



UNIVERSITY *of* WEST FLORIDA

Fraternity and Sorority Life Procedures

Updated July 2022

Student Engagement
Fraternity and Sorority Life

Section 1: Recognition of Fraternities and Sororities

1. Organization Recognition
 1. Current Organization Recognition
 1. Fraternity and sorority organizations must maintain recognition from the University in order to be eligible for the privileges associated with fraternity and sorority organizations.
 2. Fraternity and sorority organizations are eligible for the following privileges: advising support; recruitment support; member and potential new member academic records support; campus reservations; program participation; chapter mailbox; access to additional campus resources.
 3. Requirements:
 1. Active status as a member of a Greek-letter governing council. (i.e. Panhellenic, IFC, NPHC, MGC). Local organizations without a national governing body are exempt from this requirement.
 2. Must be active with the (inter)national organization if applicable. Local organizations will not be required to demonstrate standing with a(n) (inter)national organization.
 3. Must meet all academic requirements as described in Section 6.
 4. A current advisor must attend an Advisors Workshop each year
 5. Submit all necessary documents and information required as a part of the Fraternal Excellence program. See Section 8 for implications regarding recognition.
 6. Attend all mandatory programs as documented in writing online and at the FSL Leadership Institute.
 7. Follow all procedures and requirements outlined in this document (FSL Procedures).
 8. All chapters must conduct new member intake and/or education activities and initiate new members at least once during the fall or spring semester, unless exempted in writing by FSL staff.
 4. Failure to satisfy any of the above requirements may result in warning/probationary terms or immediate loss of recognition.
 5. In addition to the above requirements, Fraternity & Sorority Life may withdraw recognition of an organization based on the sustained performance issues regarding the chapter's membership, leadership, stability, and/or demonstrated ability to provide a constructive member experience. Fraternity and Sorority Life will provide chapter leadership and advisors with clear expectations for improvement and ample time to respond to the concerns prior to withdrawing recognition.

6. Organizations will receive written communication of their recognition status no later than two weeks following the end of the spring semester. Organizational status will include whether the organization is recognized or not recognized, and whether or not any warning or probationary terms are in place.
2. New Organizations and Organizations Returning After an Absence
 1. All new fraternities or sororities must adhere to the following procedures to be eligible for recognition. The University of West Florida values growth and change in the fraternal community. The University will consider membership demand, institutional needs, support from the (inter)national organization and local alumni, responsiveness and organization during the new organization process, and Fraternity and Sorority Life resources in deciding to recognize or not recognize new organizations.
 2. New organizations belonging to the National Panhellenic Conference will apply and seek recognition as described in the most recent NPC Manual of Information. These organizations must also meet all other University and FSL requirements.
 3. All organizations that do not belong to the National Panhellenic Conference must submit a proposal to join the UWF FSL community. The proposal may include information pertaining to potential membership and advisors, a plan of action to support the chapter's success, examples and statistics from other institutions, etc. The organization must provide additional information as requested by the University. For organizations returning after an absence, the proposal should address the conditions that resulted in the absence. UWF FSL staff members will review the proposal and determine the organization's recognition status. Organizations will be informed in writing of their recognition status and any terms or conditions of the recognition. Recognition status will also be documented online at uwf.edu/fsl.
 4. New organizations are recognized as one of the following:
 1. Interest Group - Interest groups may be students and/or non-members who recruit potential members even though a UWF chapter or colony has not yet been recognized by the (inter)national organization. Interest Groups must reserve meeting spaces and tables through FSL. Interest Groups will be invited to participate in FSL programming as approved by FSL staff, and may participate in council programs as determined by the relevant council. Interest groups must obtain written approval to persist beyond one semester as an interest organization.
 2. Colony - Colonies are composed of students who are sanctioned by the (inter)national organization to conduct recruitment and membership activities with the purpose of establishing a chartered organization. Students may or may not be initiated members into the organization per each

(inter)national organization's procedures. Colonies receive full recognition as a fraternity or sorority. Colonies must be making progress towards chartering their organization as determined by FSL Staff.

3. Chapter - An organization that is chartered to operate on the campus of the University of West Florida. The organization must provide the University with official documentation of its chartered status.

