

# Fraternity and Sorority Life Handbook

2023-2024



## **Introduction**

The University of Central Florida (UCF) acknowledges that fraternities and sororities are valuable to the campus community and positively impact the educational and social experiences of UCF students. Fraternities and sororities have a vibrant history at UCF and continue to grow with the University environment.

As a department within the Division of Student Success and Well-Being (SSWB), the office of Fraternity and Sorority Life (FSL) is committed to cultivating the intellectual, social, and leadership development of student members of fraternity and sorority chapters. In this Handbook, a chapter refers to the student chapter of a fraternity and sorority under the oversight of FSL.

The FSL Handbook describes the relationship between the University and each chapter, including benefits the chapter may receive from the University, when it meets the conditions set forth below.

### **Purpose of the Handbook**

The FSL Handbook is an educational document intended to guide chapters in maintaining recognition at the university. This Handbook provides the framework of policies, guidelines, and regulations that members in the UCF FSL community, their chapters, and volunteers will abide by. The FSL Handbook is used in conjunction with the policies set forth by the Office of Student Involvement (OSI), office of Student Conduct and Academic Integrity (SCAI), UCF Golden Rule Student Handbook, and any additional University regulation, policies, and procedures.

### **Mission**

The office of Fraternity & Sorority Life will cultivate a safe, inclusive, and meaningful fraternal experience through intentional education, advising, advocacy, and collaboration that leads to wellbeing, student success, values-based decision making, and the holistic development of UCF students, chapters, and councils.

### **Vision**

As members of a preeminent fraternity and sorority experience, every UCF fraternity and sorority member will commit to life-long learning, personal development, exemplifying the highest levels of integrity, ethical leadership, global citizenship, and serving as a catalyst for positive change.

### **Values**

*Integrity:* Values are the foundation of fraternity and sorority life and FSL staff will work to instill and hold fraternities and sororities at UCF accountable to their values as well as the UCF Creed. FSL staff will also commit to exemplifying values-based and ethical action, being reliable and communicative, providing transparency, and leading authentically.

*Inclusion:* FSL staff will intentionally create a welcoming environment where individuals are treated fairly and respectfully, have equitable access to opportunities and resources, feel advocated for, and can contribute fully to the department and community's success.

*Education:* FSL staff commits to an educational approach as the foundation of FSL strategies, with the goal of increasing and creating knowledge, action, access, skills, and commitment to values for those FSL staff serve. Additionally, FSL staff will dedicate time to staying informed, participating in professional development, and staying engaged professionally.

*Empowerment:* FSL staff approach to student success and holistic development will help students, chapters, councils, and stakeholders feel more confident, advocated for, included, and inspired to act and create positive change.

*Compassion:* FSL staff interactions will demonstrate concern, kindness, and support. To do this, FSL staff will be mindful, focus on well-being, and provide excellent service.

*Collaboration:* The work of this office cannot be done in a silo and as a result, FSL staff will deliberately engage students and an array of stakeholders in decision making, creating initiatives, and goal attainment.

*Innovation:* FSL staff will purposefully create, develop, and implement creative programs, initiatives, and services that result in the holistic development of students, chapters, councils, and the stakeholders who support them. FSL staff work will be well-informed, rooted in best practices, and geared toward solutions that create a healthy environment.

## **Review of Handbook**

The FSL Handbook and contents, including but not limited to policies, regulations, and guidelines, will be subject to review at the end of each academic year. The contents may be amended, expanded, or removed, as deemed necessary and appropriate by the Director of Fraternity and Sorority Life without notice. **The FSL Handbook was last updated on August 25, 2023.**

## **Recognition of Fraternities and Sororities**

The University of Central Florida only recognizes fraternities and sororities that are nationally/internationally affiliated organizations. New fraternities and sororities must follow and complete the FSL Expansion Policy and Procedures to establish or re-establish on campus. Professional, academic, or service Greek letter organizations are considered registered student organizations (RSOs) and do not fall under FSL.

### **Definition**

UCF defines a social Greek letter organization as an organization that exists to promote fraternal relationships and personal development; requirement for membership is not limited to a specific field of study, class year, or grade attainment beyond any grade and credit hour requirements described in this Handbook; members are not permitted to hold membership in other social fraternities or sororities at the University; the organization is affiliated with a(n) (inter)national

organization; and the (inter)national organization has tax-exempt status under Section 501(c)(7) of the Internal Revenue Code.

