



Discrimination, Harassment, and Sexual Misconduct Advisor Form

As outlined in The Ohio State University's Affirmative Action, Equal Employment Opportunity, and Non-Discrimination/Harassment and Sexual Misconduct policies, a complainant and respondent (as defined therein) are permitted to be accompanied by the advisor of their choice to any meeting or grievance proceeding. The complainant and respondent may select any person of their choice to serve as an advisor. If a complainant or respondent does not have an advisor present at the hearing, the university will provide without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party for Title IX matters. An advisor will not be provided by the university except in the aforementioned circumstances, as described in applicable university policies.

An advisor may only provide counsel or support for a party and not actively participate in the process, except to conduct cross-examination during hearings, unless clarification is needed as determined by the university. The advisor may not engage in any conduct that would constitute harassment or retaliation against any person who has participated in an investigation and may be denied further participation if such conduct occurs.

The University requires each advisor to comply with the requirements set forth in this form and reserves the right to prohibit any person who fails to do so from serving as advisor. Each advisor must complete this acknowledgment form in order to serve as an advisor.

Students must complete the Authorization to Release Information form in order to allow an advisor of their choice to access records related to the grievance process or to participate in the grievance process. This form can be found on the Civil Rights Compliance website.

A complainant or respondent may receive support or advice from their advisor, but the advisor may not represent or speak for them, except to conduct cross-examination during a hearing. An advisor may whisper to or share written notes with their complainant or respondent during any part of the grievance process (e.g. preliminary conference or hearing).

Attorneys are welcome to serve as advisors in our process, and are held to the same expectations as any other advisor. Accordingly, the complainant or respondent is responsible for communicating with the Civil Rights Compliance Office and performing other functions that may be generally performed by attorneys (e.g. requesting extensions of deadlines, submitting written documents, objecting to evidence, questioning witnesses, etc.).

The Civil Rights Compliance Office never wants a complainant or respondent to be confused or surprised by any part of the grievance process. A complainant or respondent may ask a procedural question at any time. If an advisor has a question about the process at any point prior to a hearing, they are encouraged to ask their question. The Civil Rights Compliance Office will always endeavor to include the complainant or respondent in this conversation but also understands that there may be minor procedural questions that can help an advisor to better understand our process. Should an advisor have a procedural question during a hearing, the advisor should prompt their complainant or respondent to either raise the procedural question, or request a brief break to speak with their hearing officer.



The Civil Rights Compliance Office expects that all advisors will abide by the expectations provided above, on the Advisor Acknowledgment form, applicable university policies, and the CRCO Process Standards. An advisor that fails to do so may be asked to leave a meeting or any part of the grievance process.

ADVISOR INFORMATION

Advisor's Name: _____

Phone Number: _____

Email Address: _____

Advisor for (check one):

☐ Complainant Complainant's Name: _____

☐ Respondent Respondent's Name: _____



Advisor Acknowledgment

I have been chosen to act as an advisor to the complainant or respondent (may be referred to herein as party) in a meeting or grievance proceeding under the Affirmative Action, Equal Employment Opportunity, and Non-Discrimination/Harassment and Sexual Misconduct policies. I understand that my conduct must at all times comply with the requirements set forth in the Affirmative Action, Equal Employment Opportunity, and Non-Discrimination/Harassment and Sexual Misconduct policies, the CRCO Process Standards, and this form and that my failure to do so may result in the university at its sole discretion prohibiting me from continuing to serve as an advisor.

I have familiarized myself with the provisions in the Affirmative Action, Equal Employment Opportunity, and Non-Discrimination/Harassment and Sexual Misconduct policies. I understand that my conduct must at all times comply with the requirements set forth in applicable university policies and the CRCO Process Standards. I acknowledge and agree to the following:

☐ I acknowledge that I am responsible for complying with my obligations under applicable university policies, the CRCO Process Standards, and this form.

☐ I agree to act professionally and with appropriate decorum throughout the duration of this proceeding, including but not limited to engaging in respectful conduct and communication with all individuals involved in this proceeding, including university officials, the party I am supporting, the other party and their advisor, and any and all witnesses.

☐ I acknowledge that while I am permitted to attend any meeting or grievance proceeding, my role is to advise a party and not to be an active participant during such meetings and proceedings, except as provided in the applicable university policies, CRCO Process Standards, and this form.

☐ I acknowledge that as an advisor, I may be given access to inspect and review evidence related to the grievance proceedings. I acknowledge that I may not duplicate or disseminate to the public any evidence that the university provides to the parties for their review pursuant to the grievance proceedings.

☐ I acknowledge that while the parties are not prohibited from discussing the allegations in this matter, I am not permitted to engage in retaliation or conduct that would be retaliation as defined by the Affirmative Action, Equal Employment Opportunity, and Non-Discrimination/Harassment and Sexual Misconduct policies.

☐ I acknowledge that the complainant or respondent is responsible for communicating with the Civil Rights Compliance Office and performing other functions that may be generally performed by attorneys (e.g. requesting extensions of deadlines, submitting written documents, objecting to evidence, questioning witnesses, etc.).



☐ I acknowledge that at a hearing, I will have the opportunity to ask questions of the other party or witness. I acknowledge that these questions will be asked by me directly, orally, and in real-time (i.e., "cross-examination"). I agree that I will act at the expressed wishes of the party whom I advise during cross-examination with respect to the substance of the questions that I ask.

☐ I acknowledge that the university is permitted to set rules for a meeting or proceeding, including rules related to decorum and scope of the proceeding. I agree to follow any and all rules of the meeting or proceeding.

☐ I acknowledge that if my conduct at a meeting or proceeding, including any significant or repeated violations of the rules of the meeting or proceeding, is materially disruptive, I may be barred from further participation and/or have my participation limited in the Resolution Officer's or designee's sole discretion.

☐ I further acknowledge that if I repeatedly and materially fail to comply with the requirements of applicable university policies, CRCO Process Standards, or this form and/or I repeatedly engage in conduct that is materially disruptive to the grievance processes, the university, in its sole discretion, may prohibit me from continuing to serve as an advisor for the party I currently advise and may also prohibit me from serving as an advisor to any party in the future.

This form should be submitted to the Civil Rights Compliance Office prior to engaging in a meeting or grievance proceeding.

Signature

Date