MISSION STATEMENT
The Mansfield University Greek Community strives to promote standards of excellence through leadership and service opportunities. We will provide a quality of life that ensures a safe undergraduate fraternal experience and enhances student development through active advising of student leaders. We will provide enrichment for academics, social interaction, and athletics while embracing diversity and the values of each organization. The Mansfield University Greek Community is committed to lifelong membership while empowering brotherhood and sisterhood in collaboration with the standards set by our educational institution.

CORE VALUES

SCHOLARSHIP
As Fraternity and Sorority Men and Women, we pride ourselves on academic success both in and out of the classroom. Our members represent a wide variety of majors, backgrounds and walks of life. Through the support of our fellow members, we continue to build on our history of academic achievement and strive to effect change in weak areas.

LEADERSHIP
The very essence of Greek Life is Leadership. Members are afforded the opportunity to develop themselves personally and professionally. Members can hold leadership positions in their organization, them able to meet people from all types of backgrounds, and they are also able to network with people from other Greek systems at other schools nationwide.

FRIENDSHIP
The Greek letter organizations on Mansfield’s campus were founded nationally as social in nature. These organizations were primarily formed by people that share common interests and systems of belief. Many decades have passed since these organizations were founded nationally, however the principles that they were founded on are still the same. Throughout their time at Mansfield and beyond as alumni/alumnae our members remain in close contact and continue to share stories and memories of their time as collegians.

MANSFIELD UNIVERSITY STUDENT CODE OF CONDUCT
Mansfield University is committed to providing a safe and secure educational, residential and employment environment, free from discrimination and harassment, including discrimination based on sex. Sexual discrimination encompasses all forms of sexual misconduct: sexual harassment, sexual assault, sexual violence and domestic violence, dating violence, sexual exploitation, stalking and any sexual activity conducted without consent. Accordingly, Mansfield University will not tolerate any form of sexual misconduct and provides this policy to ensure its employees, students, and other members of the University community are not subjected to sexual discrimination in any form. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

FRATERNITY AND SORORITY RULES & REGULATIONS

GAINING AND MAINTAINING RECOGNITION

SOCIAL EVENTS AND ACTIVITIES

RECRUITMENT AND NEW MEMBER ACTIVITIES

INTAKE OF MEMBERS
MANSFIELD UNIVERSITY
STUDENT CODE OF CONDUCT

(Revised: 12/2014)

Note: Students are accountable for the information contained in this Student Code of Conduct as electronically published at www.mansfield.edu. The University reserves the right to change or modify the contents listed herein. Check your Mansfield University email on a regular basis for updates about this document.

Find the Student Code of Conduct on the Student Affairs web site at: http://www2.mansfield.edu/student-affairs/

STUDENT CODE OF CONDUCT

INTRODUCTION

The University has established this Student Code of Conduct to ensure the safety and welfare of the Mansfield University community. Students admitted to the University agree to adhere to the rules and policies set forth in this Code. Students voluntarily assume the obligation to fulfill the responsibilities set forth here and to bear personal responsibility for their actions. The University has developed other policies, procedures, and standards which endeavor to protect the rights of each member of the university community which are found at http://www.mansfield.edu/policies-procedures/ and http://www.mansfield.edu/hr/title-ix/

The Mansfield University President had assigned responsibility for the implementation of the Student Code of Conduct to the Vice President for Student Affairs & Enrollment Management or his or her designee. The student conduct process in this Code is different and separate from criminal and civil court proceedings.

Mansfield University is committed to providing a safe and secure educational, residential and employment environment, free from discrimination and harassment, including discrimination based on sex. Sexual discrimination encompasses all forms of sexual misconduct: sexual harassment, sexual assault, sexual violence and domestic violence, dating violence, sexual exploitation, stalking and any sexual activity conducted without consent. Accordingly, Mansfield University will not tolerate any form of sexual misconduct and provides this policy to ensure its employees, students, and other members of the University community are not subjected to sexual discrimination in any form. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulations, contact The University Title IX Coordinator Ms. Dia M. Carleton, J.D., Executive Director for Employee and Leadership Services, 118 Alumni Hall, Mansfield University, Mansfield, PA 16933, Phone: 570.662.4892, Email: dcarleto@mansfield.edu. Additionally, inquiries concerning Title IX and its implementing regulations can be made to the U.S. Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington DC 20202-1100, Phone: 800.421.3481, Fax: 202.453.6012, TDD: 800.877.8339.

EXPECTATIONS OF STUDENTS

Students are expected to:

Accountable for being aware of information contained in the University Course Catalog http://catalog.mansfield.edu/, Student Code of Conduct, and any other policies relating to student responsibilities.
Be respectful of the rights of others.
Comply with reasonable verbal and written directions of University officials.
Respect others’ freedom to teach and freedom to learn.

**OUR GOALS:**

1. Educate students, faculty and staff on issues related to student conduct, responsibilities, and behavioral expectations in the Student Code of Conduct.
2. Protect the rights of students and the University community.
3. Provide fair and impartial processes for students charged with violating the Student Code of Conduct.
4. Educate students who have violated the Student Code of Conduct by assigning purposeful sanctions that foster learning, ethical development, and personal integrity.
5. Encourage respect for members of the University community.

**DESIRED OUTCOMES THROUGH THE CONDUCT PROCESS:**

1. Students involved in the student conduct process will demonstrate knowledge of the Student Code of Conduct and the rights of others.
2. Students involved in the student conduct process will be able to identify their rights as students.
3. Students involved in the student conduct process will be able to analyze their responsibilities as University community members.
4. Students involved in the student conduct process will demonstrate a greater awareness of their own developing identity.
5. Students found in violation of the Student Code of Conduct will demonstrate insight into their abilities for ethical decision making.
6. Students found in violation of the Student Code of Conduct will be able to predict consequences for their future actions.
7. Students found in violation of the Student Code of Conduct will demonstrate a change in their behaviors.

**DEFINITIONS**

**Administrative Conduct Hearing Process** — a process in which the facts of an alleged violation of the code are presented to a Chief Conduct Officer, or designee, who will determine if a violation(s) took place and what sanction(s) are appropriate.

**Complainant** — A student who makes an allegation against another student of a violation of the Student Code of Conduct

**Chief Conduct Officer** — a professional staff member trained to determine if a violation of the Student Code of Conduct
has occurred. The Chief Conduct Officer receives training on diversity, student development theory, and due process. Any action required to be performed under this Code by the Chief Conduct Officer may be performed by his or her designee.

Consensual — any act or pattern of behavior between two parties that is conducted with consent.
Consent- Words or actions that demonstrate an affirmative, unambiguous, knowing and voluntary agreement to engage in activity. Consent must be informed and freely given. Someone who is incapacitated as a result of alcohol or other drug consumption (voluntarily or involuntarily), or who is unconscious, unaware or otherwise helpless, is incapable of giving consent. More information on, and further definition of, consent to sexual activity is set forth in the Sexual Discrimination and Misconduct Policy - Title IX Policy and Complaint Procedures (http://www.mansfield.edu/hr/title-ix/)

Parties — both the person lodging a complaint and the person about whom the complaint is made.

Preponderance of Evidence — A standard of proof in which evidence is presented that is sufficient to make a reasonable person believe that a fact sought to be proved is more likely true than not.

Prohibited conduct — any behavior that is inconsistent with the standards of the University community encompassed in the Student Code of Conduct.

Reasonable Person — A hypothetical person in society who exercises average care, skill, and judgment in conduct and who serves as a comparative standard for determining a preponderance of the evidence.

Respondent — A Student who has allegedly violated the Mansfield University Code of Conduct.

Sanction — an outcome imposed for the violation of the Student Code of Conduct. Generally, sanctions are educational in nature and intended to modify the student’s behavior and build an awareness of personal responsibility and community standards.

Student — any person enrolled in a credit or non-credit course at Mansfield University.

Student Conduct Hearing Board Process — a process in which the facts of an alleged violation of the code are presented to a Student Conduct Hearing Board which will determine if a violation(s) took place and what sanction(s) are appropriate.

Student Conduct Hearing Board Member — Any person or board member in addition to the Chief Conduct Officer authorized by the University to determine whether a student has violated the Code of Student Conduct.

University community member — any person associated with Mansfield University through enrollment in classes, employment or participation in University programs.

JURISDICTION

The Student Code of Conduct shall apply to any conduct occurring on any and all land owned or leased by the University, as well as to any conduct occurring any location where a student is engaged in a University-related activity. The Student Code of Conduct may also apply to conduct occurring off-campus, when the administration determines that the off-campus conduct affects a substantial interest of Mansfield University. The Student Code of Conduct shall apply to activities of University teams traveling to events off campus, recognized clubs/organizations, any student or University sponsored
group engaging in an event or activity on or off campus; on or off campus internships, on or off campus community service and study abroad.

Students will be responsible for their conduct from the time of application for admission until the award of a degree. This code also applies to behavior that is a violation of local, state, or federal laws and any behavior that may have, or has had, an adverse impact upon the University community.

All complaints alleging a violation of this code are subject to the student disciplinary procedures. Any student who is found to have committed an act of misconduct may be disciplined in accordance with the rules of this code. If a student is suspected of violating a state or federal criminal law, the incident may be reported to the Mansfield University Police or appropriate law enforcement agency. Civil or criminal proceedings may occur simultaneously with code of conduct charges.

Mansfield University reserves the right to initiate conduct proceedings without a formal allegation by the victim or witnesses of alleged misconduct.

UNIVERSITY ORGANIZATIONS

If a University organization is charged with a violation of University policy, such charges shall be brought against the appropriate officer of that organization who shall respond as the representative of the organization. Additional members of the organization may be charged to respond as additional representatives of the organization following the procedures in this Code.