3. Membership

1. Students must meet the following requirements to be eligible for initiation, recruitment and/or intake processes, or participation in new member activities. Students who do not meet these requirements are not allowed to join a fraternity or sorority at UWF or otherwise participate in new member activities.

1. Enrollment at the University of West Florida in the current semester.
2. Classification as a degree-seeking student.
3. Minimum High School GPA of 3.0 (for FTIC students), minimum transfer GPA of 2.50 (for transfer students), or minimum UWF GPA of 2.50 (for returning UWF students).
4. Fraternity and Sorority Life Informational Session completion.
5. Hazing Prevention module completion.
6. Signed Hazing Regulation Notice.

2. Students affiliated with UWF FSL will be classified as a Potential New Member, an Active Member, an Inactive Member, or an Alumni.

1. Potential New Members have formally expressed interest in joining a fraternity or sorority (i.e. by registering for recruitment, attending an informational session, completing intake paperwork) and who meet the minimum requirements described above.
2. New Members are those students who have formally indicated their desire to become an initiated member of a specific organization, and who, at some point during the semester, accepted a bid to join an organization and/or participated in new member education processes (including intake).
3. Active Members have been fully initiated into the organization, are recognized as members of the organization by the (inter)national organization, and actively participate in the organization (i.e. paying dues, attending chapter meetings and other functions). Active members must be currently enrolled and degree-seeking at the institution, except during the Summer semester.
4. Inactive Members have been initiated into the organization, but are currently formally inactive. These members are not

participating in chapter meetings or activities, and may not be paying dues. The exact nature of inactive membership may be different from chapter to chapter.

5. Alumni have formally and permanently ended their active status with the organization as a result of graduation or by approval of the (inter)national organization.

Section 2: Recruitment, Intake, and New Member Education

2. Recruitment, Intake, and New Member Education

1. General Recruitment and Intake Procedures

1. Chapters must follow all recruitment/intake procedures and policies as documented by their respective council and/or their (inter)national organization.
2. Recruitment events are defined as events that are either designed intentionally for the purposes of attracting students to join the organization, educating students about the organization, and/or engaging students in actions or processes related to joining the organization (i.e. completing paperwork). Events need not be specifically named in ways that indicate their recruitment purposes; events during which current members actively promote membership, educate non-members about the organization, or engage in registration or paperwork processes related to recruitment may be considered recruitment events. Events that specifically target non-members may also be considered recruitment events, such as events in which several non-member new students are invited. Interest meetings and FSL or council tabling events are considered recruitment events.
3. Recruitment activity is defined as those activities that are designed to attract, inform, and engage non-members in the recruitment or intake process. Recruitment activities may include one-on-one conversations, tabling activities, and various marketing or promotional efforts.
4. Recruitment events must be alcohol free and shall not occur at a venue that has age requirements for venue access.
5. Recruitment activities must not occur in conjunction with alcohol use.
6. Organizations must confirm Potential New Member status and eligibility with the Fraternity and Sorority Life Office prior to extending a membership bid or otherwise engaging a student in new member education, activities, or ritual.
7. Organizations must claim all new members (or those affiliated and engaged in new member activities - see Definitions or Section 1) within 24 hours of engaging the New Member in any new member activities or ritual.

8. All chapters must conduct new member intake and/or education activities and initiate new members at least once during the fall or spring semester, unless exempted in writing by FSL staff.
2. Membership Intake Registration
 1. Organizations must complete the Membership Intake Form section on ARGO PULSE prior to engaging in any Membership Intake activities. This form is due September 1 and January 15.
 2. Organizations must meet with FSL staff members to discuss the Membership Intake submission and review relevant policies and procedures. The chapter president and the officer responsible for intake must attend this meeting.
3. New Member Program and Membership Intake Procedures
 1. New member activities are defined as any activities related to a new member's affiliation with the organization. These activities may include education and training, team building and brotherhood/sisterhood activities, new member class projects, new member presentation practice, etc. New member programs include activities that are formal (prescribed by organization documents) or informal (not officially documented but required or encouraged by members or advisors).
 2. Before a chapter can engage New Members in any new member activities, including new member ritual, FSL must have on file:
 1. New member must be eligible for membership per FSL Procedures Section 1.3
 2. New Member Academic Release for all new members must be received by FSL
 3. Membership Intake Form
 1. Chapter Hazing Compliance Form for the current semester must be received and approved by FSL via the Membership Intake Form
 4. Formal recruitment registration (if applicable)
 5. Membership Intake Schedule (if applicable)
 3. Alcohol or other controlled substances are prohibited during all new member activities. New member activities led by individuals who are under the influence of alcohol are prohibited.
 4. All new member activities (including Membership Intake) must take place on campus or at an official chapter residence unless otherwise approved.
 5. New Member Programs and Membership Intake Processes shall take no longer than 8 weeks, including any new member presentation or initiation ceremony. New Members should be initiated or released prior to the first day of final exams during the semester in which they became new members.
 6. Complete a Roster Update of all the new members within 48 hours of extending invitations to membership and/or engaging potentials in any intake process.

