

# ADVISOR TRAINING/GUIDELINES

This training provides information about the role of an advisor and the conduct process.

## The Advisor Role

Students may have an advisor (or support person) of their choice as long as the individual they choose is not otherwise connected to the case. An advisor can be an attorney, parent, friend, etc. If a student chooses to have an attorney as their advisor, the student shall pay all fees, costs, and expenses for the retention of that attorney. A student may also request the Office of Student Support and Judicial Affairs (OSSJA) provide an advisor to them. After students receive their Notice of Allegations email, they should notify OSSJA whether or not they will be utilizing an advisor by [completing the Advisor Information form](#), which is also linked in the notice.

The advisor role is to **advise** and **support** the student. During student conduct meetings, an advisor may act as a consultant for the student. The student may request a break to consult with their advisor/support person. The intent is to have an educational conversation with the referred student, so an advisor cannot speak on their behalf. Please note that failure to follow these guidelines could result in the advisor's removal from the Informal or Formal Hearing, which ultimately does not benefit the student. In the interest of expediency, as a general practice, hearings shall not be delayed due to the unavailability of an advisor/support person.

All communication with the Office of Student Support and Judicial Affairs (OSSJA) must come from the student; an advisor/support person cannot communicate with OSSJA, including via phone or email, on the student's behalf.

## FERPA Waiver

For someone to serve as a student's advisor (or support person), the student must complete the [FERPA Waiver/Release of Information Form](#). In this waiver, the student will indicate if they would like for the identified advisor to attend meetings and/or receive copies of emails/formal letters from OSSJA. In accordance with FERPA, OSSJA is unable to share information about a student's case without their written permission.

## Student Rights

Any student going through the academic integrity or student conduct process has the following rights:

- to have an advisor (or support person)
- to a notice of the allegations and the opportunity to be heard
- to remain silent without any inference of culpability
- to be informed of the outcome
- to privacy in accordance with FERPA
- to appeal a decision, if applicable

## Policies & Procedures

For a visual summary of the academic integrity process, please refer to the flowchart on the next page. For non-academic misconduct, instead of engaging with the instructor, the Conduct Specialist may engage with the reporting party. Please read the [UC Davis Policy on Student Conduct and Discipline](#) for the complete policies and procedures related to both academic and social misconduct.

## Questions?

Please review the [conduct process webpage](#) for additional information. General questions about the advisor role may be directed to [ossja@ucdavis.edu](mailto:ossja@ucdavis.edu). Thank you for taking the time to serve as a student's advisor!

Student



OSSJA



### Informal Process

1. Did the student violate policies?
2. If yes, what are the appropriate sanctions?



All parties (instructor, student, and Conduct Specialist) agree on whether the student violated policies and appropriate sanctions



#### Informal Resolution Agreement

If the student accepts responsibility for the policy violation and agrees to the proposed sanctions, they will sign an informal resolution agreement which summarizes the violation and explains the sanctions.

#### Not Responsible Letter

If all parties agree that there was no violation, the student is not found responsible.



Parties agree on whether the student violated policies, but disagree on appropriate sanctions



#### Sanction Review with the Director or Designee

If the student accepts responsibility for the policy violation, but does not agree to the proposed sanctions, they can request a sanction review.

After reviewing the facts of the case and meeting with the student or reviewing their statement, the Director (or designee) will determine the appropriate sanctions, which could either be less serious or more serious than those proposed by the Conduct Specialist.



Parties disagree on whether the student violated policies



#### Formal Hearing

If the student denies responsibility for the policy violation, generally, the case will proceed to a formal hearing. A CJB panel will hear the case and determine if the preponderance of evidence supports the conclusion that there was misconduct.

#### Administrative Notice

If the student denies responsibility, but the instructor declines to proceed with a hearing, OSSJA will issue an Administrative Notice.