



WEST VIRGINIA UNIVERSITY CHAPTER ACCREDITATION PROGRAM 2017

VISION

The fraternity and sorority community at West Virginia University (1) is committed to supporting and complementing the academic mission of the University; (2) believes in and abides by the founding principles of the inter/national organizations and the responsibilities associated with fraternity or sorority membership; and (3) promotes the development of its members intellectually, socially, and ethically.

PURPOSE

In order to maintain a community which positively impacts its students and the campus at large, it is imperative to set expectations and communicate those expectations to member chapters, and for that purpose, the Chapter Accreditation Program has been established. Accreditation is an annual assessment process that sets minimum expectations which fraternity and sorority chapters at WVU must meet in order to remain active and in good standing with the University.

By setting these expectations as a checklist on which chapters can check off requirements throughout the year in order to be in good standing, chapter leaders can keep up with their own progress, and cater many portions of the program to their calendar, needs and goals. The chapter accreditation program also recognizes that while all fraternities and sororities at West Virginia University have common ground and should be held to some common expectations, they also are governed by their own councils, who also have expectations for their specific organizations.

Chapter accreditation is the responsibility of the chapter's executive board and should be completed throughout the calendar year as events and expectations are completed. The Office of Greek Life, in conjunction with the governing councils, will conduct mid-year check ins at the end of the spring semester. This document's purpose is to give full details about the Chapter Accreditation program, how to submit documentation, and to give chapter officers a space to track their progress.

2017 CHAPTER ACCREDITATION DUE DATE: NOVEMBER 17, 2017

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SUMMARY OF CHAPTER ACCREDITATION

MINIMUM EXPECTATIONS – chapters must fulfill all of the 8 minimum expectations in order to achieve “Chapter in Good Standing” status. Chapters with a house must also complete section I.

- A. Constitution/ Bylaws
- B. Certificate of Liability Insurance
- C. Officer Update Form
- D. Advisor List
- E. Roster Updates
- F. Semester Calendar
- G. Academic Expectation
- H. New Member Education
- I. Chapter House Information

PROGRAMMING – Chapters must fulfill a total of six (6) of the thirteen (13) programming expectations, including two programs in each of the three categories (educational programs, chapter development, and additional chapter programs) in order to achieve “Chapter in Good Standing” status.

- A. Educational Programs (2 required)
 1. Alcohol & Drug Education
 2. Sexual Assault
 3. Anti-Hazing
 4. Diversity
- B. Chapter Development (2 required)
 1. Academic or Professional Success
 2. Leadership Skills
 3. Ritual or Values Education
 4. Health or Safety
 5. Topic of Choice
- C. Additional Chapter Programs (2 required)
 1. Parent Program
 2. Alumni Relations
 3. Philanthropy
 4. Community Service

ATTENDANCE – Chapters must fulfill all of the three (3) attendance expectations.

- A. Presidents Conference
- B. Emerging Greek Leaders Retreat
- C. Big Greek Day of Service

COUNCIL REQUIREMENTS – All chapters must fulfill the financial standing expectation, in addition to a number of governing council expectations, as determined by the governing council in order to achieve “Chapter in Good Standing” status.

