**Office Fraternity and Sorority Life**

P.O. Box 6292

198 Lee Blvd Suite 300

Mississippi State, MS 39762

P. 662.325.2394

F. 662.325.3323

www.greeks.msstate.edu



**National Pan-Hellenic Council**

**United Greek Council**

**Membership Intake Guidelines**

**Fall 2025**

## **SECTION I**

**Mississippi State University**

**Guideline Information**

**Guideline Type**

Administrative OFSL Procedure

**Responsible Office(s)**

Office of Fraternity and Sorority Life

**Guideline Approval Date**

6/2/2021

**Related Policies and University Procedures**

Hazing Policy: <http://www.policies.msstate.edu/policypdfs/91208.pdf>

Student Code of Conduct: <http://www.policies.msstate.edu/policypdfs/91100.pdf>

COVID-19 Updates: <https://www.msstate.edu/coronavirus>

**Purpose of Intake Guidelines**

The Office of Fraternity and Sorority Life (OFSL) at Mississippi State University (MSU) recognizes the importance of the Membership Intake Process and we support your efforts in developing new members and your chapter. As students continue to seek membership in Greek letter organizations on our campus, it is important that the Office of Fraternity and Sorority Life establish a system of communication with organizations wanting to conduct intake activities for new members.

Each of the affiliate organizations of National Pan-Hellenic Council (NPHC) and the United Greek Council (UGC) exists on the MSU campus because of a collaborative partnership between the two entities. It is important that each chapter understands this relationship and operates within the set policies and procedures of their respective national bodies and the Mississippi State University. In addition, it is equally important that potential new members also understand that they must adhere to these same policies and procedures during the membership intake process by way of making sure that only those requirements listed within each organization’s membership intake process occur, and there are no instances of unauthorized activity. Herein stated, one will find the procedures required by the MSU Office of Fraternity and Sorority Life designed to ensure a smooth intake process. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the MSU Office of Fraternity and Sorority Life, Dean of Students Office (DOSO), as well as contacting the respective chapter’s advisor and national headquarters. Please handle the intake process with a sense of integrity, civility, and respect.

**Membership Intake Standing Rules**

1. The academic mission of the institution will be upheld and promoted to new members.
2. Membership activities will not interfere with academic endeavors or class schedules.
3. The selection of new members will be free of any form of hazing as defined by our MSU Policy, the federal law and your national headquarters.
4. All new members must have a 2.7 or higher GPA to participate in any new member activities.
5. Members will be selected on the criteria set forth by the MSU Office of Fraternity and Sorority Life with addition to the national headquarters of the organization.
6. Chapter advisor(s) will be present at all membership related activities.
7. Chapters must be in good standing (defined as, “financially active with nationals, academically active with nationals and Mississippi State University, not on any type of probation with either nationals or MSU”) with their national headquarters and Mississippi State University prior to intake activities.
8. Prospective members will be made aware of Mississippi State University Hazing Policy.
9. No membership activity includes the presence or consumption of alcohol.
10. All membership intake activities are to be conducted in compliance with MSU Office of Fraternity and Sorority Life and each national organization’s intake guidelines and process.
11. All prospective members will attend the NPHC/UGC Interest Meeting before being considered for membership in a NPHC/UGC organization.
12. All new members will attend the NPHC/UGC member orientation.
13. A new member introduction show is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member show should include sexually explicit language, gestures, references, or dismissive actions towards other organizations.
14. A chapter must maintain at least a 2.50 cumulative chapter GPA to host membership intake activities. A chapter falling below 2.50 overall average will be placed on membership and social probation the following semester and will remain on probationary status until the overall cumulative average equals or exceeds 2.50.
15. A chapter must maintain at least a 2.50 semester chapter GPA to remain socially active. A chapter falling below a 2.50 semester average will be placed on social probation but may still host membership intake if the cumulative grade point average is above a 2.50. The chapter will remain on social probation until the time that the semester grade point average meets or exceeds 2.50.
16. Organizations will comply with outlined membership intake guidelines prescribed by the MSU Office of Fraternity and Sorority Life.
17. All new members are required to participate in the new members' showcase hosted by the OFSL. No details shall be revealed prior to the showcase.

**Yearly Intake Requirement**

1. All NPHC and UGC member organizations are required to host intake activities for the purpose of gaining new members, during the spring semester of the academic year unless giving permission by NPHC Advisor to host intake for the fall semester. The activities should include nationally approved interest meetings, rush, etc. whose direct purpose is to be the first step to becoming a member of a NPHC sorority or fraternity.
2. Should these hosted events yield qualified applicants, the organization is expected to proceed forward with membership intake activities.
3. Failure to host an interest meeting, rush, or smoker to gain new members and/or inform potential aspirants about your organization will lead to the organization being placed on suspension. A review of the chapter’s reasoning for not hosting membership intake activities will occur with the Dean of Student’s Office and the OFSL.

**Privacy Statement**

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 Mississippi state law. No one other than the Dean of Students and the Office of Fraternity and Sorority 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.

**\*Notice: To ensure that enough time has been allotted all paperwork, reservations of space for practices, and intake sessions should be completed at least 1-2 months prior to the start of intake. The planning process for Membership Intake should begin the semester before your chapter host intake.**

**Step 1.**  **INTAKE MEETING-** If your organization plans to conduct an intake process, the chapter president and/or new membership chairperson is required to meet with the NPHC Advisor or a designated member of the Fraternity and Sorority Life. During the meeting, be prepared to review your national requirements for Intake. Be prepared to submit documentation that certifies your chapter’s eligibility for Intake. Please include appropriate name, telephone number, and email address for state and/or regional officers of your organization.

