



INFORMATION FOR STUDENTS AND THEIR ADVISORS

A student involved as a principal party in a disciplinary review is permitted to have one advisor of the student’s choice present for support during a Student Conduct Review. To protect the privacy of those involved, all advisors are required to sign this confidentiality agreement prior to attending an interview or otherwise participating in the university’s student conduct process. The use of electronic devices is not permitted during the Student Conduct Review.

1. The university’s duty is to the student, not the advisor. All communication is made directly with the student. The advisor may not speak or act for the student.
2. The role of the advisor is to provide support and assistance in understanding and navigating this process. This may include taking notes for the student, assisting the student in keeping documents organized, and generally ensuring that the student presents all pertinent facts. Advisors may assist the student in ways that do not disrupt or obstruct the progress of the review.
3. The advisor is not an advocate and may not represent or speak on behalf of the student. The advisor may not testify in or obstruct an interview, author written submissions, create a recording or transcription of the meeting, bring electronic devices into the meeting, or disrupt the process. The review officer has the right to determine what constitutes appropriate behavior of an advisor and take reasonable steps to ensure compliance with this policy. This may include excluding the advisor from the process.
4. An advisor may not be a witness or have any conflicting role in the process or with a party.
5. Although the Student Conduct Code affords significant procedural protections in the adjudicatory process, it does not include the right to be represented by legal counsel. When the student chooses to utilize a licensed attorney, it is the student's responsibility to notify the Office of Academic Integrity at least three business days prior to the scheduled review. When the advisor is an attorney, the university may also have an attorney present. Note: The process will not be unreasonably delayed to accommodate the schedule of the advisor. Students and their advisors must respect that the Student Conduct review is an administrative and educational process. It does not follow the formal rules of evidence and procedure practiced in other forums. The hearing’s educational context and purpose require that advisors limit their role as described above.
6. In their role, an advisor may learn or be given access to confidential student 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 investigation and appeal is completed.

Advisor Full Name (Please Print) _____

USC email (if applicable) _____ Secondary Email or Phone # _____

Advisor Signature _____ Date _____

I understand that my student conduct records are confidential, and a written waiver of confidentiality is required of me in order for the issue to be discussed with the person listed above. Accordingly, I hereby waive my right to confidentiality in reference to the individual listed above by signing this document.

Student Full Name (Please Print) _____

Student Signature _____ Date _____