

**Montclair State University**  
**Hawk Accreditation System (H.A.S.)**

The Office of Greek Affairs in conjunction with the Center for Student Involvement has implemented the following evaluation system to improve the quality of Greek Letter Organizations at Montclair State University. The results of the system will be used to rank organizations as Five Hawk, Four Hawk, and Three Hawk organizations.

The intent of this program is assist organizations in documentation of activities and accomplishments on an annual basis, while creating standards by which each organization should strive to achieve and surpass. In addition, this documentation will allow the Office of Greek Affairs to disseminate proper records/statistics to requesting departments. There is an expectation that each organization will meet and maintain the minimum expectation of a Three Hawk and continue to work toward Four and Five Hawk Accreditation.

This program will be reviewed on an annual basis for improvements.

**\*\*Your organization's ranking will be advertised on the Greek Affairs website\*\***

**Instructions**

- ✚ Select an executive board member to spearhead/coordinate/complete the system application. Due to the documentation involved in this process it is wise to select someone who is organized and has good writing skills
- ✚ Read through the ENTIRE Accreditation System, making note of any questions you may have and make sure to ask the Leadership Coordinator as soon as you find them.
- ✚ Begin compiling all data immediately. Official forms will be located on the Greek Affairs website and binders will be due on the reading day of each Spring semester.
- ✚ Submit all documents in an organized manner through the use of a 3 ring binder (1" binder preferred). These binders will be reviewed at the end of Spring semester.
  - While it is encourage for you to be creative with the binder keep the information typed and visible
  - Only include social and educational activities that occurred at Montclair State University (The only exceptions are service and philanthropy activities.)
    - If your organization/chapter participated in an activity at another institution create a separate section for this documentation.
  - Only include activities that took place during a Fall/Spring time frame

**Organization/Chapter Rating Scale**

- ✚ Five Hawk Accreditation – Organization/Chapter of Excellence
- ✚ Four Hawk Accreditation – Organization/Chapter Above Average
- ✚ Three Hawk Accreditation – Accredited Organization/Chapter

## THREE HAWK ACCREDITATION REQUIREMENTS

### **SCHOLARSHIP:**

- Chapter Grade Point Average is a minimum of 2.25 cumulative GPA (not including new members)
- New Member Class(es) Grade Point Average is minimum of 2.25 (if applicable)
- 25% of Active Membership attendance at a minimum of 3 ADI programs
- 50% of New Member Class attendance at a minimum of 1 ADI program

### **COMMUNITY SERVICE**

- 25% of Active membership participation in Greek Council sponsored Service Project (no duplicates)
- 10 hours of Community Service per active member

### **PHILANTHROPY**

- \$25 raised per active member for Philanthropy
- 25% of Active membership participation in Greek Council sponsored Philanthropy (no duplicates)

### **CITIZENSHIP (UNITY, PRIDE, SPIRIT, AND COLLABORATION)**

- Co-sponsor 3 events with another campus affiliated organization
- 25% of Active Membership attends Athletic event wearing MSU and Organization paraphernalia
- 25% Active membership attends 2 events out of sub-house (2 different sub-houses)

### **ACCOUNTABILITY**

- Turn in ALL documents by due date (late submissions will not receive credit)
- 1 unexcused absence from Greek Council Meeting
- 1 unexcused absence from Sub-House meeting
- Greek Council representative must stay the same all year unless verified as per the Greek Council Statutes
- Submission of Greek Council dues by initial deadline (late submissions will not receive credit)
- On designated day; must meet with Leadership Coordinator for mid-year progress report

### **DEVELOPMENT (LEADERSHIP AND CULTURAL)**

- Participation in Fall and Spring Greek Affairs retreats/trainings (requested organization members must be in attendance)
- Participation in Student Government Association, Inc Fall and Spring retreats(requested organization members must be in attendance)
- 25% of Active Membership attend 3 "In The Know" workshops sponsored by the Office of Greek Affairs (duplicates allowed)
- If your organization hosts an approved "In The Know" workshop, it will count as 1 of the "In The Know" requirements (an organization can only host 1 workshop and the workshop must be attended by the chapter as well as non affiliated members)

## FOUR HAWK ACCREDITATION REQUIREMENTS

### **SCHOLARSHIP:**

- Chapter Grade Point Average is a minimum of 2.5 cumulative GPA(not including new members)
- New Member Class(es) Grade Point Average is minimum of 2.5 (if applicable)
- 50% of Active Membership attendance at a minimum of 5 ADI programs
- 75% of New Member Class attendance at a minimum of 1 ADI program

### **COMMUNITY SERVICE**

- 75% of Active membership participation in Greek Council sponsored Service Project (no duplicates)
- 20 hours of Community Service per active member

