



FRATERNITY & SORORITY LIFE  
*Community Standards Program*  
BENTLEY UNIVERSITY  
Revised August 2018

**STUDENT PROGRAMS  
& ENGAGEMENT**  
EXPLORE • ENGAGE • EMPOWER  
BENTLEY UNIVERSITY

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## Guiding Principles

### Fraternity & Sorority Life Mission, Vision & Values

#### **Mission**

Fraternity & Sorority Life (“FSL” or Greek Life) is a community of creative, ethical, and socially responsible leaders dedicated to advancing personal growth, social connections, philanthropy, and academic success at Bentley University. United by our values, chapters and councils enhance the student experience and prepare future business leaders for success.

#### **Vision**

By 2021, the Fraternity & Sorority Life Community at Bentley University will enhance:

- *Academic Success & Career Preparation:* Elevate the academic standing of the FSL community, advance chapter values of scholarship, and promote individual member academic success and career preparation as central components of membership recruitment and retention.
- *Community Relations:* Strengthen relationships within the FSL community, between FSL and the Bentley community, and between FSL and the community at large to make FSL more united across chapters, connected to the rest of campus, and engaged in the Boston area.
- *Social Responsibility:* Advance initiatives that promote social responsibility, position members as role models in Title IX, hazing, alcohol and other drugs, and mental health education, and generate recognition on campus and more broadly for success in these areas.

#### **Values**

The FSL Community holds itself to eight core values within three major areas: building relationships, demonstrating excellence, and making an impact.

##### Building Relationships

- *Community* – connecting across chapters, within Bentley, and beyond
- *Brotherhood & Sisterhood* – supporting each other as true and lifelong friends

##### Demonstrating Excellence

- *Leadership* – taking initiative in responsible decision-making
- *Integrity* – holding ourselves to the highest ethical standards, acting on our commitments and values
- *Respect* – treating others with dignity

##### Making an Impact

- *Personal Growth* – preparing members to be future leaders
- *Scholarship* – promoting academic success
- *Philanthropy* – giving back and serving others

### **Rights & Responsibilities of Chapters**

The FSL student experience is a meaningful one – a life-long commitment that enhances a student’s experience at Bentley. As recognized organizations, chapters are expected to take responsibility for facilitating a meaningful experience for their members. At the same time, the University provides resources and support to chapters to help them achieve their goals. This philosophy of balancing rights and responsibilities is based on the University’s expectations of all student organizations set out in the Student Organization Guidebook; however, rights and responsibilities of FSL chapters are adapted and expanded based on the mission, vision, and values of Fraternity & Sorority Life.

#### **Rights of Chapters**

Recognized FSL chapters at Bentley University enjoy the right to the following:

- Access to a Bentley account for financial transactions, eligibility for financial incentives through the Standards Program, and the ability to request Student Activity Fee funding from the Allocation & Internal Audit Committee (AIA) for community-wide programming.

- Use of Bentley University facilities for organization meetings, events, and activities through a chapter-specific EMS (Event Management System) log-in.
- Benefits given to only recognized undergraduate student organizations, such as the ability to book rooms in the Bentley Bubble, use of a Bentley General Account for email, and other benefits.
- Eligibility for “No Frills” catering orders offered by Bentley Dining; chapters may elect to pick-up catering foods for a lower cost than that of fully catered orders.
- A designated Student Affairs Advisor who is a Bentley staff member in the Division of Student Affairs. This Advisor serves as a resource, advocate, and liaison for the chapter.
- Opportunity to participate in regular membership and leadership development programs, including FSL-specific opportunities and student organization success programming.
- Support from Student Programs & Engagement (SP&E) in achieving chapter goals. The Associate Director and Graduate Assistant in SP&E are designated as the primary staff members responsible for FSL at Bentley.
- Self-governance in accordance with the organization’s mission, vision, constitution, and University policies and expectations. This includes the ability to limit chapter membership through a defined recruitment and bid-matching process, collect and manage financial dues from members, create opportunities for brother/sisterhood and leadership development, and hold members accountable to FSL Community Standards and chapter expectations.
- Clear knowledge about what the University expects of all chapters, through a written, regularly evaluated, and consistently applied FSL Community Standards Program. Chapters also have the right to know how they are performing with respect to the Standards each year and to provide feedback on the Standards Program and other policies.

Exercising any of these rights in an irresponsible way or in a manner contrary to University policy may result in suspension or termination of access to them. *See Chapter Non-Compliance for more information on when and how these actions would apply.*

### ***Responsibilities of Chapters***

Recognized FSL chapters at Bentley University have an obligation to:

- Be good stewards of chapter and University resources, including funding (managing funds in accordance with University policy), facilities (abiding by Conference Center and Student Center policies), and methods of communications (following the posting policy, all student email policy, social media policies, and other communication processes). This includes paying council dues in full by stated deadlines each semester.
- Work toward the mission and goals of the organization as stated in its constitution and in a way that is consistent with the basis on which the chapter was originally recognized.
- Actively contribute to campus life by promoting the chapter on campus through marketing, programming, and collaboration with other chapters, student organizations, and University departments.
- Develop chapter membership by recruiting and retaining members through a documented and defined process and developing and communicating membership expectations within the chapter. Chapters are expected to recruit only qualified potential new members, which includes only those students who have completed the Anti-Hazing Agreement & Grade Release, meet the course credit and GPA requirement, and have attended a Recruitment Info Session. Additionally, chapters are only permitted to recruit and offer bids during established times of year and through articulated processes. The chapter is also responsible for maintain accurate records related to active and inactive members and for promptly notifying SP&E when members statuses change.
- Effectively transition in new leadership every year through an articulated transition process and information-sharing with new executive board members. Executive Board officers are selected through a fair process; it is recommended that chapters utilize elections in which general members vote for new officers, as a fair way to select new leadership.
- Communicate regularly with the chapter’s Student Affairs Advisor and Student Programs & Engagement staff and partner with those individuals for the success of the chapter, through seeking their advice, sharing information, and meeting regularly.

