

Millikin University Multicultural Greek Council Membership Intake Policy

Millikin University encourages fraternities and sororities within Millikin University Multicultural Greek Council (MGC) to contribute to the fulfillment of its mission by promoting academic excellence, exercising school pride, celebrating pluralism, and respecting the dignity of the college community. Millikin University is committed to the success of all MU MGC fraternities and sororities and works closely with each chapter, the MU MGC Executive Board, and chapter advisors to ensure a rewarding experience for those students who join a MU MGC organization.

Millikin University Office of Inclusion and Student Engagement Privacy Policy

In an effort to protect the interests, privacy, and confidentiality of the interested student as well as the chapter/organization, the Office of Inclusion and Student Engagement guarantees all documents submitted will be kept confidential. No one other than the Dean of Students and the Assistant Director/Greek Advisor will have access to these forms and information.

All membership intake forms will be stored for a minimum of one academic year (10 months). Access to these documents and information will be denied to all parties except chapter/graduate advisors, and/or representatives from the respective organizations National Headquarters. All inquiries about these documents are to be referred to the chapter president and/or chapter/graduate advisors.

MGC Membership Intake Guidelines

Eligibility

- MGC organizations in good standing with their local, state, regional, and national headquarters and Millikin University's academic policy are eligible to conduct membership intake.
- All MGC organizations must notify the Office of Inclusion and Student Engagement of intent to conduct membership intake.
- Any MU undergraduate students with a minimum of a 2.0 cumulative GPA is eligible to participate in Membership Intake unless specifically stated in the National Organization's Intake Policy (this applies to all fraternities and sororities at MU).

Informational Meetings

- Organizations hosting informational meetings where aspirants are in attendance, must notify the Office of Inclusion and Student Engagement *at least one week in advance*.
- Organizations should include expectations and policies regarding anti-hazing behavior during their informational presentation.
- If so desired by the host organization, the Office of Inclusion and Student Engagement staff may check grades of aspirants during the informational.

Intake Process

- Intake can occur throughout the year, however, it must be in compliance with the MGC organizations national window (period when Intake can occur).
- Once a chapter is granted permission to conduct Membership Intake from their Inter/National Headquarters, the Membership Intake Coordinator of the chapter must submit a *Membership Intake Intent Form* (attached). The form is to be returned to the Office of Inclusion and Student Engagement *at least one week prior to the beginning of the intake process*.
- The Membership Intake Coordinator and President (if applicable) must have completed training on conducting Membership Intake as regulated by the Inter/National organization. **An overview of the National Organizations' training process should be attached to this paperwork.**
- Before any Membership Intake can commence, a meeting must be held between the Chapter President, Membership Intake Coordinator and the Assistant Director of Inclusion and Student Engagement. Graduate or Alumni/Alumnae advisors *must attend* this meeting either in person or through a conference call.
- In addition to this meeting, MGC organizations must submit the names of those students participating in Membership Intake to the Assistant Director of Inclusion and Student Engagement for a grade check to make sure those students meet the minimum academic

qualifications of the chapter/organization for which they are seeking membership (see form attached). ****Please note that this information will be confidential****

Required Forms

- Potential new members to the organization must sign a *Grade Release Form* in order for them to be added to the chapter's roster and recognized as a Greek member in the Office of Inclusion and Student Engagement.
- The Membership Intake Coordinator must submit the Verification of Aspirants Form before the Membership Intake Process commences.
- Once a chapter's new members have been initiated, the Membership Intake Coordinator of the chapter must submit a list of those individuals to the Office of Inclusion and Student Engagement within 72 hours of initiation.
- All new members to a MGC organization must sign and submit a *New Member/Neophyte Reporting Form* to the Office of Inclusion and Student Engagement at the conclusion of the Membership Intake Process.

New Member Presentations

- Groups are not permitted to conduct new member presentations (special presentations, probate shows) without written permission from their National Headquarters.
- MGC organizations that will have presentations, need to notify the Office of Inclusion and Student Engagement at least 72 hours before the show is to take place.
- All shows need to be in "good taste" meaning that there should be no obscenities, derogatory behavior, disrespect of other Greek organizations, etc. Shows that are inappropriate in nature are subject to disciplinary action through the Office of Inclusion and Student Engagement.
- Organizations must consult with the Office of Inclusion and Student Engagement to ensure that location of the presentation will not be disruptive to classrooms or groups around them as well as meeting all fire codes and building policies.

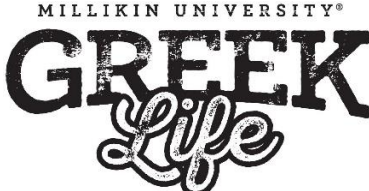
**Office of Inclusion and Student Engagement
Interfraternity, Multicultural, and Panhellenic Greek Councils
Grade Release Form**

I hereby authorize Millikin University to disclose the following information contained in my education records to the Office of Inclusion and Student Engagement and to all fraternities/sororities that I am interested in: high school GPA, academic index, high school rank, SAT and/or ACT score(s), midterm deficiency information, semester and cumulative GPA at Millikin University and all previously attended institutions. This authorization shall remain effective so long as I am enrolled at Millikin University unless rescinded by me in writing.

Print Full Name	Signature	Year in School	MU ID#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Chapter: _____ Contact Person/Email: _____

Office use only: Date received _____ Employee Received by _____



Membership Intake Intent Form

This notice is to inform the Office of Inclusion and Student Engagement that the _____ chapter of _____ [] will [] will not be conducting Membership Intake during the _____ semester of _____.

Chapter Contacts

Membership Intake Coordinator _____
 Email _____ Phone _____

Advisor/Graduate Advisor Overseeing Intake _____
 Email _____ Phone _____

Regional/District Director _____
 Email _____ Phone _____

Intake Outline
 *NOTE: Intake activities can NOT commence until the Membership Intake Coordinator and President have completed the training/guidelines set forth by the Inter/National organization.

Information Date(s) _____

Initiation Date and Location _____

New Member Presentation Show Date and Location _____

We, the undersigned, attest that the above information is accurate and correct to the best of our knowledge. Furthermore, we agree to the following as a condition of membership intake:

- A. Attend a membership intake training session as mandated by your Inter/National Headquarters with verification of completion
- B. Comply with local, state, federal, University, and Inter/National Headquarters policies
- C. Inform the Office of Inclusion and Student Engagement of any changes to our Membership Intake Schedule

 Chapter President (print name) Chapter President's Signature Date

 Chapter/Graduate Advisor (print name) Chapter/Graduate Advisors Signature Date

Office use only:
 Date received _____ Employee Received by _____



Verification of Aspirants Form

This form should be submitted no later than 48 hours prior to the start of the Membership Intake Process.

Organization _____	Chapter _____
Semester Intake is taking place _____	Today's Date _____

Date	MU ID #	Aspirant's Name	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Chapter President (print name) Chapter President's Signature Date

Chapter/Graduate Advisor (print name) Chapter/Graduate Advisors Signature Date

Office use only: Date received _____	Employee Received by _____
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