

**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 Does not include members who have withdrawn/expelled/cancelled their membership.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 Does not include members who have withdrawn/expelled/cancelled their membership.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 Does not include members who have withdrawn/expelled/cancelled their membership.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 8 week time period (note time reduces to 7 weeks in 2019 and 6 weeks in 2020)**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:** Grade Release Form, Induction/Initiation survey in D2L**Due:** Immediately following when a new member accepts a bid

Chapter completes new member period in timeframe	4
Chapter does not complete new member education period in timeframe	0
Chapter submits high quality photo of new members	1

**Active Member Retention****1.5 Standard:** Chapter retains at least 80% of active members from semester to semester.**Definition:** Retention totals are calculated by tracking individual members on rosters.**Submit:** Roster, D2L dropbox**Due:** End of fall and spring semesters

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

### New Member Retention

**1.6 Standard:** Chapter retains at least 80% 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

≥ 96%	4
90 - 95.9%	3
85 - 89.9%	2
80 - 84.9%	1
≤ 79.9%	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 and procedure for instructions

**Submit:** Roster, D2L dropbox

**Due:** Beginning of fall and spring semesters

Submitted by deadline correctly	4
First submission is within 24 hours of deadline and contains errors	2
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 and procedure for instructions

**Submit:** Roster, D2L dropbox

**Due:** End of fall and spring semesters

Submitted by deadline correctly	4
First submission is within 24 hours of deadline and contains errors	2
Late submission	0

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

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

**Definition:** Grade release and anti-hazing policy is an online signature that each member must sign before grades can be released by the university to any fraternity or sorority representative.

**Submit:** Grade release and anti-hazing policy can be accessed via link.

**Due:** Within 24 hours of a member accepting a bid invitation to an organization

Submitted	4
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:** New member ceremony/pledging ceremony information is provided to university.

**Submit:** New member ceremony/pledging ceremony information survey in D2L

**Due:** Seven days before the event occurs

Submitted on time	4
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:** Initiation/induction information is provided to university.

**Submit:** Initiation/induction survey in D2L

**Due:** Seven days before the event occurs

Submitted on time	4
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

Definition: Chapter/member(s) behaviors do not result in reports or complaints.

Submit: Sanctions determined by the council judicial board or university judicial board.

Due: Ongoing

Chapter and chapter members abide by chapter and university values and standards	4
No -2 points per university finding	-2
Placed on probation by university judicial board	-4

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 of fraternity and sorority life is cc'ed on the email.

Due: In the timeline established with the sanctions

Yes (per sanction)	1
In Progress	0
No	0

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	4
Did not host any events with alcohol	4

Doing Good

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: Email, message, other. If it is a news story, submitted with the link.

Due: For bonus points, must be documented before March 15 annually. Reviewed by academic year.

Gold-level award	3
Silver-level award	2
Bronze- level award	1
Reviewed by awards committee per submission	

### 3. Programming and Engagement

#### Fall Fraternity & Sorority Life 101

**3.1 Standard:** At least 80% of the chapter new members attend Fraternity & Sorority Life 101 in the fall

**Definition:** Members must sign in and attend the entire program. Excuses are managed by each chapter's excuse policy.

**Submitted:** Excuses will be collected by each chapter and submitted to the Dropbox. Attendance lists and percentages are managed by FSL staff.

**Due:** Excuses are due 24 hours prior to the start of the event. (Ex. Event is on Friday at 4:00 p.m., excuses are due Thursday, the day before, at 4:00 p.m.)

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

#### Fall Fraternity & Sorority Life 201

**3.2 Standard:** At least 80% of the chapter active members attend Fraternity & Sorority Life 201 in the fall

**Definition:** Members must sign in and attend the entire program. Excuses are managed by each chapter's excuse policy.

**Submitted:** Excuses will be collected by each chapter and submitted to the Dropbox. Attendance lists and percentages are managed by FSL staff.

**Due:** Excuses are due 24 hours prior to the start of the event. (Ex. Event is on Friday at 4:00 p.m., excuses are due Thursday, the day before at 4:00 p.m.)

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

#### Spring Fraternity & Sorority Life 101

**3.3 Standard:** At least 89% of the new members attend Fraternity & Sorority Life 101 in the spring

**Definition:** Spring new members include members who were offered invitations to membership after the fall FSL 101 presentation. Members must sign in and attend the entire program. Excuses are managed by each chapter's excuse policy.

**Submitted:** Excuses will be collected by each chapter and submitted to the Dropbox. Attendance lists and percentages are managed by FSL staff.

