



NPC Extension Process: Overview and Checklist for Campus Administrations

Along with this resource, a college or university considering extension should refer to the extension section in the [NPC Manual of Information](#) and the [extension webpage](#). The NPC Panhellenic Extension Committee is a hands-on resource that assists at any stage of the extension process. Contact us at extensionchair@npcwomen.org.

Step 1: Proper Authority & Evaluation

Adding a new NPC sorority to campus through the process known as extension is an exciting step toward enhancing student life. If your campus currently has one or no NPC member organizations and you are interested in considering extension, it is appropriate to contact the NPC Panhellenic Extension Committee for information and resources.

Inquiries about extension may come from alumnae or a faculty member who encourages the investigation, or college/university officials may be approached by individuals who desire to start their own inter/national organization. In any of these situations, official permission to establish an NPC sorority must come from the proper authority.

Identifying the Proper Authority for Extension

According to the NPC Unanimous Agreement V. Agreement on Extension, the proper authority for extension on a campus is responsible for making extension decisions following NPC policies, procedures and best practices.

- Where there are two or more NPC sororities present on campus and a College Panhellenic Council is established, the proper authority is the College Panhellenic Council.
- Where there are two or more NPC sororities present on campus and a College Panhellenic Council is not established, the proper authority is the NPC chapters present on campus acting jointly.
- ***Where there are no NPC sororities or one NPC sorority present on campus and the administration is willing to recognize women's sororities, the proper authority is a senior-level student affairs administrator.***
- Where there are no NPC sororities or one NPC sorority present on campus and the administration is not willing to recognize women's sororities but does not discipline students for joining sororities, the proper authority is the NPC Panhellenic Extension Committee.

The Unanimous Agreement further specifies that an administration willing to recognize inter/national women's sororities and grant permission to establish sororities on campus must do so by providing written authorization that the campus is open for extension to the NPC Panhellenic Extension Committee. (See Step Two for more information.)



Once the proper authority is identified

- If the college/university qualifies as the proper authority for extension, it is appropriate to proceed to evaluate whether your campus community is ready for extension.
- If the College Panhellenic Council is the proper authority on your campus, it is appropriate to contact the staff member who works with the Panhellenic Council and the College Panhellenic president to discuss the administration's interest in extension.
- If the proper authority is the NPC chapters on campus acting jointly, it is appropriate to contact the chapter leaders to discuss the administration's interest in an extension.

Please contact the NPC Panhellenic Extension Committee if you have questions about determining the proper authority for your campus.

Evaluation

In the exploratory phase of extension, evaluating the needs of the students and the campus community is necessary. Questions for consideration:

- *Does the institution meet the criteria for a senior college or university?* According to NPC Unanimous Agreements, the institution must be authorized to grant bachelor's degrees and accredited by the appropriate regional association of colleges and secondary schools.
- *Is there a significant pool of women to draw prospects for sorority membership?* Review enrollment numbers to determine the potential attraction of your campus to NPC organizations. The number of potential new members is important to NPC organizations involved in the extension process. According to the institution's definition of matriculation, women eligible to pledge to an NPC organization chapter must be regularly enrolled students. Providing enrollment numbers will be helpful to NPC member organizations as they make their decisions about extension and the potential of partnering with your institution.
- *What is the interest level of prospective members on campus? What is their current understanding of the benefits (networking, philanthropic opportunity, social, academic support) and the commitments (meetings/activities, financial/dues) of sorority membership?* If unknown, surveying potential new members can provide valuable data. The NPC Extension Committee can provide a sample survey and consult on this step.
- *How will the campus community support the establishment of an inter/national sorority?* Support can come in the form of advising/guidance from professional staff, assistance in accessing scholastic records, provision of meeting space and/or housing, etc.



- *How will the college or university market the sorority membership opportunity to prospective students?* Many campuses include sororities in student organization listings and fairs so the members can promote themselves. Options for sorority membership are often included in university descriptions, student orientation programs, and promotional materials distributed by the undergraduate admissions office.
- *How does establishing an inter/national sorority fit the college/university strategic plan?* Many colleges and universities add inter/national sororities to meet the needs of their female undergraduate students. The commitment of the college/university to support sororities for the long term is critical since the inter/national organization's financial investment to establish a sorority chapter and build membership thereafter is substantial. NPC organizations that make this investment want to ensure the chapter's success. Future growth about additional chapters, housing options, etc., may be part of the institution's master plan.

These are some of the questions to address in discussions about whether your campus community may be ready to extend or not ready to extend at this time. The college/university may form an exploratory committee to conduct further research. It is helpful to interview faculty, students and alumnae in the campus community to garner support for the cause, set the stage for extension, and pave the way for good relationships. The NPC Panhellenic Extension Committee is available to consult with administrators about your campus readiness factors, answer questions and provide resources that may help with your evaluation. Additionally, you can consult the [Extension Readiness Tool](#) to assess the community's readiness for extension.

Step 2: Verification of the Proper Authority for Extension

If the college or university administration serves as the proper authority for extension (see Step 1), they must formally indicate permission for the establishment of an inter/national sorority before proceeding with the extension process and/or reaching out to NPC member organizations. NPC organizations may not establish chapters on campuses until official documentation from the proper authority is on file with the NPC Panhellenic Extension Committee.

