

**East Tennessee State University
Fraternity and Sorority Life
Chapter Assessment Program (CAP)**

1. Academics

Assigned Value

Chapter Assessment

Chapter Semester GPA

1.1 Standard: Chapter maintains an overall semester GPA of a 2.5 or greater

Definition: Overall semester GPA is the average of all active and new members. Does not include members who have withdrawn/expelled/cancelled their membership. Does include members on leave/inactive periods and members graduating that semester.

Submit: Roster, D2L dropbox

Due: End of fall and spring semesters

≥ 3.50	4
3.20 - 3.49	3
2.80 - 3.19	2
2.50 - 2.79	1
≤ 2.49	0

Active Member Semester GPA

1.2 Standard: Chapter maintains an overall semester GPA for active members of a 2.5 or greater

Definition: Active members are any member listed on the roster who are not new members. Does not include members who have withdrawn/expelled/cancelled their membership. Does include members on leave/inactive periods and members graduating that semester.

Submit: Roster, D2L dropbox

Due: End of fall and spring semesters

≥ 3.50	4
3.20 - 3.49	3
2.80 - 3.19	2
2.50 - 2.79	1
≤ 2.49	0

New Member GPA

1.3 Standard: Chapter maintains an overall GPA for new members of a 2.5 or greater

Definition: New members are those who have accepted a bid or invitation of membership to the organization that semester. Does not include members who have withdrawn/expelled/cancelled their membership. Does include members on leave/inactive periods and members graduating that semester.

Submit: Roster, D2L dropbox

Due: End of fall and spring semesters

≥ 3.50	4
3.20 - 3.49	3
2.80 - 3.19	2
2.50 - 2.79	1
≤ 2.49	0

New Member Education/Intake Period

1.4 Standard: Chapter completes the new member education/intake process within the 7 week time period (note time reduces to 6 weeks in 2020 and 5 weeks in 2021)

Definition: The new member education/intake process begins when an invitation or bid is distributed or membership intake is approved and ends at induction/initiation. Representatives will submit new member ceremony and initiation/induction ceremony information. The process ends at the initiation/induction ceremony.

Submit: Bid invitation acceptance form & ceremony information.

Due: Immediately following when a new member accepts a bid

Chapter completes new member period in timeframe	75
Chapter does not complete new member education period in timeframe	0
Chapter submits high quality photo of new members	25

Active Member Retention

1.5 Standard: Chapter retains at least 95% of active members from semester to semester.

Definition: Retention totals are calculated by tracking individuals members on rosters.

Submit: Roster, D2L dropbox

Due: End of fall and spring semesters

100%	4
95 - 99.9%	3
90 - 94.9%	2
85 - 89.9%	1
≤ 84.9%	0

New Member Retention

1.6 Standard: Chapter retains at least 90% of new members from bid invitation/intake through induction/initiation.

Definition: Retention totals are calculated by tracking individuals members on rosters.

Submit: Roster, D2L dropbox

Due: End of fall and spring semesters

100%	4
95 - 99.9%	3
90 - 94.9%	2
85 - 89.9%	1
≤ 84.9%	0

Submitted Beginning of Semester Roster on time

1.7 Standard: Chapter submits roster at the beginning of the semester by the deadline

Definition: Review the roster policy for instructions

Submit: Roster, D2L dropbox

Due: Beginning of fall and spring semesters

Submitted by deadline correctly	100
First submission is within 24 hours of deadline and contains errors	50
Late submission	0

Submitted End of Semester Roster on time

1.8 Standard: Chapter submits roster at the end of the semester by the deadline

Definition: Review the roster policy for instructions

Submit: Roster, D2L dropbox

Due: End of fall and spring semesters

Submitted by deadline correctly	100
First submission is within 24 hours of deadline and contains errors	50
Late submission	0

All New Members Completed Grade Release and Anti-Hazing Policy Statement

1.9 Standard: Chapter facilitates that each candidate/interest/new member signing grade release and anti-hazing policy statement for each new member before beginning any activities.

Definition: This statement should be completed by individuals actively participating in chapter events.

