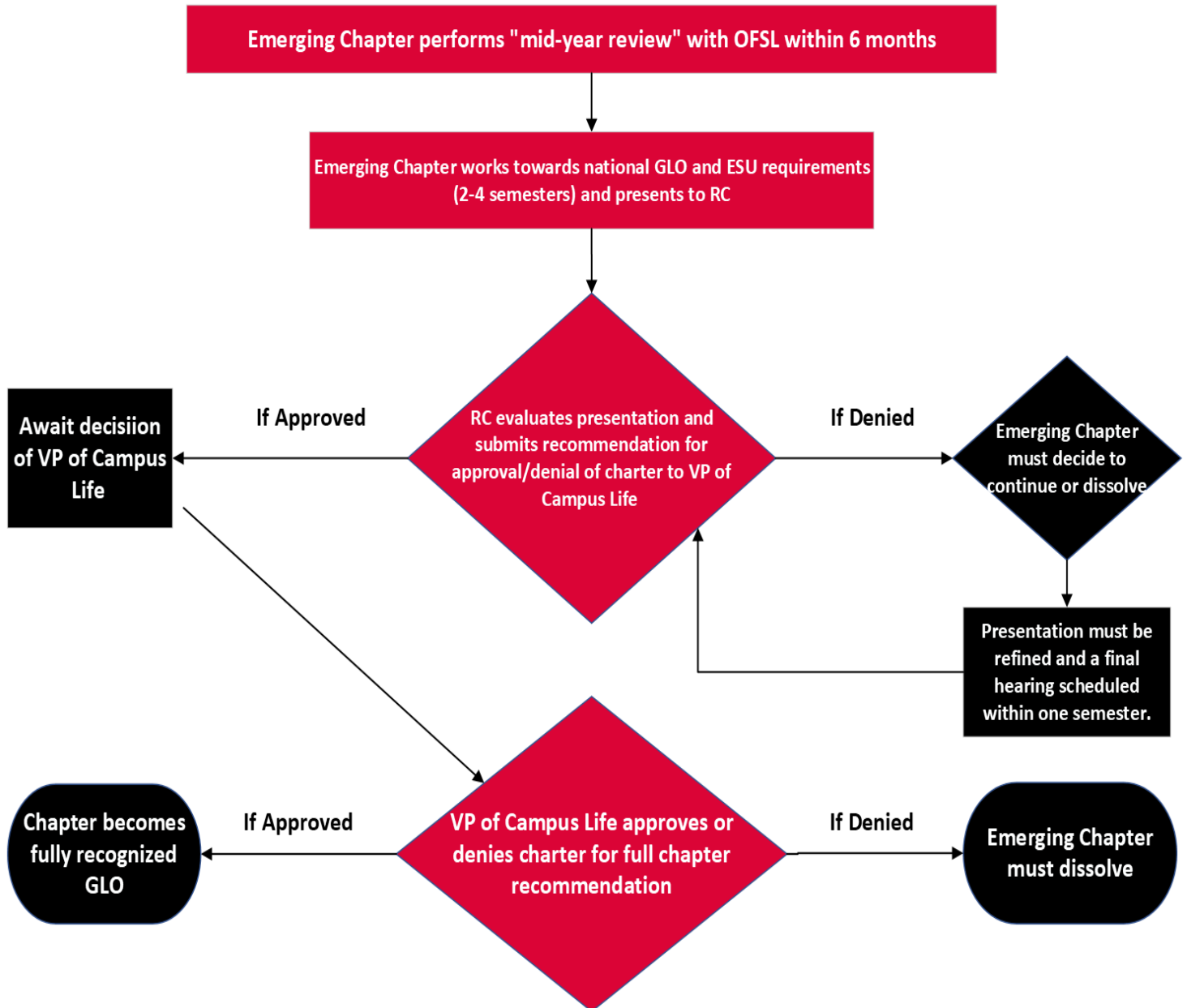
Appendix 1 – Flowcharts Expansion Process on Student Interest. Phase 1 – Interest Group

Expansion Process Flowchart - Interest Group to Emerging Chapter Phase.



Appendix 2 – Flowcharts Expansion Process on Student Interest. Phase 2 – Emerging Chapter

Expansion Process Flowchart - Emerging Chapter Phase to Full Chapter Recognition



Appendix 3 – Flowchart Expansion Process on Institution Driven.

