

7.0 ROSTER GUIDELINES

The Office of Fraternity & Sorority Affairs (OFSA) is committed to accurately identifying the members of the recognized Greek organizations on campus. As these memberships generally fluctuate without the knowledge of the Office, the involvement of the chapter is necessary for an accurate list.

To facilitate this process, the office inputs this information into a database that will ultimately help the Greek Community and your Chapter. The definitions below were determined by the OFSA for our office record keeping, thus may differ from your own chapter status definitions. Please use our definitions for this process.

It is exceptionally important all Chapter Rosters contain precise first/last names and net ids as even a misspelling will not be accepted into the database. We will continue to collect semester rosters from each organization with updates and/or corrections.

The chapter is required to update the roster according to the instructions listed below, and to return it to the OFSA by the published deadline each semester. Chapters that miss the deadline will not be able to host social events until the roster is received.

Instructions for updating the rosters are as follows

1. Review the members listed to confirm they are currently members.
2. Indicate the correct status for each individual (Associate Member, Away, Disassociated, Member or Terminated).
3. Add members not included and new members to the list.
4. Return the spreadsheet as an attachment in an email to the OFSA.
5. Only rosters on Excel spreadsheets will be accepted.

OFSA Student Status Definitions

Associate Member

Student in the process of initiation during the current semester (*old term was New Member*)

Away

Any member who is not currently enrolled as a student at the Ithaca campus, or is participating in a program such as study abroad, internship, etc

Disassociated

Discontinuation of an Associate Member's relationship with a Greek organization (*old term was de pledge*)

Member

Any student who is fully initiated and currently enrolled as a student at the Ithaca campus (*old term was Current Member*)

Terminated

Member permanently disaffiliated from the fraternity or sorority