

UNC Charlotte Student Notice of Attorney or Non-Attorney Advocate Representation

Student or Student Organization Name: _____

Case #(s): _____ Date of scheduled meeting or hearing: _____

In accordance with *NC General Statutes Section 116-40.11 (Session Law 2013-413, House Bill 74)*, *Board of Governors Policy 700.4.1*, and [University Policy 406, The Code of Student Responsibility](#), all Students or Student Organizations who are Accused of a Violation of *University Policy 406, The Code of Student Responsibility*, who plan to be represented by an attorney or non-attorney advocate during a Conduct Procedure must submit this form. **This form must be completed and submitted to the Director of Student Conduct or designee at least 3 business days in advance of the scheduled meeting or hearing.** Failure to submit this completed form may result in the loss of the Student's or Student Organization's right to participation of an attorney or non-attorney advocate in the Conduct Procedures.

I. Attorney or Non-Attorney Advocate Information

Licensed Attorney, Bar# _____

Non-Attorney Advocate

Name

Street Address

City, State, Zip

Phone Number

Email Address

II. FERPA Release (students only; Student Organizations are exempt from this requirement)

The Student must initial beside each of the following elections and sign at the bottom of this form to provide valid consent under the [Family Educational Rights and Privacy Act \(FERPA\)](#).

_____ I authorize the release of my education records, specifically student conduct records, to the above-named attorney or advocate.

_____ This authorization will expire on: _____ (date).

_____ This authorization is for the purpose of communication about my student conduct records.

III. Certification by Licensed Attorney or Non-Attorney Advocate

The attorney or advocate named above must initial and sign below, acknowledging he/she has read in their entirety, understands, and agrees to comply with each of the following documents. Links to these documents may be found at <http://uncdso.orgsync.com/org/officeofstudentconduct/Attorney>

_____ [University Policy 406, The Code of Student Responsibility](#)

_____ [University Policy 402, Student Records](#)

_____ [Residential Student Handbook](#) (if applicable)

_____ [University Parking Ordinances](#) (if applicable)

_____ [UNC Board of Governors Policy 700.4.1, Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings](#)

_____ [UNC Board of Governors Regulation 700.4.1.1\[R\], Applicable to Student Disciplinary or Conduct Procedures: Right to an Attorney or Non-Attorney Advocate for Students and Student Organizations](#)

_____ [The Code of The University of North Carolina, Section 502 D\(3\)](#)

Attorney or Non-Attorney Advocate Signature

By signing this form, I acknowledge that I have read, understand, and agree to comply with this form and the above listed documents. I acknowledge that I may fully participate in Conduct Procedures, but only to the extent afforded to the Student or Student Organization I represent. Additionally, I understand that I may not delay, disrupt, or otherwise interfere with Conduct Procedures. I understand that failure to comply with University policies and procedures, including the documents cited above, may result in my removal from the Conduct Procedures.

Licensed Attorney or Non-Attorney Advocate Signature

Date

Student or Authorized Student Organization Representative Signature

By signing this form, I acknowledge and understand that I am giving permission to the above named attorney or non-attorney advocate to fully represent me during the Conduct Procedures for the case(s) listed above. I also acknowledge that I have read the above listed documents and understand them.

Student/Student Organization Representative Signature

Student ID Number (800 #)

Date