



## **PREPARING FOR A HEARING ADVISOR**

### **PREPARATION**

- Remember that your main jobs are:
  - To help the student understand the Student Code of Conduct and figure out what he or she wants.
  - To help the student or student organization articulate their understanding of the situation.
  - To help the hearing committee or hearing officer determine the truth.
- Review the guidelines for Advisors in the Student Handbook or on our website: <http://www.rockhurst.edu/residence-life/resources/code-conduct/>.
- Review the Student Code of Conduct.
- Meet with the Hearing Officer(s) to review what happens in a hearing if you are unsure or have questions about your role as an Advisor.
- Get the facts about the case and the student you represent. Review the applicable sections of the Student Code of Conduct.
- Consider getting assistance from another advisor or more experienced advisor.
- Understand that you may have very short notice to prepare depending on when the student asks you.

### **WORKING WITH THE STUDENT OR STUDENT ORGANIZATION**

- Get in touch with student or student organization.
- Establish a Relationship:
  - Maintain confidentiality.
  - Explain the system and your role. You are not allowed to speak during the Hearing, but can offer advice to student or student organization, when asked. Discuss possible sanctions that could result.
  - Explain your ethics and standards: you won't lie; you won't misrepresent the facts; you're not out to "win," but to discover the truth.
  - Encourage and assist the student with strategies to discover the facts and evidence
  - If having a formal hearing committee, identify witnesses, and develop a "response." You may choose to interview the student's witnesses – if not, at least understand what they are supposed to talk about.
  - Be a peer counselor and a mentor if you can. Remember that education and growth are our objectives. This student or student organization may not be as emotionally or intellectually mature as you are and may be under stress. Model appropriate behavior. Your interaction with the student can have a positive impact.
- Meet in neutral locations. Manage your privacy and availability
- You have a right to refuse to represent a student or student organization for ethical or practical reasons.



- If contacted by an attorney, refer him or her to the Office of Residence Life and notify the Associate Dean of Students. Attorneys are not permitted to be a part of the Student Code of Conduct Process.

#### **DURING THE HEARING**

- Follow the Hearing order in the Student Handbook or as outlined on our website: <http://www.rockhurst.edu/residence-life/resources/code-conduct/>.
- Represent the student's or student organization's point of view, not your own.
- Listen, listen, listen.
- Avoid "legalese": terms such as "client," "prosecutor," "crime," and "sentencing" don't fit in the campus judicial process.
- Mistakes happen – if you say the 'wrong' thing or are 'out of order,' apologize and move on. If you're unsure about a point or a procedure, stop and ask the Hearing Officer.
- Be polite, dignified, and well prepared.
- Do not encourage your student or student organization to badger or try to trick witnesses (if in a committee hearing)
- Ask for a recess if you need to review or discuss something with the student or student organization.
- Remember, *THIS IS NOT ABOUT YOU!* *The student or student organization should be doing all of the talking. In a formal hearing committee you will not be able to address any witness or committee members. You will only be able to give quite advice to your student. In an informal hearing the student should be doing the majority of the talking. If the hearing examiner feels that you are interjecting too much they will ask you to remain quite or ask you to leave the hearing.*

#### **AFTER THE HEARING**

- Discuss the decision with the student or student organization. You may assist the student or student organization in preparing an appeal, if they wish.
- Debrief the hearing with the Hearing Officer(s) if necessary.
- Maintain confidentiality. Destroy your notes and records or turn them over to Office of Residence Life in Massman 3.

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#### **ADAPTED FROM**

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