

Fraternity and Sorority Chapter Accreditation Program

Mission of the Office of Fraternity and Sorority Life

“We provide quality support services and educational experiences that enhance the holistic development of students as global citizens.

Furthermore, we set an expectation of excellence that challenges our diverse fraternity and sorority community to exemplify the highest scholastic, social, and ethical standards.”

Overview

The *Chapter Accreditation Program (CAP)* is the process by which the Office of Fraternity and Sorority Life (OFSL) ensures that an organization meets minimum expectations. Additionally, CAP provides a tool for fraternities and sororities to indicate their worth and value as an integral part of the University of Connecticut (UConn) community.

Organizations can demonstrate their value to the UConn community by providing educational and social enrichment opportunities that enhance the student experience. Each fraternity and sorority must strive to develop its members into values-driven contributors to a larger society. While many fraternities and sororities provide a quality membership experience, UConn has established a framework to encourage and challenge these organizations to continuously pursue excellence.

We have *Expectations of Excellence* for each of the following:

- Academic Achievement
- Chapter Operations
- Community Impact
- Diversity & Inclusion
- External Relations
- Leadership
- Member Development
- Recruitment & Retention
- Ritual & Values
- Wellness & Safety

These expectations reflect the values of the University, the UConn fraternity and sorority community, and most inter/national fraternities and sororities. Fraternities and sororities will be encouraged to develop in these areas throughout the semester. With the support of the OFSL, chapters will set goals, aligned with these expectations, that push their chapter to new heights.

The OFSL Vision states: “UConn is a community of values-driven individuals committed to lifelong social responsibility.” Our *Expectations of Excellence* are designed to advance the community toward this vision. Our diverse chapters are on a spectrum of achievements and foci. Through this program, the OFSL intends to support chapters’ individual endeavors while maintaining one standard of excellence for the entire fraternity/sorority community.

Expectations of Excellence

The Office of Fraternity and Sorority Life has identified and defined the following expectations:

Academic Achievement

We support the academic vision and mission of the university and fully engage in the relationship between academic and co-curricular activities. We enforce scholastic standards and policies to support our members in their academic success. We also make efforts to ensure that new members understand and are in compliance with the chapter's academic standards. We value academic achievement so that our members can contribute to their profession.

Chapter Operations

We effectively and productively run all chapter meetings, programs, and events. We maintain productive relationships with our on-campus advisor, OFSL advisor, and alumni advisor that help chapter operations to run more smoothly. We have policies in place to ensure a thorough transition of officers, and maintain an updated constitution and/or bylaws. We create a budget and calendar that is aligned with our values. We improve chapter operations to provide a positive experience for our members.

Community Impact

We support and provide opportunities for our members to be global citizens who excel in addressing the challenges of the local, national, and international communities through philanthropic and service initiatives. We encourage our members' involvement in Husky Haulers, Greek Alternative Breaks, Community Outreach, HuskyTHON, and other university-sponsored programs. From the UConn Academic Vision: "Through outreach and partnerships, we promote sustainable development and a happy, healthy, and inclusive society. This engagement is local and global, based on intercultural understanding and recognition of the transnational nature of the challenges and opportunities we face."

Diversity & Inclusion

Our chapter shows a strong commitment to diversity and inclusion throughout all chapter operations. We create a space where our members can feel comfortable expressing their own identity while exploring others. We encourage a culture of civility and respect. We show the importance of diversity to our members through offering and requiring attendance at diverse programs, including the appreciation for global cultures and customs. We value diversity and inclusiveness so that our members are culturally competent and have a better understanding of the various dimensions of diversity. From the UConn Academic Vision: "We embrace diversity not as a keyword for token inclusion of the underrepresented, but as a commitment to fostering a welcoming environment in which all individuals can achieve their fullest potential and in which open and respectful communication is facilitated."

External Relations

Our chapter actively seeks partnerships with other Greek and non-Greek organizations or offices. We support the fraternity/sorority community, including organizations in all four councils. We are participants in all events and initiatives hosted by the Greek Community Affairs Board. We create meaningful relationships with our members' parents, our chapter alumni, and our graduate chapters. We host events that honor these

relationships and show our appreciation. We create effective marketing items for our organization and the activities that we sponsor and we use campus resources and media to promote our activities. We strive to build a strong network of external constituents that could provide our members with beneficial opportunities for development and support.