- Follow InterFraternity Council, Panhellenic Council, Student Programs & Engagement and Bentley University policies and conduct chapter business as role models and student leaders within the Bentley University community. These policies include, but are not limited to the Standards Program, New Member Education Policy, Recruitment Policy, Hazing Policy, Title IX and Gender-Based Discrimination Policy, and the Student Handbook.
- Submit all required FSL Community Standards data, as defined in this document, by the stated deadline. Chapter leadership have a responsibility to ensure active members are following through on their individual obligations outlined in Standards. Chapters also have the responsibility to enact necessary changes to performance based on a review of their completion of Standards each semester.
- Above all, promote an FSL culture at Bentley that is known for academic success and career preparation, community relations, and social responsibility.

Failure to uphold these responsibilities may result in sanctions incurred by the chapter, including, but not limited to, suspension of University recognition and/or official de-recognition of the chapter. *See Chapter Non-Compliance for more information on sanctions, as well as when and how sanctions would apply.*

### **Purpose of Standards**

In accordance with the mission, vision, and values of FSL and the rights and responsibilities of Chapters, the purpose of the Fraternity & Sorority Life (FSL) Community Standards Program (*“Standards Program,” “the program,” or “Standards”*) is to provide a proactive, comprehensive, and consistent framework to support and measure chapter accountability and success. Standards set clear expectations for all chapters, regardless of council membership or affiliation with a national organization. The intention of this document is not to duplicate requirements set out by a chapter’s national or international headquarters or other governing bodies. The goal is to set requirements that align with the expectations of these organizations while also promoting a future-focused FSL community that is specific to Bentley University’s student, chapter, and institutional cultures.

Standards as a collective program is made up of individual standards that are organized within the following areas:

- Campus & Community Engagement (CCE)
- Membership & Chapter Management (MCM)
- Recruitment & New Member Education (RNME)
- Risk Management (RM)

### **Development & Review of Standards**

The Standards Program was developed in 2017 based on identified needs within Bentley’s FSL community and a review of best practices. Student Programs & Engagement surveyed standards programs among Bentley’s existing chapters, as well as the National Panhellenic Conference, University of Kansas, NC State University, and Valparaiso University. Components of these models were adapted to meet the needs of Bentley’s community. After the first year of the program, student focus group data, Standards data, and a review of the program’s operations were reviewed in summer 2018 and used to make improvements the program.

Standards will continue to be reviewed annually by Student Programs & Engagement, in conjunction with the leadership of the FSL chapters and councils. Changes to the Standards Program may be made at any time; revisions will be communicated to chapters and councils in a timely manner. To the extent possible, revisions will be reviewed with chapter leadership and/or councils prior to taking effect. Student Programs & Engagement may adjust Standards deadlines as needed, and notice of these changes will be issued to chapters and councils in a timely manner. Questions or concerns about the program should be addressed to Matt Galewski, Associate Director of Student Programs & Engagement at [mgalewski@bentley.edu](mailto:mgalewski@bentley.edu).

## Compliance with Standards

### Submitting & Verifying Standards Data

Compliance with the Standards Program is tracked on an ongoing basis by Student Programs & Engagement. Chapter compliance with the program is based on compliance with each of 99 unique standards (with one standard being evaluated twice, for a total of 100 standards opportunities), which are evaluated throughout the academic year, divided between two semesters. Compliance with each specific standard is determined based on available data related to that standard. For some standards, the chapter is responsible for submitting data to provide evidence of the completion of those standards (for example, by submitting a document or written statement to SP&E). For other standards, Student Programs & Engagement will track the relevant chapter data (for example, member participation in trainings or GPA information). Responsibility for achieving each standard lies with each chapter, regardless of data source.

### Standards Points

#### Earning Points

Satisfying a standard requires submission (by a chapter) or completion (verified by SP&E) of at least the “*Minimum Requirement*” which is described for each standard. Generally, a chapter earns one point for each standard by submitting or completing the *Minimum Requirement*. Late submissions of Standards data will result in the chapter receiving .5 points for a 1 point Standard, or 1 point for 2 and 6 point Standards. Chapters may earn up to 47 regular points in the Fall and 53 regular points in the Spring. Point values reset after each semester. If a standard does not apply to a chapter, for a reason that SP&E can verify and approves, the chapter will not be required to meet that standard but will receive the 1 point associated with that Standard’s *Minimum Requirement*.

#### Standards Levels & Incentives

Some standards provide opportunities for chapters to complete a standard beyond the *Minimum Requirement* and earn additional points. The more points a chapter earns in a given semester, the higher that chapter’s Standards Level will be at the end of the semester. Achieving Gold or Platinum status comes with a financial incentive in the form of programming funds from SP&E, to be used in the following semester for chapter philanthropy, brotherhood/sisterhood, academic or other SP&E-approved programming. Chapters who earn Silver status will maintain compliance with the Standards Program but earn no financial incentive. Chapters who are Not In Compliance may be subject to sanctions by Student Programs & Engagement. *See Chapter Non-Compliance for more information on sanctions, as well as when and how sanctions would apply.* Standards Levels, Point Ranges, and associated Incentives are outlined in the table below.

Standards Level	Standards Point Ranges by Semester		Incentive/Result Per Semester
	Fall Semester	Spring Semester	
<b>Platinum Status</b> <i>“Setting the Standard”</i>	<b>38-47*</b> , with at least minimum criteria fulfilled for each standard	<b>38-53*</b> , with at least minimum criteria fulfilled for each standard	Maintains compliance; receives <b>\$500</b> toward chapter programming
<b>Gold Status</b> <i>“Exceeding the Standard”</i>	<b>32-37.5</b> , with at least minimum criteria fulfilled for each standard	<b>32-37.5</b> , with at least minimum criteria fulfilled for each standard	Maintains compliance; receives <b>\$250</b> toward chapter programming
<b>Silver Status</b> <i>“Meeting Standards”</i> or <i>“In Compliance”</i>	<b>24-31.5</b> , with at least minimum criteria fulfilled for each standard	<b>23-31.5</b> , with at least minimum criteria fulfilled for each standard	Maintains compliance
<b>Not In Compliance</b>	<b>0-23.5</b>	<b>0-22.5</b>	May be subject to sanctions or referral by SP&E

Semester	Not In Compliance	Silver	Gold	Platinum
Fall	0-23.5	24-31.5	32-37.5	38-47*
Spring	0-22.5	23-31.5	32-37.5	38-53*

*\*The number of points available in a given semester is the sum of the maximum points available for each standard within that semester. This total does not include any bonus points, which may be earned in addition to regular standards points and have the ability to help a chapter earn a higher Standards Level.*

### ***Bonus Points & Streak Points***

Student Programs & Engagement may throughout the semester offer chapters the opportunity to earn additional points for chapter accomplishments that go above and beyond what is required by Standards. These points are added to the chapter's Standard Point total for a given semester but may not serve as substitutes or "make-up" points for any *Minimum Requirements* associated with specific standards. Additional point opportunities are categorized as either Bonus Points or Streak Points.

