

# New Recognized Student Organization Process

## 1. Establish a Founding Students Committee

This Committee is composed of the founding students wishing to seek formal recognition for their organization. It may consist of an existing, informal club wishing to seek formal recognition or a group of students interested in a subject area that wishes to bring a new organization to the University.

The committee is responsible for soliciting support from the Campus/Campus Director, working with the Campus to secure an approved Campus Liaison, recruiting the required minimum number of student members (10), appointing the appropriate minimum student governance positions (i.e., president, treasurer, secretary, or equivalents), developing and submitting the Student Organization Recognition application, and responding to University inquiries and decision outcomes as appropriate.



## 2. Review the Recognized Student Organizations Handbook



The Founding Students Committee should review the Student Organization Handbook, which will provide information on the University's Policies, Conditions of Recognition, additional requirements and obligations, information about the various recognition types, benefits, and general operational guidelines for requesting, maintaining, renewing, and/or dissolving a student organization as appropriate.

## 3. Secure Campus Support and Campus Liaison

The Founding Students Committee must secure approval of the Campus Director (or Online Campus equivalent) prior to submitting an Application for Recognition. A Campus Commitment Petition will be included in the application packet and it will highlight any additional required approvals.

For example, honor societies and other types of academic clubs are generally subject to approval by the appropriate College/School dean. In addition to the Campus Director, each student organization must have a University-approved, voluntary Campus Liaison. Criteria for approved Campus Liaisons are provided in the Handbook. The Founding Students Committee should coordinate with the Campus to identify a qualified and eligible candidate.



## 4. Submit an Application



Once the student committee has gone through all of the above steps, they may obtain an application to become a Recognized Student Organization. Once complete, the committee must attach the completed application and supporting documentation to an email and return it to [student.organizations@phoenix.edu](mailto:student.organizations@phoenix.edu). The participating Campus Director, Campus Liaison, and appropriate Dean (if applicable) must be carbon copied upon submission of the final application.

## 5. Application is processed by the University

Once the University receives an application, the information is loaded into a database then evaluated. The information is evaluated based on whether it conforms to the Conditions of Recognition and other criteria outlined in the Recognized Student Organizations Handbook. A recommendation is then made on the status of the application and the application is scheduled to go in front of the University's Academic Council.



## 6. Academic Council Vote



The application for a new Recognized Student Organization along with the recommendation is put in front of the University's Academic Council for a vote. Because Academic Council is typically held once a month, it can take up to 6 weeks for a properly completed application to go before the council. The application is then voted on by the University Academic Council and placed in one of the four decision statuses below:

**Approved** – The application is in compliance and the University has chosen to recognize the student organization.

**Conditionally Approved** – The application is generally in compliance but has a few areas that need to be addressed before full approval is granted. The University has chosen to recognize the organization once these concerns are addressed.

**Deferred** – The organization is in non-compliance with one or more conditions of recognition or does not fit an approved organization type. This is a ruling of no decision at this time and the application is placed on hold for further research or policy changes until re-visited at a later date.

**Denied** – The organization does not align with the University's mission, goals, Conditions of Recognition, or other criteria and recognition status will not be granted.

## 6. Decision sent to student group

A notification with the University's decision is sent to the student organization. Groups may then respond to the decision if necessary. The information for the student organization is then published on the PhoenixConnect portal for student organizations.