Leadership

We lend our organization as a method of growth in many leadership capacities. We encourage members to attend trainings and conferences to support their leadership development by promoting a multitude opportunities including but not limited to: LeaderShape, Undergraduate Interfraternity Institute (UIFI), Greek Emerging Leaders Conference. We expect involvement in our respective council and membership in co-curricular activities outside of the fraternity/sorority. We develop our members' leadership skills so that our members are viewed and recognized as campus and community leaders.

Member Development

We are committed to the growth and development of our members by ensuring that our programming efforts reflect individual needs throughout their entire membership in the chapter. Our new member education program prepares individuals for active membership in the chapter and in the fraternity/sorority community. We provide opportunities for our members to be positively contributing members of society.

Recruitment & Retention

We recruit with the intentions of building a sustainable chapter of members who share similar principles and reflect the values of our fraternity/sorority. We are conscious of our chapter size and our intake frequency in order to meet the requirements set by our inter/national organization, our local council, and the university. We also take measures to keep our members actively engaged in activities that encourage loyalty to the fraternity/sorority and to UConn.

Ritual & Values

We actively practice the values of our fraternity/sorority and exemplify the shared values of the 2015 UConn fraternity and sorority community: family, unity, loyalty, respect, dedication, and growth. We are committed to learning our Ritual, living it in our daily lives, teaching it properly to others, and expecting it of ourselves and each other. We stay connected to our Ritual by performing aspects of it throughout the semester. Our policies, programs, and initiatives support the highest level of ethical standards amongst our members.

Wellness & Safety

In order to protect our members, our chapter, our organization, and guests, we educate our members on safe and responsible behavior. We host programs for our members to be able to reasonably identify personal health and safety risks and take appropriate action. These programs address physical, mental, and emotional health as well as other risk factors such as hazing, sexual assault, alcohol, and other drugs. We follow risk management policies as set forth by UConn and our inter/national organization. We are participants in National Hazing Prevention Week.

Accreditation Components & Evaluation

Chapter accreditation is based on the organization's fulfillment of requirements established by OFSL. To ensure consistency and objectivity, all requirements have an assigned point value (ranging from 0-4 points). To be accredited, a Chapter must earn at least 70% of the total points applicable. Points will be determined as follows:

Participation: Throughout the semester there are various workshops, seminars, and events that individual officers and general members are required to attend. Each event is unique and point rates vary depending on the type of event. A recurring officer meeting may be based on total number of meetings attended, whereas points for a single educational session for general members will be based on percent of chapter attendance.

Event	% of Ongoing Meeting Participation (Individual)			
	75%	50%	25%	<25%
Presidents Forum	4	2	1	0
Greek Community Affairs Board	2	1	0	

Event	% of Chapter Participation (All Members)				
	90%	75%	50%	25%	<25%
All Greek Assembly (Fall Only)	4	3	2	1	0
Diversity & Inclusion Program	4	3	2	1	0
Wellness & Safety Program	4	3	2	1	0

Event	Officer Attended?	
	Yes	No
Greek Leadership Retreat (Spring Only)	4	0
Risk Reduction Workshop	4	0
New Member Education/Intake Workshop	4	0
Recruitment Roundtable	2	0
Scholarship Roundtable	2	0
Service & Philanthropy Roundtable	2	0
Snapshot Meeting (President)	2	0

Completion: OFSL has educational requirements (non-event) that members and new/ associate members are expected to complete throughout the semester. The Chapter will earn points based on the percent of members that fulfill the requirement.

Event	% of Participation			
	90%	75%	50%	<50%
Hazing Prevention Online Workshop*	4	2	1	0
Greek 101	2	1	2	1

*All members are expected to complete this for Fall 2016. Beginning Spring 2017 only new/ associate members will need to fulfill this.

Submission: To properly advise Chapters and to stay informed, each Chapter is asked to submit several documents. To earn points, the Chapter must submit the required document/information to OFSL by the advertised deadline. Though late submissions will not receive any points, the Chapter must still submit all documentation. Any Chapter that fails to submit requested documentation will be FROZEN with Student Activities until the document is submitted.