Submit: To the Fraternity and Sorority Life office or online through the following link:

<https://etsu.campuslabs.com/engage/submitter/form/step/1?Guid=e54b1aaa-0649-4881-998a-1b7c50301ef3>

Due: Before new member ceremony occurs

Submitted	100
Not submitted	0

Submit New Member Ceremony, Pledging, etc. Date/Time/Location

1.10 Standard: Chapter submits the date, time, and location of new member ceremony proceedings at seven days before the proceedings

Definition: Chapter reports date, time, and location of proceedings incase of emergency and for tracking of the length of the new member process.

Submit: Complete the CAP Survey for Standard 1

Due: 7 days before proceedings

Submitted on time	100
Not submitted on time	0

Submit Initiation Date/Time/Location

1.11 Standard: Chapter submits the date, time, and location of initiation proceedings at seven days before the proceedings

Definition: Chapter reports date, time, and location of proceedings incase of emergency and for tracking of the length of the new member process.

Submit: Complete the CAP Survey for Standard 1

Due: 7 days before proceedings

Submitted on time	100
Not submitted on time	0

2. Conduct

Chapter/Member Conduct and Behavior

2.1 Standard: Chapter and members abide by Chapter and University values and standards

Chapter/member(s) behavior results in reports or complaints?

Definition: Via phone call, email, university reporting process, police report, and/or other.

Submitted: Complaints received by FSL/Student Affairs

Date of complaint	No points added/detracted.
How was complaint submitted?	
Who submitted the complaint?	
Description of the complaint	

Date complaint was distributed to chapter
Who was the complaint distributed to in the chapter?

Chapter addressed the reports or complaints in a proactive manner?

Definition: Director asks questions to chapter via email, generally - how is this being addressed?

Submitted: Email feedback/in person meeting

Yes
No, what additional follow up could be done?
Description: No points added/detracted.

Chapter faced council judicial board, university conduct or legal charges as a result of reports or complaints

Definition: Director is cc'ed on charge email

Submitted: Email

Yes
No
Explain No points added/detracted.

Chapter/member(s) received sanctions as result of reports or complaints

Definition: Director is cc'ed on sanctions email

Submitted: Email

Yes, list sanctions
No No points added/detracted.

Sanctions

2.2 Standard: Chapter completes all sanctions in the required timeline.

Definition: Chapters who receive judicial sanctions complete them on time.

Submitted: Documentation supporting the fulfillment of the sanction shall be submitted to the appropriate individual and the director is cc'ed on the email.

Due: In the timeline established with the sanctions

Yes
In Progress
No No points added/detracted.

Registration of Events with Alcohol

2.3 Standard: The chapter has properly registered all events with alcohol

Definition: Registration steps are outlined in the policy

Submitted: Via online form <https://www.etsu.edu/students/sorc/forms/risk.php>

Due: At least seven business days prior to the date of the function

Yes 100
Did not host any events with alcohol 100
No - How many, when, and where were the events? (points detracted per event) -100

Doing Good - BONUS -

2.4 Standard: Chapter is documented doing something good for our campus, city, or regional community that is not community service or philanthropy related.

Definition: Members of the fraternity and sorority community are always representing their chapters and "wearing their letters." When outstanding positive behavior from an individual member or chapter is noticed by the community, members are living the values of their organization.

Submitted: Submit to the D2L Dropbox; If it is a news story, submitted with the link.

Due: For bonus points, must be documented before the last President's Roundtable of the academic year.

Reviewed by awards committee per submission (up to 200 points total per chapter available). 200

Risk Management

2.5 Standard: Chapter receives risk management training at least once a year by a Fraternity and Sorority Life Staff Member.

Definition: Chapter presidents request that a Fraternity and Sorority Life staff member come to conduct sober monitor, event registration, and risk management training with the entire chapter.

Submitted: Email etsufsl@etsu.edu with selected date from the list provided by staff.

Due: Before the organization's first registered event of the academic year

Risk Management Training Completed 100
Risk Management Training Incomplete 0

3. Programming and Engagement

Fraternity & Sorority Life Academy

3.1 Standard: At least 80% of the chapter new members attend Fraternity & Sorority Life Academy in the fall

Definition: Members must sign in and attend the entire program. Exceptions are made for those who have excuses that are included in the excuse policy.

Submitted: Complete CAP Survey for Standard 3

Due: Excuses are due 48 hours prior to the start of the event. (Ex. Event is on Friday at 4:00 p.m., excuses are due Wednesday at 4:00 p.m.)

