

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

Supersedes: 8/16, 12/22

No: 2-S-800-07

Last Review Date: July 2024

Required Review Date: August 2028

Written By: Dean, 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 attend 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.

There may be other college policies that further define the role of a support person. Those definitions will be specific to a regulatory policy or issue.

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 attend 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