

**Classification:** Student Affairs

**Approving Authority:** President

**Responsible Authority:** Vice President of Enrollment Services & Student Affairs

**Implementing Authority:** Student Life

**Effective Date:** March 2026

**Review:** April 2029

## ***Student Organizations and Engagement – Procedures***

### **1.0 Purpose**

- 1.1 To define the process for student organization registration, event approval, and student-led initiatives.

## **2.0 Registering a Student Organization**

### **Step 1: Submission**

Students submit:

- organization name
- purpose
- founding members
- advisor

### **Step 2: Review**

Office of Student Life reviews application

### **Step 3: Approval**

Organization is officially recognized

## **3.0 Maintaining Active Status**

Organizations must:

- maintain leadership structure
- follow university policies
- engage in approved activities

## **4.0 Event / Initiative Approval**

### **Step 1: Proposal Submission**

Students submit:

- event description
- date and location
- required resources

### **Step 2: Review**

Office of Student Life reviews for compliance

### **Step 3: Approval**

Event is approved before implementation

## **5.0 University Support**

Approved activities may receive:

- promotional support
- logistical support
- access to facilities

## **6.0 Funding Requests**

### **Step 1: Submission**

Students submit proposal + budget

### **Step 2: Review**

Reviewed based on:

- relevance
- feasibility
- budget availability

### **Step 3: Decision**

Approval or rejection communicated

## **7.0 Non-Compliance**

Organizations violating policies may face:

- warnings
- suspension
- derecognition