

**Office of the Provost
Academic Integrity Hearing
Student Advisor Guidelines**

The student has requested that you be present during an upcoming academic integrity hearing as their advisor. In order to assist you in understanding the role of an advisor before accepting this responsibility we have provided some information about our process, as well as our guidelines for advisor participation, below.

An advisor may be anyone whom the student chooses- a parent, academic advisor, clergy member, attorney, friend, instructor, coach, etc. We understand that the academic integrity process may be stressful to students, so an advisor can assist the student in ensuring that they are well prepared for the hearing and have a support person present during the actual hearing.

In cases where a hearing will include multiple student participants- as either or both respondents (party accused of a violation) or complainants (party accusing another of a violation)- all respondents and complainants are eligible to have individual or shared advisors.

Prior to a hearing before a hearing panel, the student will receive a copy of our "Checklist for Hearing Preparation." We encourage students to go through this checklist with their advisor in order to help best prepare the student for the hearing. We also encourage the student to read through *The Student Code of Conduct* Article V. to ensure that they understand our hearing procedures.

The student also has access to the files for the incident in question through the Provost Office, Judicial Chair. The file is generally available via email, but depending on media and file size, they may only be viewable in person. The student is expected to respond within five (5) University working days of receiving the faculty member's statement from the Judicial Chair. As an advisor we will not give you direct access to these files, but you may view them alongside the student via the access that they are given.

During the hearing the student must present their own case. As an advisor you are limited to the following role.

- You may not interact with the hearing proceedings. You may not stop the proceedings, ask questions, etc.
- You may not speak on behalf of the student whom you are advising at any time. The student is expected to speak on their own behalf, but also has the right to not speak, and may respond by stating as much.
- You may offer advice in the form of written messages or whispering consultation to the student whom you are advising at any time during the hearing. The student may request a recess, during which you may speak directly to one another.
- You may not communicate in any way with any other students who are involved with the hearing and whom you are not advising.
- You should refrain from discussing the case outside of the hearing and meetings with the student whom you are advising in order to protect the privacy and confidentiality for all students involved.

If you do not feel comfortable participating in the student conduct process, please alert the student to this fact as soon as possible so that they have time to find an alternate advisor. If you have any other questions about the role of an advisor please contact the Judicial Chair.

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The Student Code of Conduct: <http://cms.ysu.edu/administrative-offices/student-conduct/student-code-conduct>