Documentation	Submitted by Deadline?	
	Yes	No
Certificate of Insurance	1	0
Chapter Goals Action Plan	1	0
Chapter Officer Update	1	0
Diversity & Inclusion Program Reflection	1	0
New Member Education/Intake Calendar (if applicable)	1	0
New Member Education/Intake Program	1	0
New Member Presentation Agreement (if applicable)	1	0
Notice of Intake/New Member Education	1	0
Risk Management Policy	1	0
Roster Update #1	1	0
Roster Update #2	1	0
Roster Update #3	1	0
Wellness & Safety Program Reflection	1	0
Service & Philanthropy Report	1	0

Bonus Points: To reward outstanding chapters and to assist Chapters that may have hit a few bumps along the road to accreditation, there are several opportunities to earn bonus points. These opportunities will not be included in the total points applicable but, will be added to the total points prior to calculating the percentage. A maximum of **3 bonus points** towards accreditation can be awarded per semester. Bonus point opportunities (*1 point each*) are as follows:

Opportunity	Criteria
Member Development	Chapter sponsors an additional educational program for its members.
Philanthropy	Chapter raises an average of \$20 <i>per member</i> towards philanthropic efforts.
Scholarship	Chapter semester GPA is above the all-undergraduate/men's/women's GPA.
Service	Chapter averages <i>10 or more hours</i> of community service per member.
Points of Pride Presentation	At the end of the semester develop and give a presentation to the fraternity and sorority that highlights the Chapter's successes and accomplishments throughout the semester. OFSL will determine the date, time, and location for the presentations to take place each semester. Only accredited groups are eligible to earn points for a Points of Pride presentation.

Educational Programs

OFSL recognizes the importance of continued education for chapters and their members to prepare lifelong leaders and citizens; therefore, we expect that all members will participate in ongoing education. The University is committed to promoting a Safe and Inclusive environment and therefore, fraternity and sorority members must participate in education around the topics of Diversity and Inclusion, and Wellness and Safety. To facilitate this, OFSL may sponsor opportunities for students to learn about these topics.

However, it is likely that not all members of a Chapter will be able to participate in these events and therefore, **each Chapter is responsible for sponsoring at least one Diversity & Inclusion program, and one (1) Wellness & Safety program for its members per semester.**

Chapter Sponsored Educational Programs

In order to fulfill accreditation requirements, chapters must have their event approved in advance by completing the [Chapter-Sponsored Educational Program Proposal](#) available in the Officer Portal section of the OFSL website. The OFSL/Council Advisor will review the proposal and notify the chapter of approval.

The minimum requirements for a program are:

- **Presenters(s)** who must be a non-undergraduate member of the organization. Alumni(e)/Graduate advisors and consultants are strong possibilities for speakers, as are UConn campus professionals, community organizations, and faculty.
- Program should be at least **45 minutes in length**.
- Intended learning outcomes for the presentation and why the specific presentation is beneficial to the chapter.
- Must be submitted at least **five business-days before the intended presentation date**.

After receiving approval and completing the educational program, Chapters are responsible for submitting a reflection of the event through the [Chapter-Sponsored Educational Event Program Reflection](#) which can be found in the Officer Portal on the OFSL Website. **The reflection is due five business days after the event** is held and should address the following:

- What was the purpose of the event?
- What were the takeaways?
- How does this apply to your values?
- Would you recommend this speaker to someone else?
- Attendance Sheet

Educational Program Evaluation

At the end of the semester, the Chapter must submit a roster all of members and the approved programs they attended. Chapter Accreditation Points will be allocated based on the percent number of members who attended at least one approved program for each educational program requirement.

Chapter Attendance %	90	75	50	25	<25
Points Awarded	4	3	2	1	0

Additional Educational Programs

In addition to Diversity & Inclusion, and Wellness & Safety programs, Chapters are encouraged to plan and sponsor educational programs for the members and the greater University community. Though a Chapter can earn only one additional point towards accreditation, other programs submitted by the chapter can be used to influence and support the awards process. All programs should be aligned with the *Expectations of Excellence* and/or the values of the inter/national organization.

Snapshot Meeting

The Chapter President must schedule a Snapshot Meeting with their respective council advisor(s) by the last Friday of the first full month of each semester (September or February). The purpose of this meeting is to discuss the Chapter's performance, progress and opportunities for further development. Though not required, it is highly encouraged for other chapter leaders to participate in this meeting. Prior to the meeting, the Chapter should assess their needs and identify three relevant and attainable goals, aligned with the Expectations of Excellence, to achieve by the last day of classes. The council advisor(s) will assist the chapter leaders in finalizing their goals and preparing the Chapter Goals Action Plan for submission by the deadline. Snapshot meetings will typically be scheduled for approximately 60 minutes.

