



TRUMBULL

Faculty Advisor Manual

Updated 2/9/18

Advisor Manual

A. Advisor Policy

1. Administrative Policy Regarding Participation in Student Activities

The Faculty Advisor and the executive student officer of each organization are primarily responsible for determining the eligibility regulations. Any members of, or advisor to, an organization may request the Student Life coordinator to determine the eligibility of officers of that organization on the basis of these criteria. Additionally, the Student Life coordinator may initiate the checking procedure. If any students are ineligible to hold office, the advisor and executive student officer will be notified. Any student who is a participant in the activities described in this rule must withdraw from such activity at once if he becomes ineligible to hold office. The Student Life coordinator will review student standing at the beginning of each academic term or when Student Organization documentation is submitted.

2. Nondiscrimination by Organizations

Any Student Organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy. Social fraternities and sororities that are registered with Student Life may use gender as a membership requirement.

3. Releasing Information Related to Student Organizations

The following information will be made available to the University community and the public on an unrestricted basis:

- Name of Student Organizations
- Mailing Address of Student Organizations
- Statement of purpose of Student Organizations

In compliance with University policy and the Family Educational Rights and Privacy Act regarding the collection, retention, and dissemination of information about students, the following information will be made available to the University community and the public on a restricted basis:

- Names of officers or other members of Student Organizations
- Names of advisors of organizations
- Phone numbers of organization's officers/contact person(s) and/or Faculty Advisor

This information may be released for public use only if written permission is obtained from the organization's officers, contact persons, or advisors, and only in accordance with the policy on the collection and dissemination of information.

4. Hazing

Any Student Organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy. Social fraternities and sororities that are registered with Student Life may use gender as a membership requirement.

B. Expectations of the Advisor

- Have a genuine interest in the goals and objectives of the organization
- Be willing to meet with the group and individuals on an occasional basis
- Be available during each semester to give guidance to the organization concerning financial, personal, and programming matters
- Take part in some of the organization's activities
- Develop a supportive atmosphere where students help themselves under your guidance

C. Roles of the Advisor

1. Choosing an Advisor

Organizations rarely become successful without the active involvement of an advisor. The University requires that each Student Organization be advised by at least one faculty or staff member. The advisor who simply lends his/her name to an organization to fulfill the requirement does a great disservice to the group. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities.

2. The Role of the Advisor

- Attend regularly scheduled meetings when possible.
- Have regular meetings with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
- Serve as a sounding board for the organization
- Ensure that the members or contact persons meet University requirements for involvement in Student Organizations
- Support the group

- Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those
- Be knowledgeable about appropriate University policies
- Recognize the general financial condition of the organization and encourage the maintenance of sound financial records
- Monitor the group's functions and encourage all members of the group to fully participate, assume appropriate responsibility for group activities, and to maintain a balance between academic responsibilities and co-curricular involvement
- Consider the impact of activities the group wishes to engage in. An advisor has the right to tell the group that they cannot have a certain activity, etc.
- Intervene in conflicts between group members and/or officers
- Provide continuity and stability as leadership changes
- Contact Student Life to discuss organizational problems, concerns, plans, and changes in organizational status
- Sign all documents which require an advisor's approval
- Submit Technology Requests through the Computer Center for your organization's events, if necessary
- Provide honest feedback to group members and positive reinforcement for accomplishments
- Share your experience and expertise when appropriate
- Provide an "outside" view or perspective

D. Requirements and Expectations for Participating in Student Organizations

1. **Students participating in organizations** must be enrolled in at least three (3) semester hours of coursework per semester and be in "good standing." Other individuals in the University community and the public are welcome to participate in the membership at large as affiliate members. Such members may not hold office and may not vote on officers, organizational matters, or expenditures. Furthermore, they may not request campus facilities or services.
2. **Students who are officers or contact persons** for an organization must meet the following criteria:
 - Be enrolled in at least three (3) semester hours
 - Be in "good standing"
 - Not be on warning; and

- completed at least three (3) or more semester hours in the previous semester
3. **First semester students** who are not officially classified under a transfer status are not required to meet the academic or three (3) hours previous semester requirements.
 4. **Any student who is ineligible** to participate based on the above criteria may not hold office or vote within the Student Organization. Students who do not meet academic requirements may submit, in writing, a waiver request to the coordinator of Student Life.

ALL GROUPS MUST REGISTERED ELECTRONICALLY (SEE STUDENT MANUAL) AND SUBMIT PAPER OR ELECTRONIC COPIES OF ALL DOCUMENTS TO THE STUDENT LIFE OFFICE. ANY FUNDRAISING OR EVENTS MUST BE APPROVED AT LEAST TWO WEEKS IN ADVANCE.

FOR ANY QUESTIONS, PLEASE CONTACT:

Kyle J. Lovell, MA

Student Life Coordinator

Academic Advisor II, Academic Advising
Enrollment Management & Student Services

Kent State University at Trumbull

4314 Mahoning Ave. N.W.

Warren, OH 44483

330-675-8858

Klovell1@kent.edu