


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 8/16

No: 2-S-800-07
Last Review Date: December 2022
Required Review Date: August 2024
Written By: Dean of Enrollment Management
Approved By:



Jared Seliger PhD, CNMT
President

SUBJECT: Student Support Person

PURPOSE: This policy provides guidelines regarding the role of a student's support person in college meetings, hearings, or other proceedings.

EFFECTIVE FOR: Students

POLICY:

Under certain circumstances, students may have a support person present during meetings and/or hearings with regards to academics, disciplinary action, waiver of policy requests, grievances and/or Title IX violations. A support person

- assists the student by providing emotional support and comfort;
- may be anyone over the age of eighteen (18), of the student's choosing, who is not a party or witness involved in the matter/issue;
- must sign a release form prior to any meetings indicating his or her understanding of and compliance with the rights and responsibilities in the role of a support person; and
- must keep all information shared during the processes confidential.

A support person has rights and responsibilities. These rights and responsibilities include, but are not limited to, the following:

The support person:

- May be in attendance at all meetings or hearings, as invited by the student.
- Cannot advocate for the student or offer insight or evidence regarding the issue or situation and cannot be actively involved in any of the proceedings.
- May assist the student in understanding the process or what has been discussed during the proceedings.
- May consult with the student quietly or in writing or outside the meeting during breaks, but may not speak on behalf of the student.
- May not serve as legal representation, unless otherwise stated in a policy.

Allen College reserves the right to exclude any support person who may be a witness with information about facts related to the issue.

Allen College reserves the right to dismiss a support person who is disruptive or who does not adhere to the limitations outlined in this policy.

Allen College
Memorandum of Understanding
Obligation Affirmation and Acknowledgement of the Support Person

I. Role of a support person

A support person has rights and responsibilities. These rights and responsibilities include, but are not limited to, the following:

The support person:

- Must be selected by the student.
- May be in attendance at all meetings or hearings, as invited by the student.
- Cannot advocate for the student or offer insight or evidence regarding the issue or situation and cannot actively be involved in any of the proceedings.
- Must keep all information shared during the processes confidential.
- May assist the student in understanding the process or what has been discussed during the proceedings.

Allen College reserves the right to exclude any support person who may be a witness with information about facts related to the issue.

Allen College reserves the right to dismiss a support person who is disruptive or who does not adhere to the limitations outlined in this policy.

II. Affirmation

- By signing this form, you acknowledge that you have read this form and understand your rights and responsibilities as a support person.

Printed Name

Serving as a support person for

Signature

Date