



## Office of Student Conduct

### INFORMATION AND AGREEMENT FOR STUDENTS AND THEIR ADVISORS

A student involved as a principal party in a Disciplinary Review and Grievance Committee (DRGC) hearing or Student Conduct meeting is permitted to have one advisor of the student's choice present for support. Prior to an advisor attending an interview or otherwise participating in the College's student conduct process, students and advisors must sign this agreement to confirm their understanding of the applicable rules and to commit the advisor to certain confidentiality obligations.

1. The use of electronic devices by students or advisors is not permitted during Student Conduct meetings or DRGC hearing.
2. In all stages of a Student Conduct meeting or DRGC Hearing, the College's primary conversation shall be with the student. In order for the College to communicate information contained in a student disciplinary record to an advisor, the student must submit a completed confidentiality waiver form consistent with the Family Education Rights and Privacy Act. Even after receipt of such confidentiality waiver, the College will correspond at all times directly with the student. It is the student's responsibility to relay all information to his or her advisor.
3. The advisor is not an advocate and may not represent or speak or act on behalf of the student (unless required for a qualified disability as defined under the Americans with Disabilities Act or for a qualified handicap under Section 504 of the Rehabilitation Act of 1973, and if an accommodation is requested by the student). The advisor may not testify in or obstruct an interview or disrupt the process. All advisors must behave in a professional manner. The Student Conduct Officer and/or DRGC Chairperson has the right to determine what constitutes appropriate behavior of an advisor and take reasonable steps (which may include excluding the advisor from the process) to ensure compliance with these rules.
4. The advisor's role is to support the student. This may include assisting the student with preparation, conferring quietly with the student, exchanging notes with the student, clarifying procedural questions for the student, suggesting questions to the student, and emotionally and morally supporting the student. Advisors may assist the student in ways that do not disrupt or obstruct the progress of the meeting or hearing.
5. Any advisor serves at the student's own expense and initiative. A person may not serve in this capacity if his or her service would conflict with the fair administration of the process. An advisor may not serve in any other role, including as a witness, investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge or convened to hear or decide any appeal.
6. Students who intend to have an advisor must notify the Student Conduct Officer at least three business days prior to the scheduled meeting or hearing. When the advisor is an attorney, the College may also have an attorney present. Note: The process will not be unreasonably delayed to accommodate the schedule of the advisor.
7. Students and their advisors must respect that the Student Conduct meetings and DRGC hearings are internal administrative and educational processes. They do not follow the formal rules of evidence and

procedure practiced in other forums. The educational context and purposes require that advisors limit their roles accordingly.

8. By signing below and by participating in this process, the advisor represents that he or she understands that by virtue of his or her participation in the Student Conduct process or DRGC hearing, the advisor may have access to records and information (including personally identifiable information), the disclosure of which is prohibited by the College, the Family Educational Rights and Privacy Act of 1974 as amended, and by other applicable state and federal law. The advisor acknowledges that student information from any source and in any form is confidential and is available to the advisor solely for the performance of his or her duties as an advisor. The advisor agrees to protect the privacy and confidentiality of student information to which the advisor has access and shall use the same solely for the performance of the advisory duties. The advisor specifically agrees that he or she will not copy, distribute, post, alter, or make public any such information, and that this obligation will continue during and after the Student Conduct process and/or DRGC hearings (and during and after any appeals or final determinations).

**Advisor Full Name (Please Print)**

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**Advisor Signature**

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**Date**

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**Student Full Name (Please Print)**

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**Student Signature**

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**Date**

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