

Marshall University Student Notice of Attorney or Non-Attorney Advisor Representation And FERPA Release

Student or Student Organization Name: _____ Case #(s): _____

In accordance with Marshall University Board of Governors Policy Nos. GA-1 and SA-1, and Student Disciplinary Procedures, Student-3, all Students or Student Organizations who are accused of a Violation of the Student Code of Conduct or otherwise engage in Prohibited Conduct, who plan to be represented by an attorney or non-attorney advisor must submit this form. This form must be completed and submitted at least 2 business days in advance of any scheduled meeting or hearing to the appropriate University authority. 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 advisor in the Conduct Procedures.

I. Attorney or Non-Attorney Advisor Information _____ **Licensed Attorney, Bar #** _____
_____ **Non-Attorney Advisor**

Name Phone Number

Mailing Address 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 to the above-named attorney or advisor.
_____ This authorization will expire upon the conclusion of this case, unless sooner revoked, in writing.
_____ This authorization is for the purpose of communication about the above-referenced case.

III. Certification by Licensed Attorney or Non-Attorney Advisor

The attorney or advisor 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://www.marshall.edu/board/board-of-governors-policies/>

- _____ Marshall University Board of Governors Policy, GA-1, Discrimination, Harassment, Sexual Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation
_____ Marshall University Board of Governors Policy, SA-1, Student Rights and Responsibilities
_____ Student Disciplinary Procedures, Administrative Procedure, Student-03
_____ Residence Hall Policies, including the Residence Hall Guide (if applicable)

Attorney or Non-Attorney Advisor 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 the Student Disciplinary 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 Student Disciplinary Procedures. I understand that failure to comply with University policies and procedures, including the documents cited above, may result in my removal from the Student Disciplinary Procedures.

Licensed Attorney or Non-Attorney Advisor 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 advisor 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 MUID Date