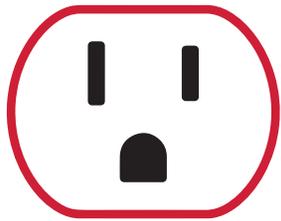


## Office of Community Standards

The Office of Community Standards supports the educational goals of Rutgers University by facilitating processes that :



Assist students in making better choices in regards to their behavior



Provide an outlet for community members to address conflicts that may arise



Aid in the creation of a safer, more educational, and more inclusive community



Office of  
Community Standards  
Campus Center, 3rd Floor  
856-225-6050

[communitystandards.camden.rutgers.edu](https://communitystandards.camden.rutgers.edu)  
[community.standards@camden.rutgers.edu](mailto:community.standards@camden.rutgers.edu)

## Tips and Guidelines

## Campus Advisors

Campus Advisors are volunteers who help members of the University community navigate the disciplinary system. Advisors can :



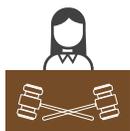
Help community members understand the disciplinary process



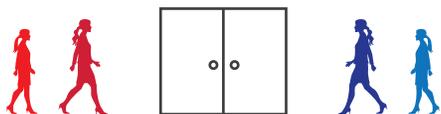
Provide support and objective advice



Help complaint parties and accused students prepare for hearings and other disciplinary proceedings **WITHOUT** doing the work for them



Help students prepare appeals



Accompany the advisee to meetings and any disciplinary proceedings

## An Advisor May :

- Review the charge(s) and the disciplinary process with the advisee. At your first meeting with the students, ask them to bring letters, emails, and documents
- Discuss the incident and the student's version of the event
- Discuss differences between legal proceedings and University disciplinary proceedings
- Explain/clarify the student disciplinary process formats (administrative conferences, hearings)
  - Discuss burden of proof/standard of evidence
- Discuss the student's right to remain silent during the disciplinary process, discuss confidentiality
- Consult with a student during a disciplinary proceeding (in a quiet, non-disruptive manner)
  - Suggest questions for the student to ask
- Assist the student in clarifying his/her response to questions from an Administrative Conference officer or members of the University Hearing Board
- Provide moral support during the disciplinary process, help the student remain calm
- Explain post-disciplinary process including findings, sanctions and appeals



## An Advisor May Not :

- Prepare a student's case **FOR** the student
  - "Cross-examine" witnesses
  - Speak on the student's behalf
- Object in any manner to questions asked or discussions raised
  - Interrupt the disciplinary proceeding

## Issues to Consider Before Accepting a Case



- Your availability



- The nature of the charges



- Can you work well with students



- Is there a conflict of interest

## Campus Advisor Role

The Campus Advisor's role is to assist students through the Disciplinary process. Disciplinary proceedings can be complex and students need advocates to help them through this process.



Because the disciplinary process is not a court of law, the advisor, although he/she may be an attorney, is not acting in a legal capacity.