

ADMINISTRATIVE DIVISION STAF Division of Student Affairs and Academic		POLICY NUMBER STAF 3.01
POLICY TITLE Advisors for Student Organizations		
SCOPE Columbia Campus	DATE OF REVISION January 31, 2019	
RESPONSIBLE OFFICER Vice President for Student Affairs and Academic Support	ADMINISTRATIVE OFFICE Department of Student Life	

PURPOSE

This policy outlines the criteria and responsibilities for individuals to serve as an advisor for a recognized student organization.

DEFINITIONS

Advisor: a faculty or administrative staff member that is volunteering to work with a student organization with their activities and advise them on the university policies and procedures.

Student leader: any student appointed or elected to a leadership role within their student organization (i.e. officer, committee chair, etc.) who meets necessary requirements outlined in policy [STAF 3.10 Student Organizations](#).

Military personnel: individual who is affiliated with USC military programs and assigned to USC as part of their job responsibilities.

Registered religious workers: individuals properly qualified and accredited by their religious agencies to minister students, faculty, and staff. See policy [STAF 1.01 Registered Status for Religious Workers](#) for more information about registered status for religious workers.

Renewal: the annual process that all currently recognized student organizations complete to continue to maintain status as a recognized student organization. The renewal process is detailed in policy [STAF 3.10 Student Organizations](#).

Student organization: a student organization that is currently active on the University of South Carolina campus, has fulfilled all responsibilities of a student organization and represents a group of students who desire to come together to support a particular view, explore common interests or accomplish identified tasks.

Student organization handbook: a handbook of student organization processes and resources located on the Leadership and Service Center website.

POLICY STATEMENT

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an advisor. The advisor must be selected from full-time faculty or administrative staff members at the University of South Carolina Columbia. Part-time faculty and staff, registered religious workers and military personnel may serve as an advisor for related organizations with the approval of the Department of Student Life. Graduate students are not eligible to serve as advisors to student organizations. The Leadership and Service Center will also assist advisors with questions concerning their organizations.

Responsibilities & Scope of Authority

Complete any and all requirements set forth by the Leadership and Service Center (i.e. trainings, workshops, as referenced within the student organization handbook.

Become familiar with, understand, and advise the organization to abide by all university policies and procedures.

Act in an advisory capacity, as opposed to a directive relationship in the organization through frequent interactions with the officers and members.

Sign or co-sign appropriate university forms, such as those for use of campus facilities, purchase orders, travel requests, or the registration of visiting speakers or lectures.

Contact the Leadership and Service Center when questions or problems arise.

PROCEDURES

A. How to Become an Advisor

Student leaders are responsible for identifying and asking full-time faculty or administrative staff members to serve as organization advisors. Once confirmed, the student leaders follow up with the appropriate paperwork necessary to serve as an advisor until the end of the academic year.

B. Maintaining Advisor Status

1. Advisors will annually confirm their willingness to serve as advisor to that organization through the organizational renewal process.
2. If an advisor steps down from their position at any time during the year, the advisor must contact the Leadership and Service Center immediately. The student organization is required to find a replacement advisor within three weeks of resignation.

C. Removal of a Student Organization Advisor

Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the student organization handbook, University policies, or any federal, state, or local laws.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[STAF 1.01 Registered Status for Religious Workers](#)

[STAF 3.10 Student Organizations](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 1, 1992	New policy
October 18, 2016	Non-substantive revision to update appendices
January 31, 2019	Policy updated to reflect current practices, adjust advisor eligibility requirements, and revised to new policy format