



(PR#25) NEW STUDENT CLUB/ORGANIZATION APPROVAL PROCEDURE

The following procedures outline the institutional standards and processes used to monitor academic progress and address unsatisfactory performance and will be effective July 1, 2026.

Submission of Request

Students or employees seeking to establish a new student club or organization must complete the New Club/Organization Request Form and submit it to the Office of the Vice President of Student Services as the first step in the process.

Requests must be submitted by the following deadlines:

- April 1 for Fall semester consideration
- October 1 for Spring semester consideration

Administrative Review

The Office of the Vice President of Student Services shall review the request as the second step in the process to:

- Confirm alignment with the College mission and institutional policies
- Assess potential duplication of existing student organizations
- Evaluate supervision, risk management, and compliance considerations
- Confirm sufficient student interest in the proposed organization

Proposed organizations should demonstrate a minimum of five currently enrolled students expressing interest in membership. Additional information may be requested from the applicants as needed.

Student Government Association Advisory Review (Optional)

The Student Government Association (SGA) may be invited to review proposed organizations and provide feedback or recommendations as the third step in the process. This review is advisory in nature and does not constitute approval authority.

Final Approval and Recognition

As the last step in the process, final approval and official recognition of student clubs and organizations shall be granted by the President's Cabinet.

Approved by Cabinet: 3/31/2026

Modified Version: N/A

Reference Board Policies: J.35, J.36

Upon approval, the organization must complete the required post-approval steps, including:

- Submission of a constitution and bylaws
- Coordinate with the Office of the Vice President of Student Services to establish an official College email and approved social media accounts
- Coordinate with Community Relations to ensure branding compliance
- Complete annual registration prior to fall semester classes
- Attend the annual student organization meeting
- Register for the Club/Organization Involvement Fair
- Register for on-campus recruiting events each semester