

## Advisor Designation and Acknowledgment

Complainants<sup>1</sup> and respondents<sup>2</sup> are permitted to designate one individual to serve as an advisor during the University's student conduct process. The advisor may be any individual chosen by a complainant or respondent who has agreed to serve in that role.

To designate an advisor, a party<sup>3</sup> must submit an Advisor Designation form signed by the advisor to demonstrate their agreement to serve in that role. By signing the form, the party and the advisor agree to abide by the University's expectations for advisors including that the advisor will undergo the required informational meeting and/or training required to be an advisor.

Each party may only have one person at a time who is designated either as their advisor. Each party may designate a new advisor by submitting a new designation form.

*Once designated, an advisor may:*

- Accompany a complainant or respondent to any meeting or conversation related to an investigation including interviews with the investigator, for the purpose of providing support, advice, and guidance;
- During interviews and other meetings with the investigator: confer with complainant or respondent during reasonable brief recesses and ask reasonable questions related to procedure and scheduling during a meeting;
- When permitted by the decision-maker: appear on behalf of their advisee at pre-administrative conference meetings with the decision-maker during which the advisor is designated to make decisions and representations on behalf of the advisee;
- Participate in the administrative conference as set forth in the rules of decorum which will be provided to parties and advisors before the conference;
- Be copied on case communications. Note that the investigator will make reasonable efforts to copy advisors on communications, but it remains the responsibility of complainant and respondent to keep the advisor informed about communications and other aspects of the process;

*An advisor may not:*

- Impede the student conduct process or act in a manner that obstructs the investigator or disrupts the investigation process;
- Act in a manner inconsistent with the rules of decorum;
- Disseminate by any medium or form any information shared or learned throughout the student conduct process with anyone other than the Complainant or Respondent for whom they act as the advisor, the investigator, and other relevant University administrators.

*Advisors who act outside of their role or who impede or obstruct the student conduct process by engaging in unreasonable, disruptive, harassing or retaliatory behavior may be excluded from a meeting or conversation and Complainant or Respondent may be required to identify an alternative advisor.*

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<sup>1</sup> Individuals bringing forward allegations are referred to as complainants.

<sup>2</sup> Individuals responding to allegations are referred to as respondents.

<sup>3</sup> Party can mean either a complainant or a respondent, and parties refers to both the complainant and respondent in a particular student conduct case.

**Complainant/Respondent FERPA Waiver and Acknowledgment**

By my signature below, I give my voluntary consent for the University of Oregon and Office of Investigations and Civil Rights Compliance to release and disclose all student conduct records and information related to me to the individual designated as my advisor and to orally discuss the same with the individual designated as my advisor. I understand that under the Federal Education Rights and Privacy Act of 1974, no disclosure of my records can be made without my written consent unless otherwise provided for, in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time except to the extent that action has already been taken upon this release.

I acknowledge that if I choose not to participate in any pre-administrative conference meeting with the Decision-maker and to instead have my advisor appear at the meeting on my behalf, then my advisor is designated to make representations and binding decisions on my behalf at any such meetings.

I acknowledge that I have read this form and agree to abide by the University's expectations for advisors.

I designate \_\_\_\_\_ to serve as my advisor in the student conduct process.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

\_\_\_\_\_  
(Signature of Student) (Date)

**Advisor Acknowledgment**

I agree to serve as the advisor for the student listed above. I acknowledge that I have read this form and agree to abide by the University's expectations for advisors. I will participate in an informational meeting or other training if required by the University.

Advisor Name \_\_\_\_\_

Advisor email address for case communications \_\_\_\_\_

\_\_\_\_\_  
(Signature of Advisor) (Date)