

Fraternity and Sorority Life

CAP Suspension

Early Recognition Restoration Process

Purpose

The Early Recognition Restoration Process establishes the requirements for chapters that have lost university recognition after earning a Chapter Assessment Program (CAP) score below the minimum standard for two consecutive semesters. This process applies only to chapters placed on a suspended recognition status due to their CAP performance and *does not* apply to chapters that have been suspended for conduct-related sanctions, university disciplinary actions, or actions taken by an inter/national organization.

Recognition restoration is not automatic. Chapters seeking restoration of recognition must demonstrate substantial and documented efforts to address the deficiencies that resulted in the loss of recognition and provide evidence of their readiness to meet or exceed university expectations moving forward. If a chapter is able to complete the process without error, they may have their one-year suspension reduced to one semester.

Eligibility

A minimum of 80% of chapter membership and advisors must commit to the completion of the process from beginning to end. Completing the required form to begin the Early Recognition Restoration Process does not guarantee restoration of recognition. Completion of the form only permits the chapter to participate in the restoration process.

To complete the application, documents will be completed and submitted by the:

- Chapter President
- Chapter Executive board members
- Chapter Advisor
- Faculty/Staff Advisor (if applicable)
- Regional or National Representative

Again, submission of an application does not guarantee restoration and only serves as notification of the chapter's intent to pursue early recognition restoration.

To remain eligible throughout the process, the chapter must:

- Comply with all terms of the Loss of Recognition sanction.

- Remain free of additional university, council, or Fraternity and Sorority Life sanctions.
- Complete all requirements outlined.
- Submit all required materials by established deadlines.
- Maintain communication with the Office of Fraternity and Sorority Life.

Failure to meet these expectations may result in the termination of this process for the chapter.

Loss of Recognition Restrictions

When a chapter is suspended they may not:

- Represent itself as a recognized student organization.
- Reserve or utilize university facilities as an organization.
- Participate in any Towson University Fraternity and Sorority Life programs, initiatives, or competitions whether it be for/with active members or alumni.
- Host, sponsor, or co-sponsor events.
- Conduct recruitment, intake, or membership selection activities.
- Utilize university resources allocated to recognized student organizations.
- Promote the chapter through social media platforms.

Individual members may continue to participate in university activities as students but may not represent the Towson affiliated chapter in any capacity on campus.

RECOGNITION RESTORATION STEPS

PART ONE: REFLECTION AND COMMITMENT

Instructions: Part one is the submission of the application. The details of the application include the following:

The chapter must submit the following:

1. Confirmation of all members who are participating in the Recognition Restoration process.

2. Confirmation of the advisor who will lead chapter through this process.

3. Individual Board Member Reflection Statements

A written statement from each chapter board member will be submitted shall be at minimum addressing:

- Factors that contributed to the chapter's CAP performance from your perspective
- Changes you will make during this chapter suspension to ensure you and other members of the chapter will be accountable and successful
- Why the chapter believes it should be considered for restoration.

All statements should be placed on one document and uploaded

4. Chapter Improvement Action Plan

The chapter must submit a *detailed* action plan outlining 1 **S.M.A.R.T. GOALS** for each topic below and each goal must include a minimum of 2- 3 objectives/strategies to accomplish the established goals.

- Academic improvement - (Academic performance should strive to achieve the all-male, all-female or all-undergraduate cumulative GPA)
 - Improved chapter documents and systems - (The chapter should create a goal the improves chapters policy and procedures such as bylaws, academic plans, accountability measures, meeting agenda and minute's structure, Office transition binders, etc)
 - Member training and development - (The chapter should create a goal to improve officer competence/skill in areas such as budget creation and allocation, Roberts rules of order, officer specific training workshops, etc)
 - Community Service - (all service hours must average 10 hours per member and shall be completed in partnership with and verified by a nonprofit organization, university office, government agency, healthcare provider, or business engaged in community improvement efforts)
5. A signed letter from a regional/ national representative acknowledging the chapter's status, and a commitment to support the chapter's action plan.

ACTION PLAN GOAL EXAMPLE

Academic Goal – The chapter will achieve a 2.75 GPA average at the end of the Fall 2026

The objectives that will be implemented to help accomplish this goal are as follows:

1. Each chapter member will attend 3 academic workshops or tutoring sessions by the office of academic advising.
2. Each chapter member will report screenshot grades weekly to the chapter advisor and director of FSL
3. The chapter will write and formally present a new academic success and accountability plan to the members and advisors.

