

Rockhurst University Student Code of Conduct

A Brief Guide for Student Advisors

"The goal in the disciplinary process is to discover the truth, and then to provide education and remediation for the student found in violation of the code." Nancy S. Footer, 1996.

Preparation

- ◆ Remember that your main jobs are (1) to help the student understand the Student Code of Conduct and figure out what he or she wants; (2) to help the student articulate their understanding the situation; and (3) to help the judicial panel or hearing examiner determine the truth.
- ◆ Review the guidelines for Advisors in the Student Handbook or on our website at www.rockhurst.edu/conduct.
- ◆ Review the Student Code of Conduct.
- ◆ Meet with the Hearing Examiner 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 (72 hours or less) to prepare depending on when the student asks you.

Working with the Student

- ◆ Get in touch soon.
- ◆ *Get in touch soon.* (This is so important we said it twice.)
- ◆ Establish a Relationship:
 - § Maintain Confidentiality.
 - § Explain the system and your role. Decide who will talk in the hearing, you or the student. 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 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 for ethical or practical reasons.
- ◆ If contacted by an attorney, refer him or her to the Assistant Dean of Student's Office and notify the Assistant Dean of Students. Attorneys are not permitted to be a part of the Student Code of Conduct Process.

At the Hearing

- ◆ Follow the Hearing Order in the Student Handbook or as outlined on our website www.rockhurst.edu/conduct.
- ◆ Represent the student'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. No grandstanding!
- ◆ Do not encourage your student to badger or try to trick witnesses (if in a formal committee hearing)
- ◆ Ask for a recess if you need to review or discuss something with the student.
- ◆ Remember, *THIS IS NOT ABOUT YOU!* The student 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. You may assist the student in preparing an appeal, if the student wishes.
- ◆ Debrief the hearing with the Hearing Examiner if necessary.
- ◆ Maintain confidentiality. Destroy your notes and records or turn them over to Assistant Dean of Student's Office in Massman 2.

"The best student discipline program is the preventative type that creates a campus environment of caring and compassion, and one that deters hateful and destructive behavior by virtue of commitment to the community." Michael Dannells, 1997.

**Adapted from:
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Guidelines developed by Linda P. Rowe, Director of Judicial Programs, with the assistance of Student Advocates Jacob Comer and Adam Maynard.

Office of Judicial Affairs, Marshall University, 400 Hal Greer Blvd., Huntington, WV 25755.
Phone. 304-696-2495 FAX. 304-696-4347 Email. Rowe@marshall.edu