



Last revised July 2024



4. After the letter of intent to expand/reactivate is received, the OFSL will then respond via email to the interested organization with the request for a recognition packet. The recognition packet must be completed and submitted by the officer of the national organization. The recognition packet must include the following:
  - A. A List of prospective members, if any, who are full-time undergraduate members

6. Expanding organizations (organizations new to Towson University or have been gone for 8 years or more) must plan and schedule a formal presentation for the University and the council it will be under the auspices of. Details to be covered in the presentation can be obtained from the Director of Fraternity and Sorority Life. Reactivating organizations are exempt from presenting.
7. Once a presentation date is agreed upon, the inter/national organization must send a request for their technological needs to the Director of Fraternity and Sorority Life. This request must be received no later than ten (10) business days before the presentation date. The sponsoring inter/national fraternity/sorority is expected to pay for any expenses, in full, within thirty (30) days of the presentation. If a chapter is a chapter that falls under the auspices of the National Panhellenic Conference all rules regarding extension will be followed according to the extension policies outlined in the NPC manual for extension. No deviation will occur. Please go to [www.npcwomen.org](http://www.npcwomen.org) and click on "Extension Information". If extension has been voted on by the local Panhellenic delegates and occurs, the sorority that has been chosen must have at least \$1 million of social liability insurance coverage with Towson University named on it, as the certificate holder, for the chapter to be recognized.
8. For chapters that fall under the auspices of the IFC, the NPHC, MGC, and IGC, expansion or re-activation may occur in conjunction with an already established interest group or an expansion without an interest group by an inter/national organization.
9. To assure success in the recognition process, each council may only expand by one new chapter a year (unless returning from judicial sanctioning) because of University and Council resources, if approved by the council.
10. To ensure appropriate resources are available to expand/reactivate organizations at the time of their arrival to campus, a council that has organizations scheduled to expand/reactivate two or more years out, will not accept any applications.
11. If the inter/national organization satisfies the criteria outlined above, the appropriate council will schedule meetings to begin the process of expansion, extension, or re-activation if and only after the Office of Fraternity and Sorority Life approves the respective council's decision.
12. If the outcome of a presentation to one of the five recognized governing councils results in denial by the council of expansion or extension to Towson University the inter/national office may submit a letter of appeal to the Assistant Vice President for Campus Life. This letter must be received within ten (10) business days of the notification of denial.
13. If a letter of appeal is denied, the group will not be recognized by Towson University. In other words, no further appeal; the decision of the Assistant Vice President for Campus Life is final.

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