

### GUIDELINES FOR STUDENT'S ADVISOR Residential Education Review

A student is permitted to have an advisor of the student's choice present for support and assistance during the Residential Education Review process. 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 support the student. This may include taking notes for the student, conferring with the student in ways which do not disrupt or obstruct the progress of the meeting and Residential Education Review process, assisting the student in keeping documents organized, and generally ensuring that the student presents all pertinent facts. The advisor is not an advocate and may not represent or speak on behalf of the student. Prior to the meeting, 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 meeting.
3. Advisors and witnesses play distinctly different roles in the Residential Education Review process. Therefore, a witness may not serve as an advisor or vice versa. Witness statements will not be accepted from an advisor who has been present during other meetings.
4. Advisors are cautioned that their participation during the meeting in a manner which inhibits the student's direct interaction with the Residential Education staff member or the Residential Education staff member's ability to conduct the meeting may result in the exclusion of the advisor from the meeting. While it is not encouraged, the advisor may be permitted to make a brief statement at the meeting at the discretion of the Residential Education staff member.
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 practicing attorney only in cases in which criminal charges are pending or the recommended outcomes include expulsion, suspension, revocation of degree or revocation of admission. When the student chooses to utilize a licensed attorney, it is the student's responsibility to notify the Office for Residential Education at least three business days prior to the scheduled meeting. When the advisor is an attorney, the University may also have an attorney present.

Students and their advisors must respect that Residential Education Review is an administrative and educational process. It does not follow the formal rules of evidence and procedure practiced in other judicial forums. Residential Education Review's educational context and purpose require that advisors who are attorneys play a different and a more limited role than they would in a courtroom.



6. In their role, an advisor may learn or be given access to confidential student information (for example, academic records, student address and contact information, and student health information). The advisor agrees that they will not copy, distribute, post, alter, or make public any such information, and that this obligation will continue after the Residential Education Review and any appeal is completed.

The Residential Education staff member has the right to determine what constitutes appropriate behavior of an advisor and take reasonable steps to ensure compliance with this policy.

I understand and accept the forgoing.

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Advisor Full Name (Please Print)

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Advisor Signature

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Date

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USC Student Full Name (please print)

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Student Signature

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Date