Bonus Points are earned for chapter participation in opportunities identified by SP&E as they arise in a given semester. Generally, these opportunities are campus programs that have direct relevance to the FSL Strategic Plan. Chapters will earn 1 Bonus Point for each opportunity they complete, and chapters may earn up to 4 Bonus Points each semester.

Streak Points are earned when a chapter maintains a high level of achievement, or consistently increases their level of achievement, related to specific standards or priorities of the FSL Strategic Plan over consecutive semesters. A chapter may earn up to 6 Streak Points each semester. Streak Point opportunities and what is required of chapters to earn Streak Points are detailed and communicated to chapters in a supplemental policy document.

### **Chapter Non-Compliance**

Failure to submit required Standards data accurately, by the stated deadline, and in a way that demonstrates that standard's *Minimum Requirement* has been met may result in the chapter being designated by Student Programs & Engagement as *Not In Compliance*. Additionally, chapters that fail to uphold their *Rights & Responsibilities* may be considered *Not In Compliance*.

### ***Sanctions***

In the event a chapter is deemed Not In Compliance, the chapter's leadership and respective governing council will be notified of the chapter's status and any sanctions to imposed until the standard in question is satisfied or until the chapter's failure to uphold *Rights & Responsibilities* is resolved, as determined by Student Programs & Engagement. Depending on the violation, Student Programs & Engagement may impose any number of sanctions which include:

- *Chapter Warning* – written notice (for a period of time) that if the chapter were to violated Standards or *Rights & Responsibilities* further, the chapter may be subject to additional sanctions.
- *Ineligibility for Platinum Status* – chapters who have received a *Chapter Warning* and then violate Standards or *Rights & Responsibilities* a second time in the same semester may become ineligible to achieve Platinum status or earn the associated financial incentive for that semester.
- *Ineligibility for Gold Status* – chapters who are *Ineligible for Platinum Status*, and then violate Standards or *Rights & Responsibilities* a third time in the same semester may become ineligible to achieve Gold status or earn the associated financial incentive for that semester.
- *Chapter Training* – the chapter, or a subset of members, is required to complete a training or educational session with a staff member from Student Programs & Engagement by a specific deadline.
- *Event Suspension* – the chapter may not host or participate in any activities or present itself as an organization in any venue.
- *Recruitment Suspension* – the chapter may not communicate, associate, or engage in formal or informal activities with any students who are potential new members.
- *New Member Education Suspension* – the chapter may not communicate, associate, or engage in formal or informal activities with any students who were offered bids to join the organization.
- *Chapter Suspension/Suspension of University Recognition* – the chapter loses University recognition and may not host or participate in any activities or present itself as an organization in any venue. Additionally, members may not organize or communicate as a chapter, except with respect to chapter efforts to meet the relevant standard(s) and regain University recognition. In these cases, Student Programs & Engagement staff and the chapter's Student Affairs Advisor must be present and/or included in such communication.

### ***Referral***

Chapter failure to comply with any sanctions assigned by Student Program & Engagement, continued or egregious non-

compliance with Standards, or any violation of University policy may result in Student Programs & Engagement assigning additional sanctions, or referral as outlined below:

- *Referral to Governing Council* – the chapter is referred to InterFraternity Council or Panhellenic Council Judicial Board for judicial action by the council (in cases of failure to comply with sanctions or continued/egregious non-compliance with Standards). The Councils, based on their constitutions, bylaws, and policies, may issue sanctions to the chapter, which may include but not be limited to official de-recognition of the chapter.
- *Referral to the Office of the Dean of Student Affairs* – the chapter is referred for disciplinary action through the University Conduct System (in cases of failure to comply with sanctions or violation of University policy). The Office of the Dean of Student Affairs, based on University policy, may issue sanctions to the chapter, which may include but not be limited to suspension or expulsion of the chapter.

Chapters that are suspended or expelled per the University Conduct System (as opposed to *Chapter Suspension/Suspension of University Recognition* per Standards), or who have been officially de-recognized by their Governing Council, are not eligible to obtain Silver, Gold, or Platinum status or financial incentives offered by Standards; however, chapters suspended via the Conduct System may be required to adhere to Standards in order to improve as a chapter and prepare for success for when the suspension is lifted.

### **Appeals**

Chapters wishing to appeal Standards sanctions will be given the opportunity to do so. Appeals must be submitted in writing to the Director of Student Programs & Engagement by the deadline stated in the sanctions letter. In order to be considered, an appeal must demonstrate there was a failure of fair process, the suspension imposes an undue hardship, and/or there is new information that was unavailable at the time of this decision. The Director's decision as to whether or not an appeal will be granted is final, and the appealing party will be notified promptly of the decision.

### **Individual Membership & Compliance**

Compliance with Standards is assessed primarily for the purpose of ensuring chapter accountability and success; however, many standards require a high level of individual member engagement and success in order for the chapter to maintain compliance with Standards. Thus, all active members of a chapter in a given semester are expected to have satisfied the individual components associated with relevant standards. The individual requirements, and the standards upon which they are based, are listed below:

- Complete the Anti-Hazing Agreement & Grade Release prior to participating in recruitment: *Standard IV. C. 2.*
- Participation in all required in-person and online risk management trainings in a given semester: *Standards III. B. 2., IV A. 1., and IV. A. 2.*
- Maintain a cumulative GPA of at least 2.7 each semester: *Standard II. B. 1.*

While in general a chapter will not be impacted by an individual's failure to complete a component associated with Standards, the chapter will be impacted by a critical mass (generally over 10% of individuals must not complete the component for the chapter to be impacted); this excludes cases in which chapters must achieve 100% individual compliance (in situations involving executive board and new members).

### **Active Members**

Active members are defined as those listed on the chapter's roster each semester who may also pay dues, attend chapter activities and events, and associate with other members. Chapters are responsible for providing prompt updates to Student Programs & Engagement if and when chapter membership does not reflect the most recent roster submitted to the office.