The definition of a “national/international” fraternity or sorority is deemed in the following terms: The organization has a headquarters or office space and staff; has non-profit status with the IRS, has a Board of Directors and governance papers; has proof of insurance; and has regional and national meetings or conventions.

### **Criteria**

Official recognition by UCF and FSL, requires the following:

1. Chapters must be recognized as an active chapter or establishing chapter by their respective inter/national organization.
2. Chapters must be a member of one of the governing councils within FSL: Diversified Greek Council, Interfraternity Council, National Pan-Hellenic Council, and Panhellenic Council.
3. Chapters must be a registered student organization (RSO) with the Office of Student Involvement (OSI).
4. Chapters must always maintain at least 12 active members to be considered a registered student organization through the Office of Student Involvement. (Refer to OSI registered student organization policies).
5. Chapters must have an alumni/graduate advisor and UCF Faculty/Staff advisor. Each advisor’s contact information must be submitted to FSL staff.
6. Chapters must annually produce a Certificate of Insurance Compliance.

## **Statement of Relationships**

Since the establishment of the first nationally affiliated Greek organization at the University of Central Florida, fraternities and sororities have played an important role in complementing the educational mission and purpose of the University. It is the intent of the University to preserve and enhance this relationship through a spirit of mutual respect and understanding, so that the fraternities and sororities and the University may continue to be partners in providing positive learning environments, whereby each member will be challenged toward excellence.

Furthermore, the University of Central Florida believes that inherent in every Greek organization are the ideals of scholarship, community service, leadership, brotherhood and sisterhood, personal integrity, and social development. The University also believes that each organization has the responsibility and obligation to foster and promote these ideals in its day-to-day operations.

Therefore, it is important that the University and the fraternities and sororities clearly establish and ascertain the obligations and privileges of both parties to assure the continuing existence and increasing strength of the Fraternity and Sorority System at UCF.

The purpose of the following Statement of Relationships is to provide a clear understanding and expectation of each entity involved in supporting the fraternity and sorority life community at UCF.

### **The Opportunities of being Associated with the University of Central Florida**

1. Fraternities and Sororities have the opportunity to choose their members according to the recruitment guidelines established by the Diversified Greek, Interfraternity, National Pan-Hellenic, and Panhellenic Councils at the University of Central Florida.
2. Fraternities and Sororities have the opportunity to participate as a unit in campus activities such as intramurals, Homecoming, and other UCF sanctioned events.
3. Fraternities and Sororities have the opportunity to govern themselves through chapter meetings, the Diversified Greek, Interfraternity, National Pan-Hellenic, and Panhellenic Councils, and their respective judicial agencies.
4. Fraternities and Sororities have the opportunity to participate in and sponsor enriching social, educational, and recreational experiences.
5. Fraternities and Sororities have the opportunity to utilize the respective full-time advisor(s) as designated by the University, to assist them in dealing with programmatic and operational matters, and to serve as a liaison between fraternities and sororities and other segments of the campus and community.
6. Fraternities and Sororities have the opportunity of being solely responsible for their own financial, legal, and contractual obligations. (The University shall not be held liable for misuse of group finances or debts: **UCF-5.012 Organizational Rules of Conduct, Section 11**).
7. Fraternities and Sororities have the opportunities of access to the University facilities as provided through normal University channels.

### **The Responsibility of the Office of Fraternity and Sorority Life**

The University believes that self-directed activities of students can be facilitated and enhanced through stable and guiding relationships with qualified and experienced professional personnel of the University. Therefore, the office of Fraternity & Sorority Life personnel is responsible to advise the self-directed activities of the governing councils of the fraternity/sorority community, including Diversified Greek, Interfraternity, National Pan-Hellenic, and Panhellenic Councils. The role of such advisement includes coordinating, training, guiding, counseling, supporting, and assisting the councils to function effectively within the frameworks of the University, governing bodies and trade associations and best practices. The office of Fraternity & Sorority Life commits to:

1. Providing advisement to all council standing committees, including but not limited to, scholarship, risk management & mitigation, new member education, social, service, recruitment and others that may be deemed necessary by the councils and/or the University.

