



Confidential Advisor

Participation in the Resolution Process

All Parties are entitled to a Confidential Advisor of their choosing to guide and accompany them throughout the Title IX process. Confidential Advisors may be a friend, mentor, family member, attorney or any person of your choice. **People who will be called as witnesses may not serve as advisors.** The Office of Student Advocacy and Accountability (OSAA) maintains a list of trained (non-attorney) advisors who are available to each Party. This list may be obtained through OSAA. Parties may choose advisors from outside the pool, or outside the campus community. Outside advisors may seek role clarification from the OSAA.

Confidential Advisors will make every effort to adjust their schedule to allow them to attend interviews and meetings when scheduled. OSAA does not typically change scheduled meetings to accommodate a Confidential Advisor's inability to attend. OSAA will, however, make provisions to allow Confidential Advisors who cannot attend in person to attend an interview or meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

Obligation Affirmation and Acknowledgment

- I. Role of a Confidential Advisor (CA)
 - The individual selected as Confidential Advisor is strongly encouraged to be trained to serve as a Confidential Advisor. Confidential Advisors may complete online training developed by the Attorney General in collaboration with the Board of Regents. Proof of completion may be email to the Office of Student Advocacy and Accountability at osaa@southeastern.edu.
 - (<https://regents.la.gov/divisions/legal-external-affairs/la-safe/louisiana-sexual-assault-free-environment-project/>).
 - The Confidential Advisor shall be authorized to accompany the Respondent or Complainants, when requested to do so by the student, to interviews and other proceedings of a campus investigation and institutional disciplinary proceeding. A Complainant and Respondent have the right to have a Confidential Advisor accompany them at all stages of the investigation and resolution process.
 - A Confidential Advisor may advocate, assist, and advise. The Confidential Advisor can serve as an advocate or representative of a party and may be actively involved in any of the proceedings.
 - A Complainant or Respondent may dismiss and use a different Confidential Advisor at any stage in the process. A written statement of dismissal must be given to the Office of Student Advocacy and Accountability at least **seven (7) business days** prior to dismissal of current the Confidential Advisor.
 - A Confidential Advisor must keep confidential the information shared during meetings and throughout the investigation and resolution process.



- In cases involving multiple Complainants or Respondents, the Confidential Advisor cannot be another Complainant or Respondent.
- As needed to protect the integrity of the investigation and resolution process, Southeastern Louisiana University reserves the right to excuse from any meeting or other proceeding a Confidential Advisor who is a witness with information about facts material to the Complaint.
- Southeastern Louisiana University reserves the right to dismiss a Confidential Advisor who is disruptive or who does not adhere to the limitations outlined in this form. When an advisor is removed from a meeting or interview, the Parties are given the opportunity to reschedule the meeting so they can be accompanied by another Confidential Advisor.
- Southeastern Louisiana University's policy prohibits retaliation against any individuals filing a complaint of this nature or participating in the investigation of the complaint. As a Confidential Advisor you are protected by and subject to this retaliation prohibition. You may not retaliate against any person participating in this process. If you feel you are retaliated against for your participation, please contact the Title IX Coordinator, Dr. Gabe Willis (deanofstudents@southeastern.edu, 985-549-3792, Student Union room 2409, Hammond, LA 70402)

II. Affirmation

- *By signing this form, you acknowledge that you have read this form and understand your rights and obligations as a Confidential Advisor. Should I fail to comply with the obligations as a Confidential Advisor, I understand that I may be dismissed from my role.*

Advisor's Name (Print)

Signature

Date

- *By signing this form, you acknowledge that you have read this form and understand the rights and obligations of a Confidential Advisor. I understand and acknowledged that my selection and representation by the Confidential Advisor is not a criteria for an appeal.*

Student's Name (Print)

Signature

Date