SANCTIONS ON UNIVERSITY ORGANIZATIONS

If an organization is found to be in violation of University policy, sanctions may be levied against the organization itself or upon individual members of the organization. Sanctions against an organization may include loss of University recognition (http://www.mansfield.edu/student-organizations/organizations-clubs.cfm) establishment of a probationary period, or loss of the privilege to use University facilities.
The following acts of misconduct are prohibited

1. VIOLATIONS OF THE RIGHTS OF OTHERS

1.1. Physical assault or abuse, verbal abuse, threats, intimidation, coercion or conduct that injures, threatens or endangers the health and safety of any person;

1.2. Any act, display or communication that constitutes sexual discrimination or sexual misconduct which includes harassment, sexual assault (non-consensual sexual contact or intercourse), domestic violence, dating violence, sexual exploitation, stalking, retaliation and intimidation as defined and as prohibited in the Sexual Discrimination and Misconduct Policy - Title IX Policy and Complaint Procedures

http://www.mansfield.edu/hr/title-ix/

1.3. Harassment.
   a. Any act, display, or communication that would cause a reasonable person to fear for his or her personal safety. This includes, but is not limited to, physical coercion or restraint.
   b. Any act, display, or communication that causes substantial injury or distress to the person or persons to whom it is specifically directed that results in the individual being deprived of educational activities or opportunities.
   c. Any attempt to repeatedly make contact with a person when asked to stop. This includes, but is not limited to, intentionally following another person in or about a public place or places.

1.4. Retaliation against another person for filing a complaint or relating to a proceeding under this Code.

2. VIOLATIONS OF HEALTH, WELFARE AND SAFETY

2.1. Disruption of, or interference with, any University activity, including teaching, administration, or other public service functions, or other authorized non-University activities, whether the act occurs on or off campus;

2.2. Violation of any University policy, local state or federal law.

2.3. Public intoxication or the use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcoholic beverages except as expressly permitted by law and University policy.

2.4. Use, possession, sale, attempted sale, barter, exchange, gift or distribution of narcotic or other controlled substances, or drug paraphernalia, except as expressly permitted by law;

2.5. Unauthorized use, alteration or in any way tampering with fire equipment, safety devices or safety equipment;

2.6. Hazing of any individual or organization as prohibited by the Anti-hazing Law of Pennsylvania which defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

2.7. Use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), incendiary devices, smoke devices, dangerous knives, explosives or other dangerous
weapons while on University owned or controlled property, or at University sponsored or supervised activities, except by University and other police officers and other persons specifically authorized by the University;

2.8. Any action that causes or attempts to cause a fire, explosion, including bomb threats, or any intentionally false reporting of a fire, or the failure to leave University buildings during a fire alarm;

2.9. Creation of any health or safety hazards on the grounds of Mansfield University or the surrounding community

3. VIOLATIONS OF THE OPERATION OF THE UNIVERSITY

3.1. Attempted or actual theft of, or damage to, property of the University or property of a member of the University community or other personal or public property on or off campus.

3.2. Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name on or off campus;

3.3. Violation of traffic rules while on University property;

3.4. Failure to comply with the directions of University officials or law enforcement officers acting in the performance of their duties, or failure to identify oneself to these persons when requested to do so;

3.5. Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled activities in any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;

3.6. Permitting another to use his or her University identification card, impersonating another, or misrepresenting authorization to act on behalf of another;

3.7. Knowingly instituting a false charge against another person. Failure to prove a claim of a violation of a prohibited conduct is not the same as making a false accusation.

3.8. Acts of dishonesty, including, but not limited to, the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty,
   b. Furnishing false information to a University official or faculty member,
   c. Forgery, alteration, or misuse of any University document, record, or instrument of identification,
   d. Tampering with the election of any University recognized student organization.

3.9. Theft or abuse of computers, including, but not limited to:
   a. Unauthorized entrance into a file to intentionally damage, disable, or impair computing or telecommunications equipment or software,
   b. Acquisition or use of software that does not adhere to applicable software licenses and copyright laws or is not consistent with University computer use policies, including a major instance (multiple files, subsequent offense, receipt of multiple infringement notice or legal subpoena) of unauthorized acquisition, use, or distribution of copyrighted works, including but not limited to, music, video, software, images, files, trademarks, and logos, through Mansfield University information technology
resources and services;
c. Introduction of viruses or other destructive software in University computer facilities,
d. Use of computing facilities to interfere with the work of another student, faculty member, or University official,
e. Use of computing facilities to send or view obscene or threatening messages,
f. Use of computing facilities to interfere with the normal operation of the University computing systems.
g. Any violation of the Mansfield University Acceptable Use Policy or related Campus Technologies policies. For more information, visit the IT Home Page at http://ct.mansfield.edu/

3.10. Unauthorized or fraudulent use of the University name, seal, emblem, nickname, or motto;
3.11. Unauthorized entry or occupancy of University facilities, including unauthorized possession, duplication, or use of keys to any University facility;
3.12. The denial of services or access to activities to an individual because of his or her race, sex, religion, age, national origin, gender identity/expression, veteran’s status, sexual orientation, ancestry, marital status, or disability;
3.13. Online harassment by e-mail blogs, web pages, social networking sites, and other modes of electronic communication. Online speech by students not involving University networks or technology is protected free expression except when it is a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals,
POTENTIAL SANCTIONS FOR VIOLATIONS OF PROHIBITED BEHAVIORS

A. **Restitution:** A written directive to replace, repair or make specific compensation for property of the University or member of the University community which was destroyed, damaged, misused or lost.

B. **Educational Sanctions:** Educational Sanctions typically include one or more of the following: work assignments, essays, community service, behavioral contract, administrative referral, and other related educational assignments. *Examples include: Papers, written apologies, meetings, Reflection essays, film reviews,* designed to promote self-awareness of behavior, awareness of appropriate/inappropriate behavior, awareness of institutional expectations, and to educate the student in the specific area of their violation.

C. **Disciplinary Warning:** Formal Warnings emphasize to the student that further violations would result in progressive sanctioning. A student receiving a Formal Warning shall continue to exercise the rights and privileges of a student in good standing.

D. **Disciplinary Probation:** Conduct Probation serves as a warning to students that they are not in good standing with Mansfield University. Further violations of the Code of Conduct could result in suspension or dismissal. A limitation is placed upon selected privileges for a specified period of time. During the probationary period, a student may be excluded from utilizing campus facilities, denied program funding, have a hold placed on their records, excluded from participation in co-curricular activities, and may not participate in any University sponsored events. Additional stipulations that are consistent with the nature of the offense shall also be imposed. A violation of disciplinary probation may lead to suspension or dismissal.

E. **Facility Suspension:** The student no longer has the privilege of entering or using a particular facility or building for a specified period of time or until a specific condition is met.

F. **Facility Expulsion:** Facility Expulsion entailed the permanent loss of privileges to use a building or facility for an unlimited period of time.

G. **Loss of Privileges:** Loss of Privileges entails denial of specified privileges for a designated period of time.

H. **Removal from Class:** The student is barred from attending a particular class or may be reassigned to a different section of the same class. Details will be coordinated between the Chief Conduct Officer or designee and the appropriate academic dean and faculty member.

I. **Revocation of Admission:** The student loses their admitted status to Mansfield University. The sanction and all appropriate information will be added to the students file.

J. **Suspension:** The termination of a student’s right to register or attend classes for a period of one (1) to three (3) semesters, after which the student may return following completed sanctions, documentation, and review as set forth in Readmission Process below. A violation the restrictions imposed during a suspension may lead to further discipline including dismissal. Suspended students may not be present on University property, or at University sponsored events during the suspension period.

K. **Dismissal:** Dismissal entails the termination of a student’s enrollment with Mansfield University. Dismissed students are prohibited from re-enrolling as a student, being present on University property, or at University sponsored events unless permitted in writing by the Vice-President of Student Affairs and Enrollment
L. **Counseling Referral:** Though not a sanction, a student may be referred to Counseling Services for an evaluation.

**REPORTING AND INVESTIGATION**

1. There is no time limit to make a complaint of about a violation of the Student Code of Conduct; however, the longer someone waits to make a complaint, the harder it is for University officials to obtain information and witness statements and to make determinations and take action on alleged violations.

2. Anonymous complaints are permitted, but an anonymous report may limit the University’s ability to investigate and respond to the complaint. University community members who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct or Campus Police.

3. The University will promptly investigate all allegations of violations as privately as possible.

4. Allegations of faculty and staff misconduct should be reported to Human Resources or the Title IX Coordinator.
Violations of the Student Code of Conduct will be handled in accordance with the procedures described herein:

COMPLAINT

1. Any student, faculty member, staff member or University administrator may file a formal complaint against a student alleging a violation of the Student Code of Conduct.
2. A victim or witness who is under the influence of alcohol or drugs at the time of the sexual misconduct incident generally will NOT face disciplinary charges from the University or from the University’s Police Services and Safety department for underage drinking or drug use. A student who admits to violating the provisions of the Student Code of Conduct relating to alcohol, drugs and other controlled substances in the course of reporting an incident as a victim of sexual misconduct or when seeking medical assistance will not be charged for those violations. This includes those reporting on another’s behalf and who stay with that individual. Limited amnesty may also be given, at the sole discretion of the Chief Conduct Officer, to students admitting to other violations in these circumstances. The University may follow up on such admissions in an informal manner.
3. All formal complaints will be referred to the Chief Conduct Officer for investigation or possible resolution. If the complaint does not involve sexual discrimination or sexual misconduct, the Chief Conduct Officer will conduct an investigation. The Chief Conduct Officer will endeavor to complete the investigation within twenty (20) calendar days of receiving the complaint, barring extenuating circumstances which will be communicated to the parties.
4. If the complaint involves sexual discrimination or sexual misconduct, it will be referred to the Title IX Coordinator. The Title IX Coordinator or assigned Title IX investigator will complete an investigation within 30 days of receiving the complaint, barring extenuating circumstances which will be communicated to the parties. For more information on the role of the Title IX Coordinator and Title IX investigation go to the Sexual Discrimination and Misconduct Policy – Title IX Policy and Complaint Procedures (http://www.mansfield.edu/hr/title-ix/). Once the investigation is completed, the Title IX investigator will forward the investigative report to the parties and to the Chief Conduct Officer. The Chief Conduct Officer will determine if the complaint will go to a Student Conduct Hearing Board.
5. After a complaint has been investigated, the Chief Conduct Officer may:
   A. Determine that no grounds or insufficient grounds exist to believe that a violation occurred and dismiss the complaint; or
   B. Determine that grounds exist to believe that a violation occurred and notify the student that an Administrative Conduct Hearing with the Chief Conduct Officer will be held or that a hearing before a Student Conduct Hearing Board will be held. If the complaint involves sexual discrimination or sexual misconduct, both parties will receive notice that a Student Conduct Board Hearing will be held.
6. If the Chief Conduct Officer decides that an Administrative Conduct Hearing will be held, the student may request a hearing before the Student Conduct Hearing Board. This request must be made 24 hours prior to the scheduled Administrative Conduct Board Hearing.
7. If the Chief Conduct Officer determines that grounds exist to believe that a violation occurred, the Chief Conduct Officer will prepare a written summary of the complaint and the violations, and a list of potential witnesses and supporting documentation.
8. Both the Complainant and the Respondent may have one other support person or an attorney present at the Administrative Conduct Hearing or Student Conduct Board Hearing, but this person’s participation is limited to observing the proceeding and advising the student he or she is supporting. The student must inform the Chief Conduct Officer at least two days prior to the Administrative Conduct Hearing or Student Conduct Board Hearing if a support person or an attorney will be present.