2. Providing advisement, training, and guidance to each respective Council Judicial Board, as well as adjudication through Judicial Boards when Council policies have been violated.
3. Serving as a positive resource and advocate for advice and guidance for chapter leadership through fostering and building relationships with active and new members, alumni/alumnae, parents, and/or campus stakeholders.
4. Communicating effectively to inter/national fraternities/sororities whose collegiate chapters are recognized by the University any concerns, recommendations, and/or remediation of chapter challenges.
5. Facilitating leadership development and risk management training to enhance chapter growth, development, and community expectations.
6. Collecting and maintaining records/data for evaluation, assessment of fraternity/sorority community, and/or student involvement and academic records which comply with FERPA and/or UCF policy.
7. Recommending and developing policies to collegiate councils and the University.
8. Providing a semesterly calendar with required training and meetings for the fraternity and sorority community.

### **The Responsibility of the Governing Councils**

The Diversified Greek, Interfraternity, National Pan-Hellenic, and Panhellenic Councils are responsible for serving as the governing bodies for the fraternity/sorority community and its member chapters. These collegiate councils are expected to establish and communicate policy, rules, regulations, and programmatic efforts, within established policies of their governing bodies and trade associations, that outline agreements, expectations, and standards to member chapters. These Collegiate Councils commit to:

1. Be responsible for developing policies and principles that outline expected values, norms, standards, and behaviors including but not limited to scholarship, risk management, membership/recruitment, new member education, and community building.
2. Promote self-governance and be responsible for supporting and enforcing duly adopted policies, rules and regulations that uphold University and national organization expectations which promote risk mitigation, safety, and community accountability, including peer-led Judicial Boards.
3. Be knowledgeable of and adhere to their respective council's constitutions, by-laws, and policies, as well as University policies and the respective council's guidelines; and communicate to member chapters through their collegiate council representatives.
4. Develop a working relationship with the member chapters and cross-council collaboration that promotes fraternity/sorority unity.
5. Provide leadership and promotion of the guiding principles of the fraternity/sorority affairs program which include scholarship, brotherhood/sisterhood, service and philanthropy, leadership development, and social responsibility.

6. Developing and supporting regular lines of communication with staff in the Office of Fraternity & Sorority Life and other University offices and personnel as deemed appropriate.

**Greek Council** – This governing council is a representation of all councils and the entire fraternity and sorority life community. This council fosters cross-council interactions, programming, and partnerships while promoting the individual uniqueness of each council. This council helps to promote community-wide events including Trick or Treat on Greek Street, Greek Unity Day, and Greek community pairings.

- *Greek Account for Materials, Management and Administration (G.A.M.M.A.) Dues* – Each active member will be assessed membership dues to be determined by Greek Council. G.A.M.M.A. dues are used to provide programming, scholarship, leadership, and other opportunities deemed beneficial to the success and sustainability of the Fraternity and Sorority Life community. The Greek Council President and Director of Fraternity and Sorority Life will oversee the usage of funds.
- G.A.M.M.A. dues are assessed based on the number of members listed on UCF Greek Roll.

In order to run for a council leadership position, including a recruitment guide, individuals must be a degree seeking student currently taking a minimum of 6 credit hours at UCF. The student must be an active member of the community and be in good standing with their fraternity or sorority, the council, and institution. The member must have a minimum 2.5 cumulative GPA. Presidents of the councils are not permitted to hold two elected positions at UCF simultaneously. No member will be permitted to run for a leadership position unless the member and chapter is currently in good standing. In the case of an interim suspension or suspension, a representative of the organization can meet on behalf of the organization to complete sanctions as deemed appropriate.

### **The Responsibility of Collegiate Fraternity and Sorority Chapters**

Inter/national fraternities and sororities are invited at the pleasure of the University. To be recognized by the University, fraternity/ sorority chapters must adhere to obligations of all recognized student organizations which can be found in the Student Organization Code of Conduct at <https://goldenrule.sdes.ucf.edu/>. html. Additionally, Fraternity & Sorority Chapters commit to:

1. Abide by all University and council policies, including but not limited to, the UCF Golden Rule Student Handbook, University policies and procedures, and all OSI requirements to function as an RSO, all applicable international/national organization policies, and local, state, and federal laws.
2. Be responsible for holding individual member(s) accountable when violations of the University, Council, and/or local, state, or federal laws occur. In addition, chapters are expected to cooperate fully in all University and Council investigations and conduct processes.

