



**LOYOLA UNIVERSITY NEW ORLEANS
FRATERNITY AND SORORITY LIFE EXPANSION
POLICIES AND PROCEDURES**

INTRODUCTION

Loyola University New Orleans supports its students' right to assemble and form groups based on a shared mission. To that end, Student Life and Ministry (SLM) creates opportunities for learning, involvement, and development. SLM provides resources and support to any group of students interested in forming a recognized student organization that follows university policy and who supports our Jesuit, Catholic mission.

Separate recognition guidelines have been developed for Greek-letter organizations due to their complex and unique nature. Loyola's *Fraternity and Sorority Expansion Policies and Procedures Manual* allows Loyola University New Orleans to carefully manage growth and ensure a healthy, safe, thriving community.

Loyola University New Orleans recognizes that the expansion of Greek-letter organizations involves several parties: the inter/national fraternity or sorority, national governing association, the University, and, in some cases, a student interest group and/or Governing Council. The expansion process, whenever possible, will take into consideration the interests of all parties. It should be noted, however, that the University reserves the right to deny recognition to any group that expresses interest.

This expansion process is intended for organizations affiliated with an Inter/National Organization and would be a member of one of the following governing bodies: National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Multicultural Greek Council, Inc. (NMGC), National Association of Latino Fraternal Organization (NALFO), National Asian Pacific Panhellenic Association (NAPA), North American Interfraternity Conference (NIC) or Independent Greek Council (IGC). Inter/National Fraternity and Sorority Headquarters may not solicit or recruit Loyola University New Orleans students to establish interest groups without being approved through the outlined *Fraternity and Sorority Expansion Policies and Procedures*.

Some National Pan-Hellenic Council (NPHC) organizations require additional steps for chapter expansion. Please visit respective websites or reach out to Regional Directors for more information.

- [Omega Psi Phi Fraternity Inc.](#)
- [Phi Beta Sigma Fraternity Inc.](#)
- [Sigma Gamma Rho Fraternity Inc.](#)
- [Iota Phi Theta Fraternity Inc.](#)

Expansion Process

1. The University's expansion policy/procedure for national fraternities and sororities is administered by Student Life and Ministry in conjunction with one of the four student governing bodies (the Inter-Fraternity Council [IFC], the National Pan-Hellenic Council [NPHC], the College Panhellenic Council [CPC], or the Independent Greek Council [IGC]).

2. Students at Loyola University New Orleans cannot begin or start a chapter on their own and “local” organizations may not exist. All recognized social fraternal organizations must be affiliated with an inter/national office.
3. Before any expansion or re-activation occurs the following are required:
 - o (1) a letter of intent to expand or to re-activate must be written by the respective national office to the Director of Student Life and Ministry by the interested Inter/National fraternal organization
 - o (2) at least a \$1 million of social liability insurance coverage with Loyola University New Orleans named as the certificate holder
 - o (3) a completed expansion packet

The letter cannot be written by a student or graduate/alumni chapter. **The letter must be sent to the Director of Student Life and Ministry via email and U.S. mail:**

**Department of Student Life and Ministry
6363 St. Charles Ave. Campus Box 1
New Orleans, LA 70118**

The letter must include the reasons for the need to expand to Loyola University New Orleans, intentions of the respective national office, and whether or not there is an interest group involved in the expansion.

4. In addition to the letter of intent and insurance coverage requirement, organizations must include a completed expansion packet with the following documentation:
 - o **Inter/National Organization Information**
 - Name of fraternity or sorority
 - Founding date
 - Organization's Inter/National constitution and by-laws
 - Current number of undergraduate chapters and distribution area
 - Current number of expansions and active chapters in Louisiana and/ or southeast region, specifically listing each
 - Current number of undergraduate members
 - Total number of initiated members
 - Number of expansions and active chapters on campuses of [2000 - 5000](#) students, specifically listing each
 - Average chapter size on campuses of [2000 - 5000](#) students
 - Total number of expansions in the last five years, specifically listing each
 - Total number of expansions anticipated this year and where
 - Number of chapters closed in the last five years including where, when, and reason(s) for closing
 - Summary of organizational structure of the Inter/National organization at the chapter and national levels
 - Inter/National determined fees such as: new member fee, initiation fee, insurance, badge fee, and others specific to the organization
 - Proof of liability insurance (minimum \$1 million)
 - A copy of the national magazine and publication