Section 3: Council Management and Advising

3. Council Management and Advising
 1. Fraternity and Sorority Life will serve as the advisors for and provide education, counseling, programming support and administration for the activities of the Fraternity and Sorority Governing Councils and the individual student leaders of these councils.
 2. The National Pan-Hellenic Council shall be co-advised by FSL staff and a delegate from the Pensacola Graduate National Pan-Hellenic Council per NPHC by-laws.
 3. The Fraternity and Sorority Governing Councils shall be recognized as Departmental Student Organizations and will receive all of the responsibilities and privileges included with that designation.
 4. Each Fraternity and Sorority Governing Council shall maintain and adhere to an approved constitution, bylaws and rules, which must be reviewed and approved by the Fraternity and Sorority Life staff whenever updates occur.
 5. A Fraternity and Sorority Life staff member will oversee all election processes for officers of the Fraternity and Sorority Governing Councils per the relevant constitution and bylaws; officers should be elected representatives of the students they govern and must meet necessary requirements laid out in each council's bylaws. The Fraternity and Sorority Life Advisor shall actively monitor their academic performance and conduct related to their official duties while in office.
 6. The Fraternity and Sorority Life advisor is not responsible for directly enforcing or implementing council constitutions and by-laws. As per 1.3, however, councils must adhere to their constitutions and bylaws. The FSL advisor will offer recommendations, guidance, and support in the efforts of council officers to enforce or implement their constitution and bylaws.
 7. Council Officer Requirements
 1. Attend all mandatory programs as documented in writing at the start of each semester and/or the officer's term.
 2. Meet all requirements per council constitution and bylaws as well as any relevant University policy, including the Student Leader Eligibility Policy.
 3. At the beginning of each term of office, Fraternity and Sorority Life Staff will set expectations regarding professionalism and performance; if those expectations are not met, the staff will report the performance concerns to the relevant council's executive board.

Section 4: Chapter Management and Advising

4. Chapter Management and Advising
 1. Fraternity and Sorority Life will provide education, counseling, programming support and administration for the activities of recognized fraternity and sorority organizations and the individual student leaders of these councils.

2. Each fraternity and sorority organization shall maintain and adhere to their constitution, bylaws and rules, which must be submitted to FSL September 1 and February 1 of each year.
3. Each fraternity and sorority organization will submit an Advisor Update form via ARGO PULSE on August 1 and January 1.
4. Chapter Officer Requirements
 1. Meet all requirements per chapter constitution and bylaws as well as any relevant University policy, including the Student Leader Eligibility Policy.
 2. Two officers must attend the FSL Leadership Institute at the beginning of each semester.
 3. Two officers must attend monthly FSL Officer Workshops.
 4. Chapter presidents and relevant officers must attend monthly meetings with their FSL liaison
 5. Chapter officers must submit all paperwork as required in Section 1 and Section 7.
5. Chapter Program Requirements
 1. Chapter new members must attend New Member Institute the semester they join (NPC/IFC) or the semester following (NPHC/MGC). If a new member is not able to attend in-person NMI, the Fraternity and Sorority Life Coordinator will provide an alternate NMI format which must be completed within two weeks of the scheduled in-person NMI.
 2. Chapters must submit the Fraternal Excellence documentation by the posted deadlines.
6. Failure to satisfy the requirements listed above may result in warning and/or probationary terms as described in Section 1.

