

Role of an Advisor in the Investigative Process

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Reporting parties and respondents are permitted to have an advisor during the investigative process with Student Rights and Responsibilities (“SRR”). Students are encouraged to take advantage of this provision.

The investigative proceedings are administrative and educational in nature. Students are expected to take an active role in the investigative process which includes speaking and advocating for themselves. The advisor’s role is to support and assist the student through the investigative process and work with the student on how to engage in the process. Family members, attorneys, community members, and other students (as outlined below) are welcome to serve as advisors and will be held to the standards outlined here.

The student may select the advisor of their choice, but the advisor may not be engaged in the case as a witness or party. To avoid a conflict of interest, an advisor may not assist both the responding party and reporting party. The student must complete a separate release of information prior to the advisor participating in the investigative process.

During the investigative process, the advisor may:

- Accompany the student in any investigative meeting;
- Support the student throughout the process;
- Discuss the matter with the student and help the student to participate in the administrative process;
- Advise the student in providing a response or materials to SRR staff;

During the investigative process, the advisor may *not*:

- Speak/ respond for or on behalf of the student;
- Present materials or provide evidence directly to SRR;
- Ask witnesses questions;
- Receive information from SRR on behalf of the student.

SRR will schedule meetings based on the student’s academic schedule and will consider reasonable requests to reschedule meetings.

During meetings with SRR, students may request breaks to consult with their advisor in private. Additionally, thoughts may be shared between advisor and student either through whisper or in writing.

The role of the advisor during the investigation process with SRR is different from the role of the advisor during an appeal with the University Hearing Board (see Student Disciplinary Procedures). Advisors not complying with or disrupting the student conduct process will be removed and precluded from further participation in the process.

**ACKNOWLEDGEMENT OF ADVISOR ROLE:**

Reporting parties and respondents are permitted to have an advisor during the investigative process with Student Rights and Responsibilities (“SRR”). By signing this document, the student and advisor agree to the expectations provided in the document titled *Role of an Advisor*.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Phone:** \_\_\_\_\_ **Student ASU Email Address:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_