



Student Records Agreement for Support Persons

Office of Student Conduct | Grand Valley State University
200 STU | 1 Campus Drive | Allendale | MI | 49401

Phone: 616-331-3585 | Fax: 616-331-2755 | dso@gvsu.edu

Values of Division of Student Affairs

Diversity, Equity, and Inclusion | Innovation | Leadership | Excellence | Collaboration

During the student conduct process with the Office of Student Conduct (OSC), student complainants and respondents are permitted to have a Support Person present at any stage of the resolution process. The Support Person may not participate directly in the proceedings, but may only support the party.

My Role as a Support Person

<p><i>As a Support Person, I understand that I CAN...</i></p> <ul style="list-style-type: none"> - Support and advise the student that I am assisting - Help the student understand the resolution process and available options - Assist the student in preparing for meetings, taking notes, framing questions, identifying witnesses, and gathering support materials - Honor the educational approach of this resolution process as I advise students in their engagement 	<p><i>As a Support Person, I understand that I CANNOT...</i></p> <ul style="list-style-type: none"> - Speak for or represent the student I am supporting in the student conduct process - Engage in direct/side-line communications with OSC staff without including the student I am supporting - Gain information about a case without explicit written permission from the student I am advising - Serve as both a witness and Support Person - Make statements or question witnesses during arbitrations
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Support Persons who are unable to honor the above expectations will not be permitted to serve as a support person for the remaining duration of the student conduct process. OSC may assist students with identifying a new Support Person, if needed.

Confidentiality Acknowledgement

By serving as a Support Person, you will be privy to confidential materials/information that contain personally identifiable student information. The confidentiality of the conflict resolution process and the students named in the file must be protected. In order to obtain personally identifiable information about a student who is enrolled in an educational institution, the Family Educational Rights and Privacy Act (FERPA) requires that the party receiving the information **agrees not to disclose that information to any other party**, unless otherwise permitted by law.

I understand that the materials/confidential information provided to be me by the Office of Student Conduct at Grand Valley State University are protected by the Family Educational Rights and Privacy Act (FERPA). I agree not to share them with any person not authorized to review them unless otherwise permitted by law. I agree that should I feel the necessity to disclose personally identifiable information about a student, I will contact the Office of Student Conduct which will make reasonable and timely efforts to obtain the consent of the student. Signature of this document signifies your acknowledgement of these expectations.

Support Person:	Student:	OSC Staff:
Email:	Email:	Signature & Date:
Signature & Date:	Signature & Date:	

Last updated 8/19/19 (LB)