

Albany State University
A Unit of the University System of Georgia
Albany, Georgia

Fraternity & Sorority Life

Membership Intake
Information & Forms

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Membership Intake Request Form

Albany State University's Office of Greek Life must be notified *prior* to any Fraternity or Sorority beginning a membership intake process. The purpose of this notification is to ensure that the Office of Greek Life is aware of membership intake activities and to ensure adherence to university policies.

Each organization must comply with all of the rules and guidelines of their International/National organization regarding the membership intake process. Any changes to the information below must be updated with the Greek Life Coordinator.

Name of Organization and Chapter:

Date (s) of Informational/Interest/Rush Events to Correspond with Requested Intake Periods:

Requested Intake Period Start Date:
Requested Intake Completion Date*:

The Office of Student Engagement & the ASU Police Department will work with each respective organization to determine a suitable location for all New Member Presentation Shows.

<u>IF YOUR ORGANIZATION PLANS TO PARTICIPATE IN MEMBERSHIP INTAKE THIS SEMESTER PLEASE COMPLETE THE BELOW AND RETURN TO THE GREEK LIFE COORDINATOR.</u>	
Chapter President: _____	Date: _____
On-Campus Advisor: _____	Date: _____
Off-Campus Advisor: _____	Date: _____
Greek Life Coordinator: _____	Date: _____

***ALL Membership Intake activities MUST be COMPLETED by the last day of classes.**

****This date and location is subject to approval.**

IF YOUR ORGANIZATION DOES NOT PLAN TO PARTICIPATE IN MEMBERSHIP INTAKE THIS SEMESTER, PLEASE COMPLETE THE BELOW AND RETURN TO THE GREEK LIFE COORDINATOR.

The _____ chapter of _____ does not intend to have membership intake in the _____ Semester of the _____ year. We understand that we must notify the Greek Life Coordinator in writing, as well as complete this form should that decision change. We also understand that if we engage in any "pre-pledging" activities of any kind, it will be reported to the Vice-President for Student Affairs, and the International/National Headquarters of your organization, and could result in disciplinary action for the chapter.

On-Campus Advisor: _____ Date: _____

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Division of Student Affairs
Office of Greek Life and Diversity Engagement

Membership Intake Grade & Student Conduct Verification Form

The student listed below is interested in participating in membership intake with the _____ Chapter of _____ here at Albany State University.

The Student understands that he/she must have met the following requirements: be a full-time student enrolled in a four (4) year program pursuing his/ her first undergraduate degree; earned thirty (30) semester credit hours (not inclusive of learning support credit hours/ credits) and have an overall 2.70 Grade Point Average. If the student is a transfer student then the student must have earned (18) semester credits (not inclusive of learning support hours/credits) and have been in attendance at Albany State University one (1) full semester prior to participation in the membership intake process (excluding the summer semester) in addition to having an overall 2.70 Grade Point Average prior to participation in the membership intake process. Additionally, the Student understands that he/she cannot be a Respondent in an open case with the Office of Student Support and Conduct. Under the provisions of the Family Educational Right's and Privacy Act, kindly indicate whether or not he /she meets the outlined requirements.

By signing this form, the student gives the University and his or her agents express permission to obtain the students records to verify his/ her eligibility for membership in a Greek Letter organization.

Student Name (Print): _____

Student Ram ID: _____

Student Signature: _____

*(*Signature must be a handwritten signature- electronic signature is not acceptable)*

Student Conduct Verification Request: Please indicate below whether the above named student has an open judicial record or not within the Office of Student Conduct and Student Support.

Eligible

Not Eligible

Associate Dean for Student Support and Conduct

*(*Signature must be a handwritten signature- electronic signature is not acceptable)*

Eligible

Not Eligible

Greek Life Coordinator

*(*Signature must be a handwritten signature- electronic signature is not acceptable)*

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Anti-Hazing Policy

Dear Student Organization President:

Attached, you will find the Albany State University Anti-Hazing Policy and Anti-Hazing Compliance Forms. Any Fraternity/Sorority seeking to host a Membership Intake Process (MIP) is required to complete this compliance form. **All prospective student members must complete the Greek Curriculum before being considered for Membership Intake.**

The Anti-Hazing forms should be read by ALL active and new members. Upon reading the policy each active and new member is to sign the appropriate compliance form. When completed, the compliance forms are to be returned to the Greek Life Coordinator, in the Office of Student Engagement located in the Orange Zone in the Student Center.

A copy of the Anti-Hazing Policy is to be retained by the organization's Advisor, Intake Coordinator, and sponsoring graduate/alumni chapter president (if possible). This policy along with your national organization's policy on hazing should be referenced often throughout the Membership Intake Process. The University's stance on hazing can also be found in your student code of conduct.

Sincerely,

Anthony C. Morman, Esq.

Anthony C. Morman, Esq.
Greek Life and Diversity Engagement Coordinator
Albany State University

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Anti-Hazing Policy
Policy Implementation

- A. Student organizations conducting membership programs are bound by all policies and provisions of the state of Georgia, the Board of Regents of the University System of Georgia and ASU. ASU policies supersede policies set forth by national headquarters or sponsoring entities for all organizations. An exception may be made in circumstances in which the national or sponsoring entity policies are more stringent than, but do not conflict with, ASU policies.

- B. Organizations may only conduct membership/intake programs during the Fall and / or Spring Semester. Any organization wanting to have a Membership Intake Process must submit an “Anti-Hazing and Compliance Packet Form.” The form includes a description of the anticipated “membership/intake activities”, the proposed duration of the intake period, as well as hourly limits per day of such activities.

- C. In order to become a member of a fraternity or sorority, a student must be a full time matriculating undergraduate student at ASU, have obtained sophomore status with 30 semester hours (or 15 semester hours for a transfer student) not inclusive of learning support hours/credit; he/she must have an overall grade point average of 2.70; enrolled in a 4- year degree seeking program; and successfully completed the Greek Curriculum.

- D. All Greek Fraternities and Sororities that have a Membership Intake Process are required to inform currently active members and new members of the **ANTI-HAZING POLICY** at the first meeting of the Membership Intake Process. At the same first meeting of the Membership Intake Process, all those students affiliating, inclusive of current members, must sign the “Anti-Hazing Compliance Form.” These forms must then be forwarded to the Office of Greek Life. This form will remain active until the next MIP period for each particular organization. This responsibility is directly charged to the **President, Advisor, Intake Coordinator and/or Sponsoring Graduate Chapter** (if possible) and other appropriate executive officers of the organization. At this meeting, each member must receive a copy and the document must be read aloud.