o Policies and Programs

- Hazing policy and educational/prevention program(s)
- Risk management policy and educational/prevention program(s)
- Sexual assault policy and educational program(s)
- Alcohol and substance abuse policy and educational program(s)
- Scholarship policy and program(s)
- Documentation of an internal judicial process
- Membership education policy and program(s)
- Recruitment or membership intake policy and program(s)
- Leadership development and officer transition program(s)
- Equity and inclusion policies and educational program(s)
- Chapter accreditation process/standards for chartered chapters

o Chartering

- Chartering establishment procedures
- Standards for chartering a chapter
- Anticipated timeline for chartering
- Detailed description of the organization's recruitment or intake plan for the next four semesters
- Plan for maintaining regular contact with the Department of Student Life and Ministry during the chartering process
- Experience with chartering at institutions similar in mission and purpose of Loyola University New Orleans

o Alumni

- Total number of alumni in Greater New Orleans area (maximum 50 mile radius)
- Explained interest and support of the Greater New Orleans alumni in establishing a chapter
- Nearest alumni club, organization, or graduate chapter alumni

o Inter/National Support and Assistance

- Number of traveling consultants or volunteer staff dedicated to the expansion, description of consultant/volunteer staff program, and expected time allotted to the Loyola University New Orleans expansion
- Description of education and support for local advisors
- Description of conventions, leadership schools, or programs available to members
- National expansion budget and estimated percentage allotted to the Loyola University New Orleans expansion
- Two campus-based letters of reference from expansions within the last five years
- Detailed explanation of organization's philosophy around contact and partnership with the host institution
- Detailed explanation of how the expanding organization will support and further the mission of Loyola University New Orleans

o Reactivation of Inter/National Organization

In addition to the above, if the applying Inter/National organization is returning to campus for any reason, including returning from a disciplinary action, describe the following:

- Reason why the chapter left and when
- How the group plans to avoid recurrence
- How the group has cleared any debts or circumstances left incomplete from when previously on campus (if applicable)
- Parameters for alumni involvement

The University will provide the following information to the Inter/National organization of interested groups upon written request via email to the Director of Student Life and Ministry.

- University enrollment statistics
- Fraternity and sorority membership statistics and academic report
- Fraternity and Sorority Life assessment program
- Constitution and by-laws of the respective Greek governing council
- Chartered student organization policies and procedures
- Guidelines for events with alcohol
- Recruitment/membership intake dates and information
- Student Code of Conduct
- Student Life and Ministry calendar of events

5. After the letter of intent to expand and completed expansion packet is received, SLM will review all documents prior to forwarding to the council expansion committee:
 - o ***The review process of all applications will first be approved by the Director of Student Life and Ministry as well as any applicable Student Affairs staff.***
 - o ***Once the pre-screening process takes place all approved applications will be reviewed by the respected council executive board member, chapter delegates, and a representative from Alumni Relations (if applicable).***
6. Organizations selected for a campus interview will be notified and a scheduled visit will take place within a month week following notification. The interested organization must plan a formal presentation for the University and the appropriate council. Presentation details can be requested via email from the Director of Student Life and Ministry.
7. Once a presentation date is agreed upon, the Inter/National organization must send a request via email for technological needs to the Director of Student Life and Ministry. This request must be received no later than ten business days prior to the presentation date. If a chapter falls under the auspices of the National Panhellenic Conference, all rules regarding extension will be followed according to the extension policies outlined in the NPC manual for extension. No deviation will occur. If extension has been voted on by the local Panhellenic delegates and occurs, the sorority that has been chosen must have at least \$1 million of social liability insurance coverage with Loyola University New Orleans named, as the certificate holder, for the chapter to be recognized.
8. In order to assure success in the recognition process, each council may only expand by **one new chapter per academic year** (as opposed to returning from judicial sanctioning)

due to University and Council resources, if approved by the council.

9. If the Inter/National organization satisfies the criteria outlined above, the appropriate council will schedule meetings to begin the process of expansion, extension, or re-activation if and only after the Department of Student Life and Ministry, along with the Office of Student Affairs, approves the respective council's decision.
10. If the outcome of a presentation to one of the four recognized governing councils results in denial by the council of expansion, extension, or re-activation to Loyola University New Orleans, the Inter/National office may submit a letter of appeal via email to the Director of Student Life and Ministry, Chief Student Officer, and the Chief Student Affairs Officer, who serve as the appellate officers. This letter must be received within ten business days of the notification of denial. The appellate officers have discretion to determine the means by which it will assess the appeal. For instance, the appellate officers can rely solely on the written submissions and/or can solicit additional information from any relevant source. Upon completing its review, the appellate officers can either grant or deny the appeal. The appellate officers must elect one of the following courses of action:
 - Refer the case back to the original governing body for an additional review; or
 - Make their own determinations with their decision being final.
11. If a letter of appeal is denied, the group will not be recognized by Loyola University New Orleans. In other words, no further appeal; the decision is final.

