NPHC Membership Intake Policy

The following are expectations and requirements for all NPHC affiliated organizations regarding individual chapter Membership Intake programs:

1. At all times, chapters are required to explicitly follow the Membership Intake Program developed and disseminated by their respective National Headquarters.

2. All NPHC chapters are responsible for educating undergraduate and graduate membership regarding all intake policies, procedures, and appropriate activities.

3. Initiation of the chapter intake process is “open,” where chapters may choose any time throughout the calendar year to begin the process with candidates, provided they have sought and received proper approval from the respective National Headquarters and the University of Richmond. The process is mandated to be no longer than six weeks within the same semester, unless special approval has been granted by both the National office and the University of Richmond NPHC Advisor.

4. When a chapter plans to conduct intake, the following must be completed with the Office of Student Activities, or designee:
   a. Notify the NPHC Advisor of the submission of candidates by the organization within seven (7) days of submitting the application to the National Headquarters for approval. This notification must include the list of individuals, including verified academic standing, for which the chapter is seeking membership approval, as listed on the NPHC Chapter Membership Intake Form.
   b. Notify the NPHC Advisor of any subsequent changes in and results of the candidate(s) status.
   c. Provide verification that approval from the Regional/ National Headquarters and/or Graduate Chapter for conducting the intake process has been granted, beyond the signature of the Graduate Advisor on the NPHC Chapter Membership Intake Form.
   d. Any chapter wishing to host a presentation of their line must follow the university space reservation procedures and inform the NPHC Advisor seven (7) days prior to the event.
   e. For chapters who meet the above requirements, the NPHC Advisor agrees to keep all intake information confidential until the program is completed by the chapter.
   f. All intake activities must be in compliance with the University of Richmond Hazing policies.

5. Chapters failing to meet these requirements, and/or failing to notify the NPHC Advisor prior to the Intake process are subject to sanctions.