

Student Organization Policies, Procedures and Requirements for Recognition

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Introduction

Missouri University of Science and Technology espouses the values of creativity, lifelong success, integrity, sustainability, partnerships, and inclusion (strategicplan.mst.edu). Students live those values through their shared academic experiences and contributions made to the campus community through involvement with student organizations. Student organizations contribute to and complement the mission of the University in these manners. As such, their relationship with the campus is one of mutual benefit.

Student organizations provide opportunities for leadership development and growth through means not always available through classroom learning. Through self-governance, organizations provide participants an opportunity to develop leadership skills and styles, contribute to the campus and community, and build and maintain the connections to fellow students, faculty, and staff - all of which contribute to student success.

S&T recognizes the contributions of student organizations enhance learning, prepare students for work within a global society, and aid in the development of entrepreneurial skills. The University recognizes that all students should have access to form and join organizations of their choosing to enhance the educational experience, support holistic personal development, and support student persistence to graduation. Because of the potential benefits of participation and membership on the educational experience, S&T deems the existence of organizations important to student's education, thus recognized organizations are afforded special privileges and benefits in addition to responsibilities as outlined within this document.

Policy Statement

Each recognized student organization is responsible for adhering to the policies and procedures of the University and contributing to the mission and strategic objectives of the University (available at strategicplan.mst.edu). Organizations must abide by all local, state, and federal laws as well as the University of Missouri Collected Rules and Regulations (per [CRR 200.010](#), [200.020](#)). The organization's goals, objectives, and activities must not deviate from established University policies and procedures. The recognition and support of a student organization do not constitute nor imply University sponsorship of or control over the organization and/or its activities. Student organization activities or events are not University activities or events. The University does not sponsor activities and events held by student organizations unless expressly stated in a manner in accordance with this policy.

The processes and standards established in this document are not a guarantee of initial or ongoing recognition. Each recognized student organization's application for initial recognition or renewal is evaluated on a case-by-case basis. Recognition of organizations and registration of activities are at the discretion of the University and are subject to review and/or withdrawal.

Benefits of Recognition

Recognition affords organizations access to services and consideration for eligibility for many benefits. Some services are provided at no cost; others may incur a fee. Some resources are subject to availability or facility use policies.

- Recognition as an organization of the campus community
- Opportunity to utilize a University revenue account
- Approval to use the Missouri S&T name in accordance with marketing policies and branding guidelines (branding.mst.edu)
- Tax-exempt status for expenses and revenue utilizing University revenue accounts
- Access to a customizable online Student Organization Management System that provides roster management, group communication, and website functionality
- Eligibility to apply for student activity fee funds (safb.mst.edu)
- References in University publications ranging from yearbook to admissions brochures; inclusion on University directory.
- Eligibility for Student Council representation (apply at stuco.mst.edu)
- Ability to publish events in the Student eConnection
- Participation in Homecoming & St. Pats celebrations
- Ability to post-event fliers pending Student Involvement approval
- Ability to schedule and utilize facilities on campus
- Ability to petition for storage and/or office space
- Access to banner printing resources
- Inclusion in Department of Student Involvement file (preserves historic recognition and governing documents)
- Mailbox in 218 Havener Center
- Administrative support, advising, and training resources available through Student Involvement

Achieving initial recognition

Student organizations may form for a variety of reasons – to pursue a social interest, in the spirit of service, as a performance group, a professional development opportunity, and more. Recognition is granted based upon authorization from the Chancellor, through the Vice Chancellor for Student Affairs or Designee and the Department of Student Involvement (in accordance with [CRR 250.010](#)).

