

## 5. UNIVERSITY ORGANIZATION ACCREDITATION AND REACCREDITATION

This serves as a guide for the creation of new student organizations (Please see Section 8 of QCU Student Manual – Student Organization Guidelines)

<b>Office or Division:</b>	Student Affairs and Services Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Enrolled students of Quezon City University forming a group of at least fifteen (15) members			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent signed by the Student Organization President with attachments:		Applicant		
<ul style="list-style-type: none"> <li>• PDS of Recommended Adviser (preferably permanent appointment status at QCU)</li> <li>• List of officers</li> <li>• Organizational Structure</li> <li>• List of members</li> </ul>				
<ul style="list-style-type: none"> <li>• Student Organization Application Form</li> <li>• Mission &amp; Vision</li> <li>• By-Laws</li> <li>• Proposed Plans and Activities</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the letter of intent signed by the student organization President  Fill out application form	1. SASD Office receives and records the letters and documentary requirements in the logbook.	None	2 minutes	SSC Office staff
2. Submit the documentary requirements	2.1 Check and review the responses of the student organizations in the application form  2.2 Review the documentary attachments submitted.  2.3 Feedback	None	1 working day	SAU staff
3. Review and evaluate the requirements.	3.1 Evaluate the documents.  3.2 Approve or disapprove the Student organization  3.3 Make a final list of	None	3 working days	SASD Head

	approved student organization for registration.			
4 Screen / Interview	4.1 Evaluate officers	None	10 to 15 minutes	SASD Head
5. Inform accredited and reaccredited organizations regarding the registration decision	5.1 SASD staff notifies the student organization president through email or phone call on the feedback. Approved student organization receives a "Statement of Approval"	None	5 minutes	SAU staff
	TOTAL	None	4 to 5 working days	

## 6. REQUEST TO CONDUCT IN-CAMPUS ACTIVITY

<b>Office or Division:</b>	Student Affairs and Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – government services transacting public			
<b>Who may avail:</b>	Students of QCU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter		Student/Client		
University ID		Student/Client		
Current registration form stamped officially enrolled		Student/Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Student to request for authority to conduct the activity/program a. The letter should be submitted to the SASD for approval at least 15 working days before the event	1.1 Review request  1.2 Check the calendar of activities of SASD  1.3 Check PF for venue availability  1.4 Secure final approval from the Office of the President	None	2 minutes  2 minutes  3 minutes  2 to 3 days	SAU staff