Section 5: Health and Safety

5. Health and Safety
 1. UWF FSL prioritizes the health and safety of its members. Education and training programs, event registration procedures, and other efforts are offered and required to foster a safe and constructive member experience.
 2. FSL organizations are responsible for abiding by and enforcing applicable state, local, and federal laws, as well as University policies and procedures and those policies or procedures described in council, chapter, and (inter)national organization documents.
 3. Any incident related to chapter activity in which a member, guest, or event attendee receives medical attention or if law enforcement becomes involved must be reported to UWF FSL immediately through the FSL Incident Report Form.
 4. Students have a responsibility to render care per UWF Regulation 3.010.
 1. “Students have a duty to care for others in the University community, on or off campus, by rendering aid and seeking help from appropriate medical emergency, or University staff members during a moment of need” (UWF Regulation 3.010).

5. Health and Wellness Education
 1. All current New Members and current chapter executive board officers (or those officers designated by the chapter advisor) must participate in Crisis Response Training as offered by UWF FSL annually.
 2. Each chapter must host at least one wellness/prevention workshop during a full chapter meeting each semester. UWF Peer Educator programs are recommended.
6. FSL Event Procedures
 1. FSL organizations will be responsible for all aspects of chapter activities and events. Chapter activities and events are defined as those activities or events that a reasonable observer would classify as a chapter activity or event. Evidence that an activity or event is a chapter activity or event may include, but is not limited to, advertising or other media associating the activity/event with the organization; the use of organization funds in the execution of the activity/event; planning and implementation of the event conducted primarily by the organization's members; attendance at the event or activity by many chapter members; formal or informal expectations that members attend.
 2. UWF FSL will make efforts to ensure that activities or events are classified according to the spirit and nature of the event.
 3. Per UWF policy SA-24.02-07/15 all student organization events with alcohol must be registered with UWF.
 1. All events with alcohol both on and off campus must be submitted for registration via EMS at least three weeks prior to the event. All requests by FSL staff for additional information, documentation, or clarification must be resolved at least one week prior to the event.
 2. Events with alcohol may not be co-sponsored by a bar or tavern. Co-sponsorship is defined as those events in which the chapter and co-sponsor jointly promote an event.
 3. Philanthropic events which may include alcohol must be a closed event and follow all applicable UWF policies.
 4. Event registration submissions must include:
 1. A copy of vendor contracts for venues and/or bar service. Vendor contracts must note that the service provided is a cash bar (alcohol must be purchased by the individual from the bar) and that the organization is not purchasing alcohol.
 2. An event risk management plan addressing strategies specifically noted in the event registration process.
 3. A list of sober event monitors for the event.
 5. An event manager (i.e. Social Chair, Risk Manager, etc.) must meet with an FSL staff member to discuss the proposed event plan. The FSL staff member will finalize the event registration if all preparation and risk management needs

are met, then the event will be added to the FSL calendar and advertising or event marketing may begin.

6. A complete list of attendees must be submitted by the end of the business day following the event.
 7. UWF FSL may require insurance to be purchased through the university if the circumstances of the event warrant it.
 8. When hosting an event with alcohol, a third-party vendor must be utilized and a law enforcement officer or security vendor must be present.
 9. The chapter president or a proxy approved by UWF FSL must be in attendance at the event from start to finish. The chapter president or approved proxy must submit in writing a summary of the event and any incidents by the end of the business day following the event via the Event with Alcohol Report on ARGO PULSE.
4. All on-campus chapter activities and events with risk factors should be submitted for registration via the Student Engagement Event Approval Process on ARGO PULSE.
 1. Risk factors may include the use of inflatable equipment, sports activities, or other activities in which the risk of personal harm or injury is above and beyond that of an individual's typical educational experience.
 2. On-campus events in which risk factors are present may require additional risk management strategies, including the purchase of event insurance and/or the use of waivers.
 5. In the case that UWF or FSL adopt additional event guidelines and procedures, FSL organizations will be required to adhere to those additional guidelines.
7. Hazing Procedures
 1. No student organization, students, advisors, or alumni shall conduct nor condone hazing activities. Hazing activities will not be tolerated and potential violations will be investigated and adjudicated aggressively.
 2. The University of West Florida's Regulation 3.018 notes: "Hazing means any action or situation, which occurs on or off university property, that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to: (i) Initiation into any organization operating under the sanction of a postsecondary institution; (ii) Admission into any organization operating under the sanction of a postsecondary institution; (iii) Affiliation with any organization operating under the sanction of a postsecondary institution; or (iv) The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements,

forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.” (UWF/REG – 3.018 Prohibition of Hazing – Procedures and Penalties)

