

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

Student or Student Organization Name: \_\_\_\_\_

Case #(s): \_\_\_\_\_ Date of scheduled hearing: \_\_\_\_\_

In accordance with [NC General Statutes § 116-40.11](#), [UNC Board of Governors Policy 700.4.1](#), and [University Policy 406, The Code of Student Responsibility](#), all Students or Student Organizations who are Formally Charged with a violation of [University Policy 406, The Code of Student Responsibility](#) and who plan to be represented by an attorney or non-attorney advocate during Accountability Procedures must submit this form.

**This form must be completed and submitted to the Director of Student Accountability & Conflict Resolution at least 3 business days in advance of the scheduled Accountability Procedures.** 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 Accountability 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 accountability 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 accountability records.

## **III. Certification by Licensed Attorney or Non-Attorney Advocate**

The attorney or advocate named above must initial and sign below, acknowledging they have read in their entirety, understand, and agree to comply with each of the following documents, as applicable:

\_\_\_\_\_ [University Policy 406, The Code of Student Responsibility](#);

\_\_\_\_\_ [University Policy 402, Student Records](#);

\_\_\_\_\_ [Resident Handbook](#) (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\[R\], Regulation 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\(3\)](#); and

\_\_\_\_\_ [University Policy 504, Title IX Grievance Policy](#) (if applicable).

## **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 Accountability 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 Accountability Procedures. I understand that failure to comply with University policies and procedures, including the documents cited above, may result in my removal from the Accountability Procedures.

\_\_\_\_\_  
Licensed Attorney or 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 Accountability 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