Rowan University NPHC (Greek)  
Intake Activities Policies---GCOC

The purpose of these guidelines is to ensure the proper and safe initiation of prospective members into the Greek Life community at Rowan University. This document additionally serves as the official notification to the Greek lettered organizations regarding the policies and expectations of the Greek Life Staff and Rowan University.

Organizations who are members of the National Pan-Hellenic (NPHC) will conduct membership intake within the prescribed dates issued by the university. Any dates mandated by the national organization which fall outside of this window must be approved by the Greek Life Staff. Any deviations from these dates can or will result in the suspension of intake for up to two semesters of the violation of Intake Policies.

Interest meetings may be conducted on Rowan University property only.

Qualifications for Membership

All prospective members must have a cumulative grade point average of 2.5 at the end of the preceding semester in which he/she will be participating in intake activities.

Prospective members who are transfer students must have attended Rowan University for one semester and earned 12 college credits toward graduation and earned a 2.5 cumulative grade point average.

Membership Intake Intent Policy

I. A Greek Membership Intake Intent Form must be submitted by the organizations intake coordinator (or designee) to the Office of Greek Life two weeks prior to intake activities.

II. Prior to the intake activities, the candidates for membership along with the intake coordinator or chapter president and the chapters’ advisor, must attend an anti-hazing and orientation to Greek Life meeting conducted by the Greek Life Graduate Coordinator.

III. At this meeting, the organization will provide proof of:
   - Any national or regional verification of the individual aspirants’ eligibility for membership.
   - An intake timeline of events (start date of the aspirants’ educational process, proof of community service activities, and proposed or anticipated initiation date).

IV. At this meeting the university will provide:
   - Statement of Hazing Policy
   - Student Bill of Rights during Intake
   - Signature(s) of required personnel for the aspirants’ eligibility documentation for intake.
V. All prospective Greek members will be reviewed by the Coordinator of Greek Life/Judicial Affairs to certify that:

- Each aspirant is academically eligible by verification of the Registrar
- Each aspirant is not in violation of the university’s student code of conduct or appears on the Suspension of Activities Roster.
- Is not employed with any university office/department which does not permit employees to participate in Greek membership intake activities while employed.

VI. Any intake activities found to be taking place outside of the prescribed dates of the university or approved national dates will result in the immediate suspension of that organization's operation until a satisfactory investigation has been concluded by the Greek Life Staff and the Office of Judicial Affairs.

VII. Organizations participating in intake activities must register their initiation/probate with the Office of Greek Affairs 5 business days in advance. The Dean of Students, the Greek Life Staff and the Office of Public Safety will be informed of the anticipated start and location of the probate.

VIII. Each intake cluster must meet with the organizations designated university intake liaison once a week to discuss student development while in this process. The university liaison will submit a written record of the intake cluster meeting to the Greek Life Staff. (Suggested topics of Review are study habits, personal, and group dynamics etc.)
Rowan University  
National Pan-Hellenic Council/ Greek Independent Council  
Membership Intake Intent Form

The Office of Greek Life must be notified prior to any National Pan-Hellenic Council chapter beginning a membership intake process. The purpose of this notification is to make the university aware of membership activities beginning and ending and to ensure the adherence of both the universities and national organizations policies. This form must be submitted to the Greek Life Graduate Coordinator at least 2 weeks prior to the initiation of intake activities.

If the chapter does not intend to have a membership intake during the semester, this form must be completed and turned in by the third week of classes.

The membership intake activities will not last any longer than the prescribed dates by the university or the approved national dates if such dates do not coincide.

Every organization participating in the intake activities must have submitted the Organization/University Greek Life Agreement before any intake activities begin.

Every organization must comply with all the rules and regulations of both the university and the organizations national headquarters. Any changes to the information provided must be submitted in writing to the Greek Affairs staff.

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Start date of intake activities: ___________________________

Ending date of intake activities: ___________________________

Initiation/Probate Date: ___________________________

Signature (Chapter President/Intake Coordinator) ___________________________

Chapter Advisor ___________________________
Statement of Non-Participation of Intake Activities

The _________________________ chapter of ______________________________ will not be participating in intake activities for the ____________ semester of ________ (Year). We understand that if this decision should change we will immediately contact the Greek Life Coordinator in writing with the approval of the chapter advisor. We understand that if we engage in any pre or post pledging activities, not a part of the university or national processes it will be reported to the Dean of Students and the national headquarters.

_________________________                     _______________________
Signature (Chapter President/Intake Coordinator)        Chapter Advisor