

New Student Organization Recognition Chart

This chart is designed to explain the new student organization recognition process. Student Life and SGA partner together in the recommendation and recognition of new student organization at UMBC. We hope that this chart will assist you in understanding and appreciating the intricacy involved in the recognition process.

If you should have any questions regarding the process, please visit the Student Involvement Center in the Commons 2B24, Monday-Friday, 10 am – 5 pm.

Step 1: Application Begins

You (the student) pick up New Student Organization application materials from the Student Involvement Center (Commons 2B24) or download them on the Student Life website. This includes a packet about starting a new group, a registration form, and this chart.

Step 2: Application Submitted

You submit all completed application materials to Sheryl Gibbs in the Office of Student Life (Commons 336). These materials include: a constitution, a completed registration form, and an advisor statement.

Step 3: SGA VP for Student Organizations

SGA's Vice President for Student Organizations reviews your application and contacts you about any potential issues with your organization's proposed Constitution. The Vice President for Student Organizations may ask to meet with you to go over potential revisions.

Step 4: Student Organizations Committee

All completed application materials are forwarded to the Student Organizations Committee (members of the Office of Student Life and the Student Government Association). The Student Organizations Committee reviews the application and makes a recommendation regarding recognition to the Director of Student Life.

Step 5: Office of Student Life

The Director of Student Life reviews the Student Organizations Committee's recommendation and makes a recognition decision.

Step 6: Recognition Granted

Upon recognition by the Director of Student Life, the president of the organization will receive a email acknowledging the permanent recognition of the organization. The new organization is required to complete student organization training with the SGA Treasurer. The SGA Treasurer will contact the president of the new organization after recognition is granted.