≥ 96%	4
90 - 95.9%	3
85 - 89.9%	2
80 - 84.9%	1
≤ 79.9%	0

Fraternity & Sorority Life Academy

3.2 Standard: At least 80% of the chapter active members attend Fraternity & Sorority Life Academy in the fall

Definition: Members must sign in and attend the entire program. Exceptions are made for those who have excuses that are included in the excuse policy.

Submitted: Complete CAP Survey for Standard 3

Due: Excuses are due 48 hours prior to the start of the event. (Ex. Event is on Friday at 4:00 p.m., excuses are due Wednesday at 4:00 p.m.)

≥ 96%	4
90 - 95.9%	3
85 - 89.9%	2
80 - 84.9%	1
≤ 79.9%	0

Chapter Education

3.3 Standard: Chapter demonstrates a commitment to education of members and to lifelong learning

Definition: Chapter coordinates/hosts or co-sponsors programs in at least one or more of the following areas on a semester basis.

Submitted: Complete CAP Survey for Standard 3

Due: On a date designated by the FSL Staff for that academic term

Alcohol and Other Drugs (AOD)	25
Sexual Misconduct (Sexual Assault, Rape, Domestic Violence, Dating Violence, Stalking, Bystander Intervention)	25
Health and Wellness (Physical Health, Mental Health)	25
Hazing Prevention	25
Cultural Competency (Diversity, Multicultural)	25
Academic (Resources, Support, Career)	25
Leadership	25

Programming Co-Sponsorships - BONUS -

3.4 Standard: Chapter co-sponsors an educational program(s) with another student organization, chapter, council, university academic department (or faculty representative), and/or student services unit.

Definition: Program must be open to other attendees and publicized/marketed.

Submitted: Complete CAP Survey for Standard 3

Due: On a date designated by the FSL Staff for that academic term

Reviewed by awards committee per submission (up to 200 points total per chapter available). Each chapter co-sponsoring receives points.	200
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Organization Meetings/Conferences

3.5 Standard: Chapter attends required organizational district, state, regional, and/or national leadership conferences/meetings

Definition: Required meetings may include regional conferences, national conventions, etc. All information will be verified by national organization through fraternity/sorority life staff.

Submitted: Complete CAP Survey for Standard 3

Due: On a date designated by the FSL Staff for that academic term

Submitted	100
Not Submitted	0

Campus Leadership Involvement

3.6 Standard: Chapter members are involved in campus leadership roles outside of Fraternity & Sorority Life

Definition: Leadership roles include elected or appointed officer roles, student athletes, Student Government Association, Residence Hall Association, Emerging Leaders Academy, etc.

Submitted: Indicate roles held that semester on final roster

Due: Final Roster each semester

≥ 20%	4
15-19.9%	3

10-14.9%	2
5-9.9%	1
≤ 5%	0

Dr. Brenda White Wright Emerging Leaders Academy

3.7 Standard: Chapter members participate in the Dr. Brenda White Wright Emerging Leaders Academy

Definition: Chapter members participate in the Emerging Leaders Academy

Submitted: Complete CAP Survey for Standard 3

Due: On a date designated by the FSL Staff for that academic term

Member Participated	50
Did not participate	0
Conduct violations (per violation)	-25
	Maximum of 100

Participation in Campus Governance

3.8 Standard: Chapter members participate in campus governance in the Student Government Association and/or Residence Hall Association

Definition: Leadership roles include elected or appointed officer roles in the Student Government Association and/or

Submitted: Indicate roles held that semester on final roster

Due: Final Roster each semester

≥ 20%	4
15-19.9%	3
10-14.9%	2
5-9.9%	1
≤ 5%	0

Intramural Participation

3.9 Standard: Chapter actively participates in individual and team intramural events and demonstrates good sporting conduct

Definition: Chapter registers designating chapter affiliation, meets registration deadlines, and follows rules outlined by Campus Recreation and Intramurals.

