Advisor Information Form

The Office of Student Conduct will provide this form to all students prior to their disciplinary hearings. If the student chooses to have an advisor, this form should be filled out and provided to the Office of Student Conduct. All advisors must be a WVU faculty, staff, or student except in cases involving BOG Governance Rule 1.6.

**Required Information**

Advisor Name: __________________________________________________________

Title: __________________________________________________________________

Address: ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Email: ________________________________________________________________

Phone(s): Office __________________________________________________________

Cell ________________________________________________________________

Other ________________________________________________________________

Student Advising: __________________________________________________________

**My Role as an Advisor**

As an advisor, I understand that I can:

- support and advise the student I am assisting.
- help the student understand the resolution process and available options.
- assist the student in preparing for meetings, taking notes, framing questions, identifying witnesses, and gathering support materials.
- honor the educational approach to this process as I advise students in their engagement.
As an advisor, I understand that I cannot:
  • speak for or represent the student I am advising in the process.
  • engage in direct/sideline communication with Office of Student Conduct staff without including the student I am advising in the communication.
  • gain information about a case without explicit written communication from the student I am advising.
  • serve both as a witness and an advisor.
  • make statements or question witnesses during hearings.

Advisors who are unable to honor the above expectations will not be permitted to serve as an advisor for the remaining duration of the process. The Office of Student Conduct may assist students in identifying a new advisor, if necessary.

Confidentiality Acknowledgement

By serving as an advisor, you will be privy to confidential materials/information that contain personally identifiable student information. The confidentiality of the process and the student names in the file must be protected.

I understand that the materials/information provided to me by the Office of Student Conduct at West Virginia University are protected by the Family Educational Rights and Privacy Act (FERPA). I agree not to share them with any person not authorized to review them unless otherwise permitted by law. I agree that should I feel the necessity to disclose personally identifiable information about a student, I will contact the Office of Student Conduct which will make reasonable and timely efforts to obtain consent of the student.

Signature of this document signifies your acknowledgement of these expectations.

Signature: ___________________________ Date: _____________

Please hand deliver or mail to:
Officer of Student Conduct
660 N High St.
WVU Morgan House
PO Box 6430
Morgantown, WV 26506