



PA State System of Higher Education Board of Governors

Effective: September 18, 1984

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Policy 1984-09-A: Student Affairs Manuals

See Also:

Adopted: September 18, 1984

Amended: July 9, 1998

A. Background

In the area of student affairs, Act 188 of 1982 states that the Board of Governors shall “establish general policies for the admission of students and to assure procedural protection for the discipline and expulsion of students. The actual admission of students shall remain the province of the individual institutions.” Additionally, the Board of Governors shall “adopt general policies with regard to student activity fees and to provide for student participation in the formulation of these policies.”

Act 188 establishes the following responsibilities for the council of trustees:

- Review and approval of the recommendations of the president as to standards for the admission, discipline, and expulsion of students.
- Review and approval of the recommendations of the president pertaining to policies and procedures governing the use of facilities and property.
- Review and approval of charges for room and board and other fees except student activity fees.

Parallel responsibilities are established for the president:

- To establish policies and procedures for the admissions, discipline, and expulsion of students which shall be consistent with policies of the board and the local council.
- To establish policies and procedures governing the use of institutional facilities and property in accordance with guidelines established by the local council.
- In cooperation with the student association, to fix student activity fees and supervise the collection, retention, and expenditure thereof.

B. Purpose

The purpose of a student affairs manual is to provide guidance and clarification for administrators, faculty, students, and the student association about issues such as discipline, student association budgets, off-campus housing, and fiscal responsibility.

C. Policy

The Board of Governors believes that each university must determine its own policies on student affairs within the parameters of Act 188 and subject to the broad policy established by the Board and presented in this statement. Such university policies should be set forth in a student affairs manual prepared by each university.

Each university is encouraged to develop a document that establishes a positive tone for responsibilities and interactions. Policy statements that address restrictive activities or practices do not generally encourage growth and active student participation in self-governance.

The Board of Governors recognizes the significant role that the student association continues to play on each campus. The student affairs manual should address the role of the officially recognized representative body of the student population and its relationship to the local administration.

D. Content

The manual should state clearly the university's policy on non-discrimination and affirmative action in all areas of funding, employment, and housing. Additionally, the manual should contain the normal disclaimer that the policies stated in it do not create a cause of action against the State System of Higher Education, the Board of Governors, the chancellor, an individual president or university, or any other officer, agency, agent, or employee of the State System of Higher Education.

Two items not specifically mentioned in Act 188 should be addressed in each student affairs manual:

- **Partisan Political Activity.** Student activity fee monies shall not be used for any type of partisan political endorsement or for contributions to the campaign fund of any candidate for elective office. Nothing in the foregoing shall prohibit the payment of speakers' fees to political figures.
- **Off-Campus Housing.** Any off-campus housing listing shall carry the disclaimer approved by legal counsel stating that the institution assumes no responsibility for the condition of the off-campus housing or the safety or well-being of the residents who live in off-campus housing.

E. Procedure

The student affairs manual should be developed with advice from students, student government, administrators, and faculty. The final document shall be approved by the council of trustees (§ 2009-A (11)) and then submitted to the chancellor and Board of Governors for purposes of review and information.

F. Evaluation

The Board of Governors reserves the right and responsibility to subject this policy and its implementation to periodic review.