



Roster Policy

Student Involvement & Leadership Development
Campus Life Building, Room 150
815-753-1421

At the beginning of each semester, each chapter will be given its roster to review. Updates to the roster will be due to Student Involvement & Leadership Development by the third Friday after classes begin.

Any time you must add a member, either a new member or an affiliate, including transfer students, you must submit a Prospective Membership Card, which can be found online at

www.niu.edu/studentinvolvement/fraternity_sorority_life/policies/index/shtml.

All members will remain on your active roster throughout their collegiate career with the exception of those who disaffiliate, de-pledge, or take early alumni status. A Membership Termination Form must be submitted to remove a name from the roster. These forms are available

at www.niu.edu/studentinvolvement/fraternity_sorority_life/policies/index/shtml. A member's grades will be included in the chapter GPA calculation unless the Membership Termination Form is submitted to Student Involvement & Leadership Development, room 150 of the Campus Life Building, on or before the grade roster deadline.

The Grade Report Process

Each chapter will submit their academic plan to Fraternity & Sorority Life within Student Involvement & Leadership Development within the first two weeks of the semester. The deadline applies only to the roster. When the chapter roster is submitted to Student Involvement & Leadership Development, an official copy of the chapter's roster according to the Inter/National Organization must also be submitted.

Grade reports cannot be prepared and issued to chapters without the grade release forms having been returned. These forms give the FSL staff permission to release an individual's grades (required by the Federal Educational Right and Privacy Act [FERPA]).

Any forms indicating roster changes need to be returned to Student Involvement & Leadership Development, Campus Life Building 150, by November 15 or April 15. The membership database is revised according to changes noted on the roster change forms. A late fee of \$50 per business day is assessed when rosters are not returned to the Student Involvement & Leadership Development, Fraternity and Sorority Life by the stated deadline.

People studying abroad, on internship, or student teaching should remain on the chapter roster even though no grade will be reported for them. Because no grade is reported, you might see a 0.00 semester GPA or a "SA" on the grade report. This in no way affects the chapter GPA; it is merely a placeholder.

Grade release forms should be turned in before the November 15 or April 15 deadlines to ensure timely preparation of the grade report. Whether or not a person authorizes the release of their grades (by signing the grade release form or not) is noted in the database. If grade release forms are not returned, chapter GPA will still be calculated and reported. It is understood that students studying abroad or on internship, student teaching, etc., will not be expected to sign the grade release form.

Grade reports will be available on four (4) weeks after the last day of finals. Grade reports can be obtained by the chapter president at the Student Involvement & Leadership Development, Fraternity and Sorority Life, or mailed to a chapter president. According to NIU and Federal personal information security procedures, reports cannot be sent electronically.

Chapter and class GPA's are calculated by the Student Involvement & Leadership Development, Fraternity and Sorority Life staff members. Campus grade statistics (all-campus, all-men's, all-women's, etc.) are obtained from Institutional Research.

Return to:

Student Involvement & Leadership Development, Fraternity & Sorority Life
Campus Life Building, Suite 150 DeKalb, IL 60115
(815) 753-1421



Changes to the Grade Report

If a member's name was left on the scholarship report in error, the name can be removed and chapter GPA recalculated IF the person left the chapter before the roster deadline (chapter must show evidence of this by completion of a membership termination form available at Student Involvement & Leadership Development, Fraternity and Sorority Life).

If a member gets a grade changed and a chapter needs an updated report, send an email request including the student's name to the Student Involvement & Leadership Development, Fraternity and Sorority Life (FSL@niu.edu) within the first two weeks of the start of Spring semester for Fall semester grade reports, and by June 1 for Spring semester grade reports. The grade information will be verified and a new report will be prepared, including a recalculated GPA.

If errors appear on a chapter's grade report due to errors made by Student Involvement & Leadership Development, Fraternity and Sorority Life, the report will be revised as soon as the staff is notified.

NO CHANGES WILL BE MADE AFTER FEB. 1 FOR FALL GRADES, AND JUNE 16 FOR SPRING GRADES.

Any questions should be directed to Student Involvement & Leadership Development, Fraternity and Sorority Life. Rosters and grade release forms can be reviewed upon request.

Fall grade reports, including grade statistics will be emailed to alumni chapter advisors and inter/national headquarters and chapter GPAs will be posted to the Fraternity and Sorority Life web site on February 1. Spring grade reports will be mailed and posted to the web site on June 16.

The Chapter's Responsibilities:

The chapter is responsible for the accurate and timely completion of the scholarship roster. Changes to the roster will not be made after grade reports have been prepared, unless the error was made by Student Involvement & Leadership Development, Fraternity and Sorority Life staff members.

Review the grade report within the first two weeks of the semester. Fall grade reports will be available by the middle of January. Spring grade reports will be available the beginning of June. The Spring reports can be mailed to chapter presidents if their summer mailing address is on file with Student Involvement & Leadership Development, Fraternity and Sorority Life. Chapter presidents must contact members in May and must notify the staff if grade changes have been made.

Keep the grade report for chapter use. You may need it when you are assigning rooms, applying for awards, and to show to visiting consultants or alumni. Use the total membership count from this roster to compute your chapter's programming percentage.

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