
OFSL**Office of Fraternity and Sorority Life**

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**NORTHWESTERN
UNIVERSITY****MEMO**

To: New Member Educators and Chapter Presidents
From: Erin Huffman, Assistant Director for the Office of Fraternity and Sorority Life
Subject: Academic Release Instructions
Date: August 11, 2006

The Office of Fraternity and Sorority Life needs your assistance in securing academic release forms from your chapter's new members. By new members signing the release, OFSL and the Registrar's Office can report to the new member's chapter president and (inter)national organization (if requested) the new member's GPA. This also enables us to calculate the all-fraternity/sorority GPA. Securing and collecting academic release forms is one the requirements of your position.

Instructions for updating and maintaining your chapter's roster:

1. Ask Gillian Nelson, Program Assistant for OFSL, to provide you with your chapter's academic release form. Do not use any other form other than the one provided to you by Gillian. You may contact Gillian by phone at 847-491-4522, by email at g-nelson2@northwestern.edu, or in person at Scott Hall, Room 29.
2. Explain the purpose of the form to your new members. If new members are concerned about signing the form, please refer them to OFSL and we can answer their questions.
3. Ask each new member to sign an academic release form.
4. Collect and return forms to Gillian Nelson in OFSL.

Academic Release Deadline:

Two weeks after new members are taken.