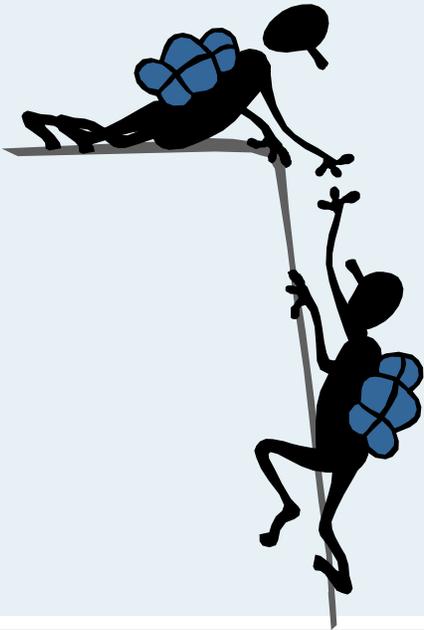


For More Information

More information about the role of the Procedural Advocate, the Code of Student Conduct, and the Conduct System can be found on the Utica College website at www.utica.edu/student/conduct/involve.cfm. Information can also be found in the Utica College Handbook online at www.utica.edu/Handbook.



**If you have additional questions,
please contact:**

Carl Lohmann
Director of Student Conduct &
Community Standards

Phone: (315) 792-3363
Fax: (315) 792-3181
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Procedural Advocates

**Learning How You Are
Assisted Through The
Conduct Process**





The Role of the Procedural Advocate

The role of the Procedural Advocate is to help you understand the conduct process, make decisions about how to respond to any alleged charges regarding violations of the Code of Student Conduct, and provide you with support before, during, or after any pre-hearings or hearings.

If you as a student have filed a complaint against another student, you are also entitled to a procedural advocate.

Procedural advocates can be any trained member of the Utica College Community.

Procedural Advocate 101

• How to Request a Procedural Advocate

If you are interested in having a procedural advocate, you need to work with your Hearing Officer. The Hearing Officer that is hearing your case will provide you with the contact information for a trained procedural advocate. Although your Hearing Officer will contact the procedural advocate you've selected, ultimately it is up to you to contact the procedural advocate you've selected to set up an appointment, discuss next steps, and address how to move forward.

• Procedural Advocate Do's and Don'ts

DO-

- *Be honest with your procedural advocate
- *Respect your procedural advocate's time
- *Contact your procedural advocate and set up a time to meet with them **before** your hearing
- *Listen to what your procedural advocate has to say

DON'T-

- *Disregard the advice you receive from your procedural advocate
- *Show up late or cancel meetings with your procedural advocate at the last minute
- *Expect your Procedural Advocate to speak for you
- *Disregard your responsibility and accountability for the situation

2015-2016 Procedural Advocates

- ◆ **Kari Beane:** Assistant CSTEP Director, 315-792-3209, kabeane@utica.edu
- ◆ **Lauryn Davis:** Academic Coaching Expert, 315-223-2598, ladavis@utica.edu
- ◆ **Brittnee Mexico:** Academic Coaching Expert, 315-792-2599, bdmcguir@utica.edu
- ◆ **Frank Percacciante:** Academic Coaching Expert, 315-223-2498, ftpercac@utica.edu
- ◆ **Kristin St. Hilaire:** Women's Lacrosse, Head Coach, 315-792-3184, kmsthilaire@utica.edu
- ◆ **Greg Walsh:** Criminal Justice, Faculty Member, 315-792-3027, gewalsh@utica.edu
- ◆ **Courtney Witherspoon:** Assistant Director of New Student Programs, 315-792-3064, cewitherspoon@utica.edu