

Student Organization Recognition, Responsibilities & Benefits

I. Overview

- a. The mission of Chapman University is to provide personalized education of distinction that leads to inquiring, ethical, and productive lives as global citizens. Student organizations, fraternities and sororities are a vital part of student life at Chapman.
- b. Recognized Student Organizations and School/College and/or Division/Department Student Programs have a responsibility to manage their business and related affairs in accordance with University policies and requirements. University policy and the Student Conduct Code shall supersede any and all regulations and/or decisions made by Recognized Student Organizations and School/College and/or Division/Department Student Programs. Student Organization and related University Policies can be found [here](#).

II. Definitions and Recognition

a. Recognized Student Organizations

Recognized Student Organizations are led autonomously by student leaders and contribute to the University's mission and culture by regularly hosting events for their members, their guests, and the University Community. All Recognized Student Organizations are designated into one of the following categories:

- Academic and Professional*;
- Civic Engagement;
- Diversity and Cultural;
- Fraternity or Sorority* (*Please see FSL Policies and Procedures for more information on recognition processes for social fraternities and sororities*)
- Honor Societies*;
- Leisure and Special Interest;
- Performance and Arts;
- Recreation, Fitness, and Wellness*;
- Religious and Spiritual*;
- Graduate

*A Chapman University faculty/staff advisor is required for Academic and Professional, Honor Societies, Recreation, Fitness, and Wellness, Religious and Spiritual, Fraternities and Sororities, and other organizations which are determined to have high-risk activities.

The Department of Student Engagement provides oversight of Recognized Student Organizations and designates their status of *Active*, *Frozen*, or *Inactive* via the Engage

platform. Recognized Student Organizations are considered *Active* and can maintain their good-standing by completing the criteria listed below:

- Have at least **one** representative, President or Executive Board member, attend the Student Organizations Leadership Summit and have **one** representative, President or Executive Board member, at every Presidents' Meeting
- Submitting an End of Semester Report (EOS Report), including profile update, constitution, and active roster, by the stated deadline each semester (Fall & Spring).

Only *Active* student organizations are eligible for the benefits listed in Section III. Recognized Student Organizations that fail to meet the criteria outlined above for **one** semester will have their status changed to *Frozen*. Failure to meet the criteria for **two** consecutive semesters will have their status changed to *Inactive*.

b. School/College/Division/Department Student Programs or Groups

- Includes any School/College/Division/Department affiliated student groups. These groups are directly connected to the academic discipline and are overseen and managed by the School/College/Division/Department. Financial requests, on-campus accounts, contract and risk management needs, space reservations, event logistical needs, financial management and fiscal policy adherence are directly managed by the School/College/Division/Department. Requirements for maintaining status as a School/College/Division/Department group will be set by the administration and/or faculty of that School/College/Division/Department. The Department of Student Engagement should be informed at the start of each academic year if there is any change with a School/College/Division/Department group. These groups are ineligible to receive SGA Student Organization Funding but may be eligible for other SGA funding.

c. Fee-Funded and/or Governing Student Groups

- These groups are either funded by the Student Activity Fee and/or are governing bodies recognized by the University:
 - University Program Board
 - Student Government Association
 - Chapman Radio
 - The Panther
 - Interfraternity Council
 - Panhellenic Council
 - Graduate Student Association

Groups that are not associated with one of the above categories and included on the most current list of groups/organizations published by the Department of Student Engagement are considered unrecognized and are not affiliated with or supported by Chapman University. Students who choose to associate with unrecognized organizations do so of their own volition.

III. Benefits

a. Recognized Student Organization Benefits

- Support and Advisement from Student Organization Assistants (SOA)
 - The Student Organization Assistants (SOA) are the organizations' first point of contact. They work alongside Graduate Assistants and professional staff to support student organizations in recruitment and retention, event planning, leadership development, and general inquiries.
- Authorization to reserve University space, services, or equipment through 25live
- Online portal through Engage
- Access to poster making supplies and student organization printing station in the Argyros Forum Student Union
- Ability to reserve a table at the bi-annual Student Involvement Fairs
- Mail hold in AF 303
- Ability to apply for an on-campus club account
- Ability to apply for SGA student organization funding
- Use of the name Chapman University, in accordance with University policy.
- Eligibility to provide information at designated locations on campus, either by display or by disseminating information according to the [Marketing and Posting Policy](#)
- Eligibility to seek authorization to raise funds, develop programs, and sponsor events

b. School/College/Division/Department Student Group Benefits

- Online portal through Engage
- Ability to reserve a table at the bi-annual Student Involvement Fairs
- Ability to apply for SGA funding (not eligible for SGA student organization funding)
- Use of the name Chapman University, in accordance with University policy.
- Eligibility to provide information at designated locations on campus, either by display or by disseminating information according to the Marketing and Posting Policy
- Other event planning or financial related benefits or processes should be discussed with the student group's respective School/College/Division/Department.

c. Fee-Funded Student and/or Governing Group Benefits

- Online portal through Engage
- Authorization to reserve University space, services, or equipment through 25live
- Ability to reserve a table at the bi-annual Student Involvement Fairs
- Ability to apply for SGA funding (not eligible for SGA student organization funding; Graduate Student Association is not eligible to apply for or receive any SGA funding)
- Use of the name Chapman University, in accordance with University policy.

- Eligibility to provide information at designated locations on campus, either by display or by disseminating information according to the Marketing and Posting Policy
- Other event planning or financial related benefits or processes should be discussed with the student group's respective Chapman University faculty/staff advisor.

IV. **Accountability**

- a. Chapman University has standards of behavior that apply to all students, including Recognized Student Organizations, School/College/Division/Department groups, and Fee-Funded and/or Governing Student Groups, that are set forth in the Student Conduct Code and the Student Organization Policies. If students are aware of any illegal practices and/or any violations of University and/or Student Engagement policies, we encourage them to report such violations by contacting any professional staff member in the Department of Student Engagement.
- b. Alleged violations of University policies, including the Student Organization Policies, may be referred to the Department of Student Engagement and/or Student Conduct for administrative review, investigation, and response. Interim and/or responsive measures may be put in place concurrently with any investigation, as circumstances warrant.