### **PHILANTHROPY**

- \$50 raised per active member for Philanthropy
- 50% of Active membership participation in Greek Council sponsored Philanthropy (no duplicates)

### **CITIZENSHIP(UNITY, PRIDE, SPIRIT, AND COLLABORATION)**

- Co-sponsor 4 events with another organization
  - o 1 Greek, 1 Non-Greek, 1 University department, 1 at your discretion
- 50% of Active Membership attends Athletic event wearing MSU and Organization paraphernalia\*
- 25% Active membership attends 3 events out of sub-house (3 different sub-houses)

### **ACCOUNTABILITY**

- Turn in ALL documents by due date (late submissions will not receive credit)
- 1 unexcused absence from Greek Council Meeting
- 1 unexcused absence from Sub-House meeting
- Greek Council representative must stay the same all year unless verified as per Greek Council Statutes
- Submission of Greek Council dues at first requested date
- On designated day; must meet with Leadership Coordinator for mid-year progress report

### **DEVELOPMENT (LEADERSHIP AND CULTURAL)**

- Participation in Fall and Spring Greek Affairs retreats/trainings
- Participation in Student Government Association, Inc Fall and Spring retreats
- 25% of Active Membership attend 5 "In The Know" workshops sponsored by the Office of Greek Affairs (duplicates allowed)
- 50% of Active Membership attends a cultural program sponsored by a Class 1 or Class 2 organization (must have signed attendance sheet from organization President)
- If your organization hosts an approved "In The Know" workshop, it will count as 1 of the "In The Know" requirements (an organization can only host 1 workshop and people including the chapter must be in attendance)

## FIVE HAWK ACCREDITATION REQUIREMENTS

### SCHOLARSHIP:

- Chapter Grade Point Average is a minimum of 2.75 cumulative GPA(not including new members)
- New Member Class Grade Point Average is minimum of 2.75
- 50% of Active Membership attendance at a minimum of 7 ADI programs
- 100% of New Member Class attendance at a minimum of 1 ADI program

### COMMUNITY SERVICE

- 100% of Active membership participation in Greek Council sponsored Service Project (no duplicates)
- 30 hours of Community Service per active member

### PHILANTHROPY

- \$75 raised per active member for Philanthropy
- 100% of Active Membership participation in Greek Council sponsored Philanthropy (no duplicates)
- 50% of Active Membership participate in a philanthropic event

### CITIZENSHIP(UNITY, PRIDE, SPIRIT, AND COLLABORATION)

- Co-sponsor 6 events with another organization
  - o 2 Greek, 2 Non-Greek, 2 University department
- 50% of Active Membership attend 2 Athletic event wearing MSU and Organization paraphernalia
- 25% Active membership attends 3 events out of sub-house (3 different sub-houses)
- Participate in Homecoming (float/dance)
- Participate in Greek Week (all week long with a minimum of 1 event each day)

### ACCOUNTABILITY

- Turn in ALL documents by due date (late submissions will not receive credit)
- 1 unexcused absence from Greek Council Meeting
- 1 unexcused absence from Sub-House meeting
- Greek Council representative must stay the same all year unless verified as per Greek Council Statutes
- Submission of Greek Council dues at first requested date
- On designated day; must meet with Leadership Coordinator for mid-year progress report

### DEVELOPMENT (LEADERSHIP AND CULTURAL)

- Participation in Fall and Spring Greek Affairs retreats/trainings
- Participation in Student Government Association, Inc Fall and Spring retreats
- 25% of Active Membership attend 7 "In The Know" workshops sponsored by the Office of Greek Affairs (duplicates allowed)
- 50% of Active Membership attends a cultural program sponsored by a Class 1 or Class 2 organization (must have signed attendance sheet from organization President)
- If your organization hosts an approved "In The Know" workshop, it will count as 1 of the "In The Know" requirements (an organization can only host 1 workshop and people including the chapter must be in attendance)
- Sponsor a cultural event or workshop (not co-sponsored)

## ELECTIVES FOR ACCREDITATION REQUIREMENTS

### **ASSISTS IN AREA OF CITIZENSHIP**

- Active Members belong to another organization(s)/Athletic team(s)
  - List member's name and organization(s)/team(s)
- Active Members hold a leadership position(s) on campus (RA/DA, Peer Leader/Ambassador, etc)
  - List member's name and position(s)
- Form an intramural sports team
  - Provide team roster from Campus Recreation
- Facilitate 2 workshops on current world issues your organization feels strongly about
  - Provide copy of flier and sign in sheet from event

### **ASSIST IN THE AREA OF ACADEMIC DEVELOPMENT INITIATIVES (ADIs)**

- Attend 1 event sponsored by Equity and Diversity will count toward 1 ADI workshop