3. Hold membership, recognized, and/ or endorsed by an inter/national trade association, governing body, and/or umbrella organization specific to the field of social fraternities & sororities. The associate organization seeking charter must hold membership in the appropriate collegiate governing council at the University.
4. Protect Title IX single-sex organization status through recruitment while also assuring recruitment is inclusive of all students. Each chapter must adopt procedures of recruitment and established membership criteria that will encourage opportunities for mutual selection.
5. Educate membership to the ideals, values, and rituals of the organization and exhibit those ideals through individual and group behavior and programming.
6. Participate and strive to excel in annual community standards program and attend all mandated Fraternity & Sorority Life and University Programs.
7. Maintain and keep up-to-date student organization, membership rolls, chapter officer and advisor contact updates via Greek Roll and Officer Contact Form in the designated timeframe. Chapters are expected to have a minimum of twelve active members in their organization to be in good standing.
8. Protect the health and safety of membership through programming, education, and member/chapter accountability.

To hold an elected or appointed position in the Fraternity and Sorority Life community the individuals must be a degree seeking student currently taking a minimum of 6 credit hours at UCF. The student must be an active member of the community and be in good standing with their Fraternity or Sorority, the council and institution. All members must have a minimum of a 2.5 cumulative GPA to hold a position.

### **Levels of Standing**

Fraternities and sororities are subject to an official level of standing determined by the office of Fraternity and Sorority Life. The level of standing describes the relationship with the fraternity or sorority chapter and the office of Fraternity and Sorority Life. The level of standing is used only by the office of Fraternity and Sorority Life and does not impact any standings that may be from a result of the office of Student Conduct and Academic Integrity or other University entities. The chapter as well as the appropriate council will be informed via email of current levels of standings at the beginning of the semester and when a change in standing occurs.

- **Good Standing** – Chapter is current on all required registration paperwork, has no outstanding fines, and has met all other obligations including educational sanctions. Additionally, the chapter is not on a restrictive status of any kind through the office of Student Conduct and Academic Integrity, or their governing council.
- **Prohibitive Standing** – Chapter is not current with all required registration paperwork, has an outstanding fine, did not meet all other obligations, hosted an unapproved event during a Moratorium timeframe, and/or has overdue educational sanctions. Chapters may be permitted, at the discretion of FSL, to have basic operations such as chapter meetings, community service, and recruitment, but are not permitted to host/attend social events, philanthropic events, etc. Prohibitive Standing can be recommended to be applied by the



governing council of that chapter. Chapters on Prohibitive Standing may also be sanctioned to pay a fine. The amount for the fine is at the discretion of FSL.

- **Not Good Standing** – Chapter is on an interim action or an Organizational Suspension. No chapter operations may occur. Select operations may be approved at the discretion of the office of Student Conduct and Academic Integrity and the office of Fraternity and Sorority Life and at the request of the National/International Office.

### **Individual Eligibility Requirements**

- To join a fraternity or sorority affiliated with the UCF Greek Community, a student accepts a bid/invitation/application for membership who meets the grade point average (GPA) which is a cumulative GPA of 2.5 (high school and/or college).
- Membership is available to currently enrolled, degree seeking students at the University of Central Florida.

### **Chapter Registration**

All registered social fraternities and sororities must renew their chapter's registration by the designated dates in the FSL calendar each semester through the OSI's Knight Connect system.

All registered social fraternities and sororities must also maintain active membership within one of the four governing councils at the University: Diversified Greek Council, Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Council.

All social Greek letter fraternities and sororities at the University of Central Florida must submit the following documentation to be in good standing with FSL. Failure to submit any of the required information in the provided timeframe will result in the chapter being placed in a "Prohibitive Standing" status.

- Packet 1 (Semesterly)
- Officer and Chapter Contact Form
- Certificate of Insurance (Annually)
- Packet 2 (Semesterly)

In addition to a failure to follow University rules, policies, and/or guidelines, a fraternity's or sorority's registration as an organization may be temporarily withheld or revoked when:

- The chapter fails to provide chapter support information, documentation or fails to update information as requested by the University and Fraternity and Sorority Life.
- The chapter fails to participate in mandatory training programs from the University or Fraternity and Sorority Life.
- The chapter is found to be accepting or recruiting members that are not currently enrolled, degree-seeking University of Central Florida students, and do not meet the FSL minimum grade requirements.
- A chapter fails to maintain active membership within its respective governing council.