ADMINISTRATIVE CONDUCT HEARING PROCESS

1. Administrative Conduct Hearings may be overseen by Residence Life staff for first time and minor offenses. The Chief Conduct Officer will hear all other violations except those involving Sexual Discrimination or Sexual Misconduct which will go before a Student Conduct Hearing Board.
2. The Respondent will be sent, via campus or US mail and campus e-mail a notice which includes the
following:
  a. The date, time and location of the Administrative Conduct Hearing. The student will be given reasonable advance notice of when the hearing will be conducted to allow the student to prepare a defense;
  b. Summary of the complaint and violations notifying the student of the alleged acts of misconduct including the time, date and place of occurrence and the rule(s) of conduct alleged violated by the student;
  c. Tentative list of potential witnesses;
  d. Website link to the Student Code of Conduct.

3. At the Administrative Conduct Hearing, the student will be asked to respond to the complaint and will have the opportunity to submit written, physical and testimonial evidence and conduct reasonable questioning of witnesses of both parties.

4. If the student does not appear for the Administrative Conduct Hearing, the Chief Conduct Officer may make a decision based on the information gathered during the investigation in the student’s absence.

5. Following the Administrative Conduct Hearing, the Chief Conduct Officer will decide whether the student violated the Student Code of Conduct. The decision will be based on a preponderance of the evidence standard.

6. If the Chief Conduct Officer determines that the student violated the Student Code of Conduct, he or she will also determine a sanction, up to and including dismissal.

CONDUCT OF HEARINGS BEFORE STUDENT CONDUCT HEARING BOARDS

The University has established a Student Conduct Hearing Board. The Hearing Board consists of 4-6 faculty or staff members, 1-2 students, a Hearing Board Chair and the Chief Conduct Officer or designee. The members are selected by the Chief Conduct Officer. Two members of the Hearing Board will be designated to serve as Hearing Board Chairs. For a hearing to take place, a minimum of one (1) student, three (3) staff members and a Chairperson of the Student Conduct Hearing Board must be present (5 in total)

A member of the Hearing Board must withdraw from any procedure if he or she has a conflict of interest at any time. Either party may present just cause why a member of the Hearing Board should be withdrawn because of a conflict of interest. The Chief Conduct Officer will determine if a conflict of interest is present. If the conflict involves the Chief conduct Officer, The Vice President of Student Affairs and Enrollment Management will make the determination.

The Hearing Board will be allowed to request written, physical and testimonial evidence it deems necessary to make a fair and just decision. The board may decide by majority vote to recess the hearing in order to obtain such evidence.

The chairperson of the Student Conduct Hearing Board shall be responsible for maintaining order and decorum during the hearing.

Any person who interrupts the proceedings of the Board, and any person who refuses to comply with a reasonable order of the board may at the request of the chairperson, be removed from the hearing room and may face conduct violation charges.

Meetings of the hearing board shall be closed to the public.

The hearing will be recorded, and the recording will remain the property of the University. If the respondent does not appear for the hearing, the Student Conduct Hearing Board may receive written, physical and testimonial evidence and conduct reasonable questioning of witnesses and a verbal summary by the Chief Conduct Officer of the complaint and violations.

The access of the respondent and the complainant to information about the other may be limited by the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g or other laws relating to confidentiality or privacy, and in some cases, these procedures may be adjusted to comply with such laws.
The Chief Conduct Officer will provide information to the Hearing Board about any prior determinations of violation of the student code of conduct by the student for the sole purpose of determining the appropriate disciplinary penalty, not to establish if a violation occurred.

At the conclusion of the hearing the Student Conduct Hearing Board will decide, by majority vote, outside the presence of the student and any non-members, whether the student violated the Student Code of Conduct. The decision will be based on a preponderance of the evidence standard. In the result of a tie, the Hearing Board Chair will then cast his or her vote. The Chief Conduct Officer does not vote during deliberation.

If the Student Conduct Hearing Board determines that the student violated the Student Code of Conduct, it will also determine a sanction, up to and including dismissal. The decision of the Student Conduct Hearing Board will be placed in writing, and the Chief Conduct Officer will review the decision. While Student Conduct Hearing Board’s determination that a violation occurred is a final decision, the Chief Conduct Officer may modify the sanction(s) imposed. The Chief Conduct Officer will deliver a copy of the written determination with sanctions via campus email to the respondent and to the Vice President for Student Affairs and Enrollment Management.

STUDENT CONDUCT HEARING BOARD PROCESS (EXCEPT IN CASES INVOLVING SEXUAL DISCRIMINATION OR SEXUAL MISCONDUCT)

1. The Chief Conduct Officer will schedule a date and time for the hearing, taking into consideration the class schedules of the parties and the availability of potential witnesses and Hearing Board members. Barring extenuating circumstances, which will be communicated to the parties, the hearing will take place within twenty (25) calendar days following the referral of the complaint to the Chief Conduct Officer.

2. The student will be sent, via campus mail and campus e-mail a notice which includes the following:
   a. The date, time and location of the Conduct Hearing. The student will be given reasonable advance notice of when the hearing will be conducted to allow the student to prepare a defense;
   b. Summary of the complaint and violations notifying the student of the alleged acts of misconduct including the time, date and place of occurrence and the rule(s) of conduct allegedly violated by the student;
   c. Tentative list of potential witnesses;
   d. Web site link to the Student Code of Conduct.

3. The Chief Conduct Officer will make arrangements with both the Complainant and Respondent for the presentation of witnesses and information at the hearing. The Chief Conduct Officer and the students will have the opportunity to submit written, physical and testimonial evidence and conduct reasonable questioning of witnesses of both parties. Witness statements may be submitted if witnesses are not available. Witness statements or other hearsay shall not be used as the sole evidence to establish any fact necessary to establish if a violation has occurred.

4. The Hearing Board members and the parties will be permitted to question each witness, and to inspect all documents and other information. Both the Chief Conduct Officer and the parties may make closing statements.

ADDITIONAL PROCEDURES IF COMPLAINT INVOLVES SEXUAL DISCRIMINATION OR SEXUAL MISCONDUCT

If the complaint relates to conduct involving alleged sexual discrimination or sexual misconduct, the following additional procedures apply:

1. The Complainant and Respondent will both be contacted by the Mansfield University Title IX Coordinator, Deputy Coordinator or another designated Title IX investigator to conduct an investigation. Both parties will have the opportunity to be interviewed and to supply witnesses to be interviewed in the investigation as well as written and physical evidence.

2. The Chief Conduct Officer will review the Title IX investigation. The complainant and the respondent will both be informed if the Chief Conduct Officer determines that no grounds or insufficient grounds exist to believe that a violation occurred and dismisses the complaint.
3. The complainant and respondent will both be informed if a Student Conduct Hearing Board is scheduled for the student against whom the complaint has been made and both may attend the hearing. Both parties will be sent via Campus mail and campus e-mail a notice which includes the following:
   a. The date, time and location of the Student Conduct Board Hearing. The students will be given reasonable advance notice of when the hearing will be conducted to allow the student to prepare for the hearing;
   b. Summary of the complaint and violations notifying the students of the alleged acts of misconduct including the time, date and place of occurrence and the rule(s) of conduct alleged violated by the responding student;
   c. Tentative list of potential witnesses;
   d. Web site link to the Student Code of Conduct and the Sexual Discrimination and Misconduct - Title IX Policy and Complaint Procedures.
4. Both the complainant and respondent will be informed that he or she may have one other support person or an attorney present at the hearing, this support person’s participation is limited to observing the proceeding and advising the student he or she is supporting. The students must inform the Chief Conduct Officer at least two business days prior to the hearing if a support person or an attorney will be present.
5. If the complainant or respondent believes that there are witnesses in addition to those listed in the tentative list of potential witnesses provided by the Chief Conduct Officer, who should testify at the hearing, he or she must notify the Chief Conduct Officer in writing of the identity of those witnesses and the expected nature of their testimony. Both parties may request to review copies of all written evidence that the Chief Conduct Officer has which may be presented at the hearing. If either party has additional written evidence that he or she desires to be presented at the hearing, he or she must provide copies to the Chief Conduct Officer. Any notice regarding witnesses or copies of written evidence must be provided to the Chief Conduct Officer at least five business days prior to the scheduled date of the hearing.
6. The report of the investigation completed by the Title IX Coordinator, Title IX Deputy or other designated Title IX Investigator may be presented by the Title IX Coordinator or his/her designee at the Student Conduct Board Hearing to the Hearing Board. This report or other hearsay shall not be used as the sole evidence to establish any fact necessary to establish if a violation has occurred.
7. If the complainant or respondent are witnesses at the hearing, the students will not be permitted to directly question or cross-examine one another. If one of the parties wants to present questions to the other party, he or she must write the questions down and ask the Chair of the Student Conduct Hearing Board to ask them. The decision of whether to ask any questions shall be made by the Chair.
8. A determination will be issued within 60 days after the University was made aware of the complaint. Both parties will be notified of the reason for any delay.
9. The complainant and the respondent will simultaneously be sent notice of the decision of the Student Conduct Hearing Board in writing. This notice will include the determination and in the case of the complainant the sanctions that concern the complainant as well as the process for appeal.
10. Appeal process:
   a. both the respondent and the complainant have the ability to appeal the decision and sanction of the Student Conduct Hearing Board;
   b. both students have the opportunity to provide a written statement setting forth why the decision or sanction should or should not be upheld; appeals shall be in accordance with the same time periods, procedures, and grounds for appeal set forth below;
   c. Notice of the results of the appeal will be provided to both parties.

