

# 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