### **Inactive Members**

Chapters must indicate on their roster, or by notifying SP&E in writing, any members who are inactive with the chapter. Inactive members are exempt from Standards requirements. Inactive members are defined by Student Programs & Engagement to be those members who for academic, financial, personal or other reasons have chosen not to participate in the chapter for a given semester and have notified the chapter of this in writing. The chapter is responsible for maintain this documentation. Inactive members are expected to not communicate or engage as a member in any informal or formal way



with members, new members, or potential new members of the chapter or attend or participate in chapter events or activities during their inactive period. Members wishing to become active again must first communicate their intention to the chapter and Student Programs & Engagement and may be required to complete any obligations under Standards prior to becoming active again.

### ***Members Studying Abroad***

Members studying abroad are required to complete all online requirements (i.e. online trainings) as if they were on-campus; however, they are temporarily exempt from in-person requirements that can only be completed on-campus (i.e. participation in an in-person chapter training). When returning from their semester abroad, these members have until three weeks into the following semester to satisfy in-person requirements through attendance at make-up opportunities. Failure to satisfy these requirements within the defined three weeks may result in that member's membership being suspended.

### ***Membership Suspension***

Any member who does not complete individual components of a relevant standard by the stated deadline may incur suspension of their membership in the chapter. Specifically, these cases include an individual active member's:

- Failure to complete the Anti-Hazing Agreement & Grade Release as described by *Standard IV. C. 2.*
- Failure to complete or participate in an online or in-person training as described in *Standards III. B. 2., IV A. 1., and IV. A. 2.*
- Continued failure to meet the minimum cumulative GPA requirement for a given semester, as described in *Standard II. B. 1.* Generally, members who fail to meet the GPA minimum will be supported by SP&E and the chapter to promote academic improvement. Membership suspension will only be used in cases where a member has intentionally or repeatedly not adhered to academic improvement plans.

In such cases, the member and their respective chapter leadership will be notified, and the member is not permitted to communicate or engage as a member in any informal or formal way with members, new members, or potential new members of the chapter or attend or participate in chapter events or activities during their suspension. The membership suspension will remain in effect until the individual component of the standard in question is satisfied. Failure to comply with the terms of the membership suspension, or continued or repeated non-compliance with Standards, may result in referral to the Office of the Dean of Student Affairs. Members wishing to appeal their suspension may do so according to the process consistent with that which is outlined in *Appeals*.

### ***Potential New Members***

Potential new members are expected to complete certain requirements in order to participate in the recruitment process (See *Standard III. B. 2.*). Chapters are expected to only be recruiting potential new members who have already completed these requirements (qualified potential new members). Chapters who are recruiting students other than qualified potential new members will be considered Not In Compliance with Standards.

### ***Chapter Performance Review***

Following each semester, Student Programs & Engagement will assign each chapter a Standards Level, based on an objective review and scoring of chapter data associated with each standard. These levels will be published in a Standards Report Card on the Bentley website. On an annual basis, the InterFraternity Council and Panhellenic Council will review chapter achievement within Standards and may make recommendations to each chapter related to ways to improve compliance and achievement within the program. Consistent with the councils' constitutions, bylaws, and policies, a council may decide to suspend or de-recognize a chapter that demonstrates continued non-compliance or low performance related to Standards. This may take place in the course of the council's annual review or upon referral by Student Programs & Engagement at any point throughout the year. See *Referral* for more information.

## The Standards

### I. Campus & Community Engagement (CCE)

The following standards govern how chapters engage as active organizations within the campus community. This includes expectations for philanthropy, community building, and community service. These standards seek to develop a notable and vibrant presence in the community for each chapter; chapters will be known for their positive contributions to and partnerships with the campus and broader communities.

#### I. A. Philanthropy

I. A. 1. Commitment to Philanthropy: Each chapter must maintain a commitment to and/or relationship with at least one philanthropic cause and/or organization. Chapters must submit in writing (Minimum Requirement):

- the name(s) of charitable organizations or causes with which they are associated
- a description of how that organization or cause aligns with chapter mission and values
- a list of philanthropy programs sponsored by the chapter and an account of funds raised over the course of the year

#### I. B. Community Building

I. B. 1. Campus Event Attendance: Each chapter must support campus programming sponsored by other organizations each semester. Chapters must submit in writing (Minimum Requirement):

- An overview of at least one campus event members attended and how it aligns with the chapter's mission
- A list of members who attended or participated in the program

I. B. 2. Collaboration: Each chapter must collaborate with at least one other organization (FSL chapter, student organization, or University department) on a program of mutual interest each semester. This program should be open to all students. Chapters must submit in writing (Minimum Requirement):

- An overview of the collaboration and how it aligns with the chapter's mission
- A list of co-sponsoring organizations and description of each organization's (including the chapter's) role in the program (financial, marketing, event planning, etc.)
- Summary of impact: What was the impact on the community and the chapter?

#### I. C. Community Service

I. C. 1. Service Hours: Each chapter will record the number of hours of community service provided by each member over the course of the academic year. Chapters must submit in writing (Minimum Requirement):

- A list of service hours for all members
- A description of each community service program the chapter participated in and description of impact on the community and chapter for each program

Chapters may earn anywhere from **6-20 points** but must fulfill at least the Minimum Requirement for each standard to be considered in compliance with these standards. Deadlines, ways to earn additional standards points, and data sources are described below.

Standard	Criteria	Deadline	1 point	2 points	6 points	Data submitted by Chapter or verified by SP&E
I.A.1.	Commitment to Philanthropy	May 1	Minimum requirement	\$4000-8000 raised	Over \$8000 raised	Chapter
I.B.1.	Campus Event Attendance (Fall & Spring)	Dec. 1	Minimum requirement	10 events	N/A	Chapter
		May 1	Minimum requirement	10 events	N/A	Chapter
I.B.2.	Collaboration (Fall & Spring)	Dec. 1	Minimum requirement	3 events	N/A	Chapter

		May 1	Minimum requirement	3 events	N/A	Chapter
I.C.1.	Service Hours	May 1	Minimum requirement	Avg. of 5-10 service hrs. per member	Avg. of >10 service hrs. per member	Chapter

## II. Membership & Chapter Management (MCM)

The following standards govern how chapters manage and support their members. This includes expectations for scholarship, leadership, alumni/ae connections, brotherhood and sisterhood, and governance. These standards seek to cultivate a chapter membership dynamic that promotes leadership development and academic success, strong brotherhood and sisterhood among both current students and alumni/ae, and well-structured and representative governance for chapters.

