



# COPPIN STATE UNIVERSITY

2500 W. North Avenue  
Baltimore, MD 21216

## OFFICE OF STUDENT ACTIVITIES

### Responsibilities of Faculty/ Staff Advisors to Student Clubs and Organizations

1. The responsibilities of the faculty/ staff advisor will be that of a resource person. He or she will present ideas that the students may consider.
2. All recognized student clubs/organizations by the university must have an approved advisor who is a full-time employee at Coppin State University.
3. The faculty/ staff advisor will be recommended by the members of the organization and submitted to the Director of Student Activities.
4. The person serving as advisor(s) to a club or organization must sign the Advisor Acceptance Form within the clubs & organizations registration packet.
5. If an advisor cannot be present at an approved activity, he/she must submit the name of his/her substitute to the Director of Student Activities along with a signed statement form. The form must indicate the substitute's willingness to represent for the event at least two (2) University working days prior to the date of the approved activity.
6. **Failure of the advisor or substitute attendance, for the duration of the activity, will result in cancellation of the activity by authorized personnel in charge of the facility being used.**
7. The faculty/staff advisor's signature of approval must appear on all documents pertaining to that prospective student club or organization's operation.
8. If any time a student organization feels that it would be in the best interest of the organization to recommend a new advisor, it may do so after meeting with the Director of Student Activities to seek mutual understanding. The final decision rests with the Office of Student Activities.
9. If a faculty/staff advisor feels that he/she cannot support a decision made by a student club or organization, he or she may express his/her lack of support by informing the Director of Student Activities and the members of the organization.
10. If for any reason a student club or organization's advisor(s) cannot continue to serve, they must notify the club or organization and submit a letter to the Director of Student Activities stating the reason why they must discontinue in that capacity.
11. No advisor can serve as advisor to more than two organizations during any academic session.