



GRADUTE CLUB HANDBOOK

Office of Graduate Life

Liberty University Graduate Clubs are student organizations sponsored and affiliated by the Office of Graduate Life that provide a unique service to the university and Lynchburg community. Clubs have privileges including room reservations, funding, tabling, speaker requests, and more by the university administration. This Handbook documents club-related procedures and privileges.

Club Membership Qualifications and Students Qualified for Clubs

Graduate Clubs are all-inclusive for currently enrolled residential graduate students, thus any residential graduate student who expresses interest in a club may join. Graduate Clubs may not require interested students to submit to an “initiation period” before that student may become a member, nor may Graduate Clubs impose conditions that an interested student must fulfill before becoming a member. Any currently enrolled residential graduate student who may be “invited” by club leadership to join is considered an interested student at the time the invitation to join is extended by club leadership.

Club President Qualifications and Responsibilities

Every Graduate Club must have at least one currently enrolled residential graduate student in good standing with the university serving as Club President. Undergraduate, Alumni, and online students (unless local) are not allowed to act as President of any Graduate Club.

Faculty Advisor Qualifications and Responsibilities

Faculty Advisors (FA) are a required component for clubs to operate and must oversee the club’s activities. These FAs are typically academic professors, but any member of LU’s Faculty or Staff who are not currently enrolled students may serve as FAs.

FA responsibilities include:

- The FA must be actively involved with the club and will act as a mentor to the students involved with the club.
- The FA is required to meet with the Club President monthly.
- The FA is required to meet with the Club Leadership monthly.
- The FA is required to attend at least one of the general club meetings per semester.
- The FA is required to work in conjunction with the Treasurer of the club to create the club budget and request funds from Graduate Life.
- The FA is responsible for ensuring the Club’s events and meetings are compliant with the mission and vision of LU and should fill out applicable forms when need be.

Becoming a Graduate Club

To form a Graduate Club on campus under the Office of Graduate Life, the Club's activities must provide a unique service to the university that is not provided by any current clubs. The Club must also intend to be active for the foreseeable future. If either requirement is not met or are questioned, the Club may be denied at any point during the process.

New Club Application and Requirements

Students creating a Club must submit a completed New Club Application to the Director of Graduate Life via email at graduatelife@liberty.edu. The New Club Application can be accessed by emailing Graduate Life or by visiting the Clubs section of Graduate Life's website.

For the New Club Application to be considered complete, there must be:

- 10 currently enrolled residential graduate student signatory members.
- Acknowledgement and Club President signature.
- Answers to questions regarding the Club's operations, status, and uniqueness.
- A FA who reads and signs the prospective Faculty Advisor letter.
- A compiled schedule of events, including a planned community service project, and meetings for the semester.

Once completed and emailed to graduatelife@liberty.edu, the Director of Graduate Life will ensure that all portions of the new club application have been completed properly. Upon the approval by the Director of Graduate Life, the application is passed on for final review by the Executive Director of Student Life.

Service Project

All clubs are expected to complete one service project per academic year. The service project must be submitted to the faculty advisor and Graduate Life for approval. Upon completion of the service project, the club president should submit a list of attendees, service project details, photos, etc. to the Office of Graduate Life.

Club Denial

New club applications may be denied if they do not follow student policy or are not unique in their activities or mission. Prospective clubs will have the opportunity to submit a new application the semester after denial once the proper changes have been made.

All-Clubs Meeting

All Graduate clubs are required to have at least one member of Club Leadership attend the All-Clubs Meeting at the beginning of each semester (starting January 2026). The All-Clubs Meeting provides information regarding updates to policies by the Office of Graduate Life. If clubs do not attend this meeting, there will be a penalty for the club's future funding and the potential for the Club to be marked "inactive." Fall 2025 club officers will be required to attend a training/informational meeting with Graduate Life before funding can be issued.

Inactive Status

Clubs that do not have a currently enrolled residential graduate President or current Faculty Advisor will be marked "inactive" if they are unable to fulfill these positions within one month.

Clubs who do not request funding or use funding, do not attend required meetings hosted by Graduate Life, or do not keep in communication with the FA or Graduate Life may be marked inactive. This determination is made on a case-by-case basis by the Director of Graduate Life.

Once a club has been marked inactive, they will no longer be able to request events or receive funding. Students who would like to reactivate a club should contact graduatelife@liberty.edu to receive more information.

Club Privileges and Restrictions

Tabling/Event Requests

Tabling locations on campus include DeMoss Hall, Montview Student Union, Jerry Falwell Library, Green Hall, and the Reber Thomas Dining Hall. Tabling locations can be found and reserved through 25Live Pro. However, to table at the Jerry Falwell Library, clubs must contact the Library staff.

25Live Pro

25Live Pro is the university's primary resource to reserve spaces and tables on campus. To submit an Event Request through 25Live, create an "Event Form" and fill out all required information.

The event is not confirmed until the requestor receives a confirmation email detailing the time, date, and location of the event.

Restricted Events

Clubs are prohibited from hosting or performing official, religious services on campus. Such services are defined as having the presence of official clergy or otherwise ordained ministers performing any recognized religious rituals or rites.

All club activities that occur on campus must be hosted in common areas or reserved spaces on campus. Club presidents can reserve spaces by contacting events@liberty.edu or filling out a request on 25Live.

Any event that is against the Liberty Way or is restricted will result in disciplinary measures taken against the Club.

Requesting a Guest Speaker

If a Club wants to invite a guest speaker to come share content and expertise pertaining to their field of interest or work alongside the club, the Club's Faculty Advisor must fill out the "Independent Contractor Questionnaire," found through Human Resources, on behalf of the guest speaker.

Advertising

Clubs are not allowed to put up posters or advertise on walls, windows, doors, elevators, or anywhere else that is not through the Commuter Student Life processes to put posters on the Community Boards. Graduate Life can help advertise an event for a club if the club gives at least a two-week notification before the event and/or any materials that are being used for the promotion (community boards, graphics, etc.).

Funding

Clubs will be funded by the Office of Graduate Life on a case-by-case basis. Funding may be increased or decreased, at the discretion of Graduate Life, based off of number of members.

Restricted Purchases

Club cannot use University Funds for:

- Gift Cards
- Gas Reimbursements
- Sit-Down Meals

Purchasing Process

In order for a Club to make a purchase, the Treasurer of the club should complete and submit the Purchase Request Form.

Conduct

All members and officers should adhere to the Liberty Way. If there is a concern regarding a student or officer, please reach out to the Office of Graduate Life.