Submitted: Information will be collected by FSL staff from Campus Rec staff at the end of each semester

Due: Collected at the end of each semester

Participated	50
Did not participate	0
Conduct violations (per violation)	-25

Chapter Calendar Submission

3.10 Standard: Beginning in spring 2020, chapter submits a chapter calendar for the entire upcoming semester by designated due date on D2L. This includes, but is not limited to: chapter meetings, social events, philanthropy events, community service events, academic support schedule, and brotherhood/sisterhood events.

Definition: Chapter will submit calendars that include, but is not limited to: chapter meetings, social events, philanthropy events, community service events, academic support schedule, and brotherhood/sisterhood events.

Submitted: Information will be submitted to the D2L Dropbox

Due: On a date designated by the FSL Staff for that academic term

Submitted	50
Did not submit	0

Council-led Programming

3.11 Standard: Chapter actively participates in council-led programming.

Definition: Chapter is reported by council leadership to be actively participating in chapter unity and educational programming opportunities provided by the council.

Submitted: Information will be collected by FSL staff from Council presidents at the end of each semester

Due: Collected at the end of each academic term

Participated	50
Did not participate	0
Conduct violations (per violation)	-25

4. Operations

President's Roundtable

4.1 Standard: The president (or approved representative) attends all President's Roundtables

Definition: If president needs to be excused from President's Roundtable and send a representative, they will send an email to the director with excuse information.

Submitted: Dates of President's Roundtables are on the FSL calendar

Due: Attendance will be taken at each roundtable

Yes	100
For each absence	-50

Fraternity and Sorority Summer Retreat

4.2 Standard: Chapter president, vice president, and social chair (or individual responsible for calendaring) or approved representatives attend the summer fraternity/sorority retreat.

Definition: The summer fraternity/sorority retreat will be used for community programmatic updates, campus updates, student organization orientation, calendaring, and professional development. Representatives must stay the entire retreat.

Submitted: Complete CAP Survey for Standard 4

Due: Sign up will close a seven days prior to the retreat

Chapter attends	100
Chapter does not attend or representatives leave early	-100

Fraternity and Sorority Winter Retreat

4.3 Standard: Chapter president, vice president, and social chair (or individual responsible for calendaring) or approved

Definition: The winter fraternity/sorority retreat will be used for community programmatic updates, campus updates, calendaring, and professional development. Representatives must stay the entire retreat.

Submitted: Complete CAP Survey for Standard 4

Due: Sign up will close a seven days prior to the retreat

Chapter attends	100
Chapter does not attend or representatives leave early	-100

Officer Transition

4.4 Standard: Chapter plans for elections and trains new officers in their leadership roles and expectations through a formal transition meeting/retreat

Definition:

Submitted: Complete CAP Survey for Standard 4

Due: On a date designated by the FSL Staff for that academic term

Submitted	100
Not Submitted	0

Council Executive Board Eligibility

Standard 4.5: To be eligible for a fraternity/sorority council executive board position, individuals must have a minimum of a 2.5 cumulative GPA and maintain a minimum of a 2.5 semester GPA and be in good standing with their chapter

Definition:

Submitted: Director will check eligibility of each member

Due: Prior to each council election

Scoring not applicable

Faculty/Staff Advisor

4.6 Standard: Chapter has a faculty/staff advisor who is not a member of the student activities staff

Definition:

Submitted: BucHub

Due: September 30

Yes	100
No	0

End of Year Report

4.7 Standard: Chapter submits the End of Year Report to BucHub by designated time set by the Student Activities and Organizations Office (SAO).

Definition:

Submitted: BucHub

Due: December-January; exact date determined by SAO

Yes	100
No	0

Student Organization Orientation

4.8 Standard: Chapter has completed the student organization orientation.

Definition:

Submitted: BucHub

Due: September 30

Yes	100
No	0

BucHub Student Organization Registration

4.9 Standard: Chapter completes student organization registration by September 30 deadline.

Definition:

Submitted: BucHub

Due: September 30

Yes	100
No	0

Outstanding Balances

4.10 Standard: Chapter has no outstanding balances with a university department or council.

Definition:

Submitted: FSL Staff with gather this information from university departments and councils.

