



## **Information for Advisors and Support Persons in Procedures for Resolution of Reports Against Students Under Policy 6.4**

All advisors and support persons must closely review Cornell University Policy 6.4 (“the policy”) and the Procedures for Resolution of Reports Against Students Under Policy 6.4 (“the procedures”), both available online at [titleix.cornell.edu](http://titleix.cornell.edu). By accepting the role of advisor or support person, you agree to comply with the rules and processes set forth in Policy 6.4 and the applicable procedures.

### **A Party’s Right to an Advisor of Their Own Choosing and a Support Person**

At all stages under the procedures, both the complainant and respondent will be afforded the assistance of an advisor provided by the University to assist and advise the party. Specifically, the university offers law students as procedural advisors free of charge. Those advisors are as follows:

- For Respondents, the Judicial Codes Counselors, available at: [jccoffice@cornell.edu](mailto:jccoffice@cornell.edu)
- For Complainants, the Complainant’s Advisors, available at: [complaintadvice@cornell.edu](mailto:complaintadvice@cornell.edu)

As an alternative or in addition to utilizing an advisor offered by the University, each party has the right to select and consult with an advisor of their own choosing. This advisor may be any person, including an attorney, who is not a party or witness or otherwise involved in the case.

Both the complainant and respondent also have the right to a support person of their choice to provide emotional support to the party. The support person may not be a witness. The support person may accompany the party to any meetings or proceedings.

### **Role of the Advisor and Support Person**

An advisor and support person may accompany the party to all meetings, such as investigative interviews, and proceedings, such as hearings.

An advisor and support person may not speak on the party’s behalf or otherwise interfere with meetings or proceedings. For example, an advisor or support person may not answer questions on behalf of the party or interject, making arguments about the merits of the case or strength of the evidence.

During meetings and proceedings, a party may confer with their advisor(s) and support person. The party may request a short recess in the meeting or proceeding to do so, but before the recess, the party may be asked to answer any questions previously posed to them at the meeting or proceeding.

There are several opportunities for a party to make written submissions. An advisor may help the party prepare written submissions. During the investigation and at the time of the pre-hearing submissions, advisors and support persons may not submit documents, written submissions, or other communications on the party’s behalf. During hearings, an advisor may confer with the party, and on the party’s behalf, may submit written requests and objections to the Hearing Chair. At all times, the party is responsible for the content of all written submissions.

At any stage of the proceedings, a party, or their advisors or support persons, may have general questions regarding the policy and procedures. The party, not their advisors or support persons, should direct these questions to the Title IX Coordinator. Questions will generally be answered via email and answers will generally be provided to both parties. The Title IX Coordinator will only answer appropriate questions that are submitted by the party. Examples of questions the Title IX Coordinator will not answer include, but are not limited to, hypothetical questions, questions about the facts or merits of the case, or questions appropriately answered by the Hearing Panel or Appeal Panel in their respective roles.

### **Responsibilities of the Advisor and Support Person**

By accepting the role of advisor or support person, all advisors or support persons agree to comply with the rules and processes set forth in the policy and the procedures, including rules regarding confidentiality and privacy.

The University will not interfere with a party's right to have an advisor of their choice and fully expects advisors to adhere voluntarily to the policy and the procedures. In extreme cases, where either the Title IX Coordinator or Hearing Chair determines that an advisor's conduct undermines the integrity of the policy or the procedures, the advisor will be prohibited from continuing to serve in that role. The affected party will be permitted to obtain a substitute advisor.

If the Title IX Coordinator determines that an advisor or support person has a conflict of interest, the advisor or support person will be prohibited from continuing in their role. The affected party will be permitted to obtain a substitute advisor or support person.

### **Resources and Additional Information**

#### ***Discuss Reporting Options:***

- **The Title IX Coordinator**, 607.255.2242, [titleix@cornell.edu](mailto:titleix@cornell.edu)
- **Cornell Police** (24/7), 607.255.1111
- **Complainant's Advisors** (complainant's procedural advisor), [complaintadvice@cornell.edu](mailto:complaintadvice@cornell.edu)
- **Judicial Codes Counselors** (respondent's procedural advisor), [jccoffice@cornell.edu](mailto:jccoffice@cornell.edu)

#### ***Confidential Resources:***

- **Gannett Health Services** (medical and mental health providers, students only: 607.255.5155)
- **The Faculty and Staff Assistance Program** (FSAP) (mental health providers, faculty and staff only: 607.255.2673)
- **Cornell United Religious Work** Chaplains (CURW) (pastoral counseling: 607.255.6002)
- **The Advocacy Center of Tompkins County** 24/7 hotline (607.277.5000)
- **The Cornell Victim Advocate** (607.255.1212, [victimadvocate@cornell.edu](mailto:victimadvocate@cornell.edu))
- **The Director of the Women's Resource Center** (WRC) (607.255.0015, [wrc@cornell.edu](mailto:wrc@cornell.edu))
- **The Director of the LGBT Resource Center** (607.255.4406)
- **The University Ombudsman** (607.255.4321)

#### ***Additional Information:***

- **Policy 6.4, Prohibited Discrimination, Protected-Status Harassment, Sexual Harassment, Sexual Assault & Violence:** [policy.cornell.edu/6.4](http://policy.cornell.edu/6.4)
- **Sexual Harassment & Assault — Response & Education:** [SHARE.cornell.edu](http://SHARE.cornell.edu)
- **Office of the Title IX Coordinator:** [titleix.cornell.edu](http://titleix.cornell.edu)
- **Cornell Police:** [cupolice.cornell.edu](http://cupolice.cornell.edu)
- **Gannett Health Services:** [gannett.cornell.edu](http://gannett.cornell.edu)
- **International Students and Scholars Office (immigration resources):** [isso.cornell.edu](http://isso.cornell.edu)
- **NYS Bar Association Lawyer Referral & Information Service:** 1.800.342.3661