### II. A. Membership

II. A. 1. Chapter Roster: Each chapter must submit a full chapter roster each semester, inclusive of member full names and Bentley email addresses, and associated executive board positions and council delegate roles (Minimum Requirement).

II. A. 2. Brother/Sisterhood: Each chapter must hold at least two brotherhood or sisterhood events each semester. Chapters must submit in writing for each event a summary of the program, including purpose, connection to brother/sisterhood goals, participation, and outcomes (Minimum Requirement).

II. A. 3. Alumni/ae Chair & Relations: Each chapter must connect with alumni/ae members on a regular basis throughout the year. Chapters must submit in writing (Minimum Requirement):

- A list of all alumni/ae programs held, along with records of alumni/ae participation, description of the programs, and outcomes. This standard may also be satisfied by submitting a copy of an annual newsletter sent to alumni/ae in lieu of a list of programs. Chapters may submit both a list of programs and a newsletter.
- The full name and Bentley email address for the chapter's alumni/ae chair

II. A.4. Member Involvement: Each chapter must track the campus involvements of their members. Chapters must submit in writing a list of members and their involvements on campus, along with any leadership positions held (Minimum Requirement). Involvements may include:

- Student employment and leadership roles, such as Resident Assistants, Orientation Leaders, ALANA Leaders, Equity Center Educators, Wellness Educators, TNT staff, Student Center staff, HYPE staff, and other positions
- Admissions Ambassadors, Academic Tutors, Study Abroad Ambassadors, Service Learning participants
- Varsity student-athletes, club sports members, intramurals participants
- Student organization members and officers

### II. B. Scholarship

II. B. 1. Grade Point Average: Each chapter must ensure at least 90% of members maintain at least a 2.7 cumulative grade point average. SP&E will verify member grades per the grade release process (Minimum Requirement).

II. B. 2. Scholarship Chair & Academic Achievement Plan: Each chapter must promote the academic success of all members. Chapters must submit in writing the following (Minimum Requirement):

- Scholarship Chair: Full name and Bentley email address of the chapter's academic/scholarship chair
- Academic Achievement Plan: The chapter's specific academic achievement plan designed to support member academic success. This program should include:
  - How the chapter recognizes and celebrates high levels of academic success
  - How the chapter supports members who are experiencing academic challenges
  - How the chapter incorporates career development (networking, internship experiences, etc.)
  - A list of academic resources on campus

II. B. 3. FSL Study Hours: Each chapter must host one FSL-wide study hours session over the course of the academic year (Minimum Requirement). These study hours are held regularly, open to all members of FSL, and are facilitated (hosted) by leaders from within each chapter on a rotating basis.

**II. C. Governance**

II. C. 1. Governing Councils: Each chapter must maintain good standing with their respective council(s) (InterFraternity Council or Panhellenic Council, and Greek Activities Council). SP&E will verify the following (Minimum Requirement):

- That the organization is up-to-date on all council dues payments
- The organization is in good judicial standing with the councils
- The chapter’s council delegates are active members of the council

II. C. 2. Advisors: Each chapter must have designated advising support from a Bentley professional staff member within the Division of Student Affairs and an advisor from the national/international organization (if applicable). Chapters must confirm in writing (Minimum Requirement):

- Student Affairs Advisor Contact Information: Full name, Bentley email address
- Nationals Advisor Contact Info (if applicable; local chapters should submit information for an alumni/ae advisor): Full name, Title, Email Address, Phone Number

II. C. 3. Officer Transition: Each chapter must effectively transition chapter leadership on an annual basis. Chapters must submit in writing (Minimum Requirement):

- An updated copy of the chapter constitution and bylaws
- A full roster of executive board members
- A detailed plan for the officer transition process (timeline, resources offered to new officers, role education, connections to advisors, etc.)

Chapters may earn anywhere from **14-28 points** but must fulfill at least the Minimum Requirement for each standard to be considered in compliance with these standards. Deadlines, ways to earn additional standards points, and data sources are described below.

Standard	Criteria	Deadline	1 point	2 points	6 points	Data submitted by Chapter or verified by SP&E
II.A.1.	Chapter Roster (Fall & Spring)	May 1	Minimum requirement	N/A	N/A	Chapter
		Dec. 1	Minimum requirement	N/A	N/A	Chapter
II.A.2.	Brother/Sisterhood (Fall & Spring)	Dec. 1	Minimum requirement	6 events	N/A	Chapter
		May 1	Minimum requirement	6 events	N/A	Chapter
II.A.3.	Alumni/ae Chair & Relations	May 1	Minimum requirement	Chair/programs & newsletter	N/A	Chapter
II.A.4.	Member Involvement	May 1	Minimum requirement	75-100% of chapter is involved outside of FSL	N/A	Chapter
II.B.1.	Grade Point Average (Fall & Spring)	Dec 15	90% of member GPAs are 2.7+	Avg. GPA is >3.3	Avg. GPA is >3.5	SP&E
		May 15	90% of member	Avg. GPA is >3.3	Avg. GPA is >3.5	SP&E

			GPA's are 2.7+			
II.B.2.	Scholarship Chair & Academic Achievement Plan	Dec.1	Minimum requirement	N/A	N/A	Chapter
II. B. 3.	FSL Study Hours	May 15	Minimum requirement	N/A	N/A	SP&E
II.C.1.	Governing Councils (Fall & Spring)	Dec 1	Minimum requirement	N/A	N/A	SP&E
		May 1	Minimum requirement	N/A	N/A	SP&E
II.C.2.	Advisors	Dec 1	Minimum requirement	N/A	N/A	Chapter
II.C.3.	Officer Transition	Dec 1	Minimum requirement	N/A	N/A	Chapter

### III. Recruitment & New Member Education (RNME)

The following standards govern how chapters manage their member recruitment and new member education processes. This includes expectations for events, participation in departmental programs and workshops, and documentation of these processes. These standards seek to ensure recruitment and new member education processes are values-based and purposeful, appropriately structured and safe, and that all students involved in these processes are informed of their roles, responsibilities, and University policies. In addition to these standards, chapters and their members are accountable to the FSL Recruitment and New Member Education policies, among other policies.