In order to become a recognized student organization at Missouri S&T, the following criteria must be fulfilled, in addition to criteria outlined for each [classification](#) of organization:

- The organization will be student-centered, student-driven and student-led with participation being voluntary. Control by any outside entity, public or private, or non-student of the University shall not be permitted.
- It must contribute to the welfare or betterment of its members and the institution.
- It should have objectives that complement the mission of the University.
- It must be devoid of activities which conflict with the primary purposes of the University.
- A recognized organization cannot have any constitutional, ritualistic, or selective restriction which shall deny membership to any student for reason of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam era veteran. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.
- A recognized student organization must abide by all applicable University policies and campus regulations along with all federal, state, and local laws.
- Initial recognition requires a minimum of ten (10) student members or a written exception from the Vice Chancellor for Student Affairs or designee. Having at least ten (10) initial members will help to better assure the organization's successful foundation, development, and sustainability moving forward.
- Each officer of a recognized student organization must be enrolled in a minimum of six (6) credit hours per semester and must meet academic standards as outlined in the Student Academic Regulations ([Chapter X.A.2](#)).
- The organization must have membership comprised of 100% S&T students who are currently enrolled. The organization will be required to submit and continue to update a roster of current members through the online Student Organization Management System.
- A recognized student organization must maintain an advisor who is a full-time (75% FTE) faculty or professional staff member of Missouri S&T and who agrees to the advisor standards and expectations set forth by Student Involvement.
- Student organizations and its members may also engage affiliated individuals who may not be S&T students but serve a role in supporting or enriching the experience of the organization and its members. Examples of affiliated individuals may include faculty, staff,

or local community partners. Affiliates who are involved with a student organization's activities must abide by University policy and procedures, and any by-laws of the student organization.

Founding documents

Any aspirant organization must provide the following documents in order to advance to step five of the recognition process outlined below.

- Potential Recognized Student Organization Information Form
- Potential Recognized Student Organization Questionnaire
- Constitution, which must include:
 - A mechanism for removing membership that ensures due process of the accused.
 - Statement of non-discrimination (verbatim)
 - Statement of intent to affiliate with an (inter)national, state, or regional body, if necessary
 - Statement of governing policies and procedures
 - Statement on the use of alcohol
 - Mandatory clauses as determined by Student Involvement and UM System Risk and Insurance Management
- Student organization roster comprised of at least ten (10) currently enrolled S&T student members with duly elected officers who are currently enrolled in at least six (6) credit hours is required.
- If affiliating with a national or international organization, a letter from the headquarters detailing mutual desire to affiliate, local chapter expectations (programmatic, membership and financial), and types of support offered by organization headquarters must be included.
- Advisor consent form acknowledging the willingness of a 75%FTE faculty/staff member to serve in an advisory capacity
- Risk management plan appropriate to the type of organization

Additional documents may be necessary depending on the type of organization. Please see each classification of organization and additional requirements. Social fraternities and sororities should follow the process outlined in Appendix A.

Recognition process

The following steps are necessary for recognition.

1. Complete the introductory documents (noted in the Founding documents section).
2. Schedule a meeting with the Department of Student Involvement designee to discuss the organization's mission, values, and plans to fulfill the recognition criteria noted above.

3. Preliminary approval of a petition for membership from the respective governing council, when applicable, must be included with all documents.
4. Complete the remaining necessary documents and submit for review to the Department of Student Involvement designee.
5. Submit final edits to documents to the Department of Student Involvement designee.
6. The Student Organization Recognition Committee (the Committee) of Student Council will schedule a presentation date for the aspirant organization.
7. Following the presentation, the Committee will submit a recommendation to the Department of Student Involvement designee.
8. The Department of Student Involvement designee will submit the founding documents and the recommendation of the Committee, if affirmative, to the Vice Chancellor of Student Affairs or designee for final approval.
9. Organizations not recommended by the Committee will have the right to appeal the recommendation to the Office of the Dean of Students or designee.

Classifications

The S&T Department of Student Involvement is committed to supporting student organizations through a process that serves the interests of both the University and student organizations. This process will include classification of the student organization that defines its level of responsibility and the relationship with the University. Classification also serves as a means to facilitate the allocation of resources. Each classification may present unique requirements for initial recognition and semester registration as outlined below.

