TO: All Presidents of Recognized Social Greek Letter Fraternities and Sororities on the NJIT Campus

FROM: Thea Schoenberg, Assistant Director for Greek Life and Wellness
      Donna Minnich-Spuhler, Director of the Campus Center

CC: All National Headquarters Representatives
    All NJIT Campus Center Professional Staff Members
    All Chapter Alumni Board Representatives
    All NJIT affiliated Chapter Advisors

DATE: February 6, 2014
RE: Updated Recruitment Policy for Social Greek Letter Organizations

This is official correspondence from the Office of Greek Life and Campus Center stating the recruitment and intake policies for all potential new members or intake for Greek Letter Social Fraternities and Sororities.

I. Intake
   a. New Jersey Institute of Technology is committed to the support, safety and prosperity of all NPHC/NALFO/NMGC organizations. Included in the Intake Process Handbook are the requirements for all NPHC/NALFO/NMGC chapters as they conduct intake at New Jersey Institute of Technology. The Office of Greek Life maintains these polices and will publish updates as appropriate. Intake is the proscribed process potential candidates participate in; in conjunction with the respective organizations National Office, local chapter, and New Jersey Institute of Technology; to gain membership into a NPHC/NALFO/NMGC organization. Intake guidelines are consistent with federal and state law, New Jersey Institute of Technology policies, and National Organizations standards.
   b. The following are the Steps outlined in the Handbook
      i. Chapter Planning
      ii. Formal meeting with Greek Advisor
      iii. Interest meeting
      iv. Progress Meeting
      v. Notification
      vi. Presentation of New Members
      vii. Greek Life New Member Seminar
c. All Chapters must show proof of permission to conduct intake prior to planning any of these meetings and all potential candidates must be approved by the Office of Greek Life before they are invited to go on line.

II. Recruitment
   a. New Jersey Institute of Technology operates under a deferred recruitment system, which means students are not eligible to join a fraternity or sorority until their second semester freshman year. All NIC/NPC/Local Organizations will follow this structure. Although each chapter has a different recruitment and membership intake process, all students participating in those processes must be at least a second semester freshman unless they are EOP or APT students. Deferred recruitment allows first year students the opportunity to better acclimate to the University, adjust to college level course work, meet friends outside of the Greek system, join other campus organizations, and form a strong community in their residence halls before deciding if Greek life is for them. (As per NJIT, IFCS, Office of Greek Life, DOS, September 2005)

III. Timing for Recruitment
   a. Recognized Chapters and Colonies on the NJIT Campus are not authorized to hold formal or informal recruitment events during the summer months or during the winter break. However, it is encouraged that recruitment efforts continue throughout the academic year, and not just in the first few weeks of each semester.
   b. In the fall semester, previous to the Campus Center workshop Training, chapters and colonies are encouraged to host events, however they must go through the Office of Greek Life for approval. Once they have attended the Campus Center Workshop training, they are permitted to submit events according to Campus Center procedure.
   c. Approved Interest Groups and Colonies are encouraged to have an open recruitment season in order to allow the organization to be successful.
   d. Recognized Chapters must abide by the guidelines set forth by the Office of Greek Life with regard to timing for recruitment.
   e. NPHC, NALFO, and NMGC chapters must have written authorization from the Office of Greek Life and their respective National organization prior to beginning the Intake process. Please refer to the “Intake Guide” for more information regarding the procedure for Intake approvals.

IV. Non NJIT Students
   a. The policy states that the practice of recruiting Non-NJIT students into Chapters is not supported by the campus and should not take place unless the Chapter has a Charter that clearly indicates a joint or metro Chapter affiliation. This is the only time that a chapter can recruit students who are enrolled in another institution as of the Fall of 2011. These students must still meet the membership requirements on the campus as to which they are enrolled in.
b. NJIT organizations exist to allow for our students to have leadership opportunities and to learn and grow from these experiences therefore we state that our membership be limited to NJIT students so that they may have the opportunities to have these learning experiences. Our Greek Community is here to enhance the student experience and opportunities for our own students. Other campuses have similar opportunities that are meant for their own students. As our campus is extremely unique, we hope that our organizations stand to support our students’ needs uniquely.

c. As stated in the NJIT Student Handbook: Membership into NJIT organizations is primarily for NJIT student students. Permission for non-NJIT membership into NJIT student organizations is based on the discretion of the NJIT Campus Center Director. Special consideration is given to current organizations with joint recognition with other colleges, and the Campus Center reserves the right to deny recognition of these non-NJIT members. Permission for recognition of non-NJIT members should be sought before membership is conferred.