

University Policy 4.04.03

Honor Societies and Professional Organizations

Policy Approval Date: August 13, 2010

Policy Effective Date: October 1, 2010

Procedure Approval Date: August 11, 2010

Procedure Effective Date: October 1, 2010

POLICY STATEMENT

Capella University provides support for institutionally approved chapters of national honor societies and professional organizations that are related to the university's academic offerings.

The Center for Academic and Learner Support department facilitates the approval of and coordinates the support for Capella University chapters of honor societies and professional organizations.

RATIONALE

Capella University supports learners and faculty who participate in honor societies and professional organizations for the purposes of professional development and networking.

DEFINITIONS

Honor Societies and Professional Organizations

Honor societies and professional organizations are Capella University-approved and supported chapters of national honor societies and professional organizations that are related to the university's academic offerings.

PROCEDURES

- I. Honor Society and Professional Organization Request, Approval, and Renewal
 - A. Honor Society and Professional Organization Request
 1. To establish a new Capella University chapter of an honor society or professional organization, the faculty sponsor of the new chapter must complete the Honor Society and Professional Organization Chapter Request Form located on Campus and submit it to the Center for Academic and Learner Support department.
 2. The Center for Academic and Learner Support department schedules review of the request by the Honor Society and Professional Organization Review Panel.
 - B. Honor Society and Professional Organization Chapter Approval
 1. The Honor Society and Professional Organization Review Panel reviews and approves the request.
 2. Honor society and professional organization chapter approval criteria:
 - a. Chapters must be affiliated with a national honor society or professional organization.
 - b. Chapters must relate to a minimum of one of the university's academic offerings.

- c. Chapters must be advised by a dean-approved faculty sponsor.
 - d. Chapters must designate a learner as chapter president.
 - e. Chapters must have a minimum of one chapter officer.
 - f. Chapters must have completed an Honor Society and Professional Organization Request Form and had it approved by the Honor Society and Professional Organization Review Panel.
 - g. The faculty sponsor must have completed a Faculty Acknowledgment Agreement located on Campus and submitted it to the Center for Academic and Learner Support department.
- C. Honor Society and Professional Organization Chapter Renewal
- 1. Chapters must be renewed on an annual basis.
 - 2. To be renewed, chapters must complete an Honor Society and Professional Organization Annual Review Form and submit it to the Center for Academic and Learner Support department, along with the following documents:
 - a. Current chapter officer list
 - b. Current chapter membership list
 - c. Annual report
 - 3. Chapters that are not renewed on an annual basis will be dissolved.

II. Honor Society and Professional Organization Chapter Support and Responsibilities

- A. Honor Society and Professional Organization Chapter Support
- 1. Member eligibility verification processes:
 - a. The Center for Academic and Learner Support department verifies the eligibility of potential chapter members on behalf of the chapter.
 - b. On a quarterly basis, the chapter's faculty sponsor must provide the Center for Academic and Learner Support department with a current chapter membership list.
 - c. The Center for Academic and Learner Support department uses the chapter membership list to coordinate invitations of new chapter members on behalf of the chapter.
 - 2. Capella University provides the following information technology resources for chapters to use as appropriate:
 - a. Campus Micro site
 - b. Email account
 - c. SharePoint access (for faculty sponsors)
- B. Honor Society and Professional Organization Chapter Responsibilities
- 1. Faculty sponsor responsibilities:
 - a. The faculty sponsor must be actively involved in the chapter.
 - b. The faculty sponsor is the chapter's designated contact person for internal university staff and the chapter's national governing organization, unless the responsibility is delegated to a learner chapter member.
 - 2. Chapter president responsibilities:
 - a. Chapters must designate a learner as chapter president.
 - b. The chapter president is the chapter's designated learner contact for internal university staff and the chapter's national governing organization, unless the responsibility is delegated to a different chapter member.

3. Chapter finance responsibilities:
 - a. The faculty sponsor serves as the primary or secondary signatory on a bank account established specifically for the purpose of collecting dues and other expenses associated with the operations of the chapter.
 - b. Chapters must designate a chapter officer(s) to facilitate and maintain the chapter's financial activities.
 - c. Chapters are responsible for any liability associated with the chapter's financial activities.
4. Learners participating in chapter activities must maintain compliance with all university policies, including *4.02.02 Learner Code of Conduct*, *4.02.04 Discrimination, Harassment, and Assault*, and *4.02.05 Drugs and Alcohol*.
5. Capella University is not responsible for chapter activities, financial or otherwise.

POLICY OWNERS

Academic Owner: Deans

Operations Owner: Center for Academic and Learner Support

RELATED DOCUMENTS

University policy 4.02.02 Learner Code of Conduct

University policy 4.02.04 Discrimination, Harassment, and Assault

University policy 4.02.05 Drugs and Alcohol

Honor Society and Professional Organization Request Form

Honor Society and Professional Organization Faculty Acknowledgment Agreement

[Capella Communities Web site](#)

REVISION HISTORY

Original Policy Approval Date: August 11, 2010

Administrative edits as result of ongoing review: 6-2-11; 4-17-12; 1-8-14