

University of Tennessee, Knoxville

2023-2024 Membership Intake Policy at a Glance

*Organizations requesting to conduct membership intake must follow the steps outlined in this policy.
For full explanation of the policy, see the Membership Intake Packet.*

Guideline	Description	Fall 2023 Deadline	Spring 2024 Deadline	Submission Requirements
Meet the Greeks MGC Meet & Greet /MGC Fest Misconceptions & Stereotypes	Meet the Greeks (Fall), Misconceptions and Stereotypes (Fall/Spring), and MGC Fest (Fall/Spring) are the first official introduction that students have to Greek Life. All NPHC chapters must attend and participate in Misconceptions and Stereotypes and Meet the Greeks. All MGC chapters must attend and participate in Meet the Greeks and MGC Meet & Greet.	Wednesday, August 23rd Monday, August 28th Wednesday, August 30st	- Thursday, January 25th Monday, January 29th	All Chapters Must Participate
Interest Meetings/Rush	Organizations may host advertised informational/interest meetings and rush. These activities must take place after Meet the Greeks/MS/MGC Fest and within the given time frame. All interested students must receive a copy of the UTK Hazing Policy and consent to release non-public information by signing the MIP Interest Meeting Sign-In Form.	Thursday, August 31st- Sunday, October 1st	Thursday February 1st- Sunday, March 3rd	Each Attendee must sign the MIP Interest Meeting Sign-In Form. These must be submitted to Greek Life by the Chapter within 48 hours of the meeting
Letter of Intent	The Letter of Intent notifies the Office of Sorority & Fraternity that an organization plans to have intake or entertain the possibility of intake through an Interest Meeting or Rush Activity.	Friday, September 29th	Friday, March 1st	Letter of Intent Must be submitted on official letterhead with signature of Chapter President and Advisor
Intake Meeting and Advisor Verification	An Intake Meeting must be scheduled with Office of Sorority & Fraternity Life to discuss the chapter's calendar and plan for dates. This meeting must be attended by the President, Intake Coordinator, and Advisor. Chapters are asked to submit the MIP Notification Form ** This meeting should be scheduled by the Chapter Intake Chair with the NPHC/MGC Advisor no later than October 4 th (Fall)/March 1 st (Spring)	Wednesday, October 4th *The Meeting must take place by this date and after Interest meeting, etc.	Wednesday, March 6th *The Meeting must take place by this date and after Interest meeting, etc.	To be presented at the meeting: 1. Official Copy of Candidates submitted to national organization 2.MIP Notification Form 3. Proof of Approval for Intake from National Office

MIP Activity Begins

All membership Intake Activities must begin by this day!

October 8, 2023 (Fall) / March 23, 2024 (Spring)

Pre-Intake Meeting with Candidates	Upon the selection of new members, organizations must invite the Director/NPHC/MGC Advisor to the FIRST official intake meeting/educational session with the selected new members	No later than Monday, October 9th	No later than Monday, March 18th	Scheduled by the Chapter Intake Coordinator with the NPHC/MGC Advisor no later than October 9 th / March 18 th
New Member Presentation Meeting	Organizations participating in the New Member Presentation must schedule & complete a New Member Presentation Meeting by this date. This meeting's purpose is to review NMP policies.	No later than Wednesday, November 1st	No later than Wednesday, April 3rd	Organizations should officially add new members to the university roster at this meeting
Health and Safety Orientation Module	ALL attendees wishing to be considered for intake must register for and complete the OSFL New Member Health & Safety Module on Canvas.	Due on Thursday, October 30th	Due on April, 30th	All aspirants/candidates must completed the HSOM.
Cease Activity				
Chapters may no longer conduct activities. All new members must be initiated. November 18th / April 20st				
New Member Presentations	All newly initiated members must visibly display org. paraphernalia by this date	Final Day: November 19th	Final Day: Sunday, April 21st	Presentation of New Members
New Member Orientation	All new members are required to attend the New Member Orientation the semester they are initiated	Monday, November 20th	Monday, April 22nd	It is the chapter's responsibility to ensure all new members are in attendance

The UTK Sorority & Fraternity Life Office expects the line of communication to stay open for the duration of the Membership Intake Process. Should issues arise, it is an expectation that all changes are communicated with the NPHC/MGC Advisor, Stephen J. Black, or designated member of the UTK OSFL staff immediately.