#### III. A. Recruitment and New Member Education Officers

III. A. 1. Recruitment Chair & New Member Educator: Each chapter must designate officers or members to be responsible for planning and implementing the recruitment and new member education processes. These members should be different for both processes. Chapters must submit in writing the full names, titles, and Bentley email addresses for these members (Minimum Requirement).

III. A. 2. Recruitment Info Session(s): Each chapter must have a representative (chapter president, recruitment chair, or other officer) present at Recruitment Info Session(s) prior to the beginning of the recruitment process each semester. SP&E will verify chapter representation using attendance lists (Minimum Requirement).

III. A. 3. New Member Education Workshop: Each chapter must ensure its new member educator(s) attend the mandatory new member education workshop each semester. SP&E will verify chapter participation using attendance lists (Minimum Requirement).

#### III. B. Recruitment & New Member Education Process Documentation

III. B. 1. Recruitment & New Member Education Schedule & Review: Chapters must submit recruitment and new member education schedules, including all required information outlined in the Recruitment and New Member Education Policies. New Member Education schedules should include dedicated time and space for new members to meet SP&E staff and additional time and space for new members to meet the chapter's Student Affairs Advisor. Recruitment and New Member Education schedules must be reviewed with the chapter in a chapter meeting prior to the beginning of each process and copies of the schedules must be communicated and made available to all members (and new members of the chapter, for New Member Education schedules). The respective officers must provide written schedules in addition to confirmation to SP&E and InterFraternity Council or Panhellenic Council that the above requirements have been met for each process (Minimum Requirement).

III. B. 2. Qualified PNMs: Hazing Prevention 101, Info Session, Anti-Hazing Agreement & Grade Release/GPA: Chapters must ensure 100% of the potential new members who they invite to join their organizations have completed the online *Hazing Prevention 101: It's Everyone's Responsibility* training. Additionally, chapters must ensure 100% of their potential new members have attended a Recruitment Info Session (*See Standard II. A. 2.*), have completed the Anti-Hazing

Agreement & Grade Release, and meet the minimum GPA requirement (*See Standard II. B. 1.*) (Minimum Requirement). SP&E will verify new member qualifications.

III. B. 3. Bid List: Chapters must notify SP&E of all potential new members to whom the chapter wishes to extend bids. Chapters must submit in writing a list of all potential new members they plan to offer bids, including full name and Bentley email address for each student (Minimum Requirement).

III. B. 4. New Member Roster: Chapters must submit a full roster of all new members who have accepted bids, including full name and Bentley email address, to SP&E prior to the start of New Member Education. Additionally, chapters must submit a final list of all initiated new members following new member education (Minimum Requirement).

Chapters may earn up to **16 points** and must fulfill at least the Minimum Requirement for each standard to be considered in compliance with these standards. Deadlines and data sources are described below.

Standard	Criteria	Deadline	1 point	2 points	6 points	Data submitted by Chapter or verified by SP&E
III.A.1.	Recruitment Chair and New Member Educator (Fall & Spring)	Aug. 27	Minimum requirement	N/A	N/A	Chapter
		Jan. 14	Minimum requirement	N/A	N/A	Chapter
III.A.2.	Recruitment Info Session(s) (Fall & Spring)	Sept. 14	Minimum requirement	N/A	N/A	SP&E
		Feb. 1	Minimum requirement	N/A	N/A	SP&E
III.A.3.	New Member Educator Workshop (Fall & Spring)	Sept. 14	Minimum requirement	N/A	N/A	SP&E
		Feb. 1	Minimum requirement	N/A	N/A	SP&E
III.B.1.	Recruitment Schedule & Review (Fall & Spring)	Aug. 27	Minimum requirement	N/A	N/A	Chapter
		Jan. 14	Minimum requirement	N/A	N/A	Chapter
III.B.1.	New Member Education Schedule & Review (Fall & Spring)	Sept. 14	Minimum requirement	N/A	N/A	Chapter
		Feb. 1	Minimum requirement	N/A	N/A	Chapter
III.B.2.Qualified	Qualified PNMs: Hazing Prevention 101, Recruitment Info Session, Anti-Hazing Agreement & Grade Release/GPA (Fall & Spring)	Sept. 14	100% of PNMs on bid list complete training, attended session, and meet GPA requirement	N/A	N/A	SP&E
		Feb. 1	100% of PNMs on bid list complete training, attended session, and meet GPA requirement	N/A	N/A	SP&E

III.B.3.	Bid List (Fall & Spring)	Sept. 14	Minimum requirement	N/A	N/A	Chapter
		Feb. 1	Minimum requirement	N/A	N/A	Chapter
III.B.4.	New Member Roster (Fall & Spring)	Sept. 17 & Nov. 1	Minimum requirement	N/A	N/A	Chapter
		Feb. 4 & April 1	Minimum requirement	N/A	N/A	Chapter

## IV. Risk Management (RM)

The following standards govern how chapters manage risk and promote member education on important policies related to risk reduction and compliance. This includes expectations for participation in trainings, chapter structures that support risk management, and education on and compliance with University and chapter policies. These standards seek to promote a culture of safety, education, and accountability within each chapter.

### IV. A. Trainings

IV. A. 1. Risk Management Training: Each chapter must ensure members participate in a scheduled risk management training each year (training topics rotate annually and cover issues related to hazing prevention, Title IX education, alcohol education, and bystander intervention). Chapters must indicate at least 90% of general members and 100% of executive board members have completed this training. SP&E will verify chapter member completion of the training using attendance lists (Minimum Requirement).

IV. A. 2. FSL Hazing Prevention Module: Each chapter must ensure members in their second semester of membership complete the online *Hazing Prevention: Fraternity & Sorority Life* module by the stated deadline(s), so that at least 90% of general members (including any members studying abroad) and 100% of executive board members have completed the training since joining the chapter. SP&E will verify new member completion of the training (Minimum Requirement). The *Hazing Prevention 101* module is a prerequisite for the *FSL Hazing Prevention* module.

### IV. B. Structures

IV. B. 1. Risk Manager: Each chapter must designate one risk manager or risk management officer responsible for coordinating risk management policies, protocols, and education for the chapter. Chapters must submit in writing the full name and Bentley email address of this officer (Minimum Requirement).

IV. B. 2. Conduct/Judicial Board: Each chapter must establish a conduct or judicial board for the chapter. This board must be made up of members of the chapter who are responsible for internal member accountability to chapter policies. Chapters must submit in writing the full name and Bentley email address for each member of the conduct or judicial board, along with a brief summary of board cases and decisions that provide evidence of its use (Minimum Requirement).