- University Departmental Organizations
 - Design Teams
 - Governing Councils
 - Programming Organizations
 - Departmental Organizations
- Student Organizations
 - Fraternities and Sororities
 - Nationally affiliated professional and honorary societies
 - Club and recreational sports
 - All other groups

[A note on good standing](#)

Maintaining recognition, in addition to the administrative tasks below, requires organizations to maintain good standing with the University. Good standing will take into account annual complaints/violations of Student Involvement processes, including but not limited to finance (account balances and resource usage), activity permit/event registration and space utilization,

and any record of conduct or policy violation related to the student organization with the Dean of Students Office or Equity and Title IX Office.

University Departmental Organization

A University Departmental Organization (UDO) is a student organization that operates under the direct guidance of a sponsoring unit and is in closest relationship with the University. Sponsored status for a student organization requires a statement of recognition by the sponsoring unit that the student organization is a key element that contributes to realization of the University's mission.

Sponsorship from a University department must indicate two things:

1. That the sponsoring unit and University views the organization, through its efforts, as worthwhile and vital, and therefore commits itself to provide support for the organization and its endeavors.
2. An expectation of high accountability for the organization given that the UDO represents the University. The sponsoring unit should also recognize the importance of the organization's self-direction and student leadership as it contributes to the unit and University mission and strategic priorities.

A University department that sponsors a student organization is committed to supporting that organization's mission and activities. These organizations are inherently linked to the University because of their role in enhancing education, representing S&T and/or presenting events that are considered an integral part of the institution. Because of this relationship, these organizations may receive added benefits from the sponsoring unit and are held to the same level of institutional scrutiny as the unit is held. The appropriate Vice Chancellor, Vice Provost and/or Dean supervising the sponsoring University Department must approve the UDO. Sponsoring units must provide a professional staff member to act as the primary Advisor to the UDO. In addition to formal advising, department support may take any of the following forms: financial support, administrative, equipment and/or University space allocation, etc. The activities and events of these organizations are considered to involve a higher level of complexity because of their scope and perceived association with and representation of the University.

UDOs have access to certain University-controlled benefits and resources and are accountable to the sponsoring unit for legal compliance, fiscal responsibility, risk management and adherence to established community standards.

To be recognized as a University Departmental Organization, the organization must be in a formal relationship with a University Department and fulfill the following items.

- Complete the recognition process on an annual basis requiring:

- Submission of a renewal application each semester.
 - Completion/review of sponsorship agreement detailing the nature of the relationship the sponsoring unit annually in the fall semester.
 - Submission of constitution/governing documents and any revisions.
 - Completion/review of the organizational risk management plan annually in the fall semester.
 - Agreement to comply with the [Standard of Conduct](#) for students and student organizations and maintain accountability to the University for all policies and procedures.
- Maintain 100% S&T student membership and submit a roster of at least five currently enrolled S&T student members who are active in the organization through the online Student Organization Management System.
 - Have a professional staff member or faculty from the sponsoring unit appointed/assigned as the primary advisor.
 - Maintain financial accountability to the University for all University funds received. These funds must be maintained in an on-campus revenue account and any equipment purchased with such funds must be accounted for and stored in accordance with University procurement standards.
 - Maintain good standing with the University, all governing boards within the University to which the organization belongs, and all chartering, sponsoring or governing organizations with whom the organization affiliates.
 - Officers must annually complete University base-line training in addition to any articulated in the sponsorship agreement.
 - Register all “official” organization events - including travel - through the appropriate avenue.

In addition to the above requirements, the following category requirements exist to gain and maintain recognition.

Governing Councils

Governing Councils within the University exist as an oversight board for specific groups of organizations. They may advocate for a community, provide self-governance, and/or act as a potential funding mechanism for their member groups. In order to maintain recognition, these groups must meet the criteria above and provide a constitution or membership agreement which details the consent of those organizations governed as appropriate.