## **Certificate of Insurance Compliance (Annually)**

Each year, every organization is required to produce verification of General Liability Insurance. As per UCF Regulation 4.0292 Potentially Hazardous Events, Section 6 Insurance Requirements, and the terms of the sub-lease, all Greek organizations must provide their current Certificate of Insurance. The certificate should indicate a minimum General Liability coverage of \$1 million per occurrence, naming UCF Board of Trustees as “Additional Insured” and UCF Risk Management as “Certificate Holder”.

Moreover, organizations must provide an Additional Insured Endorsement (AIE) naming the University of Central Florida Board of Trustees.

Failure to comply with these policies may result in the following:

- FSL and/or the university not approving events and Safety Action for Event (SAFE) requests.

## **The Responsibility of Fraternity/Sorority Alumnae/Alumni and Advisors**

Chapters are expected to have an alumnae/ alumni advisor. Fraternity/Sorority alumnae/ alumni should establish and maintain an advisory board to enhance the quality of operation and activity of the collegiate organization. Fraternity/Sorority Advisors commit to:

1. Be knowledgeable of all University, Council, and inter/national policies that govern their respective organization for which they serve.
2. Serve the chapter in a visible advisory role by regularly attending executive/chapter meetings and/or events; advise chapter on issues including but not limited to: recruitment, social, service, risk management, membership development, and chapter finances.

All chapters will administer some form of alcohol/ drug abuse and misuse education for their alumni members that will include current alcohol/drug policies of the appropriate governing council and the University.

## **Loss of Recognition**

Should a fraternity or sorority fail to uphold the standards in the FSL Handbook, UCF Golden Rule Student Handbook, or other University policies, the recognition status of the organization can be revoked or suspended.

Loss of recognition means that the fraternity or sorority will not be permitted to operate on or off-campus or affiliate themselves in any way with the University of Central Florida. This includes the use of facilities and participation in any University functions, or using the University’s official branding in any printed materials, social media, etc. It is up to the university officials’ discretion to determine the length and scope of the loss of recognition.

## **Unrecognized Groups**

An unrecognized fraternity or sorority is one that has voluntarily disaffiliated from the University and/or has their chapter recognition revoked by the National office.

Unrecognized groups may not receive any funding, training, or support from the University. The University has no oversight on their operations: thus, students and families should be aware that involvement with these unrecognized groups is highly discouraged.

Currently recognized chapters that choose to allow unrecognized groups to participate in philanthropies, socials, community service, and other events and/or receive any type of support from unrecognized groups (financial, etc.) will be placed on a “Prohibitive Standing” and be required to pay a fine.

## **Moratorium**

Previously, in *Way Forward* and *Way Forward 2.0* Moratorium was utilized to determine the community’s responsibility to alcohol and other high-risk activities.

Currently, the Moratorium periods are used by the office of Fraternity and Sorority Life to implement during times in the academic semester/year when member’s primary focus should be on academics. There are currently three levels of moratorium:

Level 1: Chapters cannot host/co-host any events during this time.

Level 2: Chapters can only host/co-host educational/academic events, service/philanthropy events, and recruitment events during this time. These events cannot involve any alcohol. Other “dry” events that do not fall into the above categories require written approval from FSL.

Level 3: Chapters can only host/co-host events that do not involve alcohol during this time.

Moratorium dates will be listed on the FSL calendar.

## **Attendance Requirements and Policies**

The office of Fraternity and Sorority Life staff will provide a calendar of events, due dates, required programs, and training before the first week of the semester.

For all FSL sponsored mandatory educational events, chapters will be required to send the number of participants according to the requirements set by FSL staff. The number of chapter members will be based on the official chapter roster housed on UCF Greek Roll.

Failure to send adequate representation to all required programs, meetings, and events, found on the FSL Semester Calendar on the FSL website or via email, may result in the chapter being placed on “Prohibitive Standing” and/or assessed a fine.

Chapters will not be approved for events/activities that may interfere with/overlap FSL sponsored mandatory events.

### **Fine Policies and Schedule**

Fines will be assessed due to failure to attend meetings/programs, failure to turn-in paperwork on time, and/or breaking certain policies that carry a fine. All fines administrated by the office will

go directly towards community and educational programming overseen by Greek Council in the G.A.M.M.A account.

Fines will not be applied to all situations and the inclusion of a fine will be up to OFSL.

## **Education Requirements**

The following programs have required attendance for chapters. Attendance requirements will be determined by FSL staff. Please note that programs are funding based and are subject to cancellation by the office.

