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.