Disciplinary Advisors assist students who face a possible hearing before a panel of the Undergraduate Conduct Board (UCB) or a Student Conduct dean (an administrative hearing) in response to allegations of university policy violations.

**Assistance** is provided to accused students by:

- Offering information about the undergraduate disciplinary process, from initial inquiry to conclusion.
- Giving feedback and advice to students as they prepare a written response to an investigation.
- Informing students about possible sanctions for a finding of “responsible.”
- Providing feedback to students in preparation for and during the course of a UCB hearing.
- Reviewing students’ written appeals prior to submission.

Disciplinary Advisors become knowledgeable about the undergraduate disciplinary process at Duke University. They also offer **support** to students who experience a range of emotions as they go through the disciplinary process.

Essential **requirements** for this position include the ability to:

- Hold information in the strictest of confidence;
- Offer empathy to students;
- Remain nonjudgmental;
- Listen effectively;
- Evaluate the progress of a hearing in order to provide feedback; and
- Take an active role in helping students take responsibility, process their behaviors, and learn from their actions.