

ETSU Office of Fraternity and Sorority Life Roster Policy

Fall 2017:

Final Roster Due: *December 8*

Spring 2018:

Initial Roster Due: *January 26*

Mid Roster Due: *March 2*

Final Roster Due: *April 24*

Policy & Procedure:

- Beginning November 28, 2017 the Office of Fraternity and Sorority Life (OFSL) of ETSU will be requiring its organizations provide updated rosters three times each semester: beginning of the semester (initial), middle of the semester (mid), and end of the semester (final).
- After receiving a submitted roster, the OFSL will reply with confirmation to the sending organization's chapter president and primary advisor. The submission process will be considered 'pending' until confirmation has been sent.

Format:

- The format for roster submissions must match the template provided on the FSL website and be complete in its entirety. Other formats will not be accepted.

Submission:

- The completed roster document must be submitted online at elearn.etsu.edu (D2L) in the Office of Fraternity and Sorority Life dropbox.
- After the final submission deadline, an organization can no longer make any modifications to its roster. The final submission will be utilized to determine the grades of the individuals on the roster and determine the organization's overall GPA.

Roster Summary:

- The submitted document will be the official university roster. The final required submission per semester will be the document used to conduct grade reports. After the deadline no edits will be made. All persons listed on the final required submission will be included in grade reports.