POST-EXPANSION GUIDELINES

All newly recognized Greek-letter organizations will assume probationary Fraternity & Sorority Life membership status for a minimum of two full academic semesters. The following guidelines must be followed during the probationary period:

- The local president must meet with the Fraternity and Sorority Life advisor bi-weekly.
- Groups must adhere to all Student Life and Ministry, Student Affairs, and university policies and procedures.
- Groups must have an on-campus faculty/staff advisor and alumni advisor.
- Groups must comply with all governing laws, policies, and requirements of their Governing Council and Inter/National office.
- Groups must adhere to the Loyola University New Orleans Code of Conduct and all applicable federal, state, and local laws.
- Groups must have more than five members to gain recognized status at Loyola University New Orleans within their first year of expansion/activation. For NPHC chapters, groups must have three members to be recognized.
- Groups must participate in the Fraternity and Sorority Life assessment program each semester during their probationary period (Not including the first semester the national office will be recruiting as that semester will consist of program education). Chapters/Expansions in the Gold bracket have met the standards of the community and can continue to function as usual. Chapters/Expansions in the White bracket for one semester will meet weekly with the FSL Advisor and create programs/education plans to improve the category in which they fell short. Chapters in the Maroon bracket have performed at a level that is under the expectation. A chapter/expansion that receives Maroon for one semester will meet weekly with the FSL Advisor and create

programs/education plans to improve the category in which they fell short. They will also be placed on Programming Probation, in which they can only host and participate in educational programs. If a chapter/expansion is ranked Maroon for two consecutive semesters, Social Probation will occur and nationals will be notified of the status. At three semesters in Maroon, the chapter/expansion will be subject to Student Affairs Review for dissolution.

The probationary period will expire when the expanding group has met all university and Inter/National guidelines for chartering. At that time, the group becomes eligible for full Fraternity & Sorority Life recognition.

POST-PROBATIONARY PERIOD PROCEDURES

The following guidelines will be followed once the probationary period has expired:

- The Governing Council of the probationary group will forward a letter or email of recommendation to the Director of Student Life and Ministry to express support for, or rejection of, Loyola University New Orleans granting full Greek Life membership to the group. This letter or email will include specific reasoning for either position.

NOTE: Full Loyola University New Orleans Greek Life membership status shall not be confused with the classes of membership outlined in the constitution and bylaws of any Governing Council. “Full Loyola University New Orleans Greek Life membership status” simply means that the group will no longer be on probationary status with the University.

- The staff of Student Life and Ministry, the Office of Student Conduct and the Office of Student Affairs will review the recommendation from the Governing Council as well as the requirements met by the organization, campus contributions made by the organization, and conduct records of the organization and its members to determine if it will or will not recommend that the newly recognized group be granted full Loyola University New Orleans Greek Life membership.
- If a newly recognized group is not granted full membership at the expiration of four academic semesters, said group must meet with the Director of Student Life and Ministry, Chief Student Conduct Officer and the Chief Student Affairs Officer to determine if Greek Life recognition will or will not be revoked. The group at hand will be placed on an agreed action plan for a period of one semester. If the organization does not fulfill all criteria immediate suspension of recognition will occur.
- The organization may appeal the suspension of recognition. A statement citing the basis for appeal, as well as supporting statements for the basis, must be submitted within five working days following notification of the suspension of recognition via email to the Director of Student Life and Ministry, Chief Student Conduct Officer, and the Chief Student Affairs Officer, who serve as the appellate officers. The appellate officers have discretion to determine the means by which to assess the appeal. The appellate officers can rely solely on the written submissions and/or can solicit additional information from any relevant source. Upon completing its review, the appellate officers can either grant or deny the appeal. The appellate officers must elect one of the following courses of action:
 - Refer the case back to the original governing body for an additional review; or
 - Make their own determinations with their decision being final.

If a letter of appeal is denied, the group will not be recognized by Loyola University New Orleans. In other words, no further appeal; the decision is final.