



UNIVERSITY POLICY

## Student Organization Complex Event Advising Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

**Purpose:** The purpose of the complex event advising process is to reduce aspects of risk associated with multi-layered student organization events. This process will help to inform stakeholders of student organization events in advance and will allow these stakeholders to be proactive in any necessary interventions to mitigate any health and safety concerns.

### Policy Statement:

1. All student organizations will comply with the Program Planning Guide.
2. All student organizations hosting an event defined as a "special event" in the Program Planning Guide are required to participate in the Complex Event Advising Process.
  - a. Student Organizations must submit the Complex Event Advising form four (4) weeks in advance.
  - b. If at such time the student organization does not comply with a deadline or requirement of the process, the event will be cancelled.
  - c. Any student organization found hosting a special event without completing the Complex Event Advising Process will be charged with Failure to Comply through the University Student Code of Conduct.

**Definitions:**

Special Events are defined as any event held on campus, including but not limited to a dance, party, concert, or show. These are events other than standard meetings possibly requiring a special setup, food, public safety, electrical needs, special hours, and which may necessitate the use of Public Safety coverage to ensure a safe and secure environment for all WCU students and their guests.

**References:**

[Program Planning Guide](#)

[Complex Event Advising Form](#)

[Student Code of Conduct](#)

**Reviewed by:** Office of Student Leadership and Involvement, Sykes  
Student Union, Department of Public Safety, Campus Recreation,  
Assistant Vice President for Student Engagement

**Policy Owner:** Director of Student Leadership and Involvement

**Approved by:**



Dr. Tabetha Adkins, Interim Vice President for Student Affairs

Date: August 16, 2022



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