Additional information about Title IX investigations and related topics can be found in the Sexual Discrimination and Misconduct Policy - Title IX Policy and Complaint Procedures (http://www.mansfield.edu/hr/title-ix/)

APPEAL PROCESS

If the student wants to appeal the decision of the Student Conduct Administrative Hearing or the Student Conduct Hearing Board, the following process applies:

1. The respondent and, in a case involving sexual discrimination or sexual misconduct both the complainant and respondent, must deliver a written letter of appeal to the Vice President for Student Affairs and Enrollment Management. The letter of appeal must set forth why the student(s) believes the decision or
sanction should be overturned or modified, based on one or more of the grounds set forth below. The letter of appeal must be postmarked or hand delivered within ten (10) days after the decision of the Student Conduct Hearing Board or the Student Conduct Administrative Hearing results were delivered to the student.

2. Appeals are limited to the following grounds:
   a. Whether the decision is in accordance with the facts presented.
   b. Whether the decision was reached through a procedure in accordance with the Student Code of Conduct.
   c. Whether the sanction is appropriate for the conduct violation.
   d. Whether new information not available at the time of the Administrative Conduct Hearing or Student Conduct Board Hearing should be considered, and if so, what impact does the new information have on the decision?

3. The Vice President for Student Affairs and Enrollment Management will review all of the materials submitted by the student(s), will review the University file on the matter, may review the recording of the Hearing Board, and may interview the student and/or other relevant persons. If the student(s) submitted new information allegedly not available at the time of the Administrative Conduct Hearing or Student Conduct Hearing, the Chief Conduct Officer will receive a copy of the new information and may present a response or other additional information related to the new information. The student(s) will receive a copy of or be present for the presentation of any such information from the Chief Conduct Officer.

4. The Vice President for Student Affairs and Enrollment Management will determine whether the decision of the Administrative Conduct Hearing or Student Conduct Hearing Board will be upheld, whether there should be a reduced sanction, or whether the case should be remanded to the Chief Conduct Officer or Hearing Board for an additional hearing. The written decision of the Vice President for Student Affairs will be sent to the parties via regular U.S. mail. The Vice President for Student Affairs and Enrollment Management will issue the decision within ten (10) calendar days of the date of receipt of the student’s appeal letter unless prevented from doing so by extenuating circumstances. The parties will be made aware of the reason for any delay.

5. Notice of the results of the appeal will be provided to both parties.

6. At the conclusion of the appeal process, all records of the proceedings will be returned to the Chief Conduct Officer for storage and retention in accordance with University policy and applicable law.

7. The decision of the Vice President of Student Affairs and Enrollment Management is the final decision of the University and there are no further appeals at the University.

**INTERIM SUSPENSION OR INTERIM REMOVALS**

The Chief Conduct Officer, as designated by the President, may approve the following interim measures without a formal hearing:

a. An interim suspension from the University. A student who is notified of an interim suspension must immediately leave University property. The student may not return to campus or participate in any university programs or activities during the interim suspension period without the express written permission of the Chief Conduct Officer.

b. An interim removal from University housing. A student who is notified of an interim removal from University housing must immediately move from on-campus housing to an off-campus location. The student will be prohibited from entering any campus residence hall or apartment during the interim removal period. The student may attend classes and University activities.

c. An interim removal from a University course. A student who is notified of an interim removal from a course will not be permitted to attend the course during the interim removal period but may attend his or her other courses.

The above interim measures may only be imposed when it has been determined that the student’s continued presence constitutes an immediate threat of harm to the student, other students, and University personnel or to University property.

All interim suspension or removal decisions require a hearing by the Student Conduct Hearing Board within 10 business days following the notice of the interim suspension or removal, unless extenuating circumstances warrant an extension which will be communicated to the student. If an extension occurs, the hearing shall be held at the earliest possible date. The purpose of the hearing is to review the interim suspension or removal. The Board will determine if the student’s
continued presence constitutes an immediate threat of harm to the student, other students, and University personnel or to University property. If in the Board's opinion the interim suspension or removal was not warranted the student will be reinstated immediately. The reversal of an interim decision shall not be construed as finding a student "not in violation" of alleged violations of the conduct code. The hearing on the interim suspension will also not address the underlying misconduct.

A hearing will be scheduled with different members of the Student Conduct Hearing Board to make a determination on the underlying violation and to determine if a respondent is "in violation" or "not in violation" of specific charges according to the Student Conduct Hearing Board Process outlined above. Because the Chief Conduct Officer made the decision to interim suspend or remove the student, he or she will not serve on the Board for the hearing.

**READMISSION PROCESS**

Following a suspension, students may make a written request for readmission to Mansfield University to the Chief Conduct Officer. Completion of all sanction requirements must be documented in the written request. The Vice President for Student Affairs and Enrollment Management and the Chief Conduct Officer will review the request and meet with the student. If readmission is approved, a readmission plan will be made and the student will be notified by email or US mail.

**FAILURE TO APPEAR**

If a student fails to appear for a scheduled Administrative Conduct Hearing or an appearance before the Student Conduct Hearing Board, the case may be decided in the student’s absence and sanctions may be imposed. The Chief Conduct Officer or Student Conduct Hearing Board will consider the facts presented when making their decision. The fact of the student’s absence will not be a factor in the determination. The Chief Conduct Officer will notify the student of the decision in writing. If the student is found in violation of the Student Code of Conduct the student must comply with any sanctions despite the fact that they did not appear. If a sanction is applied, the sanction must be completed by the student in the allotted time or a hold will be placed on the student’s academic record. A student may appeal this decision by following the Appeals Process, as previously stated.

**FAILURE TO COMPLETE A REQUIRED SANCTION**

Failure to complete a required sanction is a serious offense and an additional violation of the Student Code of Conduct. Such a violation will usually result in more serious sanctions being imposed, following a hearing.

Students failing to complete sanctions by the required deadlines may be suspended or dismissed from the University. No student who has been dismissed from Mansfield University may enroll again as a student.

**DISCIPLINARY HOLD ON STUDENT RECORD**

Within two weeks of a student’s failure to complete a sanction, a hold will be placed on the student’s records, and on any pre-registration that the student might have conducted. Thus, it is very important for the student to complete sanctions on time and avoid a hold being placed on his or her academic records or registration. A hold on a student’s admission, registration, transcript access or financial aid is not an independent penalty, but may be utilized by the University to obtain the student’s compliance with a sanction which has been imposed, or other action which has been taken, under the Student Code of Conduct.
**PRIVACY**

Disciplinary matters will be confidential to the extent required by law. The University will make every effort to maintain privacy in disciplinary matters. There may be times when the identity of parties involved in an incident must be revealed to others. All people involved with a disciplinary matter should treat the matter as private and use discretion and respect for the rights and concerns of all involved. See the Sexual Discrimination and Misconduct Policy for additional information about confidential resources. [http://www.mansfield.edu/hr/title-ix/](http://www.mansfield.edu/hr/title-ix/)

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)**

FERPA affords students certain rights to privacy of the student’s educational records. Copies of student’s educational records or personally identifiable information will not be released by the University to anyone outside the University, except as required or allowed by law, without the student’s written consent. Directory information as defined in University Family Education Rights and Privacy Act / FERPA for Students policy [http://esd.mansfield.edu/forms-and-policies/undergraduate-academic-policies/ferpa.cfm](http://esd.mansfield.edu/forms-and-policies/undergraduate-academic-policies/ferpa.cfm) may be released without a student’s written consent unless they have opted out of the directory. Students have the right to file complaints with the U.S. Department of Education Family Policy Compliance office about their records as set forth in Mansfield University’s. Questions regarding privacy and confidentiality issues should be addressed to the Registrar’s office.

**RETFALIATION**

The University will not retaliate against any University Community Member for reporting or assisting in the investigation of a complaint under this Code.
FRATERNITIES AND SORORITIES: GAINING AND MAINTAINING RECOGNITION

INTRODUCTION

The Office of Fraternity and Sorority Life will only grant recognition to fraternities and sororities who abide by this rule. Chapters of National Fraternities and Sororities affiliated with National Umbrella Organizations including, but not limited to, the NIC, NPC, NPHC, or NALFO, must be recognized by the Office of Fraternity and Sorority Life in order to maintain good standing as a registered student organization at MU. Special Interest fraternities or sororities wishing to take advantage of privileges, resources, programs and advisement offered by the Office of Fraternity and Sorority Life can seek recognition by meeting the requirements listed below. Not all Greek Letter organizations may wish to be affiliated with/recognized by the Department. In that case, those fraternities and sororities need only to seek recognition as a registered student organization at Mansfield University.

STEPS TO GAINING AND MAINTAINING RECOGNITION BY THE OFFICE OF FRATERNITY AND SORORITY LIFE

A. REGISTER WITH STUDENT GOVERNMENT ASSOCIATION AS A STUDENT ORGANIZATION AND MAINTAIN GOOD STANDING. DOING SO GRANTS A FRATERNITY OR SORORITY PRIVILEGES. PRIVILEGES INCLUDE THE USE OF MEETING AND PROGRAM SPACE, ON-CAMPUS SOLICITATION AND FUND-RAISING OPPORTUNITIES, THE RIGHT TO APPLY TO THE STUDENT SENATE FOR THE USE OF STUDENT FEES, AND THE ABILITY TO LINK A STUDENT ORGANIZATION'S HOMEPAGE TO THE UNIVERSITY'S WEB. CONTACT STUDENT GOVERNMENT ASSOCIATION AT (570) 662-4984 FOR QUESTIONS. A COPY OF THE CHAPTER'S YEARLY REGISTRATION/RENEWAL MUST BE SUBMITTED TO THE OFFICE OF FRATERNITY AND SORORITY LIFE BY SEPTEMBER 1ST EACH YEAR.

1. COLONIZATIONS/REVITALIZATIONS/INTEREST GROUPS NEED TO ESTABLISH FOUR (4) OR MORE ENROLLED MANSFIELD STUDENTS OR HAVE THE FULL SUPPORT OF A GOVERNING COUNCIL PARTNERED WITH A NATIONAL ORGANIZATION BEFORE THEY ARE ELIGIBLE TO REGISTER.

2. THE OFFICE OF FRATERNITY AND SORORITY LIFE MAY GRANT ESTABLISHED FRATERNITIES OR SORORITIES WITH LESS THAN FOUR (4) ENROLLED MANSFIELD STUDENTS ONE COURTESY REGISTRATION BY STUDENT GOVERNMENT ASSOCIATION AS THEY RE-BUILD THEIR MEMBERSHIP. COURTESY REGISTRATION WILL NOT BE GRANTED BY THE OFFICE OF FRATERNITY AND SORORITY LIFE FOR FRATERNITIES OR SORORITIES WHOSE CHAPTER GPA FALLS BELOW A 2.0, OR WHOSE MEMBERS ARE ON ACADEMIC WARNING/SUSPENSION.

