Fraternity & Sorority Life Exemption Process 2019-20
San Diego State University Sophomore Success Program
Fraternity & Sorority Life Exemption Process

Process implemented in Fall 2019/Spring 2020 is to exempt students who will be sophomores in Fall 2020

Process will release students from their pre-existing Office of Housing Administration License Agreement

Chapters housed during the process development (2016-17) are eligible for 30% of their bed space to be filled with sophomores

Please direct all communication regarding the Sophomore Success Program to sllfraternitysororitylife@sdsu.edu so that the entire FSL staff receive the communication.
FSL Exemption Process: Eligibility

Individual Eligibility
- Term and Total GPA of 2.8 or higher
  - GPAs will not be rounded up
- Must be in good standing
  - Not on academic probation/disqualification or disciplinary probation, suspension in abeyance, suspension, expulsion, etc

Organizational Eligibility
- Must be Accredited during the Fall 2019 term
  - Greek Accreditation status of Accredited, Achieving, or Excelling
- Term and Total GPA of 2.8 or higher
  - GPAs will not be rounded up
Individual members requesting exemption fill out the [Google Form](#).

FSL Team will route (via AdobeSign) the Letter of Intent/Contract Release Request due to FSL.

FSL staff updates chapters on individual and organizational eligibility.

Final list of names submitted and confirmed by chapters (sent to FSL staff by advisors).

Housing Committee (via FSL staff) submits all names and Letter of Intent/Contract Release Requests to Office of Housing Administration.

**Timeline Overview**

- **January 13**
  - on or before January 22
  - January 25
  - January 30
  - January 31
  - February 15

- **January 22**
  - 5:00pm

- **January 25**
  - Final day for FSL to submit names and Letter of Intent/Contract Release Requests to the Office of Housing Administration

  **If** there are spaces that were not filled, all eligible chapters will be contacted.

  Additional spaces will be filled on a first-come, first-served manner.
Individual members requesting exemption fill out the Google Form on or before January 13, 2020.

Members IFC-affiliated fraternities will have access to fill out the form effective January 2, 2020.

The purpose of the Google Form is to identify the individuals that need to sign the Letter of Intent/Contract Release Request (3-page electronic document)

- Individual student (current first year student requesting exemption for their second year)
- Parent/Guardian
- Chapter Advisor
- FSL Staff
- CC President

FSL Team will route (via AdobeSign) the Letter of Intent/Contract Release Request within three business days of receiving the Google Form entry.
Letter of Intent/Contract Release Request due to FSL

All signatures must be received from:
- Individual student
- Parent/Guardian
- Chapter Advisor

Please note that FSL staff will not be completing the eligibility checks until January 25 (which means the document won’t be fully executed until that time). However, all signatures from the individual student, parent/guardian, and chapter advisor must be received on or prior to the first day of the spring term (January 22, 5:00pm)

Step 2
FSL staff updates chapters on individual and organizational eligibility

FSL staff will send the chapter advisor (alumnus/a) an update on individual eligibility for those who submitted the Letter of Intent/Contract Release Request via a Google Sheet based on:

- Academic standing
- Judicial standing

Accreditation Status and Grade Report will be provided to the Fraternity/Sorority (chapter-specific, not comparative)

Step 3
Final list of names submitted and confirmed by chapters (sent to FSL by advisors)

Alumnus/a Advisor will confirm the list of 30% by January 30 via Google Sheet and email to sllfraternitysororitylife@sdsu.edu

- Google Sheet will be the initial spreadsheet shared by FSL staff identifying eligibility
- Email confirmation that the Google Sheet reflects the chapter-approved 30% must be received no later than January 30 at 5:00pm

Step 4
Housing Committee (via FSL staff) submits aggregated names and Letter of Intent/Contract Release Requests to Office of Housing Administration

Housing Committee will issue a letter to all students who submitted a Letter of Intent/Contract Release Request

If there are additional spaces that were not filled, all eligible chapters will be contacted. Additional spaces will be filled on a first-come, first-served manner

Step 5
Step 6 (potential)