3. If a student reports an incident to a FSL staff member, or if a staff member has reason to believe that a hazing incident has occurred, the staff member will engage in the following response protocol:
 1. Submit the online Hazing Incident Report, notifying UWF Campus Police (PD) and the Dean of Students
 2. Forward report to direct supervisor
 3. Collect organizational and incident-related information, including contact information, descriptions of incident, social media evidence, etc.
 4. Assist in investigation as advised by Police and Dean of Students (DOS), including, but not limited to, arranging meetings and managing public awareness (i.e. communicating with students if media becomes involved)
 5. Make recommendations to DOS related to any impending events or activities affiliated with the organization (i.e. canceling recruitment events or adjusting travel plans)
 6. In consultation with the DOS, notify the national organization
 7. Document all notes from meetings, steps and actions taken
 8. Follow up with DOS, PD, and Legal Counsel on steps being taken
 9. Assist in disseminating information as advised by DOS and Legal Counsel
 10. Engage advisors in the process for advocacy or investigation
4. Per UWF/REG - 3.018, All FSL officers, members, and advisors must review and become familiar with applicable University Regulations concerning hazing, and all registered student organizations must include UWF’s Anti-Hazing Regulation as part of the organization’s bylaws or governing documents. Student organization/group leaders can visit the UWF Hazing Prevention web page for assistance regarding these requirements.
5. All UWF FSL members must complete an online hazing prevention module as disseminated by UWF FSL on an annual basis. Returning members must complete the module by the end of the third week of the fall semester. Potential new members must complete the online module in order to be eligible to join a fraternity or sorority.

1. Chapters whose members fail to complete the online module by the deadline(s) may be charged with violation of this policy and sanctioned per Section 7.

Section 6: Academic Procedures

6. Academic Procedures

1. Academic achievement, sometimes named “scholarship” in organizational nomenclature, is a central tenet for all fraternal organizations. UWF FSL prioritizes academic achievement as a community value as well.
2. At the end of each fall and spring semester, UWF FSL will produce a Community Grade Report (Grade Report) and Academic Standing Report describing each chapter’s academic performance. The Academic Standing Report will indicate each organization’s academic standing for the following semester. The Grade Report and a chapter roster indicating each member’s semester and cumulative GPA will be sent to each organization’s president and advisor upon request and with proper documentation of members’ academic records release. Chapter Presidents may request the Grade Report through the Grade Report Request form on ARGO PULSE.
 1. Organizations must appeal any information that they deem inaccurate within one week of receiving the report. If changes are made to one or more member’s academic report, the chapter can request a new report. If the new report results in a change to the organization’s academic standing, the new report will be disseminated reflecting the change.
3. Recognized organizations must meet the following minimum standards:
 1. The average semester GPA (active and new members, fall and spring only) must meet or exceed 2.50.
 2. The average semester GPA of First Time in College (FTIC) new members must meet or exceed either the all-UWF FTIC women’s or men’s average semester GPA (respective to the organization’s single-sex status) or be 3.0 or better, whichever is lesser.
 1. This standard applies when a chapter has bid three or more FTIC members.
4. If a chapter fails to meet either standard, the chapter will be placed on Academic Warning for the next three semesters (including the summer semester).
 1. Chapters on Academic Warning must submit an updated Academic/Scholarship Plan to Tutoring and Learning Resources (TLR) via ARGO PULSE by the end of the second week of each semester. The Academic/Scholarship Plan must be approved by the chapter’s advisor.
 1. Tutoring and Learning Resources can assist in the development of the Academic/Scholarship Plan if the chapter reaches out to tutoring@uwf.edu before the semester begins. The designated student leader attending the meeting should have an idea of

