



WINSTON-SALEM STATE UNIVERSITY

Notification of Representation

In accordance with N.C.G.S. 116-40.11 students or student organizations accused of violating the Code of Community Standards & Civility may be represented, at their own expense, by a Licensed Attorney or Non-Attorney Advisor of their own choosing. In order for a Licensed Attorney or Non-Attorney Advisor to represent a student(s) or student organization(s) during a disciplinary procedure, the respondent (student or student organization) must submit this completed for to the Office of the Dean of Students or office generating the hearing notification letter.

In addition to the documents listed below, the student or student organization (Respondent) must complete and submit to the Office of The Dean of Students the Family Educational Rights and Privacy Act (FERPA) Release Form, which is attached to the hearing notification letter.

I. Attorney or Non-Attorney Advisor Information

Name: _____
Mailing Address: _____
Phone Number: _____ Email Address: _____
Licensed Attorney: _____ Yes _____ No
Non-Attorney Advisor Relationship to Student: _____

II. Certification

In preparation to participating in any University disciplinary or academic proceeding, the Licensed Attorney or Non-Attorney Advisor must initial each statement and sign below, acknowledging that he or she has read, agreed to, and understands all information:

_____ Reviewed the Code of Community Standards & Civility

_____ Reviewed Rule 700.4.1

_____ FERPA Release Form

By signing below, I acknowledge that I have read and understood the above-listed documents. I further understand that this is an administrative process and the neither the formal rules of civil procedure nor the rules of evidence apply. The only evidence that applies in the proceedings is the preponderance of evidence.

Attorney or Non-Attorney Advisor's Signature

Date

Updated November 2018

This form is for use in disciplinary proceedings held by designated hearing officers and/or University Officials from the Office of the Dean of Students, Office of Community Standards & Civility, and Office of Housing & Residence Life.