IV. B. 3. Certificate of Insurance: Each chapter must submit a copy of their certificate of insurance indicating current liability insurance carried by the chapter (Minimum Requirement).

### IV. C. Policies

IV. C. 1. Risk Management Policy & Review: Each chapter is responsible for ensuring risk management policies are documented in writing and are regularly communicated to and reviewed with the membership (*See below for Minimum Requirement details*).

- Risk Management Policy: Each chapter must have a written risk management policy specific to their organization. In addition to outlining how the chapter manages risk and who are primary risk management officers, this policy must contain the chapter's code of conduct, internal chapter conduct/judicial board policy and process information, emergency procedures, and emergency contacts. Chapter must submit their Risk Management Policy in writing.

- **Risk Management Review:** Additionally, each chapter must review with its members on an annual basis its Risk Management Policy (outlined above). Chapters must provide written confirmation that the risk management review has taken place and that copies of risk management policies have been made available to all members by the chapter's Risk Manager.

IV. C. 2. **Anti-Hazing Agreement:** Each semester chapters must ensure that at least 90% of current general members (including any members studying abroad) and 100% of current executive board members have previously completed the Anti-Hazing Agreement & Grade Release since joining the chapter. Additionally, the chapter's new member educator and president must complete the Anti-Hazing Agreement on behalf of the chapter each semester. (Minimum Requirement). SP&E will verify completion of the agreement and release.

IV. C. 3. **Adherence to University Policies:** Each chapter must adhere to all University policies, including those managed by the Office of Student Programs & Engagement and Office of the Dean of Student Affairs (such as the Student Handbook). Chapters who are found responsible for violating University policies and as a result are either suspended or expelled per the University Conduct System are considered not in compliance with this standard (Minimum Requirement). SP&E verifies chapter conduct records with the Office of the Dean of Student Affairs. Adherence to University Policies is evaluated throughout the year on an ongoing basis, with chapters receiving the related Standards point at the end of each semester.

Chapters may earn anywhere from **11-36 points** but must fulfill at least the Minimum Requirement for each standard to be considered in compliance with these standards. Deadlines, ways to earn additional standards points, and data sources are described below.

Standard	Criteria	Deadline	1 point	2 points	6 points	Data submitted by Chapter or verified by SP&E
IV.A.1.	Risk Management Training	Dec. 1	90% of general members and 100% of E-Board completes training	>95% of general members completes training	>98% of general members completes training	SP&E
IV.A.2.	FSL Hazing Prevention Module (Fall & Spring)	Sept. 14	90% of general members and 100% of E-Board have completed training	>95% of general members have completed training	>98% of general members have completed training	SP&E
		Feb. 1	90% of general members and 100% of E-Board have completed training	>95% of general members have completed training	>98% of general members have completed training	SP&E
IV.B.1.	Risk Manager	Dec. 1	Minimum requirement	N/A	N/A	Chapter
IV.B.2.	Conduct/Judicial Board	May 1	Minimum requirement	N/A	N/A	Chapter
IV.B.3.	Certificate of Insurance	Dec. 1	Minimum requirement	N/A	N/A	Chapter



IV.C.1.	Risk Management Policy & Review	Sept. 14	Minimum requirement	N/A	N/A	Chapter
IV.C.2.	Anti-Hazing Agreement	Sept. 14	90% of general members and 100% of E-Board have completed agreement since joining the chapter; NME and president complete each semester	>95% of general members have completed agreement	>98% of general members have completed agreement	SP&E
		Feb. 1	90% of general members and 100% of E-Board have completed agreement since joining the chapter; NME and president complete each semester	>95% of general members have completed agreement	>98% of general members have completed agreement	SP&E
IV.C.3.	Adherence to University Policies (Fall & Spring)	Dec. 15	Minimum Requirement	N/A	N/A	SP&E
		May. 15	Minimum Requirement	N/A	N/A	SP&E

## Chapter Worksheet

Chapters should use this guide to track upcoming deadlines for relevant standards data. Chapters can also use this rubric to project the standards points they have accumulated.

Deadline	Standard	Area	Criteria	1 point	2 points	6 points	Pts Earned	Data submitted by Chapter or verified by SP&E
September								
8/27	III.A.1.	RNME	Recruitment Chair and New Member Educator	Minimum requirement	N/A	N/A		Chapter
8/27	III.B.1.	RNME	Recruitment Schedule & Review	Minimum requirement	N/A	N/A		Chapter
9/14	III.B.3.	RNME	Bid List	Minimum requirement	N/A	N/A		Chapter
9/14	III.A.2.	RNME	Recruitment Info Session(s)	Minimum requirement	N/A	N/A		SP&E
9/14	III.A.3.	RNME	New Member Educator Workshop	Minimum requirement	N/A	N/A		SP&E
9/14	III.B.2.	RNME	Qualified PNMs: Hazing Prevention 101, Recruitment Info Session, Anti-Hazing Agreement & Grade Release/GPA	100% of PNMs on bid list complete training, attend session, and meet GPA requirement	N/A	N/A		SP&E
9/14	IV.C.2.	RM	Anti-Hazing Agreement	90% of general members and 100% of E-Board have completed agreement since joining the chapter; NME and president complete each semester	>95% of general members have completed agreement	>98% of general members have completed agreement		SP&E
9/14	III.B.1.	RNME	New Member Education Schedule & Review	Minimum requirement	N/A	N/A		Chapter
9/14	IV.A.2.	RM	FSL Hazing Prevention Module	90% of general members and 100% of E-Board completes training	>95% of general members completes training	>98% of general members completes training		SP&E

