



Administrative Policy

Policy Type:	Student Life Planning & Participation
Policy Number:	1404
Date Adopted:	10/31/2012
Version:	3.0
Review Cycle:	Biennially
Date Last Reviewed:	5/23/2018
Office Responsible:	Student Services – Student Life
Reviewing Committee:	Customer Focused
Related Policies:	NA
Related Laws:	NA

Policy Summary:

Jackson College is committed to the development and success of every student. Knowing that engagement of students outside the classroom deepens their learning and increases their likelihood for continued success, the Department of Student Life is tasked with supporting student learning through various mediums of engagement. This may include but is not limited to programs, events, intramurals, maintaining spaces for student activity on campus, and advising the development of student organizations.

Scope:

This policy applies to all Jackson College students and locations.

Policy Statement:

Jackson College offers students social and educational opportunities to enhance their learning experience and connect with peers. In cooperation with faculty, staff and College Departments; the Office of Student Life shall develop and deploy an annual plan for Student Life. Activities shall be offered at a variety of times and locations to accommodate student preferences, schedules, and needs.

The Director of Student Life shall assure development of related policies and procedures to assure the effective planning, implementation and assessment of the Department of Student Life.

Participation: Jackson College's nondiscrimination policy shall apply to all student life activities.

Students may be excluded from participation in activities pursuant to disciplinary action in accordance with approved policy.

Student Government: Student Government members act as official representatives of the student body in matters needing joint student, faculty or administration consideration. The Student Government allocates funds to student organizations and sets appropriate standards and guidelines to ensure that the activities of all organizations adhere to college policy and its mission.

Registered Student Organizations: Registered Student Organizations (RSO) must meet specific guidelines set forth by the Department of Student Life and apply for official recognition before becoming an officially sanctioned campus organization. The Director of Student Life shall facilitate review of all requests for new student groups.

RSO Advisors: All student organizations are required to have an Advisor. Advisors must be current Jackson College employee, agree to the advisor expectations (Appendix A), and be approved by the Department of Student Life. Advisors shall be actively involved with the activity of an RSO and meet regularly with the officers of that RSO.

Budgets and Financial Accounts: Student organizations may be allocated a specific budget or have established accounts based on fund raising activities. The RSO Advisor shall be involved in approving fund use in coordination with the Department of Student Life and the Jackson College Business Office. RSO budget requests shall be submitted to the Department of Student Life and approved by the Director of Student Life as part of the institutional budget. Budget authorization is subject to change based on the availability of funds.

Calendar/Scheduling Approval: RSO members are encouraged to plan, organize, and advertise events. Student members are expected to coordinate efforts through their advisor and the Department of Student Life to avoid hosting events at times that compete with other student organizations or Jackson College departments.

Fund Raisers: Only recognized, chartered organizations are permitted to conduct any form of fund-raising that is specifically associated with Jackson College. All fund-raisers must be approved by the Department of Student Life. The Director of Student Life shall coordinate with the Assistant Dean of Students and the Jackson College Foundation to avoid an unintended impact of overlapping fundraising efforts. A fund-raiser is defined as any activity sponsored by an organization, which in some way is an attempt to raise monies for the benefit of the organization. All fund-raising projects must be non-discriminatory in nature. Charge card solicitation is prohibited. Organizations must be prepared to provide documentation of the financial results of any fund-raising project(s) if so required by the Department Student Life. Projects designed to raise funds for outside charitable organizations are subject to the same guidelines.

Hazing: The use of hazing in any organization at Jackson College is prohibited. Jackson College defines hazing as any action taken or situations created, intentionally, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Change Log:

Date Of Change	Version	Description of Change	Responsible Party
TBD	1.0	Initial policy	N. Miller/S. Bloomfield
7.5.2017	2.0	Revised Policy	Chas Lietaert
5.23.18	3	Review and Edits	Chas Lietaert

Department of Student Life



Registered Student Organization Advisor

Purpose

Registered Student Organization (RSO) advisors at Jackson College serve students by actively developing student leaders and facilitating learning through engagement. An advisor empowers students to be successful in authoring their experience while also helping them learn from missteps.

Expectations

RSO Advisors must meet the following expectations in their service of students.

- Have read the constitution of the RSO you are advising.
- Attend at least one full group meeting or event per semester for each RSO you advise.
- Meet at least twice per month with the President of the RSO(s) you advise. Holding one meeting is acceptable during the following months; December, January, and May. Meetings are welcome but not expected during summer months.
- Meet at least once per month with the treasurer of the RSO(s) you advise. Meetings are welcome but not expected during summer months.
- Attend Advisor gathering with Student Life twice per year.
- Meet with the Director of Student Life twice per year.
- Monitor and approve RSO expenditures and revenues.
- Review and approve all RSO event advertising.
- Help reduce unhealthy risk and liability by reviewing RSO planned trips and activities.

Support

Advisors at Jackson College are supported by the Department of Student Life. All are welcomed to an RSO Advisor gathering near the start of the fall and winter semesters. There is also a mid-semester individual advisor check-in meeting with the Director of Student Life during the fall and winter terms. Additionally, JC Student Life is always willing to answer questions and hold meetings with advisors.



Commented [LCL1]: This appendix section has additional operational information that the Department of Student Life will update and review annually. While valuable, this information is not part of the 1404 policy.

Commented [LCL2]: In the very near future the Department will be transitioning to a more targeted curricular approach which will bring more focused assessment then broad student satisfaction. While this assessment information is valuable, it does not need to be represented within a policy format.