- A. Financial Standing
Is up-to-date on dues and fines, as determined by the governing council bylaws
- B. Interfraternity Council Requirements - Interfraternity Council chapters must fulfill all mandatory expectations and two (2) of three (3) remaining expectations in order to achieve “Chapter in Good Standing” status. Fulfillment of these expectations is at the discretion of the Interfraternity Council Executive Board.
 - 1. MANDATORY: Conduct Board sanctions limit
 - 2. MANDATORY: Presidents’ Council meeting attendance
 - 3. MANDATORY: Social function guest lists
 - 4. MANDATORY: Recruitment plans
 - 5. MANDATORY: Bid list
 - 6. MANDATORY: Bid acceptance list
 - 7. MANDATORY: New member orientation
 - 8. Meet the Greeks
 - 9. Greek Week
 - 10. Homecoming
- C. National Pan-Hellenic Council Requirements - National Pan-Hellenic Council chapters must fulfill all mandatory expectations and three (3) of four (4) remaining expectations in order to achieve “Chapter in Good Standing” status. Fulfillment of these expectations is at the discretion of the National Pan-Hellenic Council Executive Board.
 - 1. MANDATORY: NPHC Meeting - Representative Attendance
 - 2. MANDATORY: Membership Intake Guidelines
 - 3. MANDATORY: Co-sponsored event (NPHC)
 - 4. Co-sponsored event (IFC/PHA)
 - 5. Co-sponsored event (Student Organization)
 - 6. Greek Week
 - 7. Homecoming
- D. Panhellenic Association Requirements - Panhellenic Association chapters must fulfill all mandatory requirements and seven (7) of the remaining ten (10) expectations in order to achieve “Chapter in Good Standing” status. Fulfillment of these expectations is at the discretion of the Panhellenic Association Executive Board.
 - 1. MANDATORY: Panhellenic Delegate attendance
 - 2. MANDATORY: Recruitment infraction limit
 - 3. Sorority swaps
 - 4. Greek Week
 - 5. Homecoming
 - 6. Participation in another sorority’s philanthropy
 - 7. Ronald McDonald House dinners
 - 8. Study rooms
 - 9. Panhellenic Council meeting guests

- 10. Mountaineer THON
- 11. Co-sponsored event
- 12. Philanthropy invitation

EVALUATION AND ACCREDITATION RATINGS

Based on the evaluation, a chapter may receive an accreditation ranking as described below:

CHAPTER IN GOOD STANDING: The chapter has satisfactorily achieved or maintained all standards required of social or service fraternities and sororities and is in good standing.

CHAPTER NOT IN GOOD STANDING: The chapter has failed to meet the minimum standards required of social or service fraternities and sororities. The Office of Greek Life, in conjunction with recommendations of the respective governing council, will outline the expectations a chapter must meet in order to fulfill the deficiency(ies) that resulted in the poor standing. Chapters in poor standing may receive stipulations for operation or sanctions that may include, but are not limited to the following: social probation, loss of recognition, academic achievement plan, or a probationary period.

CALENDAR OF DUE DATES

JANUARY

13 – Move any new transfers to “transferred” status, move any December graduates to “alumni” status, move fall initiates to “member” status (Deadline extended to February 15 for 2017)

FEBRUARY

1 – Add any new members (Deadline extended to February 15 for 2017)
15 – Deadline for semester calendar submission

MARCH

1 – Advisor List due
15 – Spring new member education plan due

APRIL

1 – Big Greek Day of Service
1-8 – Greek Week
21-28 – Spring semester check-ins
28 – Final deadline for spring semester roster updates

MAY

1 – Deadline for Constitution/ Bylaws upload

AUGUST

23 – Move any new transfers to “transferred” status, move any May graduates to “alumni” status, move spring initiates to “member” status

SEPTEMBER

1 – Deadline for semester calendar submission
15 – Fall new member education plan due

OCTOBER

1 – Add any new members
8-14 – Homecoming
15 – Chapter House Information Form Due

NOVEMBER

17 – Chapter Accreditation Due

DECEMBER

1 – Officer update form due
5 – Final deadline for spring semester roster updates

CHAPTER ACCREDITATION PROGRAM DETAILS

Use this section to guide your planning throughout the year and to get full details about each expectation and how to submit documentation. This portion of the packet does not need to be submitted, but should be used for chapter officers to track progress.

Forms needed for submission are indicated with colors below and can be found on the Greek Life website under "Chapter Accreditation".

MINIMUM EXPECTATIONS

Chapters must fulfill ALL minimum expectation requirements A-H in order to achieve "Chapter in Good Standing" status. Chapters with housing must also complete section I in order to be in good standing.

A. CONSTITUTION/ BYLAWS

A 2016 or 2017 version of the chapter's constitution and/or by-laws must be scanned and on file with the Office of Greek Life.

Submission information: Please upload a PDF of your current constitution or bylaws to your chapter Google Drive by May 1.