3. COMPLY WITH THE APPLICABLE OFFICE OF FRATERNITY AND SORORITY LIFE MEMBERSHIP RULES, I.E., FRATERNITIES AND SORORITIES: PROCEDURES FOR RECRUITMENT AND NEW MEMBER ACTIVITIES OR FRATERNITIES AND SORORITIES: PROCEDURES FOR INTAKE OF MEMBERS. ONE RULE COVERS CHAPTERS THAT CONDUCT THEIR MEMBERSHIP PROCESS VIA RECRUITMENT (AKA RUSH). THE OTHER RULE COVERS CHAPTERS WHO CONDUCT INTAKE.
4. SUBMIT AND MAINTAIN UP TO DATE CONTACT INFORMATION FOR CHAPTER OFFICERS AND ADVISORS USING THE DEPARTMENT CHAPTER OFFICER ROSTER AND CHAPTER ADVISOR ROSTER FORMS. FORMS SHOULD BE SUBMITTED NO LATER THAN 2 WEEKS AFTER THE FIRST DAY OF CLASSES EACH SEMESTER TO THE OFFICE OF FRATERNITY AND SORORITY LIFE. IF ELECTIONS ARE HELD MID-SEMESTER, FORMS SHOULD BE COMPLETED FOR NEW OFFICERS WITHIN ONE WEEK OF ELECTIONS.

5. SUBMIT AND MAINTAIN AN UP TO DATE MEMBERSHIP ROSTER WITH THE OFFICE OF FRATERNITY AND SORORITY LIFE. NEW MEMBERS MUST BE ADDED IN ACCORDANCE WITH THE MEMBERSHIP REGULATIONS TIMEFRAME. ALL MEMBERS TO BE REMOVED FROM THE ROSTER MUST BE SUBMITTED TO THE DEPARTMENT ON THE APPROPRIATE FORM NO LATER THAN NOVEMBER 15TH FOR FALL SEMESTER AND APRIL 15TH FOR SPRING SEMESTER. MEMBERS MAY ONLY BE ADDED OR REMOVED USING THE DEPARTMENT MEMBERSHIP ROSTER ADDITION/DELETION FORM OR THE VERIFICATION OF CANDIDATES/ASPIRANTS FORM LOCATED ON THE MU GREEK LIFE WEBSITE AND IN THE MU STANDARDS PROGRAM PACKET.

6. MAINTAIN GOOD STANDING WITH YOUR NATIONAL/INTERNATIONAL ORGANIZATION.

7. BE RECOGNIZED BY ONE OF THE FOLLOWING GOVERNING COUNCILS AND MAINTAIN GOOD STANDING WITH THAT COUNCIL:

   A) NPC GROUPS MUST BE RECOGNIZED BY THE PANHELLENIC ASSOCIATION

   B) NIC AND FLA GROUPS MUST BE RECOGNIZED BY THE INTERFRATERNITY COUNCIL

   C) NPHC GROUPS MUST BE RECOGNIZED BY THE NPHC OF MANSFIELD UNIVERSITY

   D) THE COLLABORATIVE GREEK COUNCIL; MEMBERSHIP TO THE COLLABORATIVE GREEK COUNCIL IS OPEN TO ALL FRATERNITIES AND SORORITIES REGARDLESS OF NATIONAL AFFILIATION, PROVIDED THE LOCAL ORGANIZATION MEETS THE COUNCIL REQUIREMENTS FOR MEMBERSHIP.

8. PARTICIPATE IN THE MANSFIELD STANDARDS PROGRAM FOR FRATERNITIES AND SORORITIES.

   **B. LOSS OF RECOGNITION AND/OR REGAINING RECOGNITION**

   1. ANY GROUP WHO FAILS TO COMPLY WITH THE RECOGNITION RULE MAY LOSE ITS RECOGNITION BY THE OFFICE OF FRATERNITY AND SORORITY LIFE. IN ORDER TO REGAIN RECOGNITION, THE OFFICE OF FRATERNITY AND SORORITY LIFE MAY IMPOSE OTHER REQUIREMENTS THAT MUST BE MET BY CHAPTERS IN ADDITION TO THE SEVEN ABOVE.
FRATERNITIES AND SORORITIES: SOCIAL EVENTS AND ACTIVITIES

INTRODUCTION

Mansfield University requires all fraternities and sororities to abide by the following rules when having a social event or activity. Any social event or activity attended by four or more members of an organization shall be considered a chapter event for purposes of this policy.

The University believes that an effective organization is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education. Furthermore, we believe that while social behavior cannot be legislated, an organization which violates University policies, the law, or their own national’s rules and regulations is not a constructive influence of university students.

This policy is designed to support fraternity and sorority national policies, along with state and local laws. The intention is to reduce risk and minimize liability. All chapter sponsored or supported activities, or any event that raises money for the chapter, are to follow these guidelines:

1. **THE POSSESSION, USE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES DURING AN OFFICIAL EVENT, OR IN ANY SITUATION SPONSORED OR ENDORSED BY THE CHAPTER, OR THAT AN OBSERVER WOULD ASSOCIATE WITH THE PATERNITY MUST BE IN COMPLIANCE WITH ANY AND ALL APPLICABLE LAWS OF THE STATE, COUNTY, BOROUGH, AND UNIVERSITY. THE POSSESSION, SALE AND/OR USE OF ILLEGAL DRUGS OR CONTROLLED SUBSTANCES IS STRICTLY PROHIBITED.**

2. **NO CHAPTER MEMBERS, COLLECTIVELY OR INDIVIDUALLY, SHALL PURCHASE FOR, SERVE TO, OR SELL ALCOHOLIC BEVERAGES TO ANYONE UNDER THE LEGAL DRINKING AGE 21.**

3. **ALL RUSH ACTIVITIES ASSOCIATED WITH ANY CHAPTER WILL BE DRY RUSH FUNCTION.**

4. **NO ALCOHOL SHOULD BE PRESENT AT ANY PLEDGE/ASSOCIATE/POSTULATE/ETC. PROGRAM OR ACTIVITY OF ANY CHAPTER.**

5. **CHARGING FOR THE CONSUMPTION OF ALCOHOL VIOLATES THE LAW AND MAY RESULT IN BOTH LEGAL AND UNIVERSITY ACTION BEING TAKEN AGAINST THE ORGANIZATION.**

6. **OPEN PARTIES WHERE ALCOHOL IS PRESENT, MEANING THOSE WITH UNRESTRICTED ACCESS BY NONMEMBERS, ARE PROHIBITED. ALL GUESTS SHOULD BE INVITED BY THE HOST ORGANIZATION. GUEST LISTS MUST BE KEPT ON FILE AND PROVIDED FOR THE PROPER AUTHORITIES UPON REQUEST.**

7. **AGE OF ALL IN ATTENDANCE OF EACH PARTY IS TO BE VERIFIED AND SOME SORT OF DISTINCT MARKING (I.E., ARMBANDS) SHOULD DISTINGUISH THOSE WHO ARE 21 YEARS OF AGE AND OLDER FROM THOSE WHO ARE NOT.**

8. **SPECIFIC PERSONNEL, INCLUDING DESIGNATED DRIVERS, DOOR MONITORS, BARTENDERS, AND OTHER PARTY PATROL, ARE TO BE DESIGNATED, AND REMAIN ALCOHOL-FREE UNTIL THEIR RESPONSIBILITIES HAVE BEEN COMPLETED.**
9. AMPLE SUPPLY OF NON-ALCOHOLIC ALTERNATIVE BEVERAGES AND NON-SALTED FOODS MUST BE PROVIDED FREE OF CHARGE AND MUST BE CONSPICUOUSLY AVAILABLE.

10. EACH MEMBER AND PLEDGE IS TO BE INSTRUCTED ON THE DRINKING AGE LAWS, REGULATIONS OF SALE LAWS, OPEN CONTAINER LAWS AND OTHER LAWS PERTINENT TO THE ORGANIZATIONS JURISDICTION, SPECIFICALLY DRAM SHOP LIABILITY. INSTRUCTION SHALL ALSO BE PROVIDED WITH THE GOAL OF ENGENDERING IN EACH MEMBER A SENSE OF RESPONSIBILITY AND THE ENCOURAGEMENT OF INTERVENTION TO PREVENT ANY PERSON FROM DRINKING TO EXCESS OR ENGAGING IN ANY POTENTIALLY DANGEROUS ACTIVITY. INSTRUCTION MUST ALSO BE PROVIDED ON EMERGENCY PROCEDURES TO BE EMPLOYED AS A RESULT OF ALCOHOL ABUSE.

11. SINCE KEGS AND OTHER COMMON CONTAINERS OF ALCOHOL ARE PROHIBITED BY NATIONAL FRATERNITIES AND SORORITIES, MANSFIELD UNIVERSITY REQUIRES THAT PARTIES AT WHICH ALCOHOL IS TO BE PRESENT ARE “BYOB” OR CATERED BY A LICENSED, INSURED BARTENDER.

12. THE DIRECTOR OF FRATERNITY AND SORORITY LIFE HAVE EXTENSIVE RESOURCES, INCLUDING A VARIETY OF PARTY THEMES, AVAILABLE TO AID IN YOUR EFFECTIVE PLANNING OF SOCIAL EVENTS. THE SOCIAL CHAIR OF EACH ORGANIZATION PLAYS A KEY ROLE IN THE SUCCESS OF ALL SOCIAL ACTIVITIES. IT IS STRONGLY ENCOURAGED THAT THE PERSON SELECTED IS RESPONSIBLE AND CREATIVE.

EACH ORGANIZATION IS RESPONSIBLE FOR INFORMING ALL MEMBERS (PLEDGES, ASSOCIATE MEMBERS, AFFILIATES, AND GUESTS) OF THE ABOVE POLICY.