9/14	IV.C.1.	RM	Risk Management Policy & Review	Minimum requirement	N/A	N/A		Chapter
9/17 & 11/1	III.B.4.	RNME	New Member Roster	Minimum requirement	N/A	N/A		Chapter
December								
12/1	I.B.1.	CCE	Campus Event Attendance	Minimum requirement	10 events	N/A		Chapter
12/1	I.B.2.	CCE	Collaboration	Minimum requirement	3 events	N/A		Chapter
12/1	II.A.1.	MCM	Chapter Roster	Minimum requirement	N/A	N/A		Chapter
12/1	II.A.2.	MCM	Brother/Sisterhood	Minimum requirement	6 events	N/A		Chapter
12/1	II.B.2.	MCM	Scholarship Chair & Academic Achievement Plan	Minimum requirement	N/A	N/A		Chapter
12/1	II.C.1.	MCM	Governing Councils	Minimum requirement	N/A	N/A		SP&E
12/1	II.C.2.	MCM	Advisors	Minimum requirement	N/A	N/A		Chapter
12/1	II.C.3.	MCM	Officer Transition	Minimum requirement	N/A	N/A		Chapter
12/1	IV.A.1	RM	Risk Management Training	90% of general members and 100% of E-Board completes training	>95% of general members completes training	>98% of general members completes training		SP&E
12/1	IV.B.1.	RM	Risk Manager	Minimum requirement	N/A	N/A		Chapter
12/1	IV.B.3.	RM	Certificate of Insurance	Minimum requirement	N/A	N/A		Chapter
12/15	II.B.1.	MCM	Grade Point Average	90% of member GPAs are 2.7+	Avg. GPA is >3.3	Avg. GPA is >3.5		SP&E
12/15	IV.C.3.	RM	Adherence to University Policies	Minimum Requirement	N/A	N/A		SP&E
						<b>*TOTAL POINTS EARNED FOR FALL</b>		
						<b>*STANDARDS LEVEL FOR FALL</b>		
January & February								
1/14	III.A.1.	RNME	Recruitment Chair and New Member Educator	Minimum requirement	N/A	N/A		Chapter
1/14	III.B.1.	RNME	Recruitment Schedule & Review	Minimum requirement	N/A	N/A		Chapter

2/1	III.A.2.	RNME	Recruitment Info Session(s)	Minimum requirement	N/A	N/A		SP&E
2/1	III.A.3.	RNME	New Member Educator Workshop	Minimum requirement	N/A	N/A		SP&E
2/1	III.B.3.	RNME	Bid List	Minimum requirement	N/A	N/A		Chapter
2/1	III.B.2.	RNME	Qualified PNMs: Hazing Prevention 101, Recruitment Info Session, Anti-Hazing Agreement & Grade Release/GPA	100% of PNMs on bid list complete training, attend session, and meet GPA requirement	N/A	N/A		SP&E
2/1	IV.C.2.	RM	Anti-Hazing Agreement	90% of general members and 100% of E-Board have completed agreement since joining the chapter; NME and president complete each semester	>95% of general members have completed agreement	>98% of general members have completed agreement		SP&E
2/4 & 4/1	III.B.4.	RNME	New Member Roster	Minimum requirement	N/A	N/A		Chapter
2/1	III.B.1.	RNME	New Member Education Schedule & Review	Minimum requirement	N/A	N/A		Chapter
2/1	IV.A.2.	RM	FSL Hazing Prevention Module	90% of general members and 100% of E-Board completes training	>95% of general members completes training	>98% of general members completes training		SP&E
May								
5/1	IV.B.2.	RM	Conduct/Judicial Board	Minimum requirement	N/A	N/A		Chapter
5/1	I.A.1.	CCE	Commitment to Philanthropy	Minimum requirement	\$4000-8000 raised	Over \$8000 raised		Chapter
5/1	I.B.1.	CCE	Campus Event Attendance	Minimum requirement	10 events	N/A		Chapter
5/1	I.B.2.	CCE	Collaboration	Minimum requirement	3 events	N/A		Chapter
5/1	I.C.1.	CCE	Service Hours	Minimum requirement	Avg. of 5-10 service hrs. per member	Avg. of >10 service hrs. per member		Chapter

5/1	II.A.1.	MCM	Chapter Roster	Minimum requirement	N/A	N/A		Chapter
5/1	II.A.2.	MCM	Brother/Sisterhood	Minimum requirement	6 events	N/A		Chapter
5/1	II.A.3.	MCM	Alumni/ae Chair & Relations	Minimum requirement	Chair/programs & newsletter	N/A		Chapter
5/1	II.A.4.	MCM	Member Involvement	Minimum requirement	75-100% of chapter is involved outside of FSL	N/A		Chapter
5/1	II.C.1.	MCM	Governing Councils	Minimum requirement	N/A	N/A		SP&E
5/15	II.B.1.	MCM	Grade Point Average	90% of member GPAs are 2.7+	Avg. GPA is >3.3	Avg. GPA is >3.5		SP&E
5/15	II. B. 3.	MCM	FSL Study Hours	Minimum requirement	N/A	N/A		SP&E
5/15	IV.C.3.	RM	Adherence to University Policies	Minimum Requirement	N/A	N/A		SP&E
							<b>*TOTAL POINTS EARNED FOR SPRING</b>	
							<b>*STANDARDS LEVEL FOR SPRING</b>	

\*Student Programs & Engagement will make the final determination on total points earned and the corresponding Standards Level. However, chapters may use the table below to project the Standards Level they are on track to achieve.

Standards Level	Standards Point Ranges by Semester		Incentive/Result Per Semester
	Fall Semester	Spring Semester	
<b>Platinum Status</b> <i>"Setting the Standard"</i>	<b>38-47*</b> , with at least minimum criteria fulfilled for each standard	<b>38-53*</b> , with at least minimum criteria fulfilled for each standard	Maintains compliance; receives <b>\$500</b> toward chapter programming
<b>Gold Status</b> <i>"Exceeding the Standard"</i>	<b>32-37.5</b> , with at least minimum criteria fulfilled for each standard	<b>32-37.5</b> , with at least minimum criteria fulfilled for each standard	Maintains compliance; receives <b>\$250</b> toward chapter programming
<b>Silver Status</b> <i>"Meeting Standards"</i> or <i>"In Compliance"</i>	<b>24-31.5</b> , with at least minimum criteria fulfilled for each standard	<b>23-31.5</b> , with at least minimum criteria fulfilled for each standard	Maintains compliance
<b>Not In Compliance</b>	<b>0-23.5</b>	<b>0-22.5</b>	May be subject to sanctions or referral by SP&E

Semester	Not In Compliance	Silver	Gold	Platinum
Fall	0-23.5	24-31.5	32-37.5	38-47*
Spring	0-22.5	23-31.5	32-37.5	38-53*

*\*The number of points available in a given semester is the sum of the maximum points available for each standard within that semester. This total does not include any bonus points, which may be earned in addition to regular standards points and have the ability to help a chapter earn a higher Standards Level.*