



**HARVARD COLLEGE**  
**Office of Student Life**

University Hall, Ground Floor South | 617.495.1558 | [osl@fas.harvard.edu](mailto:osl@fas.harvard.edu) | [osl.fas.harvard.edu](http://osl.fas.harvard.edu)

**ADVISER AGREEMENT for ANNUAL REGISTRATION**  
of Faculty, Graduate and Staff Advisers, or Trustees of  
undergraduate organizations of Harvard College

The role of Independent Student Organization (ISO) Advisers is two-fold:

- First, advisors should endeavor to make positive contributions to undergraduate organizations by providing counsel to these groups and their leaders as they pursue their mission.
- Second, they are vital to supporting student leaders as they manage challenging situations that may arise in the course of a year.

Advisors and student leaders are also encouraged to work with the Office of Student Life and Assistant Dean of Student Life Alex Miller when they feel that additional advice or counsel is required.

The specific role of advisers varies depending on the student organization. Student leaders should work to delineate the responsibilities of their advisors before formalizing adviser relationships. Regardless of the type of relationship agreed upon, the advisor should act in accordance with the basic policies of Harvard College and Harvard University.

Each undergraduate organization must have at least ONE adviser; all must be employees of Harvard University. Advisers may derive from any of the Schools at Harvard University. Advisers should have an interest in the activities of the organization and be able to contribute in meaningful ways. Organizations may have as many advisers as they wish.

Advisers have no legal responsibility for undergraduate organization debts. However, advisers are encouraged to help students manage these situations, as their organizations are public reflections of the Harvard University community.

Advisers and trustees should be familiar with the regulations for undergraduate organizations, which are available on-line in the Student Organization Handbook.

This page serves as the official formalization of an advising relationship that must be submitted during the Annual Registration process. The document must be signed by an advisor and submitted electronically via theHub by student leaders. Student leaders are encouraged to keep hard copies for their own records.

Finally, student leaders and their advisers are encouraged to write an extended advising agreement that delineates the particular role an adviser should play in the organizations life. The OSL has found that advising relationships are most meaningful when the particular roles and expectations of both students and advisers are outlined from the outset of the relationship.

NOTE: This document does not serve as the Advisor Letter that is required of organizations seeking recognition. Please review the application requirements on our website for more information.

Organization Name \_\_\_\_\_

Adviser Name \_\_\_\_\_

Adviser Title \_\_\_\_\_

Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Second Adviser Optional)*

Adviser Name \_\_\_\_\_

Adviser Title \_\_\_\_\_

Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_