



## Student Supporter Acknowledgement



**Date:** \_\_\_\_\_

**TO:** \_\_\_\_\_ (Student Name)

**FROM:** \_\_\_\_\_ (Name of Employee Hearing Concern)

**SUBJECT: Role of Student Supporter in Concern Process**

Our college's student concern process provides the student right to have a supporter present during any meeting, provided advance notice is given to the other participant(s) (i.e. faculty, dean). The supporter may not be an employee of Spokane Colleges. The purpose of the informal concern process is to informally discuss and, hopefully, resolve the concern. The supporter's role in that process is limited to protecting your rights. The supporter does not speak or provide legal counsel on your behalf. You will have to answer any questions directly, and your supporter is prohibited from answering on your behalf or otherwise interfering with our discussion.

If you will have a supporter present, please notify me immediately at \_\_\_\_\_ and inform your supporter of the above limitations. I will ask that this memo be signed at the beginning of our meeting and will not proceed until that is done.

I have read, understand, and agree to comply with the above.

\_\_\_\_\_  
Student Name (*print*)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supporter Name (*print*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supporter Signature