INDIVIDUALS AND ORGANIZATIONS WILL BE HELD RESPONSIBLE FOR GROUP ACTIVITY IN THE EVENT THESE POLICIES ARE VIOLATED. VIOLATIONS WILL BE HANDLED BY THE OFFICE OF FRATERNITY AND SORORITY LIFE, CHIEF CONDUCT OFFICER, UNIVERSITY HEARING BOARD, THE COURTS, THE INTERFRATERNITY COUNCIL, PANHELLENIC COUNCIL, OR ALL THE ABOVE. NATIONAL GOVERNING BODIES WILL ALSO BE NOTIFIED.

ANY INFRACTIONS OF THESE RULES WOULD BE CONSIDERED VIOLATIONS OF UNIVERSITY POLICY.
FRATERNITIES AND SORORITIES:
RECRUITMENT AND NEW MEMBER ACTIVITIES

INTRODUCTION

This rule sets up the procedures that must be followed by fraternities and sororities of the MU Greek Community in connection with recruitment and new member activities. Chapter Advisors, council officers, and the Office of Fraternity and Sorority Life staff will work together to facilitate a successful and positive experience for all involved in the recruitment and new member process.

Fraternity and Sorority chapters must adhere to these procedures if they conduct recruitment and new member activities at Mansfield University:

PRE-RECRUITMENT AND NEW MEMBER ACTIVITY MEETING AND DOCUMENTATION

A. PRIOR TO ANY RECRUITMENT ACTIVITIES (FORMAL/COUNCIL COORDINATED, CONTINUOUS RECRUITMENT, OR OTHER), AND PRIOR TO ANY NEW MEMBER EDUCATION ACTIVITIES TAKING PLACE (MEETINGS, RETREATS, TEAMBUILDING ACTIVITIES, OR OTHER), AT LEAST ONE CHAPTER MEMBER, PREFERABLY THE CHAPTER PRESIDENT, AND/OR RECRUITMENT CHAIR, AND/OR NEW MEMBER EDUCATOR MUST MEET WITH THE DIRECTOR OF FRATERNITY & SORORITY LIFE OR DESIGNATED STAFF MEMBER. APPOINTMENTS MUST BE SCHEDULED, AND MATERIALS PROVIDED AT LEAST TWO WEEKS BEFORE THE FIRST RECRUITMENT EVENT TO GIVE GREEK LIFE SUFFICIENT TIME TO REVIEW THE MATERIAL AND CHAPTER’S TIME TO MAKE ANY NECESSARY ADJUSTMENTS. APPOINTMENTS ARE SCHEDULED BY CONTACTING THE ADMINISTRATIVE ASSISTANT FOR GREEK LIFE. AT THIS MEETING, THE CHAPTER MUST SUBMIT/PROVIDE:

1. ANY NATIONAL OR REGIONAL PAPERWORK THAT NEEDS TO BE SIGNED BY THE OFFICE OF FRATERNITY AND SORORITY LIFE

2. A SIGNED NOTICE OF RECRUITMENT

3. A SIGNED FRATERNITY AND SORORITY NON-HAZING COMPLIANCE FORM

4. A RECRUITMENT CALENDAR INCLUDING A TIMETABLE OF ANY RECRUITMENT ACTIVITIES WITH DATES, LOCATIONS, AND TIMES. DATES ARE NOT LIMITED TO “FORMAL” PERIODS OF RECRUITMENT FOR CHAPTERS WHO CONDUCT YEAR-ROUND RECRUITMENT. YEAR-ROUND EVENTS MAY BE INCLUDED ON “FORMAL” RECRUITMENT CALENDAR OR SUBMITTED AT A LATER DATE FOLLOWING THE SAME REQUIREMENTS. THE DIRECTOR OF FRATERNITY & SORORITY LIFE MUST APPROVE ACTIVITIES ONE-WEEK BEFORE THEY COMMENCE. ACTIVITIES TO INCLUDE ON THE CALENDAR, IF APPLICABLE:

   A) RECRUITMENT EVENTS/INTEREST MEETINGS

   B) SELECTION DATE(S)/EXTENSION OF BIDS

   C) FORMAL ACCEPTANCE OF BIDS (NEW MEMBER PINNING/CEREMONY)
D) Start date of the new member’s official process/education
E) Any additional dates pertinent to a specific organization

5. A new member calendar including a timetable of any activities exclusive to, or expected of new members with dates and times. No activities may take place during dead week or final exams or outside of the hours of 9:00 A.M. to 11:00 P.M. without advance approval. No new member program should extend beyond 12 weeks to be consistent with national standards. Activities to include on the calendar, if applicable:

A) Formal acceptance of bids (new member pinning/ceremony)
B) Start date of the new member’s official process/education
C) New member retreat
D) New member teambuilding activities
E) Study hours (may not exceed 6 hours per week without approval)
F) Initiation date: Chapters whom initiate new members during the semester in which they were recruited should do so before the last week before finals. Chapters who do not initiate new members until grades are released must initiate within seven calendar days of the first day of classes the next semester.
G) Any additional dates pertinent to a specific organization

In the event that any dates and times need to be changed on the calendars of events, chapter members must notify the director of fraternity & sorority life (by phone and in writing) no less than two business days prior to the new event time.

Without the submission of the above paperwork, recruitment will not be approved. In the case that the recruitment or new member activities begin without the knowledge and signed approval of the director of fraternity & sorority life or designee, and/or the chapter has not adhered to these written recruitment procedures, recruitment and/or new member activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be initiated and/or imposed by the council advisor/s and the director of fraternity & sorority life.

Verification of New Members

All chapters conducting recruitment must submit a Verification of New Members form. The verification form exists in two formats. The first may be used to verify academic performance before issuing bids while the second is used to submit new members that have already accepted bids.

A. If chapters would like to check for grades prior to issuing bids, the chapter may use the Verification of New Members form (grade checks only version) to do so for all potential members/attendees of recruitment events.
1. **THE DEPARTMENT REQUIRES ONE FULL BUSINESS DAY TO TURN AROUND GRADE REQUESTS, AND CANNOT DO SO WITHOUT SIGNED ACADEMIC WAIVERS.**

2. **IF A VERIFICATION OF NEW MEMBERS FORM IS SUBMITTED OF ALL POTENTIAL MEMBERS, THEN THE CHAPTER CAN SUBMIT THE MEMBERSHIP ROSTER ADDITION/DELETION FORM TWO BUSINESS DAYS AFTER BIDS ARE ACCEPTED WITHOUT ADDITIONAL SIGNATURES REQUIRED AS THE VERIFICATION FORM WILL BE ATTACHED AND INCLUDES THIS INFORMATION.**

B. **IF CHAPTERS ARE SUBMITTING NEW MEMBERS AFTER BIDS ARE ACCEPTED, THEN THE VERIFICATION FORM (MEMBERSHIP ALREADY OFFERED VERSION) MUST BE SUBMITTED WITHIN TWO BUSINESS DAYS AFTER BIDS ARE FORMALLY ACCEPTED (NEW MEMBER PINNING/CEREMONY), AND PRIOR TO THE START DATE OF THE OFFICIAL PROCESS/EDUCATION OF NEW MEMBERS LISTED ON THE CHAPTER’S RECRUITMENT CALENDAR. THIS FORM IS THE LIST OF THE INDIVIDUALS APPROVED BY A CHAPTER THAT WILL BE SUBMITTED TO ITS REGIONAL OR NATIONAL REPRESENTATIVES AS CANDIDATES FOR MEMBERSHIP/NEW MEMBERS.**

C. **THE VERIFICATION FORM PROVIDES A LIST OF CANDIDATES THAT WILL INCLUDE EACH POTENTIAL AND/OR NEW MEMBER’S:**

1. NAME
2. SIGNATURE
3. STUDENT ID NUMBER
4. ACADEMIC WAIVER

D. **TOTAL NUMBER OF CANDIDATES**

E. **ORIGINAL SIGNATURE OF CHAPTER PRESIDENT**

F. **SIGNATURE OF PRIMARY CHAPTER ADVISOR (CHAPTER MAY BRING INFORM WITH THE ORIGINAL SIGNATURE, OR THE CHAPTER ADVISOR MAY FAX SIGNATURE DIRECTLY TO THE OFFICE OF FRATERNITY AND SORORITY LIFE)**

G. **A SEPARATE LINE FOR VERIFICATION OF DATE RECEIVED**

**CHAPTER MEMBERSHIP ROSTER UPDATE**

At the conclusion of the new member process (after initiation), an updated Membership Roster Addition/Deletion form must be turned into the Office of Fraternity and Sorority Life to reflect any changes in membership since the **VERIFICATION OF NEW MEMBERS** form was submitted.

**CONFIDENTIALITY**

All documents supplied to the Office of Fraternity and Sorority Life are kept confidential from students or student leaders/council officers as they contain information related to student records. They may be shared with university officials and national organization staff as needed and allowed by the academic waiver signed.

**REQUIREMENTS FOR RECRUITMENT EVENTS HOSTED BY CHAPTERS**

All organizations must adhere to the following requirements when conducting recruitment events:

A. **NO ALCOHOLIC BEVERAGES WILL BE PERMITTED.**
B. All national policies of the organization and governing council must be met.
C. Excessive vulgarity and profanity will not be tolerated; neither will language or activities that create an atmosphere of discrimination or intolerance.
D. No inappropriate or revealing attire.
E. Any event that poses a threat of danger to individuals who participate will not be allowed. This includes, but is not limited to fight nights, pudding wrestling, or any other event that involves the display of slapping, kicking, spitting, punching, pushing, poking, etc.
F. Events should focus on your organization, its members and potential members. If you plan an event, that includes non-potential members or another organization/chapter the event may not pose that group as the target audience of the event or list that organization/chapter’s name on publicity. Exceptions may be granted by presenting a letter of support from each chapter’s advisors and must be approved at the time your calendar is submitted.
G. Events may only occupy five nights in any given week (Saturday through Friday). The other two nights of the week should be free from any chapter programs.
H. Any event that would be perceived by a reasonable observer as a recruitment event is subject to these rules.
I. Chapters found in violation of these requirements will have their event stopped immediately. Referrals to the office of student conduct or campus police will be made if necessary.

HAZING

A. It is unlawful for any college student to conduct "hazing" or aid in the hazing of others that results in physical injury. G.S. 14-35. For criminal purposes, "hazing" is an action that subjects another student to the physical injury as part of an initiation or membership in any organized student group, including any society, athletic team, fraternity or sorority, or other similar group. Hazing is more broadly defined for the university disciplinary purposes in section 2.6 of the Mansfield University Student Code of Conduct.
B. In recent years, criminal courts, the majority of national organizations and campuses alike have utilized the risk management policies of FIPG as the "industry standard" for all fraternities and sororities. As such, chapters should be aware of how FIPG defines hazing activities, as they may be accountable to the defined parameters. For more information about FIPG, see the FIPG, INC. RISK MANAGEMENT POLICY (REVISED JULY 2008).