2. If the chapter failed to meet the FTIC standard, the plan should address the new member experience and the chapter's recruitment or intake planning specifically.
 2. If the chapter meets both standards in each of the following three semesters, the chapter will return to good standing.
5. If a chapter on Academic Warning fails to meet either standard, the chapter will be placed on Academic Probation.
 1. Chapters on Academic Probation must submit a revised Academic/Scholarship Plan to Tutoring and Learning Resources (TLR) via ARGO PULSE by the end of the second week of each semester, and should address the new member experience and the chapter's recruitment planning if the chapter failed to meet the FTIC standard.
 1. Tutoring and Learning Resources can assist in the development of the Academic/Scholarship Plan if the chapter reaches out to tutoring@uwf.edu before the semester begins.
 2. Chapters in their first semester of Academic Probation are only permitted one social event for that semester. The chapter may not participate in Intramural Sports programs or other University programs (including Greek Week, Football tailgating, Homecoming's Golden Fleece Challenge, etc.). Chapters on Academic Probation may host the following activities as approved in advance by FSL: brotherhood/sisterhood events (for members only), educational programs, Founders day celebrations, philanthropy events, or community service activities. Chapters may participate in Dance Marathon or other organizations' philanthropy events. Failure to adhere to these terms may result in the loss of all social event privileges.
 3. If a chapter remains on Academic Probation for additional semesters, the chapter will be prohibited from hosting any social events and may not participate in any University programs or other organizations' events.
 4. If a chapter on probation meets both standards, they are moved to Academic Warning through the following fall or spring semester.
6. If a chapter on Academic Probation fails to meet either standard, UWF FSL may revoke the organization's recognition.
 1. The organization will be invited to submit a proposal advocating for continued recognition, and to meet with FSL staff members to discuss the organization's status.
 2. The organization will be informed in writing of the recognition status no later than two University business weeks after the official grade report is filed.
 3. If recognition is continued, the chapter will remain on Academic Probation as described in Section 6.5.

7. If a chapter fails to meet both the Average Member and the FTiC standards in a given semester, the chapter will automatically be placed on Academic Probation as described in Section 6.5

Section 7: Conduct and Accountability

7. Conduct and Accountability
 1. Organizational Violations of the Student Code of Conduct
 1. Fraternities and sororities, as student organizations, must abide by UWF Regulation 3.010, the Student Code of Conduct. Organizations and individuals may be charged with violations of the code related to chapter activity. If an activity or behavior that is alleged to violate the Student Code of Conduct has been sanctioned or condoned by the chapter, the chapter will likely be charged with a violation.
 2. The Student Code of Conduct requires adherence to all university policies and procedures, including FSL Procedures. Failure to adhere to the FSL Procedures or other written policies and expectations may result in charges that the chapter has violated the Student Code of Conduct. Examples of FSL Procedures for which failure to comply may result in charges include, but are not limited to:
 1. The terms of Academic Warning and Probation as outlined in Section 6.
 2. New member and recruitment procedures and guidelines as outlined in Section 2.
 3. Program requirements, including New Member Institute and FSL Leadership Institute attendance as outlined in Section 4.
 4. Risk management plans submitted for events with alcohol as outlined in Section 5.
 3. If the alleged violation involves potential hazing activity, OSRR will investigate and adjudicate the case per UWF Regulation 3.018 - Prohibition of Hazing.
 4. Information regarding a potential violation of the Student Code of Conduct on the part of an organization should be referred to the Director of Student Engagement. The Director of Student Engagement will notify the Office of Student Rights and Responsibilities, and organize the relevant facts or information, including relevant procedures.
 5. FSL staff members may assist, at the direction of the Office of Student Rights and Responsibilities (OSRR), in fact-finding related to the potential violation. If evidence suggests that a violation may have occurred, the Director of Student Engagement will file an incident report with OSRR.
 6. If an organization is charged with an alleged violation, the OSRR will adjudicate the process per the Student Code of Conduct. Per the Code: "The student organization's executive officer will serve as the

representative for the group during the conduct process unless the student organization designates in writing to the Dean of Students Office another student member to represent the group during the conduct process.”

7. During an investigation and/or during the adjudication process, OSRR and FSL staff members will make determinations regarding the notification of (Inter)national organizations and advisors. (Inter)national organizations and advisors will, at minimum, be notified of any findings of responsibility and/or sanctions resulting from Student Code of Conduct charges.
2. Sanctions
 1. Fraternities and sororities found responsible for violations of the Student Code of Conduct will be sanctioned according to the adjudication process detailed in the Student Code of Conduct. Sanctions may include written reprimand, probationary terms in which additional violations will result in increasingly severe consequences, suspension from specific activities or from all operations for a specific time period, loss of recognition, educational programming, or other sanctions as deemed appropriate in the Code of Student Conduct.
 2. Appeal processes are outlined per the Student Code of Conduct.

