

Office of Student Engagement – New Student Organization Approval Yes/No Rubric

Approval Criteria	Yes	No
1. Proposed organization is unique and not too similar of an existing group		
2. Student submitted initial interest email with all required components (name, org name, draft purpose)		
3. Request to Organize Form fully completed and submitted		
4. Advisor confirmed and agreement signed.		
5. Student met with LC and reviewed formation steps		
6. Held up to three informational meetings for recruitment only		
7. Submitted bylaws using required template (and included national bylaws if applicable)		
8. Membership roster includes 4 officers and 10 eligible undergraduate members (total of 14 unique students)		
9. At least two members attended New Organization Training		
10. Final review meeting completed with LC and/or OSE		
11. Organization's purpose aligns with University mission and poses no undue hardship or liability		

- All boxes checked "Yes" → Approved
- Any box marked "No" → Pending Revisions or Denied
- If denied, list required revisions below and schedule a follow-up meeting.