SUMMARY:

The purpose of this policy is to ensure that extension/expansion of Greek letter organizations occurs in a manner that includes a carefully developed plan consistent with the educational mission of the University and to the healthy growth of the Fraternity and Sorority Community.

POLICY:

I. Coastal Carolina University is committed to the development of a strong and viable Fraternity and Sorority community on campus. The purpose of these procedures is to ensure that extension/expansion of Greek letter organizations occurs in a manner that includes a carefully developed plan consistent with the educational mission of the University. This approach provides maximum opportunity for successful extension/expansion, and a meaningful and rewarding experience for the students within the Fraternity and Sorority community. Therefore, when the Office of Fraternity and Sorority Life, in consultation with the National Pan-Hellenic Council and the Interfraternity Council and Panhellenic Association at Coastal Carolina University, believes a new Greek letter organization can strengthen the Fraternity and Sorority community, the procedures outlined below will be followed.

A. Process for Fraternity and Sorority Life Extension/Expansion
   1. The Director of Fraternity and Sorority Life will send a letter to the inter/national and umbrella organizations of all those eligible when it is determined that it is the appropriate time for extension/expansion. The appropriate time will be determined by the governing council in consultation with the Director of Fraternity and Sorority Life. The organizations will be invited to submit a letter of interest to the Office of Fraternity and Sorority Life.
   2. Prior to initiating contact with potential new student members, each inter/national organization wishing to establish a chapter at the University
must submit a letter of interest to the Office of Fraternity and Sorority Life and the requested supporting materials. The list of supporting materials can be found in the Fraternity and Sorority Life Manual.

3. Only one (1) group per council per year may extend/expand at Coastal Carolina University; exceptions may be reviewed on a case by case basis. A waiting list for interested inter/national organizations will be maintained by the Office of Fraternity and Sorority Life.

4. Only Greek letter organizations affiliated with inter/national organizations may apply and extend/expand at Coastal Carolina University. Greek letter organizations with a formerly active chapter status at Coastal Carolina University, who are now in good standing, may be given first consideration over groups that do not have a prior history at the institution; however, this does not guarantee their extension/expansion at Coastal Carolina University.

B. Process Following Submission of Extension/Expansion Supporting Materials

1. Selection processes will be specific to the respective governing council. The governing council will then submit its recommendation to the Director of Fraternity and Sorority Life. The Director of Fraternity and Sorority Life will take the recommendation for extension/expansion to the Vice President for Campus Life and Student Engagement who will make the final decision.

2. If the decision is made to issue an invitation, the Director of Fraternity and Sorority Life will send written notification to the inter/national organization. The notification will also request time to discuss plans with inter/national representatives as it relates to the extension/expansion schedule.

   a. Six months prior to extension/expansion the inter/national organization will need to submit a finalized schedule and guidelines of the extension/expansion program through to chartering, including financial obligations of members for their first full year.

   b. The inter/national organization must also provide a “deadline date” by which the colony/group will be chartered. The group must remain in a colony/group status for at least one academic semester and has only two years to fulfill membership obligations to charter. If the colony/group is not chartered by the agreed upon date, then, based upon the recommendation of the University, the colony/group will withdraw from campus.

   c. The inter/national organization will not begin extension/expansion efforts until the University receives and approves the written schedule and guidelines. Final written approval of the extension/expansion process, including “starting date,” will come from the Director of Fraternity and Sorority Life.

   d. Prior to beginning the extension/expansion efforts, the Greek organization must submit proof of their general commercial
liability insurance certificate. The Certificate of Insurance must endorse Coastal Carolina University on the insurance coverage as additional insured. Commercial Liability Insurance requires a minimum of one million dollars. See the language below concerning the additional insured. Updated insurance certificates must be submitted annually as directed by the Office of Fraternity and Sorority Life.

Coastal Carolina University  
Attn: Director of Fraternity and Sorority Life  
Post Office Box 261954  
Conway, South Carolina 29528

Endorsed Additional Insured Language: “Coastal Carolina University, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured.”

e. The group/colony will obtain Provisional Status through the Office of Student Life, and Student Organization Recognition within the first semester after officers are elected/selected.

f. If the decision is made not to offer an invitation at that time, the notification will be presented in writing to the inter/national Greek organization(s) by the Director of Fraternity and Sorority Life.

C. Process for Chartering
1. The University chartering requirements for the Office of Fraternity and Sorority Life (OFSL) shall include the following:
   a. Submit a request to OFSL to charter with support from the inter/national headquarters leadership and chapter advisor.
   b. The colony/group must be in good standing with their respective governing council.
   c. Participate in and achieve chapter accreditation through the OFSL accreditation program.
      1) If the chapter is not accredited through the OFSL program, the group will need to work with the Director of Fraternity and Sorority Life to create an action plan to achieve accreditation.
      2) The respective governing council must then admit the colony/group into full voting membership in accordance with council bylaws.

2. Upon approval from the Office of Fraternity and Sorority Life and the inter/national organization, the colony/group will be given full recognition by the University, the Office of Student Life, and Office of Fraternity and Sorority Life.