

Recognition Process

Each fall student organizations are required to complete the **re-recognition** process by **October 1** in order to be eligible for scheduling and funding opportunities. Recognition is also required to participate in events such as the Student Organizations Fairs, Funding Opportunities, Resource Seminars, and SOAR Awards Ceremony.

Re-Recognition Process

1. Identify the [Student Organizations Database](#) user. If it is the same person as the previous year, he/she will already be set up to login and begin updating. If it is a new person, he/she will need to contact the Coordinator of Student Organizations in the LIVE Program office to be added as a user and given a password and brief training.
2. Your database user will then need to be sure the following information is accurate and current:
 - E-mail and website addresses. Talk to us about getting a UAF e-mail address.
 - Complete contact information for all officers and advisors, including name, e-mail address and phone number
 - Name(s) of reservationists
 - Meeting information, including place, time and day
 - Whether or not your student organization would like to have a mailbox in the Wood Center
 - Constitution and by-laws (must be revised every 3 years)
3. Complete an [Account Signers Form](#) with current signatures.
4. Presidents, treasurers, other officers, and advisors attend at least one training offered by the Student Organizations Resource Center or meet individually with a staff member for important info and updates.
Throughout the year please be sure to update any changes in your database as they occur.

Your organization description, e-mail address, meeting time, and meeting place will update automatically to the [UAF Student Orgs](#) website. Be sure that this information is kept accurate and up-to-date!

Withdrawal of Recognition

Any UAF student organization not complying with the conditions and policies to be recognized as an active group set forth in this handbook will be determined to be inactive. After 3 years of inactivity, recognition will be officially withdrawn.

To re-establish recognition, the student organization must follow the procedures for obtaining recognition. A re-established student organization must clear its previous UAF business office account before a new account may be established. All back debts must be paid and previous balances brought forward to the new account.

Probation

Recognition as an “active” student organization will be revoked and changed to “probation” if a student organization:

- Refuses to abide by university regulations.
- Has alcohol at any student organization event.
- Commits an act of violence.
- Disrupts a university activity or the use of a university facility by others.
- Violates city, borough, state or federal laws.
- Does not adhere to the policies, responsibilities, and procedures for student organizations as stated in the UAF Student Organizations Handbook.
- Is not operating in accordance with the guidelines established in its recognition procedures (i.e., bylaws, constitution).

At the time of being placed on “probation,” a student organization will be asked to put in writing its plan of action to correct the situation that led to the disciplinary action. At the end of the academic year the plan will be reviewed, and if all requirements have been satisfactorily completed, they will be eligible for recognition as an “active” student organization the next fall.