VIOLATIONS

Violations of recruitment regulations may result in a period of review or suspension. Whether the chapter will be placed on review or receive automatic suspension of recognition is based upon the infraction and is at the discretion of the council advisor/s and/or the DIRECTOR OF FRATERNITY & SORORITY LIFE.

A. Chapters will receive notice of violation from the Director of Fraternity & Sorority Life, and be provided the opportunity to be heard and defend against the charges with Greek Life or referred to student
CONDUCT. FINDINGS WILL BE DELIVERED IN WRITING TO THE PRESIDENT OF THE ORGANIZATION. OPPORTUNITY FOR APPEAL WILL BE PROVIDED.

B. REVIEW IS NOTED BY A PERIOD OF SCRUTINY WHEREIN IF THE CHAPTER COMMIT ANY VIOLATION OF THE RECRUITMENT/NEW MEMBER PROCEDURES OR ANY OTHER RULES SET FORTH BY THE OFFICE OF FRATERNITY AND SORORITY LIFE, THE CHAPTER WILL HAVE THEIR RECOGNITION SUSPENDED.

C. Suspension of recognition is noted by a period where all social and formal programming (including community service, fundraising activities, and recruitment/new member functions) is prohibited. The suspension period will be determined by the council advisor/s and/or the Director Of Fraternity & Sorority Life and will be a period of no less than one semester. Any “suspended” group automatically loses recognition from the Office of Fraternity and Sorority Life per the Department Recognition Regulation.

D. VIOLATIONS INCLUDE:

1. INTENTIONAL SUBMISSION OF IMPROPER PAPERWORK (I.E., CHANGING OF DATES ON FORMS, FALSIFYING ORIGINAL SIGNATURES, INCOMPLETE PAPERWORK, ETC.)

2. HOLDING MEMBERSHIP RECRUITMENT WITHOUT CONFORMING TO THE MEMBERSHIP REGULATIONS SET BY THE OFFICE OF FRATERNITY AND SORORITY LIFE.

3. HAZING: ANY VIOLATIONS OF THE MANSFIELD UNIVERSITY STUDENT CODE OF CONDUCT WILL BE REFERRED TO THE OFFICE OF STUDENT CONDUCT.

4. OVERT ACTIVITY RELATED TO RECRUITMENT DEFINED AS ANY ACTIVITY CARRIED OUT IN DEFIANCE OF PREVIOUS SANCTIONS OR WARNINGS BY COUNCIL ADVISORS OR THE DIRECTOR OF FRATERNITY & SORORITY LIFE.

E. GUIDELINES FOR REVIEW OF CHAPTER STATUS AFTER SUSPENSION OF RECOGNITION:

1. CHAPTERS THAT HAVE HAD THEIR RECOGNITION SUSPENDED BY THE OFFICE OF FRATERNITY AND SORORITY LIFE MUST HAVE A REVIEW OF CHAPTER STATUS BEFORE THE SUSPENSION IS REMOVED, EVEN IF THE PERIOD DEFINED HAS PASSED. THOSE PRESENT AT THE REVIEW MUST INCLUDE:

   A) EXECUTIVE BOARD: CHAPTER PRESIDENT AND/OR ONE REPRESENTATIVE

   B) THE CHAPTER ADVISOR

   C) THE COUNCIL ADVISOR/S AND THE DIRECTOR OF FRATERNITY & SORORITY LIFE

F. STUDENTS FOUND GUILTY OF HAZING WILL BE SUBJECT TO SANCTIONS DEFINED BY MANSFIELD UNIVERSITY STUDENT CODE OF CONDUCT AS WELL AS ANY SANCTIONS OUTLINED BY THE NATIONAL ORGANIZATION. THE OFFICE OF FRATERNITY AND SORORITY LIFE WILL WORK IN PARTNERSHIP WITH BOTH BODIES TO CREATE A COMPREHENSIVE PLAN THAT AVOIDS DUPLICATION AND MAY BE BOTH EDUCATIONAL AND PUNITIVE.
FRATERNITIES AND SORORITIES: INTAKE OF MEMBERS

INTRODUCTION

The purpose of this document is to provide the fraternities and sororities of the Mansfield Greek Community, their advisors, and prospective members with rules regarding Membership intake. Chapter advisors and the Office of Fraternity and Sorority Life.

In order for the Office of Fraternity and Sorority Life to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following rule if they are to conduct intake at Mansfield University:

PRE-INTAKE MEETINGS AND DOCUMENTATION

G. PRIOR TO ANY INTAKE ACTIVITIES, AT LEAST ONE CHAPTER MEMBER, PREFERABLY THE CHAPTER PRESIDENT OR INTAKE CHAIR, MUST CALL TO MEET WITH THE DIRECTOR OF FRATERNITY AND SORORITY LIFE OR DESIGNATED STAFF MEMBER. APPOINTMENTS ARE SCHEDULED BY CALLING THE ADMINISTRATIVE ASSISTANT FOR GREEK LIFE. AT THIS MEETING, THE CHAPTER MUST SUBMIT/PROVIDE:

1. ANY NATIONAL OR REGIONAL PAPERWORK THAT NEEDS TO BE SIGNED BY THE OFFICE OF FRATERNITY AND SORORITY LIFE.

2. A SIGNED NOTICE OF MEMBERSHIP INTAKE FORM. THIS FORM MUST CONTAIN ORIGINAL SIGNATURE OF THE CHAPTER PRESIDENT AND EITHER THE ORIGINAL SIGNATURE OR FAXED SIGNATURE OF THE CHAPTER ADVISOR.

3. A SIGNED FRATERNITY AND SORORITY NON-HAZING COMPLIANCE FORM. THIS FORM MUST CONTAIN ORIGINAL SIGNATURES OF THE CHAPTER PRESIDENT AND INTAKE CHAIR.

4. A CALENDAR OF EVENTS THAT INCLUDES A TIMETABLE OF ANY INTAKE ACTIVITIES WITH DATES, LOCATIONS, AND TIMES. ALL ACTIVITIES SHOULD BE HELD ON-CAMPUS AND BETWEEN THE HOURS OF 9:00 A.M. AND 11:00 P.M. UNLESS OTHERWISE APPROVED. ACTIVITIES MUST BE APPROVED BY THE DIRECTOR OF FRATERNITY AND SORORITY LIFE ONE-WEEK BEFORE THEY COMMENCE. ACTIVITIES TO INCLUDE ON THE CALENDAR, IF APPLICABLE:

A) INFORMATIONAL AND INTEREST MEETINGS

(1) AN INTEREST MEETING MUST BE HELD THE SAME SEMESTER AS INTAKE UNLESS OTHERWISE APPROVED.

(2) A COPY OF THE FLYER TO ANNOUNCE THE INTEREST MEETING MUST BE SUBMITTED, AND MUST INCLUDE THE TIME, DATE, LOCATION, DRESS CODE, AND ANY ADDITIONAL EXPECTATIONS FOR ASPIRANTS OF THE ON-CAMPUS INTEREST MEETING.

(3) THE FLYER MUST BE POSTED FOR A PERIOD OF NO LESS THAN 48 HOURS AND SHOULD BE DISPLAYED IN A WELL VISIBLE AREA AT LEAST
THREE BUSINESS DAYS PRIOR TO THE INTEREST MEETING IN THE FOLLOWING LOCATIONS: SOUTH HALL MALL, ALUMNI HALL STUDENT CENTER, THE OFFICE OF FRATERNITY AND SORORITY LIFE, MANSER, ACADEMIC BUILDINGS, AND DORMITIES.

(4) THE SAME INFORMATION THAT IS POSTED ON THE FLYER MUST BE POSTED ON AN APPROPRIATE LISTSERV NO LESS THAN 3 BUSINESS DAYS BEFORE THE INTEREST MEETING. IF IT HAS NOT BEEN POSTED BY THE ORGANIZATION BY NOON OF THE FIRST BUSINESS DAY, THE DIRECTOR OF FRATERNITY AND SORORITY LIFE MAY POST THE INFORMATION FOR THE ORGANIZATION.

B) SELECTION DATE(S)

C) START DATE OF THE NEW MEMBER’S OFFICIAL PROCESS/EDUCATION

D) INITIATION DATE

E) PRESENTATION OF NEW MEMBERS AND ANY PRACTICES FOR THE SHOW

(1) IF THE PRESENTATION OF NEW MEMBERS INCLUDES A “SHOW,” BRING A COPY OF THE SIGNED PERMIT REQUIRED TO PROCEED WITH THE ACTIVITY TO THE OFFICE OF FRATERNITY AND SORORITY LIFE NO LESS THAN 48 HOURS PRIOR TO THE SHOW.

(2) IF THE PRESENTATION OF NEW MEMBERS DOES NOT INCLUDE A “SHOW,” THE METHOD USED TO PRESENT NEW MEMBERS SHOULD BE DISCUSSED AND APPROVED AT THIS MEETING.

F) ANY ADDITIONAL DATES PERTINENT TO A SPECIFIC ORGANIZATION

H. IN THE EVENT THAT ANY DATES AND TIMES NEED TO BE CHANGED ON THE CALENDARS OF EVENTS, CHAPTER MEMBERS MUST NOTIFY THE COUNCIL ADVISOR/S AND/OR DIRECTOR OF FRATERNITY AND SORORITY LIFE (BY PHONE AND IN WRITING) NO LESS THAN 2 BUSINESS DAYS PRIOR TO THE NEW EVENT TIME.


VERIFICATION OF ASPIRANTS

All chapters conducting intake must submit a Verification of Aspirants form to the Office of Fraternity and Sorority Life no less than two business days after the interest meeting. The verification form contains the following information:

A. LIST OF INTEREST MEETING ATTENDEES THAT WILL INCLUDE EACH STUDENT’S:

1. NAME

2. SIGNATURE

3. STUDENT ID NUMBER
4. ACADEMIC WAIVER

5. CUMULATIVE GPA AND HOURS COMPLETED (TO BE FILLED IN BY OFFICE OF FRATERNITY AND SORORITY LIFE)

B. TOTAL NUMBER OF ATTENDEES
C. ORIGINAL SIGNATURE OF CHAPTER PRESIDENT
D. SIGNATURE OF PRIMARY CHAPTER ADVISOR (CHAPTER MAY BRING INFORM WITH THE ORIGINAL SIGNATURE, OR THE CHAPTER ADVISOR MAY FAX SIGNATURE DIRECTLY TO THE OFFICE OF FRATERNITY AND SORORITY LIFE).
E. A SEPARATE LINE FOR VERIFICATION OF DATE RECEIVED.