**Due:** Excuses are due 24 hours prior to the start of the event. (Ex. Event is on Friday at 4:00 p.m., excuses are due Thursday, the day before at 4:00 p.m.)

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

#### Chapter Education

**3.4 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:** Dropbox folder documentation of the program (including the agenda, topic, content materials, and participation)

**Due:** Monthly at President's Roundtable

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

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**Programming Co-Sponsorships**

**3.5 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:** Dropbox folder documentation of the program (including the agenda, topic, content materials, social media post/marketing materials)

**Due:** Monthly at President's Roundtable

Reviewed by awards committee per submission 10

**Organization Meetings/Conferences**

**3.6 Standard:** Chapter attends required organizational district, state, regional, and/or national leadership

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

**Submitted:** National Leadership Conference/Meeting information survey in D2L

**Due:** First president's round table of the fall semester for September through August information. Revisions are accepted without penalty.

Submitted 2  
Not Submitted 0

**Campus Leadership Involvement**

**3.7 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

**Intramural Participation**

**3.8 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

Chapter and chapter members abide by intramurals conduct expectations 4  
No -2 points per sanction -2  
Placed on probation by Campus Recreation staff -4

## 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	4
For each absence	-1

### 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:** Chapter representatives will complete the online sign up form

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

Chapter attends	4
Chapter does not attend or representatives leave early	0

### Fraternity and Sorority Winter Retreat

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

**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:** Chapter representatives will complete the online sign up form

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

Chapter attends	4
Chapter does not attend or representatives leave early	0

### Officer Transition

**4.4 Standard:** Chapter plans for elections and trains new officers in their leadership roles and expectations through a formal

**Definition:** Chapters are sharing knowledge to assist in the training of incoming leaders.

**Submitted:** Chapter Officer Election D2L Survey

**Due:** The president's roundtable following elections

Submitted	4
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:** Chapters are committed to their members' grades and committed to the governing councils.

**Submitted:** Director will check eligibility of each member

**Due:** Prior to elections and following the academic term

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:** Following the university requirement for student organizations.

**Submitted:** BucHub

**Due:** September 30

Yes	4
No	0

### End of Year Report

**4.7 Standard:** Chapter submits the End of Year Report to BucHub by February 15 deadline.

**Definition:** Following the university requirement for student organizations.

**Submitted:** BucHub

**Due:** February 15

Yes	4
No	0

**Student Organization Orientation**

**4.8 Standard:** Chapter has completed the student organization orientation  
**Definition:** Following the university requirement for student organizations.  
**Submitted:** BucHub  
**Due:** September 30

Yes	4
No	0

**BucHub Student Organization Registration**

**4.9 Standard:** Chapter completes student organization registration by September 30 deadline  
**Definition:** Following the university requirement for student organizations.  
**Submitted:** BucHub  
**Due:** September 30

Yes	4
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:** BuchHub service hours tool

**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

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

**Submitted:** Philanthropic project survey submitted to D2L at each president's roundtable.

**Due:** All projects must be submitted by the roster due date each semester

≥ 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

**Submitted:** Philanthropic receipts are submitted to D2L Dropbox at each president's roundtable.

**Due:** All projects must be submitted by the roster due date each semester

Chapter submits receipts for ≥ 4 events per semester	4
Chapter submits receipts for 3 events per semester	3
Chapter submits receipts for 2 events per semester	2
Chapter submits receipts for 1 event per semester	1
Chapter submits receipts for 0 events per semester	0

### Sharing Community Service/Philanthropy Accomplishments

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

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

**Submitted:** Philanthropic accomplishments will be submitted to D2L dropbox at each president's roundtable.

**Due:** All projects must be submitted by the roster due date each semester

Campus/Media Coverage (per instance)	
National organization magazine (per instance)	
Chapter social media account (per instance)	
Other (per instance)	
Reviewed by awards committee per submission	10

### Alternative Break Participation

**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:** Information will be collected by FSL staff from Alternative Break staff at the end of each semester

**Due:** Collected at the end of each semester

Member Participated	2
Did not participate	0
Up to 6 points available	



## 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:** Alumni dropbox in D2L

**Due:** Collected at each president's roundtable

≥ 4 updates and/or events per semester	4
3 updates and/or events per semester	3
2 updates and/or events per semester	2
1 updates and/or events per semester	1
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:** Advisor contact form on D2L

**Due:** September 30

Yes	4
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:** Advisor contact form on D2L

**Due:** September 30

Yes	4
No	0