- Officer Trainings
- Risk Management Education
- Alcohol and Other Drug Training
- Bystander Intervention (Green Dot Training)
- Greek Leadership Summit
- Emerging Leaders' Conference
- Presidents Academy
- Retreats (All day/Overnight)

Additional programs/training may be added as a requirement at any point determined by the Director of Fraternity and Sorority Life.

Failure to complete all training by the end of the designated timeframe may result in the chapter being placed on "Prohibitive Standing" until completed.

## **UCF Greek Good Standing Program and Standards of Excellence**

Each year, chapters are required to complete the UCF Greek Good Standing Program and can participate in the Standards of Excellence programs, which is a summary of expectations set by the office of Fraternity and Sorority Life (FSL) and accomplishments from the chapter each year. Additionally, chapters are required to create a presentation to be viewed by a panel of reviewers and their peers about the various efforts their chapter has made. Failure to complete the submission on time can result in a fine and the chapter being placed on "Prohibitive Standing" until this document is submitted.

The following outcomes can occur with failure to submit UCF Greek Good Standing Program:

- Late or failure to submit may result in a fine for chapters with 30 or more members of \$500; for chapters under 30 members \$250.
- Chapters may be placed on "Prohibitive Standing" until completed.
- Any organization within the bottom 10% of the community Standings or below a chapter average GPA of 2.5 for any semester may be placed on a values-driven semester plan. The plan will focus on leadership, academics, service, and positive relations. Chapters that are not maintaining satisfactory scores or GPA will be supported to grow and develop in the areas listed above as needed. A reduction (or exclusion) of programs

considered purely social for the following semester may occur at the discretion of the office advisor.

## **Academic Requirements**

The office Fraternity & Sorority Life (FSL) is committed to student success by supporting fraternities and sororities that provide members with opportunities to enhance academic success. To achieve academic excellence, the standards set forth in this policy are designed to set the minimum expectations for FSL organizations and members. This policy drives the pursuit of academic excellence and ensures organizations, and their members align with the mission, vision, and core values of the community. The Academic Excellence Requirements should be observed as the minimum academic requirement for all FSL chapter members; each fraternity, sorority, governing council, and inter/national fraternal organization may set their own higher academic requirement or policy above the FSL standard. FSL encourages each fraternity, sorority, and governing council to provide academic support to all members. Therefore, it is a requirement of the office of Fraternity and Sorority Life that each fraternity and sorority chapter achieve a minimum of a 2.5 term average for their members.

Failure to achieve the minimum GPA will result in probationary action determined by Fraternity and Sorority Life, in collaboration with the chapter's council. Chapters in this status are subject to the following outcomes:

- FSL staff will notify the chapter president, scholarship chair, chapter advisor, and council president regarding the organization's status.
- Develop and submit the chapter's academic success plan to FSL staff in the first three weeks of the semester in which they are sanctioned. An academic success plan is a comprehensive plan that will be implemented into the chapter to meet the minimum scholarship requirements.
- May be required to meet with a member of the FSL staff to determine an academic plan.

### **Eligibility Requirements**

To join a fraternity or sorority, a student accepts a bid/invitation/application for membership who meets the grade point average (GPA) which is a cumulative GPA of 2.5 (high school and/or college).

Membership into an organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida that meets their institution's eligibility.

### **UCF Greek Roll**

All chapters are required to maintain an accurate roster of members throughout the semester. Grade Reports are determined by the members listed on UCF Greek Roll. Failure to provide up to date and accurate roster may result in a chapter being placed on "Prohibitive Standing" until completed.

## **Chapter Grade Reports**

The chapter grade report lists all individual members of the chapter at the time the report was queried. For each student, it includes the current semester and cumulative GPA for the student. FSL creates the report using academic data from the Office of Registrar, the University's office that oversees academic record keeping. It is important to note that grade reports will only be released to chapter presidents, chapter scholarship/academic chairs, chapter advisors, and council presidents.

FSL will only run grade reports for the fall and spring academic semesters. If a chapter believes their report contains an error, they may request review and should provide information describing the reason they suspect error.

## **Council Grade Report**

The council grade report is an individualized report that highlights chapters that fall under specific councils. Sections include overall chapter standings, average active member grades, and the average of new member grades with other essential data about the community. This report helps councils, and their respective chapters see information specific to their council.

## **Community Grade Report**

The community grade report lists all FSL chapters in rank order (highest chapter semester GPA to lowest). This report will be published on the FSL website, and organizations may use it for inter/national reporting purposes.