B. CERTIFICATE OF LIABILITY INSURANCE

In order to fulfill this requirement, the chapter must (1) have their Certificate of Insurance on file with the Office of Greek Life, (2) know when the chapter's Certificate of Insurance expires, and (3) have a valid Certificate of Insurance on file with OGL before the current Certificate of Insurance expires. If OGL is required to contact the chapter because their Certificate of Insurance has expired, the chapter will not receive credit for this portion.

Submission information: Please upload a PDF of your current Certificate of Insurance to your chapter Google Drive.

C. OFFICER UPDATE FORM

The chapter president must submit an officer update form by December 1, 2017 and following any mid-year changes in officers.

Submission information: The Greek Life Officer Update Form is submitted electronically (<http://greeklife.wvu.edu/members/chapter-resources>)

D. ADVISOR LIST

Provide a listing of the officers of your chapter's 2017 Alumnae Advisory Board or Alumnae Advisors.

Submission information: Please upload your completed [Advisor List form](#) to your chapter Google Drive by March 1.

E. ROSTER UPDATES



The chapter's membership roster must have been updated and maintained at all times on the Interactive Collegiate Services (ICS) website. Data should include the student's name and WVU student ID number with no hyphens or spaces. If at any time, OGL is required to contact the chapter because their membership roster is not accurate and up-to-date, the chapter may not earn this requirement.

Submission information: The roster should be maintained on the ICS website by the chapter president. Roster updates are due at the following times:

- January 13, 2017:** Move any new transfers to "transferred" status, move any December graduates to "alumni" status, move fall initiates to "member" status
- February 1, 2017:** Add any new members
- Throughout spring semester:** Remove any terminated members as soon as inter/national paperwork is processed
- April 28, 2017:** Final deadline for spring semester roster updates
- August 23, 2017:** Move any new transfers to "transferred" status, move any May graduates to "alumni" status, move spring initiates to "member" status
- October 1, 2017:** Add any new members
- Throughout fall semester:** Remove any terminated members as soon as inter/national paperwork is processed
- December 5, 2017:** Final deadline for spring semester roster updates

F. SEMESTER CALENDAR



Chapters should submit a calendar of major events for the fall and spring semester. Events to be included are philanthropy or service projects, formal or semi-formal, chapter elections, and initiation.

Submission information: Email GreekLife@mail.wvu.edu with a list of the date, times, location, title, and description of each event.

- Spring Deadline:** February 15, 2017
- Fall Deadline:** September 1, 2017

G. ACADEMIC EXPECTATION



Chapters must maintain a minimum chapter grade point average of 2.5 during each fall and spring semester.

- Spring 2017:** chapter GPA above at or above 2.5
- Fall 2017:** chapter GPA above at or above 2.5

Submission information: no form needed, this requirement will be verified by the Office of Greek Life

H. NEW MEMBER EDUCATION

The chapter should have submitted, for approval, a 2017 values-based New Member Education Program that follows the guidelines provided by the Office of Greek Life for each semester, spring and fall.

New Member Education Programs are to include the following:

1. A lesson outline for each educational meeting for new members, OR a letter from the headquarters office stating that the chapter follows the inter/national organization new member plans.
 2. A calendar of events and meetings which new members are expected to attend
 3. An outline of any additional expectations that new members must meet prior to initiation
- Spring 2017 New Member Education Program: **Due March 15, 2017**
 - Fall 2017 New Member Education Program: **Due September 15, 2017**

I. CHAPTER HOUSE INFORMATION

Chapters with a residential facility must also complete a Chapter House Information Form in order to achieve "Chapter in Good Standing" status.

Submission information: [Chapter House Information Form](#) should be submitted to the chapter's Google Drive by October 15, 2017.

PROGRAMMING

Chapters must fulfill six (6) programming expectations, including at least two educational program topics, two chapter development topics, and two additional programs in order to achieve "Chapter in Good Standing" status. Chapters who achieve at least eight (8) of the thirteen (13) expectations will be eligible for awards in this category.

