



### **Troy University National Pan-Hellenic Council Membership Intake Policy**

*The University encourages fraternities and sororities within Troy University NPHC to contribute to the fulfillment of its mission by promoting academic excellence, exercising school spirit, celebrating pluralism, and respecting the dignity of the entire University community. Troy is committed to the success of all NPHC fraternities and sororities and works closely with each chapter, the Troy University NPHC Executive Board, and chapter advisors to ensure a rewarding experience for those students who join a Troy University NPHC organization.*

### **Troy University – Office of Student Involvement and Leadership Privacy Policy**

In effort to protect the interest, privacy and confidentiality of the interested student as well as the NPHC chapter/organization, the Office of Student Involvement and Leadership guarantees all documents submitted will be kept confidential. No one other than the Coordinator of Student Involvement and respective office staff will have access to these forms and information.

All membership intake forms will be stored in a secure location and access to these documents and information will be denied to all parties except chapter advisors, and/or representatives from the respective organizations from the National Headquarters. All inquiries about these documents are to be referred to the chapter president and/or chapter advisors.

## NPHC Membership Intake Guidelines

### Eligibility

- NPHC organizations in good standing with their local, state, regional, and national headquarters and Troy University's academic policy are eligible to conduct intake.
- All NPHC organizations must notify advisors of intent to conduct intake.
- Any Troy University undergraduate student with a minimum 2.50 cumulative GPA is eligible to participate in membership intake unless specifically stated in the National Organization's Intake Policy (this applies to all fraternities and sororities at Troy University).

### Intake Process

- Intake can occur throughout the year, however, it must be in compliance with the NPHC organizations national window (period when intake can occur).
- Once a chapter within an NPHC organization is granted permission to conduct and intake from their National Headquarters, the membership intake coordinator of the chapter must submit a *Membership Intake Form*. The form is to be returned to the Office of Student Involvement and Leadership in Trojan Center 215 **at least one week prior** to the beginning of the intake process.
- NPHC organizations must submit the name of those students participating in intake to the Coordinator of Student Involvement for a grade check to make sure those students meet the minimum academic qualifications for the chapter/organization for which they are seeking membership (See form attached). **\*\*Please note that this information will be confidential\*\***

### Required Forms

- All new members to an NPHC organization must sign and submit a *Troy University Pledging Agreement/Hazing Policy/Grade Release (Buckley) Form* to the Office of Student Involvement and Leadership prior to the beginning of the intake process.
- Once a chapter's new members have been initiated, the membership intake coordinator of the chapter must submit a list of those individuals to the Office of Student Involvement and Leadership **within a week** after initiation.
- New members to an NPHC organization must complete a *Roster Correction Form* in order for them to be added to the chapter's roster and recognized as a Greek member in the Office of Student Involvement and Leadership.

### New Member Presentations

- Those NPHC organizations that will have presentations need to notify the Office of Student Involvement and Leadership **at least one week before** the show is to take place.
- **All shows need to be in "good taste," meaning that there should be no obscenities, derogatory behavior, disrespect of other Greek organizations, etc.**



## MEMBERSHIP INTAKE INTENT FORM

This notice is to inform the Office of Student Involvement and Leadership that the \_\_\_\_\_ chapter of \_\_\_\_\_ will be conducting membership intake during the \_\_\_\_\_ semester of \_\_\_\_\_.

- **Membership Intake Information (only complete if your chapter is having intake)**

### I. Chapter Contacts

Membership Intake Coordinator \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Alt. Phone \_\_\_\_\_

Advisor Overseeing Intake \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Alt. Phone \_\_\_\_\_

### II. Intake Outline

Informational Dates \_\_\_\_\_

Initiation Date and Location \_\_\_\_\_

New Member Reveal Show Date and Location \_\_\_\_\_

- Comply with local, state, federal, University, and National Headquarters policies
- Inform the Office of Student Involvement and Leadership of any changes to our membership intake schedule.

\_\_\_\_\_  
Chapter President (print name)

\_\_\_\_\_  
Chapter President's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor (print name)

\_\_\_\_\_  
Chapter Advisor's signature

\_\_\_\_\_  
Date

**Office Use Only:** Date Received \_\_\_\_\_ Employee Received By \_\_\_\_\_  
\_\_\_\_ Anti-Hazing Compliance Form \_\_\_\_ Grade Release Form \_\_\_\_ New Member Roster \_\_\_\_ Incomplete/Missing