



# Office of Greek Life Programs Department of Student Life



## **NPHC Chapter Membership Intake Form**

***(REQUIRED for confidential submission to the Coordinator of Greek Life Programs)***

\*The appropriate time to turn in this form is after approval from the National and Regional Headquarters and before any person moves forward with the intake process.

The Membership Intake Process for \_\_\_\_\_ is scheduled to begin on \_\_\_\_\_  
(Fraternity/Sorority) (DATE)

and end on \_\_\_\_\_. Students participating in our MIP must have a cumulative GPA of \_\_\_\_\_  
(DATE) (GPA)

and must have completed at least \_\_\_\_\_ semester hours at The University of Akron.  
(Hours)

The following undergraduate students meet all requirements for membership and have been submitted for approval from the Regional/National Headquarters for participation in our Membership Intake Process (please print clearly-attach additional pages if necessary):

NAME	Student ID	Cumulative GPA	Total UA Hours
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

\_\_\_\_\_ has verified the academic standing of MIP candidates.  
Coordinator of Greek Life Programs Signature

*I hereby certify that all of the above information is accurate and correct; that my chapter has been approved to conduct the Membership Intake Process by Regional/National Headquarters; that my Graduate Advisor is involved in MIP activities of my undergraduate chapter; that my chapter, its members, and alumni/ae will abide by all MIP and University policies and procedures.*

Chapter President Signature      Date      Graduate Advisor Signature      Date

\_\_\_\_\_  
Coordinator of Greek Life Programs Signature      Date



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### NPHC Membership Intake Policy

The following are expectations and requirements for all NPHC affiliated chapters, regarding individual chapter Membership Intake Programs at The University of Akron:

1. At all times, all NPHC chapters are required to explicitly follow the Membership Intake Program (*MIP*) developed and disseminated by the respective Regional/National Headquarters.
2. All NPHC chapters are responsible for educating undergraduate and graduate membership regarding all MIP policies, procedures, and appropriate activities.
3. Initiation of the chapter MIP is “open,” where chapters may choose any time throughout the calendar year to initiate the process with candidates, with proper approval from the respective Regional/National Headquarters, and/or the respective Graduate Chapter along with successful completion of the NPHC Chapter Membership Intake Form with the Office of Greek Life Programs.
4. When a chapter initiates the MIP, the following **must** be completed with the Office of Greek Life Programs:
  - A. Notify the Coordinator for Greek Life Programs of the submission of MIP candidates by the organization within **seven (7) business days** of submitting the application to the Regional/National Headquarters for approval. This notification **must** include the list of individuals, including verified academic standing, for which the chapter is seeking membership approval, as listed on the *NPHC Chapter Membership Intake Form*.
  - B. Notify the Coordinator for Greek Life Programs of any subsequent changes in and results of the MIP candidate(s) status.
  - C. The chapter must provide verification that approval from the Regional/National Headquarters and/or Graduate Chapter for conducting the MIP has been granted, beyond the signature of the Graduate Advisor on the *NPHC Chapter Membership Intake Form*.
  - D. For chapters who meet the above requirements, the Coordinator for Greek Life Programs agrees to keep all MIP information **confidential** until the program is complete for the chapter.
5. Chapters failing to meet the campus academic and scholastic requirements should **NOT** conduct chapter MIP.
6. Chapters failing to meet these requirements, and/or failing to notify the Coordinator for Greek Life Programs prior to initiating the MIP for the chapter will be referred for judicial procedures and subject to potential sanctions.