

ADVISORS IN THE STUDENT CONDUCT PROCESS

What is an advisor?

An advisor is a person who has been selected by and agreed to assist a student during the conduct or academic integrity process. The student must sign a FERPA release of information form in order to have an advisor present at a meeting or hearing.

Who can serve as an advisor?

An advisor may be a faculty or staff member, another student, a friend, a parent, an attorney or any other person of the student's choosing (provided they are not involved in the situation).

What is the role of an advisor during the conduct process?

The **role** of the advisor in the conduct process is to:

- support the student
- consult with the student during the meeting
- suggest questions for the student to ask
- assist the student in clarifying their response to questions

Advisors are **expected** to:

- Act in an a professional and courteous manner
- Be mindful that the student conduct process is educational in nature

Advisors **should not**:

- delay, disrupt, or interfere with proceedings
- present information not relevant to the charges being discussed at the hearing
- disrespect others in the hearing
- speak on behalf of the student

The role of an advisor is **not** to act as a participant in the hearing, which comports with due process requirements. Students are allowed to have **one advisor present** with them during their meeting. Advisors are limited to advising the student and may not present information, ask questions or make statements during the meeting. **An advisor may not speak for or on behalf of a student.** During a meeting, an advisor may quietly converse with or write notes to a student. It is asked that the advisor be mindful that communication with the student does not disrupt the meeting or hearing. If the advisor is disruptive during the meeting or hearing, they will be **removed**.