Section 8: Fraternal Excellence

8. The Fraternal Excellence Program
 1. The Fraternal Excellence Program seeks to promote five pillars of Fraternal Excellence through Academic Excellence, Service and Philanthropy, Ethical Leadership, Council and Community Engagement, and Membership Development. The program consists of End of Semester Reports, the FSL Dashboard, and the Fraternal Excellence Awards. The features of the Fraternal Excellence Program, including the Dashboard’s Chapter Engagement metrics, may also impact chapters’ standing and recognition as noted in Section 1.
 2. End of Semester Reporting
 1. Each organization’s Chapter President must submit the FSL End of Semester Report via ARGO PULSE by December 15 and May 15.
 3. Roster Updates
 1. Chapters may update their rosters only during the timeframes listed below.
 1. Changes to active members must be made by September 1 for the fall semester and January 15 for the spring semester.
 2. Complete a Roster Update of all the new members within 48 hours of extending invitations to membership and/or engaging potentials in any intake process.
 3. A finalized chapter roster must be submitted on December 1 and May 1 in order for a Fraternity and Sorority Life staff member to process grade reports.

4. A chapter officer report must be submitted via ARGO PULSE on December 1 and May 1. Additionally, if an officer changes at any point, this form must be completed.
4. FSL Dashboard
 1. The FSL Dashboard is an online resource that tracks and highlights chapter performance and quality. The FSL Dashboard will include:
 1. Chapter Semester GPA - as indicated on the most recent fall and spring FSL Community Grade Report.
 2. Membership - total number of active members at the start of each fall and spring semester
 3. Chapter Engagement - as informed by the chapter's satisfaction of the requirements described in the FSL Procedures:
 1. New Member Institute completion
 2. FSL Leadership Institute and Monthly Officer Workshop Attendance
 3. Roster Updates
 4. Hazing Module Completion
 5. Membership Intake Form & Hazing Compliance Form
 6. Liaison meeting Attendance
 4. Community Service - hours logged total and per member from the previous fall and spring semesters submitted via the End of the Semester Report
 5. Chapter Highlights - from the End of the Semester Report
 6. Current and Recent Conduct Sanctions - Findings of Responsibility for code of conduct violation allegations; Active and recent (within the last two years) sanctions and/or probationary statuses from UWF or the (inter)national organization.
 5. Fraternal Excellence Awards
 1. In March of each year, chapters will be assessed on all of the requirements above. Chapters will be scored in five pillars of Fraternal Excellence: Academic Excellence, Service and Philanthropy, Ethical Leadership, Council and Community Engagement, and Membership Development. The assessment will be made using data from the previous calendar year and will combine internal reports with the end of semester support submitted each semester by each organization's Chapter President. The Fraternity and Sorority Life Office will provide a breakdown of the Fraternal Excellence scoring rubric at the FSL Leadership Institute at the beginning of each semester.
 2. The Fraternity and Sorority Life Office will name finalists for each award based on the top scores from the rubric. In the case of a tie, the organizations will be asked to create a presentation which should address the five pillars of Fraternal Excellence.

3. These awards will be presented at the Fraternal Excellence Awards during Fraternity and Sorority Life Week and at the Student Leadership Awards Banquet.

Section 9: Plot and Bench Procedures

9. Bench and Plot Procedures

1. Plot Program

1. In keeping with the tradition honored by National Pan-Hellenic Council organizations at many colleges and universities, and to support the presence of these historically black Greek-letter organizations on campus, the University affords recognized NPHC fraternities and sororities the opportunity to construct a “plot” on campus. Plots are designated areas within which the organization installs, artistic or symbolic representations of the organization’s values and history, or other items that represent their chapter and organization. These plots serve as excellent ways to create awareness of and campus support for fraternities and sororities, and to communicate the vibrancy and student-centeredness of the University. Student Engagement, with support from UWF Facilities, is responsible for the oversight of this program. The UWF NPHC must maintain bylaws relevant to the proper upkeep and use of plots by member organizations.

