

CHAP Expectations

*To be reviewed with the student and signed by
both the CHAP advisor and student.*

Return signed copy to Office of Student Conduct, 107 Campus Center.

What you can expect from me:

1. I will assist you diligently, including reviewing the evidence in your case and discussing your approach to address this matter with the panel/administrator who will hear your case.
2. I will assist you in identifying witnesses or other evidence that will help you in addressing the conduct or honor matter at issue.
3. I will assist you in presenting your case before the panel/administrator to the extent that you wish me to be involved.
4. I will be on time for planned meetings with you or any other relevant parties.
5. I will maintain confidentiality. I will meet with you in locations that are discreet and provide us with the appropriate degree of privacy. I will retain any records securely and will destroy records within two weeks of the resolution of your case.
6. I will act professionally at all times. If we encounter one another in a setting outside of the conduct process, I will not engage you in discussing your conduct matter or acknowledging that we have worked together in a conduct/honor case.

What I expect from you:

1. In order to effectively assist you, you must promptly return any contacts by me (phone calls, emails, etc.). In general, we agree to return contacts no later than 12 hours after receiving them.
2. You will follow through on my requests to produce information, documents, or witnesses that may assist me in thoroughly understanding and representing your perspective in this matter.
3. You will refrain from attempting to discuss your conduct/honor matter in an inappropriate setting (ex: a social setting in front of others). Even if you wish to discuss your situation in front of others, my duty to retain confidentiality applies.
4. If you are not satisfied with my services, you will let the CHAP Director know (CHAP@wm.edu), and I will graciously withdraw my services.

My Ethical Guidelines:

1. I must be candid with the panel/administrator handling your case. This means that I may not knowingly provide false or misleading information, and I must recuse myself if I feel I cannot effectively assist you while also upholding my obligation of candor.
2. I cannot badger or harass witnesses or other parties. If an important party is unavailable, I may contact the Office of Student Conduct to assist me in obtaining their cooperation.
3. If I have a known conflict of interest, I will inform you of the potential conflict so that you may make an informed decision regarding whether you

request another trained advisor or any other willing William and Mary undergraduate student to assist you.

4. I cannot put words in your mouth. I am available to help you tell your story. I will suggest strategies for you to employ to help you in telling your version of events, but it must be *your* version of events.

I have read and discussed the expectations above and wish to have

_____ assist me with my conduct/honor case. I understand that I may request that this student remove him/herself as my advisor at any time and that I may request another advisor be assigned if reasonable notice is provided to the Student Advisor program.

Signature of Student

Date

Signature of Advisor

Date