### **ASSIST IN THE AREA OF SERVICE**

- Work within the Center for Student Involvement for hours

### **INCENTIVES**

- Certificate presented at Greek Council Banquet
- Most improved organizations receive a trophy
- 5 Hawk Organizations receive a trophy
- 5 Hawk Organizations will have name on plaque in Student Center
- 5 Hawk Organizations will be able to rent 2 machines from CSI for free for 1 event held in the SC
- 5 Hawk Organizations decorate/post on designated board in CSI for 2 weeks
- 5 Hawk Organizations will receive 5 free flier enlargements from the Information Desk
- 5 Hawk Organizations will have Lunch with University President
- 4 Hawk Organizations will be able to rent 1 machine from CSI for free for 1 event held in the SC
- 4 Hawk Organizations will receive 4 free flier enlargements from Information Desk
- 4 Hawk Organizations will have Lunch with the Deans
- 3 Hawk Organizations will receive 3 free flier enlargements from the Information Desk

### **DISINCENTIVES**

- If you have not met at minimum 3 Hawk status you will not have intake for the Fall term and Spring is contingent upon your mid-year review
- If you do not turn in your roster by the due date you will not be permitted to have intake that semester (complete and accurate information required)

## FREQUENTLY ASKED QUESTIONS

This section will be broken down by category and will respond to each level of the Hawk Accreditation System.

### FAQs about Scholarship:

Who calculates the Chapter's GPA?

*The chapter's GPAs are calculated by the Leadership Coordinator (LC) at the end of each semester. There is no need to print each member's unofficial transcript. Note: The LC will not provide you with the grade point averages of the members only the cumulative grade point average of the chapter/organization.*

Who calculates the New Member's GPA?

*ALL new member GPAs are calculated by the Leadership Coordinator (LC) at the end of each semester. Do not print the unofficial transcript of each new member. Note: The LC will not provide you with the grade point averages of the new members only the cumulative grade point average of the new member class.*

Why are there no longer ranges for the GPAs?

*This was a decision of the review committee. The purpose is to set concrete minimums to give each organization something to work toward.*

Where are the CADA workshops?

*We are no longer using the CADA workshops, as there were many scheduling conflicts. In place of the CADA workshops we have instituted ADIs.*

What is an ADI?

*An ADI or Academic Development Initiative are programs designed to focus on various topics pertaining to academics. These have replaced the CADA workshops.*

### FAQs about Community Service:

What is considered community service?

*Service is when there is an organization in need of services that your organization is willing and able to provide. Ex. (ACS needs to place a large mailing and needs volunteers to assist with stuffing the envelopes) A great resource for Service projects would be Isis Haylett; Coordinator of the Community Service and Volunteer Resource Center she can be reached at 973-655-5318, [hayletti@mail.montclair.edu](mailto:hayletti@mail.montclair.edu) or visit her in SC-104J*

What are the Greek Council Sponsored Service Projects?

*Greek Council sponsored service projects are decided by the Greek Council E-Board and/or the Greek Council Service and Philanthropy Chair. An example of a Greek Council sponsored service project is the joint effort between the Greek Community, Educational Opportunity Fund Program (EOF), and MSU L.E.A.D. to provide and distribute holiday gifts to those at the Isaiah house in Newark, NJ.*

What does “no duplicates” mean?

*“No duplicates” means that the same person cannot be used each time. Everyone must take a turn.*

FAQs about Philanthropy:

Does the philanthropy we raise money for have to be our national or chapter/org initiative?

*The philanthropy you raise money for is up to your chapter/organization. You just need to clear your donations with the Student Government Association, Inc. and make sure that it is a legitimate charity.*

What are the Greek Council Sponsored Philanthropy Projects

*Greek Council sponsored philanthropy projects are decided by the Greek Council E-Board and/or the Greek Council Service and Philanthropy Chair. An example of a Greek Council sponsored philanthropy is the MSU Relay For Life.*

What does “no duplicates” mean?

*“No duplicates” means that the same person cannot be used each time. Everyone must take a turn.*

FAQs about Citizenship:

To fulfill the 3 Hawk level of Citizenship can we program with any Montclair State University recognized student organization?

*Yes you may. You are strongly encouraged to step outside of your norm and co-sponsor with a variety of organizations. This will allow more individuals the opportunity to learn about your organization, will increase your visibility, and assist you with recruitment.*

What is paraphernalia?

*Items such as clothing, key chains, or lanyards with your organization’s insignia and/or letters on them.*

Does the Montclair State University and organization paraphernalia have to be visible in the photo?

*Yes. No photo shopping permitted!*

Does everyone participating need to have on both Montclair State University and organization paraphernalia?

