Expansion Procedures

All organizations wishing to seek recognition from the University at Albany must have a national representative complete and submit the following form: 2015-2016 UAlbany Fraternity and Sorority Life Chapter Expansion Interest Form. Use this checklist as your guide to the expansion process at UAlbany.

Upon successful completion and submission of the Chapter Expansion Interest Form, someone from the Office of Fraternity and Sorority Affairs will contact you as to your status on our expansion list. PLEASE NOTE: At this time, we only have the available staff to expand one chapter a year. Organizations are welcome to submit their Chapter Expansion Interest Form at any point throughout the academic year. Please note we will review submissions between September 2015-October 2015.

The Chapter Expansion Interest Form is valid for the entire academic year in which it is submitted (i.e. if your organization submits in October 2015, the form is valid and can be moved forward to Step 2 at any point in the ‘15-’16 academic year. A new form must be submitted in October of 2016.).

**Step 1:** Chapter Expansion Interest Form

**Step 2:** Phone interview with the National Representative

**Step 3:** In-person interview with the potential student members

**Step 4:** Letter of recommendation

**Step 5:** In-person presentation

**Step 6:** All Greek Council vote

**Step 1: Chapter Expansion Interest Form (to be completed by National Representative)**

- General information about organization including a summarized history
- National and local governance structure
- Costs associated with membership (initiation fee, annual dues, insurance fee)
- Extended response: What will your organization bring to the FSA/UAlbany community?
- Contact information for National Representative leading the expansion effort
- Number of potential members/interested students (including names and student ID numbers)
- Hazing information and policy review
- Description of organization’s commitment to community service, academic achievement, leadership development, and brotherhood/sisterhood.

**Step 2: Phone Interview with the National Representative**

This phone interview will be conducted with the Expansion Committee and the National Representative leading the expansion effort. This interview should last approximately 45 minutes to an hour, during which time the committee will ask follow-up questions based on the Chapter Expansion Interest Form and give the National Representative the opportunity to highlight the unique attributes and accolades of the organization.
Step 3: In-Person Interview with the Potential Student Members

This interview will be conducted with the Expansion Committee and the potential student members as identified on the Chapter Expansion Interest Form. This interview should last approximately 45 minutes to an hour, during which time the Committee will discuss what goals the students have for this chapter, and how the students see the organization making a positive impact on the UAlbany community, in addition to other pertinent questions.

Step 4: Letter of Recommendation

This letter of recommendation should come from the administrator who oversees Fraternity and Sorority Life. If a chapter exists at another SUNY institution, a letter from that institution is preferred. If there is no chapter at another SUNY institution, a letter from the nearest institution with an established chapter is perfectly acceptable. This letter should be addressed to Arleny Alvarez-Peña, Assistant Director for Fraternity and Sorority Life and should appear on institutional letterhead.

Arleny Alvarez-Peña, Assistant Director
Student Involvement | Campus Center 130
1400 Washington Ave. Albany, NY 12222

Step 5: In-person Presentation

This presentation will be given to the Expansion Committee, the appropriate sub-council, and interested members of the FSA community. The presentation, hosted by the potential student membership and the National and/or Regional Representatives, should highlight the value the chapter will add to the UAlbany community. The presentation should be highly professional and accurately represent the organization seeking expansion. The presentation should last approximately 30-45 minutes and there will be time for audience members to ask questions.

Step 6: All Greek Council Vote

After successful completion of the aforementioned steps, the membership of the All Greek Council will put the expansion of the interested chapter to a vote. If the expansion is approved, the chapter will remain on an interim organizational status for one academic year. Further information on interim status will be provided to both the potential student membership and the National Representative.

Statement on Recognition

In order to be a recognized fraternity or sorority under the Office of Student Involvement you must maintain a chapter GPA of 2.65 or higher.

Makeup of the Fraternity and Sorority Life Expansion Committee

Assistant Director to Fraternity and Sorority Life
Graduate Assistant to Fraternity and Sorority Life
All Greek Council Director of Fraternities or Sororities
2 Sub-Governing Council Board Member