2. Eligibility

1. Recognized and active chapters of the University of West Florida’s National Pan-Hellenic Council are eligible to construct a plot. This is a privilege unique to NPHC organizations in recognition of the tradition honored on many college campuses.

3. Plot Process and Requirements

1. To request a plot, eligible chapters must submit and obtain approval via the NPHC Plot Proposal and Agreement. Chapters must not begin any construction or use of a plot until the Proposal and Agreement is fully approved by Student Engagement and UWF Facilities. The NPHC Plot Proposal and Agreement may be submitted at any time.
2. Plots must be bordered by a material approved by UWF Facilities, as per the NPHC Plot Proposal and Agreement. The border material should be of stone or concrete construction and a neutral color, as found among typical garden and landscaping stones available at most home improvement stores. Rubber mulch is prohibited.
3. Plots may not occupy a square area larger than 10 feet by 10 feet. The constructed plot does not need to be a square, but must not occupy an area larger than the 10’x10’ square.

4. Trees inside of or adjacent to the plot may not be painted or augmented. Any requests to alter the tree (i.e. to cut back branches) must be made to UWF Facilities. Chapters may propose to affix letters to a tree in or adjacent to the plot per the NPHC Plot Proposal and Agreement.
 5. Chapters must strictly adhere to the plan as approved per the NPHC Plot Proposal and Agreement. Failure to adhere to the approved plan may require that the chapter remove or undo plot features.
4. Maintenance and Upkeep
 1. The location and nature of the plots ensures that campus visitors will see these plots year-round. As such, plots must be properly maintained at all times. Proper maintenance requires repairs of any broken elements or materials, repainting of any cracked or flaking painted surfaces, the removal of dirt and mold, and other efforts to ensure a professional and attractive appearance. Chapters that fail to address maintenance or upkeep needs may lose the privilege to occupy a plot on campus. Warnings regarding the potential loss of this privilege will be provided to the chapter in writing and with a sufficient amount of time to respond to the required maintenance or upkeep as determined by Student Engagement and UWF Facilities.
 5. Chapter Status
 1. If a chapter becomes inactive on campus or loses its membership in the UWF National Pan-Hellenic Council, the University, based on its discretion, may allow them to be maintained by the local Graduate Chapter. If the University elects to not allow the plot to be maintained, if the graduate chapter opts not to maintain the plot, or if the graduate chapter fails to do so in keeping with the standards described above, the organization will lose any claim to the plot. Student Engagement and UWF Facilities will determine the best solution for incorporating the plot into the campus landscaping.
 2. Bench Program
 1. Eligibility
 1. All active and recognized fraternities and sororities are eligible to have a painted bench on the UWF main campus.
 2. Bench Agreement
 1. In having a painted bench on campus, the organization recognizes and agrees that the bench is available for use by any guest, visitor, or community member. Anyone who uses the benches cannot and will not be asked to cease use of the benches.
 2. Student Engagement will provide the chapter with the initial bench as constructed by UWF Facilities. Afterwards, the

- responsibility will fall to the chapter for any painting, general upkeep, repair, or replacement.
3. The bench is property of the chapter, meaning that it can be removed by the organization at any time, including if the organization were to be suspended.
3. Maintenance and Upkeep
 1. Benches are to be maintained throughout the academic year and are the responsibility of the chapter. Chapters that fail to address maintenance or upkeep needs may lose the privilege to occupy a bench on campus.
 2. Organizations may utilize UWF Facilities for bench repair or replacement. All costs related to repair and replacement are the responsibility of the chapter.
 3. No items should be added to the benches or the surrounding area (i.e. flowers, stones, etc.).
 4. Chapter Status
 1. If a chapter becomes inactive or unrecognized, the University, based on its discretion, may allow the bench to be maintained by the local Graduate or Alumni Chapter. If the University elects to not allow the bench to be maintained, if the graduate/alumni chapter opts not to maintain the bench, or if the graduate/alumni chapter fails to do so in keeping with the standards described above, the organization will lose any claim to the bench. Student Engagement and Grounds Services will determine the best solution for incorporating the bench into the campus landscaping.
 2. An inactive or unrecognized organization may choose to remove the bench from campus with prior approval from Student Engagement. If a chapter does not elect to remove their bench or otherwise maintain it as outlined above, then Student Engagement and UWF Facilities will determine the best solution for incorporating the bench into the campus landscaping.