



The Office of Fraternity and Sorority Affairs New Membership Intake Policy

1. All forms, i.e. Officer List, Compliance Document, and Current Roster, must be completed and submitted to the office coordinator, Stephanie Fortier, in The Office of Fraternity and Sorority Affairs (“FASA”) no later than ten (10) days before the intake process begins.
2. A letter requesting approval for membership intake and a FASA Membership Intake Request Document with proper signatures must be submitted to FASA no later than ten (10) days before the organization’s first informational meeting.
3. Notification in writing confirming that the chapter is in good standing with Syracuse University must be received from the Director of Fraternity and Sorority Affairs before any event can take place.
4. Names, SU IDs, and the Grade Release confirmation of all interested participants who attended an informational must be submitted to the office coordinator, Stephanie Fortier, in the Office of Sorority and Fraternity Affairs within 24 hours of the informational meeting or by the following Monday for weekend informational,
5. The chapter must submit the names of participants selected to take part in the membership intake process to their chapter advisor in the Office of Fraternity and Sorority Affairs before the process can begin.
6. All intake documents from the national and regional office **MUST** be submitted to their chapter advisor in the Office of Fraternity and Sorority Affairs within 48 hours of receipt.
7. Organizations must submit the names of new members to FASA within 24 hours of the initiation date, along with each new member’s Compliance Document.
8. If your organization is planning a new member presentation, please review the attached New Member Presentation Regulations.
9. Organizations that are probating, needs to do so within the six-week new member process or one week after your new members cross. All probates need to end by 11pm.
10. All chapters wishing to partake in the intake process must meet with one of the two Graduate Assistants Daniel Hoddinott or Maitlan Sullivan to go over all requirements prior to starting the intake process.
11. Once candidates for membership have been selected, they (as a group) are required to meet with a professional staff member from the Office of Fraternity and Sorority Affairs to review the university expectations on membership, student code of conduct, and all applicable polices related to Greek membership, recruitment, and intake.
12. I hereby give permission to the Office of Fraternity and Sorority Affairs to verify that I have obtained a minimum GPA of 2.5, with 12 credit hours earned at Syracuse University (**transfer Credits do not count. All credits must have been taken and completed at Syracuse University prior to the start of Recruitment.**) I also give permission to confirm my disciplinary history with the Office of Student Rights & Responsibilities in order to assess my eligibility prior

to affiliating with a recognized Greek organization at Syracuse University. Eligible applicants must not be on a disciplinary status of probation or higher with the University during the application, intake or recruitment process. Applicants may also not have an outstanding, unresolved judicial case pending. Any applicant who is not qualified will be removed from the process and will not receive a refund.

Chapter Advisors in the Office of Fraternity and Sorority Affairs are the University Officials who sign all intake forms required by a national organization. Interested participants' cumulative and semester GPAs cannot be released by FASA. FASA will provide the chapter with confirmation of interested students who are in good standing. The interested participants' Grade Release Documents must be signed before any GPA confirmations takes place.

For signature requests and grade checks, please email Assistant Director Justina DeMott at jndemott@syr.edu, Program Coordinator Debbie Manobianco at dlmanobi@syr.edu, Program Coordinator Jason Nova at jnova@syr.edu, Graduate Assistant Maitlan Sullivan at msulli08@syr.edu, Daniel Hoddinott at dnhoddin@syr.edu depending on your FASA advisor and schedule an appointment or adhere to their office hours at fasa.syr.edu.

Date changes of the above process must be reported immediately. Deviation from the above procedure will result in suspension of an organization's process with notification to the proper national and regional office.