## **Statement on Chapter Roster Maintenance**

All fraternities and sororities at the University of Central Florida are required to submit and maintain accurate rosters of their membership with the office of Fraternity and Sorority Life on UCF Greek Roll. Chapter presidents have access to their chapter roster 24/7 using the UCF Greek Roll system. FSL requires presidents to use the UCF Greek Roll throughout the academic year as members' statuses change frequently.

UCF Greek Roll has specific periods in which a chapter president can make full changes to a member's status (Roster Edit 1 and Roster Edit 2). Failure to submit the roster will result in a "Prohibitive Standing" status until completed.

UCF Greek Roll will be used to determine all chapter totals and council requirements.

If a chapter president fails to remove a member from their roster by the approved FSL deadline, that member will remain on the roster and count towards the chapter's GPA report, dues, and chapter total. FSL may also reach out to inter/national headquarters to compare rosters to ensure accuracy.

## **Housing**

### **The Responsibility of University Approved Housing for Collegiate Fraternity and Sorority Chapters**

Inter/national fraternities and sororities are invited at the pleasure of the University to provide university approved housing, meaning UCF first time in college students are allowed to live in the facility, a housed fraternity or sorority. As such organizations must commit to the following:

1. Provide an environment that is conducive to academic success.
2. Employ a House Director/Graduate Assistant, who lives in the fraternity/sorority house while classes are in session. House Directors/Graduate Assistants are expected to reside and sleep in the chapter house.
3. Maintain substance free housing. Alcohol and illegal drugs are expressly prohibited on all chapter owned or operated property, including parking lots as well as streets and alleys between different pieces of chapter property.
4. The possession, use, or storage of weapons on property owned or controlled by the University or at events sponsored and/or supported by the University is prohibited, except as specifically outlined in University Policy 3-119.1 (Weapons on University Property and at University Events). Possession or use of fireworks of any description, ammunition, explosives, or chemicals which are disruptive, explosive, or corrosive are prohibited on University premises or at University sponsored/related activities.
5. Residents of University approved fraternity and sorority houses can only be:
  - a. House Director/House Parents, as approved by the respective House Corporation.
  - b. Graduate Assistants as approved by Housing and Residential Life.
  - c. Members and/or new members of the chapter. (UCF owned on campus students depledging a fraternity or sorority may be required to return to university housing (Housing and Residential Life).
  - d. UCF undergraduate and/or graduate students who are active due paying members with their respective organization.
6. Have crisis management/emergency plan on file with the office of Fraternity & Sorority Life. These procedures should cover acts of nature, floods and tornados, mental health crisis of a member, serious injury or death of a member, as well as acts of violence against individuals and chapters. In all cases, the Director for Fraternity & Sorority Life must be notified each time the crisis management/emergency plan is enacted.
7. Meet all UCF, Orange/Seminole County, State of Florida, and federal health and safety policies, ordinances, and laws.
8. Maintain appropriate property and liability insurance. Name the University of Central Florida as an additional insured on liability insurance.
9. Conduct regular fire drills (at least once a semester) in conjunction with UCF Fire and Safety the Orange/Seminole Fire Department and pass all safety inspections conducted. Copies of all safety inspections should be sent to the FSL email, [ucfgreek@ucf.edu](mailto:ucfgreek@ucf.edu), within 72 hours of that inspection.

10. Develop and communicate fire safety expectations of all residents on an annual basis. Expectations should include prohibiting the use of candles, restriction of tampering with or covering smoke detectors, and limitations with extension cords to avoid overloading an electric circuit.
11. Maintain the interior & exterior of any buildings as well as lawns, landscaping, and refuse areas so the community standards for appearance are met or exceeded.
12. Provide a roster of members to FSL who are living in the house each semester. Individuals living in the house should be members of the chapter with the exception of summer housing opportunities.

### **The Responsibility of Off Campus Housing**

The office of Fraternity and Sorority Life with the University of Central Florida are not responsible for chapters who maintain off campus housing. Off campus housing is defined by organizational members comprising at least 60% of the residence. The following guidelines are to help assist chapters provide a safe and responsible living environment:

1. Chapters will adhere to all municipal building and fire codes.
2. Chapter houses will maintain the general upkeep of their property.
3. Chapter members living in chapter houses will be responsible, respectful, and conscious of neighbors in the surrounding area.
4. Chapters hosting events in chapter houses will abide by all UCF events policies and regulations.
5. Meet all UCF, Orange/Seminole County, State of Florida, and federal health and safety policies, ordinances, and laws.
6. Provide a roster of members to OFSL who are living in the house each semester. Individuals living in the house should be members of the chapter.

