

- 1. A student has approached me requesting my assistance as an Advisor in a Title IX matter. What should I do?** Immediately review the [Title IX Policies and Procedures](#) (i.e. Sexual Harassment and Sexual Misconduct Policy) to understand the Title IX Process, especially the role of an Advisor. Additionally, discuss the request with the student and provide them with your decision as soon as possible. Students should submit an **Advisor Request** form to the Title IX Coordinator identifying an Advisor and secure authorization at least two (2) working days before the scheduled meeting/proceeding. The complete Title IX policy and procedure, including the expectations of the Role of an Advisor, can be found on the University's website at <https://westernu.edu/hr/title-ix/>. Please note, if you may be a witness to this matter, you may not serve as an Advisor.
- 2. I have been authorized to be an Advisor in a Title IX Process. How should I help the student prepare?** Generally, an Advisor will assist the student in preparing for the Title IX process, which could include the review of any received Notices, reviewing relevant policies and procedures, assisting in the gathering of relevant evidence/information, assisting in the identification of relevant witnesses and/or affidavits, drafting of pertinent party/witness questions, accompanying the student to the Interviews and/or other related meetings/proceedings, reviewing a student's statements, and conducting the cross-examination of the parties during the Title IX hearing, etc.
- 3. I have been authorized as an Advisor in a Title IX Process. Does that mean I am now presenting information and/or evidence on behalf of the student?** Students are personally responsible for presenting their own evidence and information, verbally and in writing, during this process, with the exception of the portions of the Title IX Hearing in which the Advisor performs the cross-examination on behalf of the student. Authorized Advisors may accompany a student to any meeting/proceeding and can advise the student during the process. (See the next page for additional guidance). Additionally, an Advisor is expected to adhere to the confidentiality and privacy expectations related to their role and refrain from any behavior that could compromise the Title IX Process.
- 4. I am assisting a student in a Title IX matter and would like to review the information related to this matter. How do I go about making such a request?** Students are provided various notices, as appropriate and defined by the University policy and procedures, during the Title IX process. Therefore, if an Advisor would like to receive a copy of such notices, the student should indicate that selection on their Advisor Request form.
- 5. What kind of evidence or information can a student submit during the Title IX process?** The student should submit evidence that they believe is relevant to the nature of the allegations. Such evidence can include documents, affidavits, witnesses, and witnesses' statements. If evidence is unavailable to the student due to circumstances beyond their control, the student should inform the Investigator or Decision-Maker(s).
- 6. I need to advise the student during a meeting. Can I speak directly to the student?** Advisors may confer, quietly, with their student as necessary, as long as they do not disrupt the process. If there is a need for more involved discussion, a student may ask for a brief recess, for a reasonable amount of time, to consult with their Advisor.