Submissions

All submissions will be made online via Google Drive. Each chapter president will receive an invitation to manage their chapter's folder at the start of the semester. This folder is where you should submit all documentation aside from attendance sheets and any necessary forms. Please refer to the OFSL website Officer Portal (<http://greeklife.uconn.edu/officer-portal/>) for all other necessary submission locations. Action Plans will also need to be submitted via Google Drive and chapter presidents should also bring a hard copy or upload copy to the Google Drive prior to the Snapshot Meeting for review with your Council Advisor.

Chapter presidents will be able to add additional members as collaborators to share documentation and responsibilities.

Annual Compliance

Per the *UConn Fraternity and Sorority Recognition Policy*, all recognized fraternities and sororities, with the support of their inter/national organization, must submit the following documentation annually by the FIRST FRIDAY of the Fall semester via the [Annual Compliance Document Submission](#) form.

- Certificate of Insurance
- National New Member Education/Intake Program
- National Risk Management Policy
- Crisis Management Policy (if applicable)

All of the documents submitted will be used to ensure that the organization continues to meet the OFSL recognition standards and to support OFSL staff in the advising process. All of the annual compliance documents will be kept confidential and only shared with the OFSL advising staff (council advisors) and members of the respective organization.

Failure to submit documentation by the scheduled deadline will result in the organization being frozen until the documentation is received. If a group remains frozen for (period of time) the organization will go unregistered, lose University-privileges, and OFSL recognition.

Chapter Goals Action Plan

To support the growth and development of each chapter through advising, each chapter must identify three goals, aligned with any of the 10 expectations of excellence, which the chapter would like to achieve by the end of the semester. These goals will be discussed during the Snapshot meeting, finalized on an Action Plan template, and submitted via Google Drive by the deadline.

Service & Philanthropy Report

Every chapter is required to document and submit a compilation of their community involvement. The Service & Philanthropy Report will include details regard the number of service hours completed by each member as well as the total amount of philanthropy dollars raised and donated towards a charitable cause.

Semester Reflection

At the end of the semester, the chapter will submit a Semester Reflection (2-3 typed pages) that provides a summary of the chapter's progress towards achieving each of the goals identified in the Action Plan. The reflection should answer the following questions:

- Did the chapter follow the steps outlined in the Action Plan?
- Did the chapter achieve the overall goal(s)?
- What were the strengths of the chapter in that particular category?
- What has the chapter done to benefit individual members?
- How have individual members given back to a greater society?
- Where is there opportunity for improvement?

Be sure to include materials (flyers, photos, agendas, presentations, etc.) that support your reflection.

Roster Updates

Beginning in Fall 2016 each Chapter must maintain and update their roster using UContact (<https://ucontact.uconn.edu>). In addition to the Roster Verification Update Requirement from the Student Organization Support & Involvement (SOSI) office, the Chapter is also required to make specific updates to the roster in accordance with 3 specific deadlines throughout each academic semester.

To access the Chapter roster, log into UContact utilizing your NetID and password. Utilize the menu to locate your organization. Once on your organization site, click on the "Roster" tab and then on "Manage Roster." Specific guidelines regarding the roster updates can be found on the Managing Rosters page under the Officer Portal on the OFSL website.

Chapter Status

Accredited

Accredited organizations are those Chapters that have successfully met the minimum requirements (70% of applicable points) and are considered in “Good Standing” with the University.

Non-Accredited

If it is determined that a Chapter has not achieved the minimum points for accreditation, the Chapter will be designated as Non-Accredited. Before the end of any semester in which a Chapter is non-accredited, the Chapter must deliver a presentation at *Points of Pride* and share their efforts to achieve accreditation. Any Chapter that is Non-Accredited at any point during the calendar year (January-December) is ineligible to be considered for the Chapter of the Year award that is presented annually at the OFSL Arete Awards.

Frozen

The Office of Fraternity and Sorority Life will coordinate with the Office of Student Activities to put organizations on frozen status if they fail to submit necessary documentation by the deadlines provided. This frozen status will prohibit organizations from making new space reservations and put them at risk of losing any prior reservations made. In order to lift the frozen status, organizations must be in contact with the Office of Fraternity and Sorority Life and provided the missing documentation.