### **Statement on Hazing**

All University of Central Florida students, fraternities, and sororities must adhere to all policies outlined in the UCF Golden Student Handbook and local, state, and federal laws. The following is the university statement on hazing as outlined in the UCF Golden Rule Student Handbook, Andrew's Law, and the Florida Statutes on Hazing.

#### **UCF Non-Hazing Policy**

UCF-5.008 Rules of Conduct, Section 8 (a) – (g)

UCF-5.012 Organizational Rules of Conduct, Section 10 (a) – (h)

#### **Florida Statute**

It is important to note that hazing is prohibited in the state of Florida by law as well. Specific information regarding this law can be found on UCF's anti-hazing website, located here:

<https://antihazingsdes.ucf.edu/info/>.



## **Hazing Reporting**

To ensure the UCF Creed is maintained to the highest degree, UCF does not condone hazing in any form. Hazing is an abuse of power and relationships, and its purpose is to demean others. Hazing has no place at the University of Central Florida. Any acts of hazing by any UCF student or student group/club/organization /sports/fraternity/sorority /athletic team will not be tolerated. Hazing is a serious matter and if you feel you, or someone you know has been hazed, you can report hazing by one of the methods below:

1. Contact the UCF Police Department: UCF's Police Department at (407) 823-5555.
2. File an Incident Report: To file a hazing incident report, please use SCAI's website to [Report an Incident](#)
3. Call the Anti-Hazing Hotline: To report a hazing incident by phone please contact the hazing hotline 407-823-4518.
4. Email the Anti-Hazing Account: To report a hazing incident by email, please send your concerns to [anti-hazing@ucf.edu](mailto:anti-hazing@ucf.edu).

Don't be a bystander when it comes to hazing. If you feel a matter needs to be addressed immediately, don't hesitate to contact the police by dialing 911 or UCF's Police Department at (407) 823-5555.

## **New Member Education and Membership Intake Policies**

The purpose of this policy is to assist fraternities and sororities at the University of Central Florida with their New Member Education and Membership Intake efforts. The New Member Education and Membership Intake Policies document is meant to educate UCF fraternity and sorority members, their advisors, and aspiring/potential members about the New Member Education and Membership Intake expectations and procedures of the University of Central Florida's office of Fraternity and Sorority Life (FSL). FSL believes in partnerships with fraternity and sorority members, Graduate/Chapter Advisors, and (inter)national headquarters/boards to ensure a successful and positive experience for all involved. These activities should support the mission and core values of the University of Central Florida, the office of Fraternity and Sorority Life, and each (inter)national organization. Additional information regarding New Member Education can be found in the *New Member Education and Membership Intake Policies* document.

## **Event Policies and Registration**

The purpose of the office of Fraternity and Sorority Life (FSL) Event Policies and Procedures is to assist fraternities and sororities at the University of Central Florida (UCF) with the planning and execution of safe events using event planning best practices and fraternity/sorority industry standards. This policy provides an overview of expectations and processes to ensure harm is reduced and safety is prioritized at events facilitated by fraternities and sororities at UCF.

Following the FSL Handbook and Event Policies and Procedures will promote compliance with federal, state, and local laws. Complying with these policies, university policies, (inter)national organization policies, and laws may reduce the risk incurred on all chapter members, chapter officers, and volunteers at any event associated with a fraternity or sorority from UCF.

All fraternity and sorority events must be registered and reviewed by the office of Fraternity and Sorority Life (FSL). All events must be registered through the SERF form: <http://serf.sdes.ucf.edu> and/or SAFE form: <https://safe.sdes.ucf.edu/eventform>

Depending on the level of risk and/or execution of the event, a Supplemental SERF form will also need to be completed.

Any event held, which is not acknowledged by FSL, could result in disciplinary action by FSL, the office of Student Conduct and Academic Integrity, and/or Greek Council. Any chapter that sponsors an unregistered event may be assessed a fine and will be placed on a “Prohibitive Standing” for an amount of time that is to be determined by FSL.

Additional information regarding Event Policies can be found in the *Event Policies and Registration* document.