Initial recognition requires a risk analysis detailing potential risks and how they will be mitigated, appropriate by-laws and procedures for member groups to affiliate, and standards of membership for aspirant organizations, if applicable. Upon recognition, aspirant groups that meet the membership criteria may be required to affiliate with the appropriate council.

Programming Groups

Programming groups exist to provide social, educational and developmental opportunities for all students in concert with the mission of a department or in support of campus traditions and student engagement. The sponsorship agreement for such groups should detail funding sources if any.

Student Design Competition Teams

Student Design Competition Teams are overseen and supported by the Student Design and Experiential Learning Center (SDELC).

- Organizations, officers and members must complete annual training requirements from the SDELC.
- The advisor, who is a full-time (75% FTE) employee of the University, must be a member of the faculty with a rank of assistant professor or higher who has expertise relevant to the pursuits of the team.
- The team, in seeking initial recognition, needs written approval from the Director of the SDELC.
- Any team is expected to participate in a sanctioned competition comprised of collegiate participants.

Departmental Organizations

Some organizations with professional, academic or honorary affiliation or a purpose supporting the mission of a department may be recognized as UDOs by following the proscribed elements bulleted above.

Recognized Student Organizations

A Recognized Student Organization (RSO) is a student organization composed of currently enrolled Missouri S&T students that contributes to the mission and culture of the University. These organizations are recognized by the Department of Student Involvement. The activities and events of these organizations primarily do not represent the University unless sponsored by a University Department through an event sponsorship agreement. Groups in this classification have access to or may apply for certain University-controlled benefits and resources. RSOs are accountable to the University for compliance with all campus polices and the [University of Missouri Collected Rules and Regulations](#).

In order to maintain recognition, RSOs must complete the following each semester unless otherwise noted:

- Submit a renewal application (via online Student Organization Management System).
- Submit a club constitution/governing documents and any revisions.
- Complete/review an organizational risk management plan annually in the fall semester.

- Agree to comply with [Standard of Conduct for Students and Recognized Student Organizations](#) and maintain accountability to the University for all policies and procedures.
- Maintain 100% S&T student membership of currently enrolled students and submit a roster of at least five members who are active in the organization through the online Student Organization Management System.
- Submit an advisor acknowledgment form annually in the fall semester by an advisor who is at least a 75% FTE faculty or staff member.
- Maintain good standing with the University, all governing boards within the University to which the organization belongs, and all chartering, sponsoring or governing organizations with whom the organization affiliates.
- Complete University base-line training on topics including risk management and financial practices annually for organization officers.

In addition, recognized student organizations may have additional initial recognition or re-registration requirements, including those below.

Restrictive Organizations

The University acknowledges the nature and intent of some organizations may make restrictions on membership necessary. Only when proven as necessary will such restrictions be acceptable. Types of groups which fulfill such restrictions have the following additional recognition requirements:

- Social Fraternities and Sororities
 - Initial Recognition outlined in Appendix A.
 - Annual recognition requires all of the above plus:
 - Maintain good standing with the appropriate campus governing council.
 - Maintain recognition from national chapter if applicable.
 - Provide alumni chapter advisor agreement annually in the fall.
 - Provide updated contact information for Alumni Corporation or Housing Corporation annually in the fall.
 - Complete all hazing education requirements outlined by Student Involvement.
- Nationally affiliated professional and honorary societies
 - Initial Recognition: Provide a letter of support from affiliate organization supporting the establishment of a chapter at Missouri S&T.
 - Statement of membership limitations (class standing, GPA, etc.)
 - Annual recognition requires all of the above.
- Competitive Club Sports (Annually and for initial recognition)
 - A roster with enough members to accommodate a competitive squad (i.e., Baseball requires nine players to field a team).
 - Meet annually by the end of the third week in the fall semester with the Club Sports Coordinator.
 - Maintain membership with the appropriate national or regional governing body.
 - Maintain good standing with the appropriate campus governing council.

