

WMU Fraternity/Sorority Life Grade Reporting Procedures

At the end of each academic semester, chapters can request detailed reports of individual and overall grade point averages for the organization. Chapters must submit all necessary paperwork by the deadline issued by SALP staff in order to receive these reports. Reports are generated by authorized SALP staff after the day grades are due from professors to the university (see Academic Calendar). Adhering to the following process will improve the speed and accuracy of chapter grade report requests.

1. Visit <http://greeks.wmich.edu/forms.html> to download and print Chapter Update, Exit, and Induction Forms.
2. Exit and Induction forms must be clearly written or typed, and must include members' WIN numbers in order to be valid.
3. Review chapter's current roster and make all necessary updates. Indicate on roster those students who are new/associate/neophyte members. These students must match those names listed on the Induction form.
4. Submit hard copies of the updated roster, Chapter Update Form, and Exit and Induction Forms to Fraternity/Sorority Life Graduate Assistant (1116 Faunce) by the deadline issued by SALP staff. Deadline was communicated via e-mail to chapter presidents and advisors.
5. **If your chapter has no reason to complete an Exit or Induction Form, please e-mail the Fraternity/Sorority Life Graduate Assistant explaining that so forms aren't considered late or incomplete.
6. Wait patiently as all forms are entered into the university database, and as grade reports are generated.
7. Grade reports will be available for pick-up in the Fraternity/Sorority Life Graduate Assistant Office by either chapter president or advisor. Preference must be indicated on Chapter Update Form. *For privacy purposes, grade reports will not be e-mailed.*

CHECKLIST

- Downloaded and printed Chapter Update Form, Exit Form, and Induction Form from SALP website.
- Reviewed and updated chapter roster.
- Signified which students on roster are new/associate/neophyte members.
- All forms are clearly written or typed.
- WIN numbers are included for each member, and are decipherable.
- Turned in hard copies of current roster, Chapter Update Form, Exit Form, and Induction Form to Fraternity/Sorority Life GA by deadline.
- Indicated on Chapter Update Form who will pick up grade report once it is ready.