

Roster Submission Policy

1. Each fraternal organization is required to submit rosters by the specified dates according to the OFSL Information Deadline Form.
 - The Office of Fraternity and Sorority Life tracks the academic, recruitment, and retention rates for each fraternity and sorority affiliated with the IFC, NPC, NPHC, and UCFS leadership bodies.
 - Such statistics are available for the previous semester at or near the beginning of the next semester for your records.
2. A roster consisting of all dues-paying members listed on your national organization roster must be submitted to the Office of Fraternity and Sorority Life. **The deadline will be determined by individual councils.**
3. OFSL will compare official office rosters with those submitted to your respective national and/or international headquarters office. If there are discrepancies, the chapter president will meet with a representative of OFSL for review purposes. The national and/or international headquarters office will be contacted if necessary.
4. **All dues paying members will stay on your active roster** throughout their collegiate career with the exception of those who disaffiliate, disassociate, or are granted early alumni status. **In order to remove a member, a disaffiliation form is required by the OFSL office.**
5. Anytime a member is added, either a new member or an affiliate, including transfer students, you are required to submit a Grade Release Form and Our Commitment to a Hazing-Free Fraternity and Sorority Life Experience Form available in the Office of Fraternity and Sorority Life and on the Fraternity and Sorority website under the Resources link.
6. **Once a bid is extended and accepted and the necessary forms are submitted to the OFSL office the new member remains on the roster unless a disaffiliation form is submitted to the OFSL office requesting the member be removed.**
7. Grade Release Forms and Our Commitment to a Hazing-Free Fraternity and Sorority Life Experience Forms are time sensitive forms. **The deadline of forms is determined by individual councils and failure to comply with the deadlines could result in a fine to your chapter.**
8. The Grade Release Forms and Our Commitment to a Hazing-Free Fraternity and Sorority Life Experience Forms for continuous open bidding (COB) deadline will be determined by individual councils.
Note: Panhellenic women will also need to complete required COB grade release and acceptance forms according to Panhellenic policy.
9. Grade roster reviews will begin mid semester. **Announcements and notification will be made by OFSL to have a designated member of each chapter meet with the OFSL Administrative Assistant to update all roster information.** The last day to make changes to the roster is **Reading Day**. Failure to verify the roster by Reading Day will result in the chapter's statistical information being reported inaccurately. **Please note that once ranking and grade reports are locked in at the end of the semester, no retroactive changes will be made.**

Invent the Future