- Provide evidence of CPR/First Aid certified for two members annually in the fall semester prior to competition beginning or provide a certified medical professional appropriate to the sport at all home events and practices (i.e., Athletic trainer).
- Groups requiring specific licensures and must:
 - Provide a statement and/or evidence of governing body guidelines or requirements for licensure.
 - Provide evidence of how a member may achieve licensure necessary.
 - Complete the requirements outlined above.
- All other groups:
 - Complete the requirements outlined above in the “in order to maintain recognition” paragraph starting on page 10.

Appendix A

Social Fraternity & Sorority Recognition Process

Purpose

In supporting the expansion of fraternities and sororities at the Missouri University of Science & Technology (S&T), the policy outlined below will detail the necessary information and processes required for a chapter to colonize on campus. Fraternities and sororities must follow all steps below to be eligible for recognition by the University.

Should the national or international headquarters for a fraternity or sorority take the initiative to establish a colony at S&T, there is a different process. That process would include headquarters starting the process in step three as outlined below, following an initial consultation with the Department of Student Involvement.

Interest groups without a national or international headquarter will follow the same process, with alternative requirements as noted within the document.

Definitions:

University, S&T or campus – Missouri University of Science & Technology

Applicant – individuals petitioning to establish a colony/chapter of a national or international fraternity or sorority.

Student Involvement – department charged with administering the recognition process for all student organizations.

Fraternity and sorority life (FSL) – a team within the Department of Student Involvement responsible for the growth and sustainability of the fraternity and sorority community.

Council – a governing body comprised of fraternity and sorority chapters. S&T includes four councils – Interfraternity (IFC), Panhellenic (NPC), National Panhellenic Conference (NPHC) and Greek Independent Board (GIB).

The process

The process will consist of five steps outlined in more detail in the ensuing content:

1. An initial meeting with Student Involvement staff.
2. Initial Student Interest Group
3. Recognition as a Colony of a national or international fraternity or sorority
4. Acceptance into a Council
5. Review of Application
6. Reconsideration or Appeal

1. An initial meeting with Student Involvement staff.

This meeting will serve to introduce the remaining steps, to create an official record of intent to form an interest group, and answer any outstanding questions regarding the remaining steps in the process and will discuss timelines for completing the process.

2. Becoming an Initial Student Interest Group

A group desiring recognition as a potential chapter or colony of a fraternity or sorority (applicant) must complete the steps below.

- i. Provide a detailed statement indicating the group's purposes and goals. This may be within a group constitution.
- ii. Report a list of at least ten committed students using the official membership roster reporting form available via Student Involvement.
- iii. Submit a full-time faculty or staff advisor utilizing the official advisor consent form available via Student Involvement.
- iv. File a statement indicating the reasons it believes an additional fraternity or sorority is both needed and desirable.
- v. Provide evidence of communication from the headquarters of the desired fraternity or sorority expressing a willingness to colonize or explore the viability of a colony at S&T as applicable.

Upon submitting the required materials, a member of the FSL team will meet with the applicant representative to discuss particular questions in the remaining steps that may need to be addressed in more detail, and provide guidance on which councils the applicant may be eligible to petition for membership.

3. Application for recognition as a colony or chapter.

Following Student Involvement review of initial interest group materials, the group must build an application packet for recognition as a fraternity or sorority colony or interest group. The packet must include the following:

- a. All information submitted in the previous step.
- b. Cumulative GPA for individual members on the roster (self-reported). Each member must exhibit above a 2.5 GPA.
- c. A viable constitution and any applicable bylaws which incorporates standards of the national organization (as applicable) as well as:
 - i. Membership definitions that include a non-discrimination clause.
 - ii. Methods for removing membership that ensure due process.