*Yes. No photo shopping permitted!*

FAQs about Accountability:

How will you know if we showed to our meetings?

*All sub-houses are required to take minutes and submit them to the Greek Council E-board. Your minutes include attendance.*

What if we are having issues with our representative for Greek Council and/or the Sub-house?

*You need to make sure you have strong alternates that can and will step up. You should also have conversations with your Greek Council Executive Board and put your concerns in writing to the E-Board and the Leadership Coordinator. NOTE: make sure your representative and alternate have the grade point average to serve in this capacity.*

How do we verify a change in our Greek Council representative?

*This will take place through the Greek Council Executive Board. You will also need to put your proposed change in writing. NOTE: make sure your representative and alternate have the grade point average to serve in this capacity.*

At what point do we no longer get credit for turning in our Greek Council dues?

*Anyone turning in Greek Council dues after they have increased from the initial amount will not receive credit.*

At which point do we no longer get credit for documents required to be turned in?

*Anyone turning in documents after they have the designated day/time will not receive credit.*

Which documents are required to be turned in?

- *Rosters and roster change forms (even if there is no change something in writing must be submitted)*
- *Proof of insurance(if your insurance expires and you do not turn in your updated policy you will lose credit for this)*
- *Potential new member form at least 48 hours before your anti-hazing workshop*
- *Intake calendars*
- *Any other documents that the Leadership Coordinator may request at any time to deem you an active chapter/organization*

When are Greek Council dues required to be turned in?

*This will be the decision of the Greek Council Executive Board.*

What is the date for the mid-year progress report?

*This will take place toward the end of the Fall semester when the Wednesday is designated as a Friday. Example: Fall 2011 mid-year progress report will take place on December 14, 2011*

FAQs about Development:

Who and how many people must participate in the Greek Affairs retreats/trainings?

*All individuals that are required by the Leadership Coordinator, typically 4-5 people per organization (unless you have less than that in your chapter/organization). Example: the 2011 Summer/Fall training requires your four (4) main executive board members (i.e. President, Vice-President, Treasurer, and Secretary)*

When are the Greek Affairs retreats/trainings?

*Retreats/Trainings typically take place a few days prior to the start of the Fall term and a week or two into the Spring term. Dates will be determined and announced in a timely manner. Updates can be found on the Greek Affairs website ([Montclair.edu/greekaffairs](http://Montclair.edu/greekaffairs)) and will also be announced in Greek Council meetings each week.*

Who and how many people must participate in the SGA, Inc retreats?

*This is at the discretion of the SGA, Inc. It has typically been 1 person per organization with a preference in sending your President or Treasurer. Check your SGA, Inc mailbox for details. This information is also announced at Greek Council.*

When are the SGA, Inc. retreats?

*This is at the discretion of the SGA, Inc. They have typically take place during September/October for the Fall and January/February for the Spring. Check your SGA, Inc mailbox for details. This information is also announced at Greek Council.*

What does "duplicates allowed" mean?

*This means that the same individuals can be utilized to fulfill this requirement.*

How does an organization get approved to host an "In The Know" workshop?

*They must submit a program proposal to the Leadership Coordinator stating the time and place of the event, the content that will be covered and the proposed learning outcome. They must also provide information on any speakers you may have. Refer to proposal form under the H.A.S. forms located on the Greek Affairs website ([Montclair.edu/GreekAffairs](http://Montclair.edu/GreekAffairs))*

What are the criteria for a program to be considered "In The Know" workshop material?

*It must be a program that will enhance the Greek Community through chapter or community development.*

Why is an organization limited to hosting only 1 workshop?

*Limiting hosting opportunities allows other organizations the chance to participate and also ensures attendance at pre-planned workshops through the Office of Greek Affairs.*

What do you mean by “people including the chapter must be in attendance”?

*In order to have a successful event you must have participants. This includes members of your chapter/organization. It cannot just be the responsibility of a handful of people. If it is a chapter/organization event; the chapter/organization must be in attendance. (If a member has class, they should attend class and proof of this should be attached to your sign in sheet)*

What is meant by “cultural”?

*Programs that will introduce yourself and others to diverse experiences such as new religions, a region of the world, and other nationalities to name a few. Example: World’s Fair teaches everyone that participates about various cultural and regions of the world through food and dance.*

FAQs about the Hawk Accreditation System (H.A.S.):

What is the purpose of H.A.S.?

*To allow organizations to accurately track all that they have accomplished throughout the calendar year; thus making them eligible for various awards through their nationals (if applicable) and recognition at Montclair State University.*

Are these requirements on a semester or annual basis?

*This is an annual program.*

Who is in charge of putting the binder together for our organization?

*You should select your most organized and responsible individual in your chapter/organization to put the binder together.*