

Roster Update Policy

UPDATED 2/23/2010

As a means of efficiency related to roster modification for each fraternity and sorority, the following policy is effective immediately:

- Chapter President must update and sign off on their finalized roster by the **LAST DAY OF CLASS** during fall and spring semesters; accompanied by the advisor's current contact information. (name, mailing address, email address, and phone numbers)
 - In a situation where the president is unable to sign the appropriate form, then it may be signed by proxy (another chapter officer) with prior written notification to the Office of Greek Life from the Chapter President or Advisor.
 - Advisor approval of rosters will be requested by the Office of Greek Life within 48 hours of the Chapter President or proxy; signing off on their roster or on the last day of class whichever comes first.
 - Advisors are requested to verify their chapter's roster by the last day of exams to expedite the grade report being finalized
- Once grades are run, there will be no changes unless the change is on the roster that was signed off on by the Chapter President/ Proxy or is requested in writing from the National Headquarters Office.
- Study Abroad students remain on the roster but with notification to the Greek Life Office by the **last day of class**.
 - The study abroad student's semester GPA of 0.0 will not count against the chapter's semester average.
 - The study abroad student's cumulative GPA will still be averaged in with the chapter's cumulative average.
- The signed off on roster is what the staff will use to access the grades.
 - If your organization representatives fail to sign off on the roster by the aforementioned dates, no other changes to the final grade report will be made.
- No one from any organization can be added to a roster without a signed grade release form.
- Each chapter needs to use the most current grade release form, located on the Greek Life website: www.ecu.edu/greeklife
- Any member who is not currently registered as an undergraduate student at East Carolina University needs to be deleted from the chapter's roster.
- The Greek Life Office only pulls chapter grades for fall and spring semesters.
- Grades are only released to the following listed on the Grade Release form:

I hereby consent to the release of my enrollment status, grade point average (cumulative and previous semesters) and judicial records to the Office of Greek Life, Chapter President, Scholarship Chair, New Member Educator, Chapter Advisor, and National Headquarters Staff.

The purpose of this disclosure is to verify eligibility for membership, verification of achievement of the chapter's academic and behavior standards, awards recognition, and for use in chapter programming.

This policy will be reviewed annually by the staff for related updated or changes.