



DIVISION OF STUDENT AFFAIRS

Department of Student Conduct & Community Standards

Role of Advisor Form

The *Student Conduct Code* affords all students involved in the University student conduct process the right to an advisor. The term “advisor” means any one person chosen by a responding student, reporting individual, or witness to provide guidance throughout the student conduct **process**. Examples of advisors include, but are not limited to, University faculty, staff, or administrators, law students affiliated with a Student Government Association-sponsored program, and attorneys. Individuals are highly encouraged to select an advisor with reasonable time availability.

Role of the Advisor:

- An advisor may not participate directly in any proceedings or speak on behalf of the responding student affected/reporting individual, or witness.
- Consultation with an advisor during a meeting, proceeding or hearing must take place in a manner that is not disruptive.
- Identity of an advisor is required to be reported to the Student Conduct Authority at least three (3) business days prior to a meeting, proceeding, or hearing.
- Advisors may not be individuals who serve other roles in the process as outlined in this Code (i.e. hearing administrator, witness, etc.), or if service in an advisory capacity would unreasonably conflict with the fair administration of the student conduct process as determined by the appropriate Student Conduct Authority.
- The University is not responsible for selecting or compensating an advisor for any student participating the student conduct process.
- The availability of an advisor to attend a student conduct meeting, proceeding, or hearing will not unreasonably interfere with or delay the student conduct process.
- Once a meeting, proceeding, or hearing has been scheduled it will rarely be rescheduled due to unavailability of an advisor.
- A representative from the University’s Office of the General Counsel may also be present at any meeting, proceeding, or hearing.

Please complete the requested information below if you plan to have an advisor present during the investigation or conduct process. **This signed form must be submitted to the Department of Student Conduct and Community Standards at least three (3) business days prior to the meeting/hearing.** This form can be emailed to sccs@fsu.edu or delivered in person in University Center A Suite 4100.

Advisor’s Name	
Advisor Email Address	
Advisor Phone Number	
Relationship to Advisor	

I will be accompanied by an advisor during my participation in the University student conduct process. I have shared information about the hearing process with my advisor, including information about the role of the advisor. I understand my advisor cannot speak for me unless authorized to do so by the hearing body. I further understand if my advisor does not adhere to their defined role, they may be removed from the hearing.

Waiver of Confidentiality. By checking this box, I hereby give the Department of Student Conduct and Community Standards at Florida State University permission to release information in my student conduct file to my advisor for the duration of my case. **I understand this is not required for someone to serve as my advisor.**

Responding Student, Witness, or Affected/Reporting Individual (sign and print)

Date