**ADVISOR AGREEMENT/NATIONALS APPROVAL-** Please submit proof of approval from your national organization once it has been acquired. Advisor Agreement Form must accompany letter of approval from national organization.

**Step 2. INTEREST MEETINGS/RUSH (etc.)**

* The Eligibility Release and Hazing Policy Notification Forms (see forms section) **must** be given to each student attending the previously mentioned meetings. ***ALL Eligibility Release and Hazing Policy Notification forms must be returned to Office of Fraternity and Sorority Life within 48 hours of the conclusion of the aforementioned meeting.* Sign in sheets must be submitted of EVERYONE who attended the interest meeting.**
* A copy of the interest meeting/rush flyer must be submitted to the OFSL. All chapters are given a minimum of 5 days to display the chapter’s rush flyer. All flyers must be posted and visible in the OFSL. Frames will be provided.

**Step 3.** **APPROVAL LIST-** All chapters must submit the national approval list to the OFSL once received from headquarters or regionals.

**Step 4.** **COMMUNICATION-** The Office of Fraternity and Sorority Life expects communication with each organization to be an open process. Should timelines change, it is an expectation that all the steps of the process are communicated with the NPHC Advisor or a designated member of the OFSL staff **immediately**. Any organization that fails to follow the proscribed process or guidelines will be subject to all activities being ceased.

***\*\*DEADLINES****-* All intake activities must be complete by or before **October 13th, 2025 (Fall).** There are no exceptions to this rule.

**New Member Retreat: All newly initiated students will be required to participate in the NPHC/UGC New Member Retreat.**

***Contact Information***

***Questions or concerns should be directed to The Office of Fraternity and Sorority Life***

Assistant Director for Fraternity and Sorority Life/NPHC Advisor:

Roderick Davis | rd452@msstate.edu

**Mississippi State University**

**Appendix**

**Attachments:**

1. **Mississippi State Hazing Policy**

**Mississippi State Hazing Policy**

**National Pan-Hellenic Council Hazing Policy:**

All members of the MSU NPHC are also held accountable for the National Council’s Joint Position Statement Against Hazing. All chapter officers are responsible for knowing and/or educating their chapter members about this policy. A complete description of the policy can be downloaded at:

<http://www.nphchq.org/docs/NPCHJointPostionsStatemetnAgainstHazing2003.pdf>

**Mississippi State University Hazing Policy:**

STUDENT AFFAIRS OP 91.208: Hazing Policy

Approved: October 11, 2017

Purpose

To provide uniform guidelines for the protection of the University community against the dangers associated with of hazing.

Policy

Hazing is prohibited. Any student and/or group failing to comply with this policy is subject to disciplinary action as defined by the Student Code of Conduct. In addition to being in violation of the University hazing policy additional charges are possible both as an organization and as individuals engaged in hazing. Under certain circumstances, hazing may be a violation of the laws of the State of Mississippi, resulting in a criminal prosecution by state and/or local officials. Depending on the circumstances surrounding the hazing activities, responsible parties may be charged with either a misdemeanor or felony.

For purposes of this policy, hazing is defined as:

Any act, regardless of the person’s willingness to participate, that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which brings the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a sponsored or registered student organization.

Any requirement that compels a member or new member, regardless of the person’s willingness, to participate in any activity that is illegal, or that is contrary to any rules or regulations of the University.

Any acts that unreasonably or unusually, impair a member's or new member's academic efforts.

Reporting:

A hazing incident may be reported by anyone by contacting the Dean of Students Office or University Police. All reports of hazing behavior will be investigated, including those reported anonymously. However, please be aware that the University’s ability to investigate hazing incidents depends on the accuracy and specificity of the information provided.

**Violations:**

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Director of Student Activities and NPHC Graduate Advisor.

Probation 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 advisors or the Office of Fraternity & Sorority Life, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Office of Fraternity & Sorority Life and will be a time of no less than one semester. In the event that the chapter is disciplined as outlined above, the regional and national leadership of the fraternity/sorority will be notified.

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 adhering to the Intake Guidelines set by the Office of Fraternity and Sorority Life.
3. Hazing: Any violations of the MSU Hazing Policy will result in a referral to the Dean of Students.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).

**Guidelines for Review of Chapter Status for Suspension:**

1. Executive Board: Chapter President and/or 1 representative must be present.
2. The Chapter Advisors must be present (both Faculty and Graduate Chapter advisors).
3. The Director of Student Activities and Director for Fraternity and Sorority Life.

All questions and concerns must be expressed by the Chapter President to the Office of Fraternity & Sorority Life. If any questions regarding the Guidelines arise, they may be discussed between the Chapter President, Intake Coordinator, Chapter Advisors, and the Office of Fraternity & Sorority Life. Final jurisdiction and decision-making authority rests in the hands of the Office of Fraternity & Sorority Life. **Students found guilty of hazing will be subject to penalties outlined in Student Code of Conduct, the University Dean of Students Office, as well as any sanctions outlined by the national organization.**

Without the submission of the required paperwork, intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Director of Student Activities and Director of Fraternity and Sorority Life, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. In addition, the regional and national leadership of the fraternity/sorority will be notified. These sanctions will be administered appropriately at the discretion of the Director of Student Activities and Coordinator for Fraternity and Sorority Life or, if applicable, the Dean of Students Office.