

# NEW STUDENT ORGANIZATION PROPOSAL PROCESS

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1. Students wishing to form a new student organization must first become an approved student organization at WVU through the Office of Student Engagement and Leadership  
<http://studentengagement.wvu.edu/r/download/104395>
2. Approved organizations wishing to represent the Statler College, become part of the Statler College Student Advisory Council, and receive funding must first meet the following criteria:
  - a. Be an approved WVU student organization through the SEL office
  - b. Advance the mission of the Statler College
  - c. Pertain to an engineering field, discipline, or study
  - d. Be an unique student organization within SAC
  - e. Be part of a national organization (preferred)
  - f. There should be enough interest to sustain the organization beyond the time of the founding members
  - g. The organization must be comprised of at least 85% engineering members
  - h. The advisor of the organization must be from the Statler College
3. Complete and submit [this application](#) to Cate Schlobohm and Ryan Sigler in ESB G103
4. Schedule a meeting with Cate and Ryan to discuss your application and gain approval
5. Upon initial approval from Cate and Ryan, obtain approval signatures in the following order:
  - a. Organization advisor
  - b. Departmental chair (if applicable)
  - c. Associate Dean of Academic Affairs (Dr. Wyrick)
6. Submit signature form to Ryan and Cate in ESB G103
7. Present the organization before the Student Advisory Council at a monthly meeting for final approval
  - a. New organization must receive a majority (>50%) of votes in support of joining SAC to be accepted
8. Organizations will be notified of official acceptance

## **Appeals:**

1. Organizations that do not receive approval from Cate and Ryan in step 4 may file an appeal and appear in front of the SAC organization during a monthly meeting
2. A brief speech will be given by the appealing organization to the SAC organization
3. The organization must then receive at least 75% of a vote for approval by the SAC members
4. If approved, the organization must then obtain signatures in the following order from:
  - a. Organization advisor
  - b. Departmental chair (if applicable)
  - c. Associate Dean of Academic Affairs (Dr. Wyrick)
5. Submit signature form to Ryan and Cate in ESB G103
6. Organizations will be notified of official acceptance

## **Note:**

Organizations that are not approved to be a part of the SAC organization will not be permitted to represent the WVU Statler College, or receive funding from the WVU Statler College and SAC. However, you may still remain and operate as an active student organization recognized by the university as a whole, reporting to the SEL office.