

OSFL Policy Violations Procedure

I. Purpose

The mission of The Office of Sorority & Fraternity Life (OSFL) is to provide a quality undergraduate fraternal experience enhancing student development by developing meaningful partnerships with campus-based professionals and departments, students, headquarters staff and regional and state volunteers, alumni, and advisors. As part of the mission, OSFL upholds policies specifically related to ensuring a safe experience for all members and guests. In alignment with this commitment, OSFL has created an accountability process for violations of these policies.

II. Applicability

- a. The Policy Violations Procedure shall apply to all sororities and fraternities registered with OSFL.
- b. The procedures are applicable to the following Office of Sorority & Fraternity Life Policies:
 - i. OSFL Office Policies
 - ii. OSFL Event Registration Policy
 - iii. Health and Safety Education Policy
 - iv. Housing Policy
 - v. New Member Education Policy
 - vi. Organization Registration Policy
 - vii. Public Accountability Policy
 - viii. Social Event Management Policy

For more information on these policies, refer to the individual policies located on <https://gogreek.utk.edu/about-us/our-policies/>.

III. Policy Violation Procedures

Organizations are expected to abide by all policies.

When OSFL witnesses behavior or receives information that a chapter may have violated a policy(s), the following procedures will take place:

- a. OSFL will submit information to the Student Conduct & Community Standards (SCCS) to ensure that no Student Code of Conduct Violation(s) occurred.
- b. If SCCS determines that a Student Code of Conduct Violation(s) occurred, they will proceed with their Student Conduct Process. See <https://studentconduct.utk.edu/wp-content/uploads/sites/53/2018/07/Student-Conduct-Process-Sheet-Fall-2020-1.pdf>
- c. If SCCS determines that no Student Code of Conduct Violation(s) has taken place, OSFL will move forward with the following:
 - a. If OSFL determines that a policy violation may have occurred but does not rise to the level of a formal violation, OSFL may elect to issue a formal warning, not resulting in a strike.

- i. Generally, when an organization violates a policy for the first time, the organization will receive a warning from their respective council advisor.
 - ii. *Note* OSFL reserves the right to determine a first-time policy violation will result in a strike based on egregiousness and particular policy.
- b. If OSFL determines that a policy violation has occurred, a strike will be assigned to the organization and the Chapter President will receive a letter from OSFL outlining one of two next steps:
 - i. For first time strikes, Chapter Presidents will be required to meet with their respective council's Student Accountability Board (i.e. MGC, NPHC, Panhellenic, or IFC). Judicial boards reserve the right to assign sanctions as they see fit.
 - ii. For second time strikes, Chapter Presidents will be required to meet with a staff member in OSFL for an OSFL Policy Conference. The letter received will outline which OSFL staff member the Chapter President has been assigned to meet with. Chapter Presidents must schedule this meeting within 5 business days of receipt of the letter. OSFL reserves the right to assign sanctions as they see fit.
 1. OSFL will determine the most appropriate staff member for the Chapter President to meet with based on the policy violated.
 2. In cases where the Housing Policy is violated, meetings will generally be scheduled with the Associate Director for Greek Housing or their designee.
- c. Following the completion of a Student Accountability Board Meeting (1st Strike) or an OSFL Policy Conference (2nd Strike) the Chapter President will receive a documented outcome and will be given 5 Business Days to sign off on the outcome.
 - i. Should a chapter not agree with the outcome for any of the reasons outlined below, the Chapter President may elect to appeal the decision in writing within 5 Business Days of receipt of the outcome to the Director of Sorority & Fraternity Life.
 1. Appeal Rationale:
 - a. Clearly Unreasonable Sanction: The sanction(s) imposed by the hearing body is clearly unreasonable (has no sound basis or justification of reason).
 - b. Material Procedural Error: A procedural error occurred prior to or during the Policy Violation Procedure, and the procedural error reasonably could have had a material impact on the decision reached by the hearing body.
 - c. New Information: New information has been discovered, the information reasonably could have had a substantial impact on the outcome, and the Chapter President did not know and reasonably could not have known about the

information at the time of the initial policy violation meeting.

- d. Personal prejudice or bias of the hearing body: Someone involved in the hearing had a personal prejudice or bias that precluded them from fairly and impartially hearing the case. The fact that an individual voted to find the Chapter responsible or not responsible and assigned an outcome for violating an OSFL policy does not, by itself, demonstrate that an individual had a personal prejudice or bias for or against the Chapter.
2. Upon receipt of an appeal request to the Director of Sorority & Fraternity Life, they will review the initial report, information discussed during the initial policy violation meeting, and schedule a meeting with the Chapter President. One advisor is permitted to be present in the meeting as a support measure, should the chapter choose to have them present.
 - a. Following the meeting, the Director of Sorority & Fraternity Life will communicate an appeal decision within 7 Business Days of the meeting. This decision will outline their decision, along with the outcome as appropriate. The Chapter President will have 5 Business Days to sign off on the updated outcome.

Upon a second strike, and intervention from an OSFL staff member for a policy violation meeting, a chapter will receive a 2-point SOFE deduction from "Conduct Standing."

- d. OSFL will follow the Policy Violation Procedures for up to 2 strikes for the same policy, within a single election cycle. Upon the 3rd strike, Failure to Comply will be assessed, and the chapter will be referred to the Office of Student Conduct and Community Standards for adjudication.
 - a. *Note* OSFL reserves the right to determine any policy violation, even a first or second strike, will result in a referral to Student Conduct and Community Standards based on egregiousness and particular policy.

Policy Violation Strikes are reset at the start of each election cycle. Election cycles vary based on organization and align with the calculation of SOFE points for chapters.