- iii. A rules and regulations statement which details the following, with appropriate guidelines noted in bylaws as necessary:
 - A. (Organization) will follow federal and state laws and abide by all University policies and procedures.
 - B. (Organization) will follow the rules/regulations of the national organization (if applicable)
 - C. The [Standard of Conduct](#) for (Organization) members is the University Of Missouri Standard Of Conduct and this constitution.
 - D. This organization is responsible for behaving in a manner compatible with the university's standard for student organizations and Title IX federal laws. All forms of hazing, condoning and sanctioning of physical abuse, sexual harassment and sexual violence towards prospective or current members are illegal and will be immediately reported to the Office of Affirmative Action, Diversity and Inclusion or to the Office of the Dean of Students for review and possible disciplinary action.
 - E. Alcohol Use – This organization is responsible for abiding by state law and university policy for the use of alcoholic beverages and controlled substances; unless consumption is prohibited by the organization, guidelines for responsible use will be set accordingly. (Guidelines may be listed here or in bylaws). In accordance with university policy, student organization funds administered through a university account may not be used to purchase alcohol, alcohol will not be publicized in promotional materials, and alcohol will not be consumed on university property without an approved alcohol permit. Failure to comply with the university's alcohol policy will be immediately reported to the Office of the Dean of Students for review and possible disciplinary action.
- d. Statement of intent to affiliate with a Council including rationale of choice.
- e. Statement of all dues and fees of the national organization if applicable as well as anticipated dues for the chapter.
- f. A statement detailing membership requirements of the affiliate organization, including the rationale for more strict standards for the aspirant chapter if applicable.
- g. An outline of pending activities.
- h. A statement explaining how the group will contribute to the broader campus life, including:
 - i. What programs will the group develop or sponsor?
 - ii. What impact on the cultural and academic life will the group have?
 - iii. What service initiatives will the group implement?

- iv. What other impact will the group have on campus?
- v. How will the applicant develop partnerships with other fraternities and sororities?
- vi. How will the applicant play an active role within its desired Council?
- i. A statement from the national/international headquarters of the fraternity or sorority with which it intends to affiliate indicating the following. If no national/international headquarters exists, follow step j below.
 - i. Reasons for wishing to establish a chapter at S&T (only if driven by a national headquarters).
 - ii. Requirements and procedures for establishing a new chapter.
 - iii. Professional staff affiliated with the national organization who will assist and supervise the development of the group during the colonization period.
 - iv. Financial support available for the colony/chapter (if any).
 - v. The expectations of a colony or chapter as they relate to scholarship, new member education, and conduct.
 - vi. Proof of the ability to provide the chapter or colony with a minimum of two million dollars of liability insurance through a policy either directly or indirectly through the existing national provider.
 - vii. Program details including:
 - 1. Membership requirements
 - 2. New member education program details (duration, process).
 - 3. Title IX education initiatives.
 - 4. Statement of non-discrimination.
 - viii. Hazing education programs, expectations and reporting information.
 - ix. Dues and fees collected by the national chapter from its chapters and individual members.
 - x. Statement on how the group will:
 - 1. Develop an active alumni corporation, including the number of alumni within a 100-mile radius of S&T.
 - 2. Select a chapter advisor, including expectations of said advisor.
- j. A statement from the applicant, if no national/international headquarters exists, detailing:
 - i. Reasons for wishing to establish a chapter at S&T.
 - ii. A detailed five-year plan for the chapter which included:
 - 1. Intentions to colonize beyond S&T, if desired. Include a timeline and strategy for establishing new chapters and a desired number of chapters. Include guidelines regarding procedures for establishing a new chapter.
 - 2. Details on how a membership base will be developed and sustained.
 - iii. A plan outlining key supports in alumni and community development, both within and beyond the university.

