

**Support Person Agreement Form**

Office of Student Conduct and Conflict Resolution  
 Grand Valley State University

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**OSCCR's Guiding Principles**

Restorative Practices | Social Justice | Education

During the student conduct and conflict resolution process with the Office of Student Conduct and Conflict Resolution (OSCCR), student complainants and respondents are permitted to have one (1) 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"> <li>- Support and advise the student that I am assisting</li> <li>- Help the student understand the conduct and conflict resolution process and available options</li> <li>- Assist the student in preparing for meetings, taking notes, framing questions, identifying witnesses, and gathering support materials</li> <li>- Honor the educational approach of this resolution process as I advise students in their engagement</li> </ul>	<p><i>As a Support Person, I understand that I CANNOT...</i></p> <ul style="list-style-type: none"> <li>- Speak for or represent the student I am supporting in the student conduct process</li> <li>- Engage in direct/sideline communications with OSCCR staff without including the student I am supporting</li> <li>- Gain information about a case without explicit written permission from the student I am advising</li> <li>- Serve as both a witness and Support Person</li> <li>- Make statements or question witnesses during arbitrations</li> </ul>
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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. OSCCR 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 and Conflict Resolution which will make reasonable and timely efforts to obtain the consent of the student. Signature of this document signifies your acknowledgement of these expectations.

<p><b>Support Person:</b></p> <p>Email: _____</p>	<p><b>Student:</b></p> <p>Email: _____</p>	<p><b>OSCCR Staff:</b></p> <p>Signature &amp; Date: _____</p>
<p>Signature &amp; Date: _____</p>	<p>Signature &amp; Date: _____</p>	