

Adviser Guidelines

UCCOM Honor Council

In alignment with the University of Cincinnati College of Medicine Honor Council Policy/Procedure, students are allowed to consult with an adviser at any time during the Honor Council process. Advisers must abide by all regulations listed below throughout the process.

Who can serve as an adviser?

An adviser can be anyone in a students' life that is going to be able to make them feel comfortable and supported throughout the Honor Council process. In considering who to choose as an adviser, students are encouraged to ensure the adviser's schedule will allow them to be present at the time of the hearing if that is important to the student. ***If the student plans to bring an adviser to the Honor Council hearing, the student must notify the Honor Council faculty chair at least 5 business days prior to the Honor Council hearing.***

Examples of people chosen to be advisers include:

- Faculty
- Mentors
- Staff
- Legal counsel*

****If the student elects to bring legal counsel, the College of Medicine will similarly have legal counsel present at the hearing.***

The adviser may NOT be a College of Medicine (COM) Dean's Office staff member:

- ***Dean of the COM***
- ***Senior Associate Dean for Educational Affairs***
- ***Associate or Assistant Deans for Student Affairs***
- ***Associate or Assistant Deans for Medical Education***

Advisers can...

- Advise and support their student throughout the process
- Help students understand the process and options for resolution
- Assist students in preparation for meetings, procedural reviews, and/or hearings (preparing files, taking notes, identifying witnesses, framing questions, etc.)
- Consult with the student during a meeting, procedural review, and/or hearing silently via pen and paper or in a quiet manner

Advisers cannot...

- Gain information about the case without explicit authorization from the student (see below for more on release of information)
- Speak for or represent the student they are advising, whether in or outside of a meeting, procedural review, and/or hearing
- Serve as a witness in a hearing
- Engage in conversations with Honor Council members, especially when student is not present
- Question witnesses

Release of Information to Advisers

The [Family Education Right to Privacy Act \(FERPA\)](#), prohibits what, and how, student information can be released. This federal protection requires that the Honor Council receive written permission from students before releasing any information regarding the student's involvement in the Honor Council process. Students utilizing an adviser must complete and sign a waiver allowing their adviser access to information about the student's involvement with the Honor Council. This form can be obtained from the UCCOM registrar MDRegistrar@uc.edu.