



## The Office of Student Conduct

### Notification of Representation

In order for a licensed attorney or non-attorney advocate to represent a student(s) or student organization(s) in disciplinary proceedings, the student(s) or student organization(s) must provide The Office with the three (3) documents described below. These three (3) documents must be submitted to The Office **no later than two (2) days before the scheduled Winston-Salem State University Student Conduct Council Hearing**. Consistent with this interpretive guidance and the rules, policies, or guidelines governing Winston-Salem State University's disciplinary procedure, licensed attorneys or non-attorney advocates may fully participate in disciplinary procedures only to the extent afforded to the student or student organization they represent. Additionally, licensed attorneys and non-attorney advocates may not delay, disrupt, or otherwise interfere with a disciplinary procedure.

An attorney or other individual representing Winston-Salem State University may participate in disciplinary procedures in which a licensed attorney or non-attorney advocate represents a student or a student organization. This form is one of the requirements that must be completed before information may be disseminated to the student's advocate/advisor/attorney: **1) Notice of Representation**.

Please indicate:

Licensed Attorney

Advisor/Advocate

\_\_\_\_\_  
Print Name (First, Middle Initial, Last)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (of office, firm, or where you can be reached)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address