

## Core Advisor Student Conduct Guide

First year student advisors may receive a letter notifying them when an advisee has been found responsible for violating the Student Code of Conduct (outlined in the Community Standards). The letter will include the name of your advisee, the case number, and contact information for consultation if you have any questions.

FERPA does prohibit sharing of decision letters, incident reports, sanctions, and other information that does not fulfill a “need to know” requirement for advisors. Therefore there are limits to the information shared.

There are no expectations that you hold a meeting or initiate contact with your advisee about this letter. However, there are great benefits to being actively engaged in this aspect of the student conduct process.

### When Notified:

- Notifications are typically sent for alcohol, drug, and violations warranting a status sanction (e.g., probation, deferred residence hall/university suspension, suspension, expulsion).
- Typically, notifications are sent from the Office of Student Life or Office of Student Conduct within about a week of a student receiving a decision from an educational conference or administrative hearing.
- There may be an appeal filed in which case a notification may be sent much later, after the conclusion of an Administrative Appeal or UBOD Hearing.

### Your Role:

- Actively listen to the student about their experiences and what’s going on with them while at Loyola
- On occasion, it may seem helpful to make a referral and/or provide resource information to students (note: If students are responsible for an alcohol/drug violation, they are sanctioned to SSWP)
- Help students think/remind them about the “big picture” in terms of their goals and aspirations
- Serve to provide an added entity for accountability for their behavior and decision-making
- Show concern, provide a positive adult mentoring, coaching, and supportive influence
- Contact the appropriate campus resource (e.g., Counseling Center, Student life, Campus Police) if you ever become concerned about a student’s well-being

If you choose to have a conversation with your advisee, or your advisee initiates that conversation, below are some helpful suggestions and discussion items to bring into the conversation.

What is the value in speaking with your advisee about the letter and why is it beneficial?

- It can help in your understanding of the correlation between behavioral and academic concerns
- It allows faculty and administrators to partner for the well-being and success of our students
- It can enable you to better identify students of concern in your classes and elsewhere on campus
- It allows the student to confront the dissonance between their academic and social life
- It can help you be more cognizant, wary of, and responsive to concerning student behavior

How do you have a conversation with your advisee about the letter?

- I received this letter. What can you share with me about what happened?
- How were your actions consistent or inconsistent with your values? Loyola’s values?
- What did you learn from going through the student conduct process?
- How can I help support you to make meaning from this experience?

### Other Resources:

Counseling Center

Disability Support Services

Student Support & Wellness Promotion (SSWP)

Student Athlete Support Services

Campus Ministry

The Study

\*Want more information on the case? Need suggestions on working with your advisee? Call Student Conduct

Contact Information for Consultation or Inquiries:

David Tiscione or Dan Kelly

Office of Student Conduct

410.617.2488