



Excellence With Caring

# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

DIVISION OF STUDENT AFFAIRS  
OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION

TELEPHONE: (850) 599-3541  
FAX: (850) 561-2169

## Advisor Release Form

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**NOTE: This form must be submitted to the Office of Student Conduct and Conflict Resolution at least three (3) business days prior to your hearing date.**

### **Family Educational Rights and Privacy Act (FERPA)**

The 1974 Family Educational Rights and Privacy Act is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level. Under FERPA, the Office of Student Conduct and Conflict Resolution may not share the contents of a student's conduct file with anyone other than the student unless the student provides written consent to do so. Exceptions to FERPA include a health or safety emergency or an educational need to know.

### **Role of the Advisor**

The Florida A&M University Student Code of Conduct affords students involved in the University disciplinary process the right to an advisor of his/her choice. The term *advisor* refers to any individual who was not directly involved in an incident who is providing advice and/or support for a student during the student conduct process. All students are expected to speak for themselves during any and all student conduct meetings and/or hearings. An advisor **may not** speak for a student or any other individual in a student conduct meeting and/or hearing without authorization from the chairperson or Student Conduct and Conflict Resolution staff member. Additionally, an advisor may not serve as a witness. A student may consult with the advisor, verbally or in writing, at any time during a conduct meeting and/or hearing. Such consultation must take place in a manner that does not disrupt the proceedings. If the chairperson or Student Conduct and Conflict Resolution staff member determines that an advisor's presence is causing a disruption, the advisor will be given a verbal warning. If the advisor continues to cause a disruption after a verbal warning has been given, the advisor will be asked to leave the hearing or meeting.

### **Advisor(s)' Information**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Student Responsibilities and Consent for Disclosure

### I understand that:

- it is my responsibility to share information regarding the student conduct process and the role of the advisor with my advisor.
- my advisor cannot speak for me.
- if my advisor does not adhere to his/her defined role; he/she may be removed from the hearing or conduct meeting.
- by signing this form, I am giving consent to the Office of Student Conduct and Conflict Resolution to permit inspection of my student conduct file to the individual(s) listed on this form.
- I may revoke this consent, in writing, at any time except to the extent that action has already been taken upon this release.
- I will not be contacted after an inquiry is made or an inspection occurs by the individual(s) listed under the Advisor(s)' Information section of this form.

**By signing below, I am voluntarily giving consent to the Office of Student Conduct and Conflict Resolution to disclose my student conduct information to the individual(s) listed in the Advisor(s)' Information section of this form.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Adapted from University of Florida*