

Fraternity and Sorority Life Conduct Process

Introduction

- This outline serves a courtesy to the partnerships developed between the Office of Student Conduct and the Office of Student Engagement as well as the Fraternal Headquarters partners
- This outline serves a guide for organizations who affiliate under the Interfraternity Council and National Panhellenic Conference umbrella. Organizations which fall outside of the scope of these organizations will utilize the *Code of Student Rights and Responsibilities*
- The Office of Student Engagement staff will serve in an advising/ liaison capacity to the Office of Student Conduct in all matters pertaining to organizational conduct.
- The governing documents which should be reference include but not limited to: the *Code of Student Rights and Responsibilities* and the *Fraternity and Sorority Life Governance Statement*

Incident Reported

- A report is received in the Office of Student Conduct regarding allegations committed by a fraternity or sorority
- Office of Student Conduct staff share information with Assistant Director of Student Engagement – Fraternity and Sorority Life and discuss next steps in communication/ investigation process

Initial Communication

- Office of Student Conduct staff will send a notice of investigation to the chapter president and will copy the Assistant Director of Student Engagement – Fraternity (see Appendix A)
- Assistant Director of Student Engagement – Fraternity and Sorority Life communicates with Fraternity or Sorority Headquarters staff to share information known and establish communication with the Office of Student Conduct staff. Assistant Director of Student Engagement – Fraternity and Sorority Life will copy Office of Student Conduct staff member on correspondence (see Appendix B)
 - Email will include notice of investigation
 - Email will include contact information for Office of Student Conduct staff
 - Email will include information pertaining to the *Code of Student Rights and Responsibilities* and the *Fraternity and Sorority Life Governance Statement*
- Office of Student Conduct staff will respond and request verbal communication with Fraternity or Sorority Headquarters staff to review initial gathered information and determine what the role of the Fraternity or Sorority Headquarters staff will be in the investigation

- In the event that interim measures are needing to be placed, the chapter president and Fraternity or Sorority Headquarters staff will be notified prior to an investigation taking place

Investigation

- Office of Student Conduct staff will begin their initial investigation by interviewing any known parties
 - Any interviewees are allowed an advisor or support person to be a part of the interview including Fraternity or Sorority Life Headquarters staff member(s)
 - The choice of an advisor is at the discretion of the individual participating however, the Office of Student Conduct reserves the right to request a different advisor based on any conflict of interests
 - Assistance of IFC or PHA Chief Justices when necessary
 - Anyone person will is considered to be a potential witness to the investigation will not be able to serve in a the role of an advisor (including but not limited to the chapter president)
- Office of Student Conduct staff and the appropriate justice will work together to determine whether or not charges will be brought forward
- Office of Student Conduct staff and Fraternity or Sorority Headquarters staff will follow up together once the investigation has concluded
 - Office of Student Conduct staff and Fraternity or Sorority Headquarters staff will also discuss potential consequences
- Fraternity or Sorority Life Headquarters staff may request a redacted copy of the investigation report through the Custodian of Records located in the Internal Audit department
- Conversely, the Office of Student Conduct may request copies, documents, and other materials pertaining to any investigation conducted by Fraternity or Sorority Life Headquarters staff

Formal Charges

- The chapter president, Assistant Director of Student Engagement – Fraternity and Sorority Life, IFC or PHA Chief Justice will be notified in writing (via email) of a charge letter outlining the alleged violations
 - Assistant Director of Student Engagement – Fraternity and Sorority Life will forward the charge letter to the appropriate Fraternity or Sorority Life Headquarters staff member(s)
- Chapter President will be given a date to schedule their meeting with the Office of Student Conduct staff and IFC or PHA Chief Justice (as appropriate)
 - Chapter President is allowed an advisor or support person to be a part of the interview including Fraternity or Sorority Life Headquarters staff members

- The choice of an advisor is at the discretion of the individual participating however, the Office of Student Conduct reserves the right to request a different advisor based on any conflict of interests
- Assistance of IFC or PHA Chief Justices when necessary
- Chapter President may review the investigative report at the time of the conduct meeting
- Chapter President may request a redacted copy of the investigative report through the Office of Student Conduct

Resolution

- Chapter President will have the opportunity to respond to the alleged violations
- Chapter President can accept responsibility for the alleged violations and proposed consequences, as outlined by the Office of Student Conduct staff and IFC or PHA Chief Justice. Chapter President may also bring proposed consequences on behalf of their organization
 - Office of Student Conduct staff member sends outcome letter, in writing, to Chapter President, Assistant Director of Student Engagement – Fraternity and Sorority Life, IFC or PHA Chief Justice
 - Assistant Director of Student Engagement – Fraternity and Sorority Life will send outcome letter to Fraternity or Sorority Life Headquarter staff member(s)
- Chapter President does not accept responsibility and requests a hearing
 - Office of Student Conduct staff member schedules pre-hearing meeting with Chapter President
 - Assistant Director of Student Engagement – Fraternity and Sorority Life will send notification of hearing to Fraternity or Sorority Life Headquarter staff member(s)
 - Fraternity or Sorority Life Headquarters staff member or chapter advisor are allowed to participate as an advisor or support person in the hearing process

Wristband Violations (5.19)

- In the event that a fraternity or sorority does not pick up wristbands for their event at the Office of Student Engagement the following will apply:
 - First violation: a warning, issued by the Office of Student Conduct, will be sent to the organization president and copied to the Assistant Director of Student Engagement – Fraternity and Sorority Life and the IFC or PHA Chief Justice
 - Assistant Director of Student Engagement – Fraternity and Sorority Life will send to Fraternity or Sorority Life Headquarter Staff member and advisor
 - Second violation: Referral to Office of Student for adjudication according to the procedures outlined above
- Wristband violation cycle will be academic school year