- iv. A detailed budget plan, including:
 - 1. Planned dues/revenue.
 - 2. Anticipated expenses for the chapter.
 - 3. Anticipated expenses for all members.
 - 4. Administration of all chapter revenue/expenditures.
- v. The expectations of a colony or chapter as they relate to scholarship, new member education, and conduct.
- vi. Proof of the ability to procure for the chapter or colony a minimum \$2 million liability insurance policy either directly or via an existing national provider.
- vii. Program details including:
 - 1. Membership requirements
 - 2. New member education program details (duration, process).
 - 3. Title IX education initiatives.
 - 4. Statement of non-discrimination.
- viii. Hazing education programs, expectations and reporting information.
- ix. Dues and fees collected by the chapter from its chapters and individual members.
- x. Statement on how the group will:
 - 1. Develop an active alumni corporation during the colonization or interest group period, including the number of alumni within a 100-mile radius of S&T (to be maintained throughout the chapter development).
 - 2. Select a chapter advisor, including expectations of said advisor.

4. Acceptance into a Council

Following successful completion of the application packet and acknowledgment from Student Involvement, the applicant will proceed to request conditional membership into their Council of choice, governed by that Council's affiliation process. Any membership conferred will be contingent upon completion of official University recognition.

5. Final review of application

Upon receipt of all materials, Student Involvement will evaluate the information submitted. Once all materials have met approval, the following actions will take place:

1. A committee will review the application. The committee will include at least five students, two of whom will be from the council with which the interest group desires to affiliate and up to three staff members with the majority being from the Office of Fraternity and Sorority Life along with the anticipated Council advisor. The committee will develop any questions for the applicant and forward those to Student Involvement, who will provide the information to the applicant.
2. The applicant must provide a presentation to the committee. The presentation should introduce the organization as well as answer any outstanding questions previously provided.
3. Following the presentation, the committee will provide a recommendation including any additional actions, including, but not limited to, length of time colony may be maintained before being officially chartered, to the director of Student Involvement, who will:
 - a. If recommended for approval, will forward the application to the Office of the Vice Chancellor for Student Affairs with any additional recommendations related to the colony process. The Vice Chancellor or designee will provide final recognition.
 - b. If the committee recommends with reservations, will coordinate a follow-up meeting with the applicant to address concerns. The applicant may provide a written response to the committee, upon which the committee will either recommend or not recommend approval. If recommended for approval, will forward the application to the Office of the Vice Chancellor for Student Affairs with any additional recommendations related to the colony process. The Vice Chancellor or designee will provide final recognition.
 - c. If the committee does not recommend, will coordinate a follow-up meeting with the applicant to discuss the concerns and rationale for denying charter status.

6. Reconsideration or Appeal

An aspirant organization has the right to request reconsideration of or to appeal the classification tier or the recommendation for recognition by the Department of Student Involvement.

Reconsideration of the classification tier or recognition status is intended to be used only for instances in which the aspirant organization failed to provide sufficient documentation or clarity to the request. Requests for reconsideration shall be sent in

writing to the Office of the Dean of Students at dos@mst.edu and must be issued within ten (10) business days of the determination.

An appeal provides a limited review of the original decision. It is not an opportunity to present the evidence again or to re-evaluate credibility. If an error has been made in the process, in most cases the matter will be returned to the Department of Student Involvement so that the procedural error may be corrected.

One of the following two conditions must be used as a basis for appeal:

- Discovery of new information that was not available at the time of the decision
- The recognition process was not followed

An appeal should be sent in writing to the Office of the Dean of Students at dos@mst.edu stating the specific grounds for appeal. The appeal must be filed with the Office of the Dean of Students within ten (10) business days of receipt of the written recommendation from the Department of Student Involvement being appealed. A designee from the Office of the Dean of Students will serve as the appeal administrator.

The appeal administrator will decide one of the following:

- Uphold the original decision
- Remand the case back to the Department of Student Involvement for its reconsideration consistent with the findings of the appeal administrator
- Remand for a new recognition process review for the organization
- Modify the recognition tier assigned by the Department of Student Involvement

The appeal administrator will provide a written decision to the aspirant organization and the Director of Student Involvement within ten (10) business days of the appeal review. The decision of the appeal administrator is considered final.