National Pan-Hellenic Council Intake Policy

Note: These policies impact fraternities and sororities recruiting members using the “intake” method.

I. Student Eligibility
   a. Students must have at the minimum credit requirement of each organization.
   b. Students must have a minimum 2.5 cumulative GPA, including all transfer credit.
   c. Transfer students must have been in good academic standing with his/her previous institution.
   d. Students must not have major/serious values violations.

II. Chapter Responsibilities
   a. Chapters conducting intake will abide by university policy as stated in the Student Handbook at all times.
      i. [https://www.samford.edu/departments/values-advocacy/]
   b. Chapters will strive to uphold the Office of Greek Life mission and vision of purposeful, faithful, and real.
   c. The Office of Greek Life supports and promotes the Samford University anti-hazing policy.
      i. Chapters will submit a signed acknowledgement of the Samford Greek Life anti-hazing policy each fall semester.
      ii. Prior to any intake activity, all chapters must have a signed copy of the anti-hazing policy on file in the Office of Greek Life.
   d. Each chapter must submit, in writing, a letter of intent to conduct membership intake. The Office of Greek Life must receive the letter of intent two weeks prior to informational program.
      i. Letter can be emailed to greeklife@samford.edu from the graduate chapter advisor.
   e. An intake calendar of events must be submitted one week prior to beginning of the intake process. Chapters should notify the Office of Greek Life in writing of any changes to the intake calendar or process in any way. The calendar of events should include all educational meetings as well as new member presentation practices.
   f. All membership intake activities are to be conducted in compliance with each chapter’s national organization’s intake guidelines and process.
   g. Chapters are obligated to provide all interested students with information regarding financial obligations.
   h. Membership activities will not interfere with academic endeavors or class schedules.
   i. No intake activity is permitted once final examinations begin.
j. Chapter membership rosters filed with the Office of Greek Life must be up to date before the intake process begins.

III. Sanctions
Sanctions for not meeting these guidelines will be determined on a case by case basis with the appropriate Values Process authority.

IV. New Member Presentations
a. New member presentations must be registered with the Office of Greek Life in accordance with the Event Policy and follow event registration procedures.
b. New member presentations must take place on Samford University property.

V. Potential New Member Withdrawal
a. Potential new member who chooses to discontinue or are no longer eligible to participate in the membership intake process must notify the Office of Greek Life.

VI. Privacy Statement
a. To protect the interests, privacy, and confidentiality of the affiliate chapters of NPHC, all documents submitted will be treated as confidential information in accordance with Alabama state law. No one other than the Office of Greek Life staff will have access to any information submitted by a chapter. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need to know basis.