Chapters may submit multiple programs that fall under one requirement to count towards awards, however this will not count as achieving multiple expectations.

A. EDUCATIONAL PROGRAMS – TWO PROGRAMS REQUIRED with 80% chapter attendance

1. ALCOHOL & DRUG EDUCATION

At least 80% of the chapter attends an alcohol or drug education program facilitated by WellWVU, a headquarters staff member, or another facilitator that is approved by the Office of Greek Life prior to the program.

Submission information: An [Educational & Chapter Development Program Report form](#) and [Attendance Log](#) should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

2. SEXUAL ASSAULT

At least 80% of the chapter participated in a sexual assault or Title IX education program facilitated by the WVU Division of Diversity, Equity & Inclusion

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

3. ANTI-HAZING

At least 80% of the chapter participated in an anti-hazing program facilitated by a WVU Office or approved outside facilitator.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

4. DIVERSITY

At least 80% of the chapter participated in a program focused on diversity, inclusion, or privilege.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

B. CHAPTER DEVELOPMENT – TWO PROGRAMS REQUIRED with 50% chapter attendance

1. ACADEMIC OR PROFESSIONAL SUCCESS

The chapter sponsors or attends a program addressing academic or professional success, with at least 50% attendance.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

2. LEADERSHIP SKILLS

The chapter sponsors or attends a program addressing leadership skills, with at least 50% attendance.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

3. RITUAL OR VALUES EDUCATION

The chapter sponsors or attends a program addressing ritual or values, with at least 50% attendance.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

4. HEALTH OR SAFETY

The chapter sponsors or attends a program addressing health (women's health, stress management, etc.) or safety (personal safety, fire safety, etc.), with at least 50% attendance.

Submission information: An **Educational & Chapter Development Program Report form** and **Attendance Log** should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

5. TOPIC OF CHOICE

The chapter hosts a chapter development program with a topic of the chapter leadership's choice, which aligns with the values of the organization and has at least 50% attendance. Please email GreekLife@mail.wvu.edu prior to the program in order to get the topic approved.

Submission information: An **Educational & Chapter Development Program Report form** and **Attendance Log** should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

C. ADDITIONAL CHAPTER PROGRAMS – TWO PROGRAMS REQUIRED

1. PARENT PROGRAM

The chapter hosted a program for parents or families of members.

Submission information: A **Chapter Program Report form** should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

2. ALUMNI/AE PROGRAM

The chapter hosted a program for alumni/ae.

Submission information: A **Chapter Program Report form** should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

3. PHILANTHROPY

The chapter hosted a philanthropy event during either spring 2017 or fall 2017.

Submission information: A **Chapter Program Report form** should be completed and uploaded to the chapter's Google Drive within 30 days of the program date. In addition, please upload receipt, check stub, or email from the agency benefiting from the philanthropy to show the amount of money raised.

4. COMMUNITY SERVICE

The chapter hosts or organizes a community service event for chapter members.

Submission information: A **Chapter Program Report form** should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

ATTENDANCE

Chapters must fulfill ALL of the three (3) attendance requirements in order to achieve "Chapter in Good Standing" status.

A. PRESIDENTS CONFERENCE

The chapter president, or an alternate, attended the spring presidents' conference.

No documentation needed.

B. GREEK LEADERSHIP RETREAT

Chapter representatives attended the Greek Leadership Retreat.

No documentation needed.

C. BIG GREEK DAY OF SERVICE

The chapter participated in the Big Greek Day of Service. The number of members participating necessary to receive credit is to be determined by the respective governing councils, with approval from the Office of Greek Life.

No documentation needed.

COUNCIL EXPECTATIONS

Chapters must fulfill section A. AND a number of additional governing council expectations, as set by the governing council, in order to achieve "Chapter in Good Standing" status.

1. FINANCIAL STANDING

The chapter is up-to-date on dues and fines, as determined by the governing council bylaws.

No form needed. The chapter's financial standing will be determined by the governing council Executive Board as of November 2017.