Due: End of the academic year

Yes	100
No	0

Council Office Hours

4.11 Standard: Council officers hold weekly office hours in the Fraternity and Sorority Life Office.

Definition:

Submitted: Complete CAP Survey for Standard 4

Due: On a date designated by the FSL Staff for that academic term

Yes	100
No	0

Chapter Office Hours

4.12 Standard: Chapter officers hold weekly office hours on campus with their location posted to their chapter.

Definition:

Submitted: Complete CAP Survey for Standard 4

Due: On a date designated by the FSL Staff for that academic term

Yes	100
No	0

Chapter Contracts

4.13 Standard: Chapter fulfills all obligations to any contracts between themselves and other departments on campus .

Definition:

Submitted: FSL Staff with gather this information from university departments and councils.

Due: On a date designated by the FSL Staff for that academic term

Yes	100
No	0

5. Community Service and Philanthropy

Community Service

5.1 Standard: Chapter completes an average of 10 community service hours per active and new member each semester

Definition: Community service is defined as unpaid work and service to give back to the community.

Submitted: Community service hours will be tracked using the membership list from initial roster throughout the semester (adding any new members acquired during the term). Individuals must also list the organizations at which they completed their service hours.

Due: Final submissions are due the same date as the final roster

≥ 20 per member per semester	4
15 - 19.9 per member per semester	3
10 - 14.9 per member per semester	2
5 - 9.9 per member per semester	1
0 - 4.9 per member per semester	0

Philanthropy

5.2 Standard: Chapter hosts at least one philanthropic project each semester to raise money for or donate goods to a charity or service organization

Definition: Common philanthropic projects are penny wars, baked good sales, blanket drives, toiletry drives, etc.

Submitted: Complete the CAP Survey for Standard 5

Due: On a date designated by the FSL Staff for that academic term

≥ 4 events per semester	4
3 events per semester	3
2 events per semester	2
1 event per semester	1
0 events per semester	0

Records/Receipts of Philanthropy

5.3 Standard: Chapter keeps accurate record/receipts of money donated to philanthropic organizations

Definition: Receipts include a copy of the check donation to the organization, email confirmation that individuals received donated goods, etc.

Submitted: Philanthropic accomplishments will be submitted to the designated D2L dropbox and through the CAP Survey

Due: On a date designated by the FSL Staff for that academic term

Chapter submits records/receipts	100
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Chapter does not submit records/receipts

0

Sharing Community Service/Philanthropy Accomplishments

5.4 Standard: Chapters are sharing community service and philanthropy accomplishments with the local community and/or national organization

Definition: Can be shared on social media, through organization magazines, or press releases to campus/community media outlets

Submitted: Photos and links to articles detailing philanthropic accomplishments will be submitted to the designated D2L dropbox

Due: On a date designated by the FSL Staff for that academic term

Campus/Media Coverage (per instance)	50
National organization magazine (per instance)	50
Chapter social media account (per instance)	10
Other (per instance)	25
Maximum	200

Alternative Break Participation - BONUS -

5.5 Standard: Chapter members participate in the University's Alternative Break program

Definition: Member meets registration deadlines, and follows rules outlined by Alternative Break staff

Submitted: Complete the CAP Survey for Standard 5

Due: On a date designated by the FSL Staff for that academic term

Member Participated	50
Did not participate	0
Conduct violations (per violation)	-25
Maximum of	100

6. Alumni

Alumni Contact

6.1 Standard: Chapter maintains regular contact with their alumni at least one time per semester

Definition: Chapter members are sending general updates to alumni about chapter operations and/or hosting events with alumni

Submitted: Complete the CAP Survey for Standard 6

Due: On a date designated by the FSL Staff for that academic term

≥ 4 updates and/or events per semester	100
3 updates and/or events per semester	75
2 updates and/or events per semester	50
1 updates and/or events per semester	25
0 updates and/or events per semester	0

Alumni/Chapter Advisor

6.2 Standard: Chapter maintains an alumni/chapter advisor

Definition: Official primary advisor to the chapter

Submitted: Complete the Advisor Contact Form on D2L and Submit to the designated D2L dropbox

Due: September 30

Yes	100
No	0

Alumni Association/Graduate Chapter/Housing Corporation

6.3 Standard: Chapter has an established alumni association/graduate chapter/housing corporation that is recognized by the national organization.

Definition: Official primary advisor to the chapter

Submitted: Complete the Advisor Contact Form on D2L and Submit to the designated D2L dropbox

Due: September 30

Yes	100
No	0