GUIDELINES FOR STUDENT’S ADVISOR
Administrative Review

A student involved as a principal party in a disciplinary review is permitted to have an advisor of the student’s choice present for support and assistance. The following rules apply to all advisors:

1. In all reviews, whether or not an advisor is present, the university’s primary conversation shall be with the student. The student is expected to speak and act on the student’s own behalf during the process. The advisor’s role is to facilitate the student in doing so, but not to act or speak for the student.

2. The advisor’s role is to consult with the student. This may include taking notes for the student, conferring with the student in ways which do not disrupt the progress of the review, assisting the student in keeping documents organized, and generally ensuring that the student presents all pertinent facts. The advisor should not expect to represent the student during the review. Prior to the review the advisor may provide valuable assistance by helping the student prepare and clarify what the student wishes to say, establish what information is important, help identify questions the student may wish to ask, and anticipate questions to which the student may be asked to respond during the review.

3. Advisors and witnesses play distinctly different roles in the review process. Therefore, a witness should not expect to serve as an advisor or vice versa. Witness testimony will not be accepted from an advisor who has been present during other interviews.

4. Advisors are cautioned that their participation during the review in a manner which inhibits the student’s direct interaction with the judicial officer or the judicial officer’s ability to conduct the review may result in the advisor’s exclusion from the review. While it is not encouraged, the advisor may be permitted to make a brief statement at the review at the discretion of the judicial officer.

5. Although the Student Conduct Code affords significant procedural protections in the adjudicatory process, it does not include the right to be represented by counsel. The student’s advisor may be a licensed or practicing attorney only in cases where criminal charges are pending. When the student chooses to utilize a licensed attorney, it is the student’s responsibility to notify the Office of Student Judicial Affairs and Community Standards at least three business days prior to the scheduled review. When the advisor is an attorney, the University may also have an attorney present.

If the student’s advisor is a practicing attorney, they must respect that the review is not a court of law but an educational process. It does not follow the formal rules of evidence and procedure attorneys may encounter in other judicial forums. The educational context and purpose of this proceeding require that an attorney play a different and more limited role than in the courtroom.

NOTE: These guidelines supersede information provided in SCampus §12.50G, which applies only to University Reviews by Panels.