2. INTERFRATERNITY COUNCIL EXPECTATIONS

Interfraternity Council chapters must fulfill all mandatory expectations and two (2) of three (3) remaining expectations in order to achieve "Chapter in Good Standing" status. Fulfillment of these expectations is at the discretion of the Interfraternity Council Executive Board.

1. MANDATORY: Conduct Board sanctions limit

The chapter receives three (3) or less sanctions from the IFC Conduct Board during the calendar year

2. **MANDATORY: Presidents' Council meeting attendance**

The chapter representatives, as determined by the Interfraternity Council constitution and bylaws, have no more than one absence from IFC Presidents' Council Meetings per semester.
3. **MANDATORY: Social function guest lists**

The chapter submits all guest lists prior to social functions
4. **MANDATORY: Recruitment plans**

The chapter submits recruitment plans on time, as determined by the Interfraternity Council Executive Board
5. **MANDATORY: Bid list**

The chapter submits bid lists on time, as determined by the Interfraternity Council Executive Board
6. **MANDATORY: Bid acceptance list**

The chapter submits new member bid acceptance lists on time, as determined by the Interfraternity Council Executive Board
7. **MANDATORY: New member orientation**

The chapter's new members attend the IFC/ Office of Greek Life new member orientation during the fall and spring semesters, if applicable
8. **Meet the Greeks**

The chapter fully participates in Meet the Greeks
9. **Greek Week**

The chapter fully participates in Greek Week during the spring 2017 semester
10. **Homecoming**

The chapter fully participates in Homecoming during the fall 2017 semester

3. NATIONAL PAN-HELLENIC COUNCIL EXPECTATIONS

National Pan-Hellenic Council chapters must fulfill all mandatory expectations and three (3) of four (4) remaining expectations in order to achieve "Chapter in Good Standing" status. Fulfillment of these expectations is at the discretion of the National Pan-Hellenic Council Executive Board.

1. **MANDATORY: NPHC Meeting - Representative Attendance**

The Chapter representative(s) have only one (1) unexcused absence during each semester.

2. MANDATORY: Membership Intake Guidelines

The chapter submits membership intake forms on time, as outline within the Membership Intake Guidelines.

3. MANDATORY: Co-sponsored event (NPHC)

The chapter co-sponsors an event with another NPHC chapter during the calendar year

4. Co-sponsored event (IFC/PHA)

The chapter co-sponsors an event with an IFC or PHA chapter during the calendar year

5. Co-sponsored event (Student Organization)

The chapter co-sponsors an event with a non-Greek Student Organization during the calendar year

6. Greek Week

The chapter fully participates in Greek Week during the spring 2017 semester

7. Homecoming

The chapter fully participates in Homecoming during the fall 2017 semester

4. PANHELLENIC ASSOCIATION EXPECTATIONS

Panhellenic Association chapters must fulfill all mandatory requirements and seven (7) of the remaining ten (10) expectations in order to achieve "Chapter in Good Standing" status. Fulfillment of these expectations is at the discretion of the Panhellenic Association Executive Board.

1. MANDATORY: Panhellenic Delegate attendance

The Panhellenic delegate(s) have no unexcused absences during the calendar year.

2. Sorority swaps

The chapter participates in all assigned sorority swaps during the fall semester

3. Greek Week

The chapter participates in all Greek Week events

4. Homecoming

The chapter participates in all Homecoming events

5. **Participation in another sorority's philanthropy**
The chapter participates in at least one other sorority's philanthropy event during the calendar year
6. **Ronald McDonald House dinners**
The chapter participates in at least one Ronald McDonald community service dinner per semester
7. **Study rooms**
The chapter participates in at least one day of study rooms per semester
8. **Panhellenic Council meeting guests**
The chapter brings at least two (2) guests to all Panhellenic Council meetings where guests are invited
9. **Mountaineer THON**
The chapter participates in Mountaineer-THON
10. **Co-sponsored event**
The chapter co-sponsors an event with another Panhellenic chapter during the calendar year
11. **Philanthropy invitation**
The chapter invites sororities to a philanthropy event during the calendar year