Jacksonville State University

Fraternity & Sorority Life

Roster Update Policy

Purpose:

To maintain accurate and up-to-date membership records for all recognized fraternity and sorority chapters at Jax State. These records support academic reporting, risk management, chapter compliance, and university engagement.

1. Authorized Submissions

- Only the **Chapter President, Chapter Secretary,** and **Chapter Advisors** can submit roster updates.
- All changes must be approved by the **Chapter Advisor** or **Inter/National Headquarters**.

2. Membership Status Definitions

- **New Member**: A student who has accepted a bid but has not yet been initiated. This status remains for the full semester, regardless of the initiation date.
- **Initiated Member**: A student who has completed the initiation process and is in good standing.
- **Inactive Member**: An initiated member who is not actively participating in chapter activities due to study abroad, internships, co-op programs, or other approved reasons.
- **Resigned Membership**: A student who has voluntarily withdrawn from the organization.
- **Early Alumni Member**: A member who is going on alumni status before they graduate.
- **Graduated**: A member who has completed their degree requirements. Graduation status will be verified with university records.
- **Expelled**: A member removed from the organization due to disciplinary action, confirmed by a letter from the Chapter Advisor or Headquarters.

3. Roster Submission Deadlines

- **Midterm of Each Semester**: Deadline for submitting roster updates.
  - Whoever is on your midterm report will be on your semester report at the end of the semester.

- **Extenuating Circumstances**: Contact the Assistant Dean of Students – Fraternity & Sorority Life for post-deadline changes

4. Adding New Members

- New members may be added year-round through **Continuous Open Bidding (COB)**.
- Submit a completed **NPHC Line Roster**, **COB Card or IFC BID Card** to the Dean of Students Office within **48 hours** of bid/line acceptance.
- All of this is done with an online form through MyJaxState.

5. Member Removal Procedures

- Chapters must complete a roster update to remove members and provide an official roster from headquarters to show official removal off the roster.
- Expelled members require documentation from the Chapter Advisor or Headquarters.
- Members who are **not currently enrolled** at JSU must be removed or marked inactive.
- **Unenrolled students may not represent the chapter in official university activities**.

6. Grade Reporting

- Each member must submit a **Grade Release Form** to allow academic data sharing with the chapter and its advisors.
- Grade reports will be generated based on the most recent roster submitted.

7. Compliance and Accountability

- Chapters must maintain accurate rosters for university and Inter/National organization alignment.

- Discrepancies may be verified against Inter/National rosters.