****The action plan submitted may be revised by the office of Fraternity and Sorority Life and / or the Associate Dean of Students before the chapter is approved to move to part two. ****

Submission: The application form can be found [HERE](#).

Deadline: Within (2) two weeks after notification of suspension by 4:59pm.

PART TWO: CHAPTER ACTION PLAN PORTFOLIO

STRONG DOCUMENTED IMPLEMENTATION AND IMPROVEMENT PROOF

Instructions: Strong documented Improvement goes beyond picture proof. Strong documentation includes 3+ points of proof which could include a combination of Picture proof, video recordings, completed assessment of learning /competence, reflection papers, signed letters, notices of completion by those external to your organization and verified participation in an event or program by a university official.

Strong Documentation

To demonstrate that each objective has been achieved your documentation must show:

1. Evidence of participation
2. Evidence of completion
3. Evidence of impact or learning

DOCUMENTATION EXAMPLE:

Academic Goal – The chapter will achieve a 2.75 GPA average at the end of the Fall 2026

The objectives that will be implemented to help accomplish this goal are as follows:

1. Each chapter member will attend 3 academic workshops or tutoring sessions by the office of academic advising.

- Photos from each session
- A sign-in sheet from each session
- Copies of the assessment completed by the members after each session.

Deadline: Once the Chapter Action Plan is approved through the application process the chapter will have until November 1st for chapters whose suspension begins in the Fall semester, or until April 1st for chapters whose suspension begins in the Spring semester, to submit all documented proof as a chapter portfolio.

Submission: The chapter portfolio submission will be a chapter created public Google drive or Microsoft drive folder link that can be accessed. Each folder should be labeled based on the objective listed for each SMART goal and the objectives should be sub folders within the SMART GOAL folder.

Example:

Folder: Academic SMART Goal

- Sub folder: Objective 1: proofs
- Sub folder: Objective 2: Proofs
- Sub folder: Objective 3: Proofs

This link should be emailed to the Associate Dean of Students and the Director of Fraternity and Sorority Life. There shall be no revisions once submitted. The Associate Dean of Students will review the portfolio and will determine if a chapter can move to part three.

PART THREE: RESTORATION PRESENTATION AND REVIEW

Upon successful completion of Part One and Two, the chapter will be invited to schedule/participate in a Recognition Restoration Presentation.

The presentation panel may include:

- The Office of Fraternity and Sorority Life.
- The Dean of Students Office
- Other university faculty or staff

Attendance Requirement

The President, two additional chapter executive board officers, and a chapter advisor at minimum must attend the presentation.

During this 30 - 45 minute in-person presentation, the executive board and advisor must:

1. Introducing themselves and their role in the chapter
2. Discuss what led the chapter to the status they hold today
3. Share the details of the chapter action plan
4. Present evidence of completion of their goals and objectives set out in the plan
5. Share what the biggest organizational improvement has been.
6. Individually share what was learned from this process (Active members)
7. Present details of 2–3-chapter initiatives/programs that would be executed in the next semester if recognition is restored early.
8. An advisor closes out the presentation by sharing what support and accountability will look like moving forward for the chapter.

The burden of proof remains with the chapter. Therefore, the presentation should be thorough, and chapter members should be able answer questions regarding the events related to action plan and this process.

Recognition Restoration Decision

To be considered for restoration, a chapter must:

- Complete all approved action plan goals and objectives.
- Submit all required documentation by established deadlines.
- Submit detailed and strong documentation of the action plan requirements.
- Demonstrate measurable progress toward established S.M.A.R.T. goals.
- Remain free from additional sanctions.
- Present and articulate readiness to meet university expectations moving forward.

Following the presentation, the panel will discuss and make a recommendation to the Associate Dean of Students. One of the following decisions will be issued:

Recognition Restored

The chapter has demonstrated sufficient improvement and readiness to return to recognized status once the current academic semester concludes. With that, all rights and privileges associated with university recognition will be restored.

Recognition Restoration Denied

The chapter has not demonstrated sufficient improvement or readiness to return to recognized status and will remain on Loss of Recognition status for the remainder of the one-year sanction period.
