



LEGAL SERVICES POLICY	
Approved By:	Senior Management Team
Date of Last Revision:	July 31, 2008
Responsible Office/Department:	University Counsel Office

Policy Statement

Pursuant to Chapter 2, Section D of the Administrative Manual approved by the Board of Trustees, the President has designated that legal services be coordinated through one administrative office, the University Counsel Office. All legal services for Grand Valley State University shall be provided through the University Counsel Office either by its legal staff, by outside counsel retained by the University Counsel Office or both. All requests for legal services on behalf of the University must be directed to the University Counsel Office. The University Counsel Office provides legal counsel and assistance exclusively to Grand Valley State University representatives regarding University matters.

Personal legal advice or representation with regard to a personal matter should be privately retained and paid for by other than University funds.