ADVOCACY AGREEMENT

I, __________________________________________, request assistance and/or representation from a Graduate Student Advocate (“GSA”) in the Graduate Student Legal Aid Office (“GLAO”) in responding to the charge(s) of violating university rules and regulations brought against me by the Office of Student Conduct (“OSC”). Upon receipt of this request, GLAO commits to assist you and provisionally agrees to represent you under the following terms and conditions:

GLAO’s Graduate Student Advocate is responsible for:

● assisting you in preparing for the preliminary interview, hearing and/or conference;
● assisting you in understanding and evaluating your options upon receipt of sanctions;
● acting as your advocate at the hearing or conference, upon your request;
● maintaining a strict level of confidentiality concerning your case;
● maintaining a file on the case in collaboration with you;
● making strategic and final decisions, with the GLAO Director, on how to best present the case if they are representing you at a hearing or conference; and
● assisting you with any appeals if GLAO determines that there is a reasonable basis for appeal.

You are responsible for:

● providing accurate, complete, and truthful information;
● cooperating with GLAO in all aspects of the case;
● providing GLAO with all documents related to the case, requested evidence, and requests for document review by the deadline set by the Graduate Student Advocate (the standard deadline is five business days’ notice);
● notifying GLAO of any correspondence you receive from OSC;
● ensuring that all witnesses are provided notice at least five business days prior to a hearing or conference;
● understanding that GSAs are not attorneys and that university proceedings are not courts of law; and
● understanding that GLAO cannot guarantee a positive outcome in your case and GLAO has made no promises or guarantees as to the outcome of your case.

GLAO reserves the right to terminate and/or refuse representation if:

● a “conflict-of-interest”* exists;
● you provide GLAO false information, misrepresent facts, or withhold information concerning your case at any time, from your initial contact with GLAO up to and including during your hearing or conference;
● you intend to submit any written or oral testimony to OSC, the judicial board, or representative of the judicial process which GLAO knows is not true; or
● you fail to adhere to any of the student responsibilities listed above.

You have the right to terminate this Agreement and the services of GLAO at any time. You may instead represent yourself or retain a private attorney. A private attorney may advise you regarding your case, but, unlike an advocate, they cannot speak on your behalf during a preliminary interview, conference, or hearing.

By signing below, you acknowledge that you have read, understand, and consent to the terms of the Agreement.

________________________________________  __________________________________________
Student  Advocate

________________________________________
Date

*GLAO is funded by the graduate student activities fee. As such, all registered graduate students are potential clients of GLAO. In the event that more than one student is involved in a case and every students’ interests are not completely aligned, GLAO will not represent any of the students due to the conflict of these interests. In other words, GLAO will not represent one student if representation could potentially have an adverse effect on another student.