Initial Response
I. Violation reported to the Office of Fraternity & Sorority Life (OFSL)
   a. Violations can be reported to the OFSL by any individual whether or not they are affiliated with a Greek-letter organization at Shippensburg University. Anonymous reports are accepted.
   b. All reported violations will be investigated. If it is discovered that a violation did not occur the matter will be dropped.
   c. If it is discovered that a violation has occurred, the steps outlined will be followed.

II. Chapter/Colony President and Chapter/Colony Advisor or Inter/National Office representative and Dean of Students notified.
   a. Notifications will occur by phone or email within 24 hours of the reported violation.

III. Investigation conducted by the OFSL in conjunction with the Inter/National Office, Chapter/Colony Advisor and Chapter/Colony officers, members and new members as needed.
   a. There are two ways that investigations will be handled—Collaborative and University. Both are outlined below.
   b. Collaborative investigations are the preferred method of investigation.

Collaborative Investigation
A Collaborative investigation is one in which the OFSL and the Inter/National Organization work together to fact find. If it is determined that a violation has occurred, the OFSL and the Inter/National Organization will draft and release one set of sanctions.
I. Agreement reached, sanctions determined as appropriate
   a. If it is determined that a violation has occurred the OFSL and the Inter/National Organization will work together to draft sanctions that will work to educate the chapter/colony members as well as improve the chapter/colony and the fraternity/sorority community as a whole.
   b. Any individual chapter/colony member found to have violated University policy will be reported to the Dean of Students Office and a University Judicial Board Hearing may be conducted.

II. Sanctions released to chapter/colony
   a. The OFSL and the Inter/National Organization will both provide support to the chapter/colony as they work to complete assigned sanctions.

III. Appeals handled by Inter/National Organization
   a. All chapter/colony appeals will be directed to the Inter/National Organization and will be discussed with input from the OFSL.
   b. Sanctions may not be changed without the input and approval of the OFSL. If sanctions are changed without OFSL input, the OFSL reserves the right to move forward with the steps outlined under University Investigation.
IV. Appeal granted, new sanctions determined as appropriate/Sanctions completed/End

V. No appeal/appeal not granted - Sanctions completed - End

University Investigation
A University investigation takes place when the Inter/National Organization is non-responsive to the violation report or when the sanctions determined by the Inter/National Organization are not viewed by the University as sufficient in light of known facts.

I. Agreement cannot be reached/suggested sanctions not sufficient
   a. If it is determined that a violation has taken place the OFSL and the Inter/National Organization will work together to conduct an investigation. If, during the course of this investigation it is determined by the Inter/National Organization that a violation has not occurred and the OFSL disagrees OR if the sanctions suggested by the Inter/National Organization are seen to not be sufficient the OFSL will move forward with a Judicial Board Hearing.
   b. Any individual chapter/colony member found to have violated University policy will be reported to the Dean of Students Office and a University Judicial Board Hearing may be conducted.

II. University Judicial Board Hearing Conducted
   a. A University Judicial Board Hearing is conducted as outlined in the Swataney, the Student Code of Conduct.
   b. Judicial boards are comprised of a faculty member, staff member and University undergraduate student.

III. Chapter/Colony Not Found to be in Violation – End
    a. If it is determined that a violation did not occur, the matter will be dropped.

IV. Chapter/Colony found to be in violation – Sanctions determined
   a. If a violation is determined to have occurred sanctions will be determined by the judicial board.
   b. The OFSL and the Inter/National Organization will both provide support to the chapter/colony as they work to complete assigned sanctions.

V. Appeal to Vice President for Student Affairs
   a. Judicial Board sanctions can only be appealed to the Vice President for Student Affairs as outlined in sanctioning letters and in the Swataney.

VI. Appeal denied – End

VII. Appeal granted - Decision amended - End