CHAPTER MEMBERSHIP ROSTER UPDATE

All chapters conducting intake must submit a Membership Roster Addition/Deletion Form no less than two business days after the selection has concluded. This form is the list of the individuals approved by the chapter that will be submitted to the regional or national representatives (by the chapter) as aspirants for membership. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives must also be sent to the Director of Fraternity and Sorority Life. The verification form contains the following information:

A. LIST OF ASPIRANTS FOR MEMBERSHIP THAT WILL INCLUDE EACH STUDENT'S:

1. NAME
2. STUDENT ID NUMBER
3. SO LONG AS THE VERIFICATION OF ASPIRANTS FORM HAS BEEN SUBMITTED, SIGNATURES, AND ACADEMIC WAIVERS DO NOT NEED TO BE COMPLETED. IF AN ASPIRANT MEMBER DID NOT ATTEND THE INTEREST MEETING, THE SIGNATURE AND ACADEMIC WAIVER ARE REQUIRED.

B. AT THE CONCLUSION OF INTAKE PROCESS (AFTER INITIATION), AN UPDATED MEMBERSHIP ROSTER ADDITION/DELETION FORM MUST BE TURNED IN TO THE DEPARTMENT GREEK LIFE TO REFLECT ANY CHANGES IN MEMBERSHIP SINCE THE MEMBERSHIP ROSTER ADDITION/DELETION FORM WAS SUBMITTED.

PRESENTATION OF NEW MEMBERS

A. ALL ORGANIZATIONS MUST ADHERE TO THE FOLLOWING REQUIREMENTS WHEN PRESENTING NEW MEMBERS TO THE CAMPUS COMMUNITY. ORGANIZATIONS WHO DO NOT CONCLUDE INTAKE WITH A FORMAL PRESENTATION “SHOW” MUST INTRODUCE THEIR MEMBERS USING ANOTHER METHOD WITHIN THE SAME TIMELINE PRESENTED IN THE FOLLOWING REQUIREMENTS. THIS “METHOD” CAN VARY FROM CHAPTER TO CHAPTER, AND MUST BE APPROVED BY THE DIRECTOR OF FRATERNITY AND SORORITY LIFE.
B. PRESENTATION OF NEW MEMBERS MUST TAKE PLACE NO MORE THAN 7 CALENDAR DAYS AFTER THE MEMBERS HAVE BEEN INITIATED INTO THE ORGANIZATION, OR PRIOR TO THE WEEK BEFORE FINALS, WHICHEVER COMES FIRST.
C. REQUIREMENTS FOR THOSE WHOM PRESENT NEW MEMBERS USING A “SHOW”:

1. PRESENTATION “SHOWS” ARE NOT TO BE SCHEDULED ON THE SAME NIGHT/TIME OF A PREVIOUSLY PLANNED EVENT OF ANOTHER CHAPTER OF THE SAME COUNCIL. PLEASE CHECK WITH YOUR COUNCIL ADVISOR FOR DETAILS.
2. An outdoor event and organized assembly permit must be obtained from student involvement at least 48 hours prior to the activity. A copy of this permit must be submitted to the Council Advisor.

3. Prior approval from the Council Advisor must be obtained for any items that are to be used as "markers" during the show. (i.e. firelights, fire, ropes, canes, animals, chalk).

4. Props to be used in the show must also be approved (i.e. shields, staffs, masks, etc.). In general, paddles, bricks, and other outright symbols of "pledging" are not allowed.

5. Excessive vulgarity and profanity will not be tolerated.

6. "Dissing" of other organizations in inconsistent with Pan-Hellenic relations and should not occur.

7. If chapters assign "line numbers" to new members, the numbers should accurately represent the number of new members being presented (i.e., if there are 5 men being presented, numbers should be 1-5 not 1, 2, 4, 5, 6, etc.). Any exceptions must be approved at least 48 hours in advance of the presentation.

8. No inappropriate or revealing attire.

9. No alcoholic beverages will be permitted.

10. No physical abuse will be tolerated. This includes but is not limited to slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)

11. In the event of a fight or other altercation during the show, those fighting will be removed from the event immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See Violations section for further details.) If a member of the presenting organization is not involved, campus police will determine if the presentation will continue. In the event the show is stopped, and the presenting organization is not at fault, an alternate date and time will be permitted by the Council Advisors. The Office of Student Conduct will determine any resulting sanctions for the fight.

12. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to walking through the presenters' show, talking over the presenting organization, etc.

13. The duration of the presentation show should be no longer than 1 hour if there are less than 10 members or 2 hours if there are more. The clock starts with the advertised time of the event. If
ORGANIZATIONS START LATE, THEY MUST STILL END ON TIME. FOLLOWING THE SHOW, MEMBERS OF THE PRESENTING ORGANIZATION MUST VACATE THE AREA WITHIN 30 MINUTES TO HELP WITH CROWD DISBURSEMENT. THE PRESENTING ORGANIZATION WILL BE RESPONSIBLE ENSURING THE SITE USED IS LEFT IN ITS ORIGINAL STATE AFTER USE.

14. NO SHOW MAY COMMENCE WITHOUT A GREEK LIFE STAFF MEMBER PRESENT. SAID STAFF MEMBER SHOULD BE CONFIRMED BY THE ORGANIZATION NO LESS THAN 3 BUSINESS DAYS PRIOR TO YOUR PRESENTATION.

CONFIDENTIALITY

All documents supplied to the OFFICE OF FRATERNITY AND SORORITY LIFE are kept confidential from students or student leaders/council officers as they contain information related to student records. They may be shared with university officials and national organization staff as needed and allowed by the academic waiver signed.

HAZING

A. IT IS UNLAWFUL FOR ANY COLLEGE STUDENT TO CONDUCT "HAZING" OR AID IN THE HAZING OF OTHERS THAT RESULTS IN PHYSICAL INJURY. G.S. 14-35. FOR CRIMINAL PURPOSES, "HAZING" IS AN ACTION THAT SUBJECTS ANOTHER STUDENT TO THE PHYSICAL INJURY AS PART OF AN INITIATION OR MEMBERSHIP IN ANY ORGANIZED STUDENT GROUP, INCLUDING ANY SOCIETY, ATHLETIC TEAM, FRATERNITY OR SORORITY, OR OTHER SIMILAR GROUP. HAZING IS MORE BROADLY DEFINED FOR THE UNIVERSITY DISCIPLINARY PURPOSES IN MANSFIELD UNIVERSITY STUDENT CODE OF CONDUCT.


VIOLATIONS

Violations of the intake regulations may result in a period of review or suspension. Whether the chapter will be placed on review or receive automatic suspension of recognition is based upon the infractions and is at the discretion of the council advisor/s and/or the Director of Fraternity and Sorority Life.

A. CHAPTERS WILL RECEIVE NOTICE OF VIOLATION FROM THE DIRECTOR OF FRATERNITY AND SORORITY LIFE, AND BE PROVIDED THE OPPORTUNITY TO BE HEARD AND DEFEND AGAINST THE CHARGES WITH GREEK LIFE OR REFERRED TO STUDENT CONDUCT. FINDINGS WILL BE DELIVERED IN WRITING TO THE PRESIDENT OF THE ORGANIZATION. OPPORTUNITY FOR APPEAL WILL BE PROVIDED.

B. REVIEW IS NOTED BY A PERIOD OF SCRUTINY WHEREIN IF THE CHAPTER COMMITS ANY VIOLATION OF THE INTAKE PROCESS OR ANY OTHER RULES SET FORTH BY THE OFFICE OF FRATERNITY AND SORORITY LIFE, THE CHAPTER WILL HAVE THEIR RECOGNITION SUSPENDED.

C. SUSPENSION OF RECOGNITION IS NOTED BY A PERIOD WHERE ALL SOCIAL AND FORMAL PROGRAMMING (INCLUDING COMMUNITY SERVICE, ALL FUNDRAISING ACTIVITIES, AND INTAKE FUNCTIONS) IS PROHIBITED. THE SUSPENSION PERIOD WILL BE DETERMINED BY THE COUNCIL ADVISOR/S AND/OR THE DIRECTOR OF FRATERNITY AND SORORITY LIFE AND WILL BE A PERIOD OF NO LESS THAN ONE SEMESTER. ANY "SUSPENDED" GROUP AUTOMATICALLY LOSES RECOGNITION FROM THE OFFICE OF FRATERNITY AND SORORITY LIFE PER THE DEPARTMENT RECOGNITION REGULATION.
### D. Violations Include:

1. **Intentional Submission of Improper Paperwork** (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)

2. **Holding Membership Intake** without conforming to the membership rules set by the Office of Fraternity and Sorority Life.

3. **Hazing:** Any violations of Mansfield University Student Code of Conduct will be referred to the Office of Student Conduct.

4. **Overt Activity Related to Intake** defined as any activity carried out in defiance of previous sanctions or warnings by Council Advisors.

5. **Failure to Adhere to Presentation of New Member Regulations.**

6. **Guidelines for Review of Chapter Status After Recognition Has Been Suspended:**

   **E.** Chapters that have had their recognition suspended by the Office of Fraternity and Sorority Life must have a review of chapter status before the suspension is removed, even if the period defined has passed. All questions and concerns must be expressed by the chapter president to the council advisor/s. If any questions regarding the rule arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the council advisor/s and the Director of Fraternity and Sorority Life. Those present at the review must include:

   1. **Executive Board:** Chapter President and/or one representative

   2. **The Chapter Advisor**

   3. **The Council Advisor(s) and the Director of Chapter Service**

**F.** Students found guilty of hazing will be subject to sanctions defined by Mansfield University Student Code of Conduct, as well as any sanctions outlined by the national organization. The Office of Fraternity and Sorority Life will work in partnership with both bodies to create a comprehensive plan that avoids duplication, and that may be both educational and punitive.