To grant this permission, a letter on institutional letterhead from a senior-ranking campus official (vice president of student affairs or dean of students) must be sent to the [NPC Panhellenic Extension Committee chair](#) to verify that permission has been granted.

This letter should address the college/university's willingness to support the establishment of inter/national women's sororities on campus and identify a campus coordinator who will work with the NPC Panhellenic Extension Committee.



Sample Letter Granting Permission for Extension (on institution letterhead)

Dear NPC Panhellenic Extension Committee,

This letter officially announces that [name of institution] has approved to allow a National Panhellenic Conference (NPC) sorority to establish a chapter on our campus. This approval was granted today at a meeting of the [name of institution] president and his/her cabinet.

Furthermore, we intend to establish a College Panhellenic when a second NPC member organization is installed on our campus pursuant to the College Panhellenic Association Agreement (NPC Unanimous Agreement VI).

If you require, I would be pleased to provide you with further clarification of this approval. The campus coordinator for the extension process will be [title, name of individual]. They can be reached at [phone number] or [email address]. Thank you.

Sincerely,

[name]

[title of senior student affairs officer]

Step 3: Notification of Extension Opportunity

After the NPC Panhellenic Extension Committee receives official documentation, the college/university administration will work with the committee to publicize their campus opportunity to the NPC member organizations.

Notification may occur through direct contact or the NPC Extension Bulletin.

NPC Extension Bulletin

The NPC Panhellenic Extension Committee provides notification of extension opportunities as a service to colleges and universities through an extension bulletin distributed regularly to all 26 NPC organizations.

If you wish to publicize your extension through the Bulletin, a template is provided to assist with organizing and communicating items that are most relevant for NPC member organizations to understand your campus community and students. The template covers campus statistics, academic programs, fraternity/sorority community and its history (if applicable), housing (if applicable), meeting facilities, links to policies regarding student groups, your projected timeline for extension and contact information. It also outlines the information your campus requests from interested NPC organizations.



Direct Contact Method

If the direct contact method is preferred, guidance will be provided to coordinate the next steps. NPC member organizations will not respond to extension outreach until they have received confirmation from the NPC Panhellenic Extension Committee that the campus is open for extension.

The college/university administration may consider

- Contacting NPC organizations previously chartered on the campus
- Contacting NPC organizations with letters of interest on file
- Contacting specific NPC organizations based on alumnae, faculty or student interest

The college/university campus coordinator will send packets of information to selected NPC organizations. Beneficial information to include in the mailing includes statistical data on enrollment numbers (specifically, the female student population), policies regarding student groups, and the anticipated timeline leading up to the new chapter's establishment (See [Sample Timeline](#)).

Local Sororities and Interest Groups

If there is a local sorority or interest group on your campus, the campus coordinator should share the existence of this group with the NPC Panhellenic Extension Committee for guidance. The officers/leaders of the local sorority or interest group should be consulted and a determination should be made about whether notifying all NPC organizations of their interest in affiliation or using the direct contact method for outreach to certain NPC sororities would best meet their needs. The campus coordinator should follow the decision made based on the discussion.

The NPC Panhellenic Extension Committee will assist with best practices for describing the extension materials' local sorority or interest group, depending on which option (NPC Extension Bulletin or direct contact) is selected. For more information, refer to the "[NPC Extension Process: Local Sorority/Interest Group](#)" resource.



College/University Administration Steps Checklist

- Verify whether the college/university is the proper authority for extension on your campus.
- If the college/university is the proper authority, proceed through these steps.
- If the college/university is not the proper authority, consult with the proper authority (either the College Panhellenic Council on your campus or the NPC Panhellenic Extension Committee).
- Evaluate your campus community's readiness for extension. If factors for success are in place, proceed.
- Notify the NPC Panhellenic Extension Committee chair of the campus's interest in extension. Permission is granted through a letter from the campus senior student affairs administrator. In the letter, designate the campus coordinator for the extension procedure.
- Consult with the NPC Panhellenic Extension Committee to decide whether to promote the extension opportunity to all NPC member organizations or target specific NPC organizations.
- If no local sorority or interest group is involved in the extension process, the college/university administration makes this decision.
- If a local sorority or interest group is involved in the extension process, the campus administration leads the process. However, the campus coordinator should meet with the group to determine the best way to promote the opportunity based on the group's needs.
- Work with the NPC Panhellenic Extension Committee to publicize the extension opportunity through the NPC Extension Bulletin or direct contact.
- Based on the responses received, the campus coordinator (in collaboration with the local sorority or interest group officers, if applicable) decides which NPC organization(s) to invite to campus for presentations.
- Presentations are scheduled with the selected sorority/ies. For scheduling and hosting presentations, see the current resources on the NPC Extension webpage.
- The campus coordinator (in collaboration with the officers of the local sorority or interest group, if applicable) decides which NPC organization(s) to invite to establish. The campus coordinator informs the NPC Panhellenic Extension Committee chair of which NPC organization has been selected.
- The campus coordinator informs the inter/national extension officials for each NPC member organization of the college/university decision.
- The campus coordinator meets with representatives of the selected NPC organization to determine chapter establishment plans.