Scholastic Standard

Though not part of the Chapter Accreditation Process, the scholastic performance of a Chapter (as a whole) and its new/associate members can also impact the organization’s continued recognition. Chapters that fail to maintain at least a 2.5 Chapter or Associate GPA are at risk of loss privileges and recognition.

Appeals

Any organization wishing to appeal an accreditation decision must do so utilizing the Accreditation Status Appeal form (greeklife.uconn.edu/appeal-request/) within 14 days of the receipt of accreditation status to the Director of Fraternity and Sorority Life. The Director of Fraternity and Sorority Life will review the appeal and any supporting documentation and render a final decision. The Director of Fraternity and Sorority Life may, in their sole discretion, may require representatives and/or advisors from the fraternity or sorority to appear.

Semester Schedule

Unless specified, the following is required by the deadline each semester:

Submission	Deadline
Roster Update #1	1 st Friday of semester
Notice of Intake & New Member Education	
New Member Education/Intake Calendar (if applicable)	
Chapter Officer Update	
Certificate of Insurance (national)	
New Member Education/Intake Program (national)	
Risk and Crisis Management Policy (national)	
Snapshot Meeting with OFSL advisor	Last day of first full month
Chapter Goals Action Plan	1 st Friday of second full month
Diversity & Inclusion Program Reflection	Last day of classes
Wellness & Safety Program Reflection	
Roster Update #3	
Service & Philanthropy Report	
Semester Reflection	

Attendance in the following meetings/trainings will also be required:

Event	Date
Presidents Forum	1 st Friday of each month
New Member Education/Intake Workshop	TBD each semester
Risk Reduction Workshop	
Finance & Fundraising Roundtable	
Recruitment Roundtable (Council-sponsored)	
Scholarship Roundtable	
Service & Philanthropy Roundtable	
Council Meetings	
Greek Community Affairs Board Meetings	TBD in August
All Greek Assembly	TBD in January
Greek Leadership Retreat	TBD in February
Greek Emerging Leaders Conference	TBD in March
Arete Awards	

If the Chapter is conducting intake or new member education, the following will also be required:

Component	Deadline
Roster Update #2	Within 3 days (72 hours) of start of program
Greek 101 (all new members)	Within 5 business days of start of program
Hazing Prevention Online Workshop (all new members)	Within 10 business days of start of program
New Member Presentation Agreement & Meeting (if applicable)	At least 10 business days prior to event

Frequently Asked Questions

What is the Chapter Accreditation Program?

The Chapter Accreditation Program (CAP) is the process of reviewing chapters for attainment of minimum expectations as well as chapter-focused outcomes. The purpose is to ensure chapters remain relevant and held accountable to University, Council, and inter/national organization expectations. All organizations recognized by the Office of Fraternity and Sorority Life are required to participate in the program and maintain accreditation.

What is the timeline for accreditation?

Accreditation is evaluated each semester and is a process that includes multiple dates and deadline. Typically, the first deadline will be the first Friday of each semester and the final deadline will be the last day of classes for the semester. Students can review a list of all dates and deadlines on the OFSL website.

What is required to maintain accreditation?

There are several components of the Chapter Accreditation Program. To maintain accreditation, each organization must complete educational trainings, fully engage in the fraternity and sorority community by attending a variety of events and meetings, and submit required documentation on time. Groups that fail to maintain accreditation more than once in any three consecutive semesters will lose University recognition and privileges.

What happens if my chapter is Non-accredited?

A non-accredited status may not immediately impact University privileges or the chapter's ability to operate. A chapter that receives a status of non-accredited has an opportunity to appeal the decision. A non-accredited, or underperforming, chapter must demonstrate improvement in the semester(s) following non-accreditation and successfully achieve accreditation (accredited status).

What is the difference between accreditation and recognition?

Accreditation is the process by which the Office of Fraternity and Sorority Life (OFSL) evaluates if an organization is meeting minimum expectations. Maintaining accreditation is required to remain recognized by OFSL. Recognition is the formal process by which the OFSL determines whether a fraternity or sorority is affiliated with the University and eligible to become a registered student organization through the Department of Student Activities. Only recognized organizations may avail itself of certain University privileges. In addition to maintaining accreditation, each organization must also fulfill any requirements set by the Department of Student Activities to have continued recognition.

How will my chapter be evaluated?

CAP is a non-subjective process and each chapter will be evaluated by OFSL staff on the following:

- On-time document submissions
- % of Chapter completing educational programs and/or attending required events
- Chapter leadership participating in required trainings and meetings