

- Under University Policy and applicable law, students and employees are responsible for navigating and participating in all Office of Equity processes to which they may be a party or a witness.
- With some limitations, University Policy allows students and employees to involve a process advisor who may, but need not be, an attorney. A process advisor’s purpose is to help navigate the grievance process, including during a formal investigation or an informal resolution. If you do not have a process advisor and the case proceeds to a hearing, the University will appoint one to you for the hearing only. Process advisors may not also serve as a witness.
- You may, at your discretion, grant the University permission to release information about your educational and/or employment records by marking the “information release authorization” boxes below.
- Further, you may, at your discretion designate your process advisor as a representative authorized to accept and convey information by completing this form. While the process advisor can accept and convey information on your behalf, **a process advisor cannot provide direct evidence in lieu of your participation in an Office of Equity process or engage in other activities on your behalf that require your direct participation and/or personal presence.**
- You must submit your completed form to the Office of Equity on the Logan campus or email it to titleix@usu.edu. Please note that your process advisor has **no expiration date**; however, you may revoke your designation at any time by completing this same form and returning it to the same office.

INFORMATION

Name: _____ A-Number: _____
 Email: _____ Phone: _____

PROCESS ADVISOR INFORMATION

Name: _____ Entity/Organization: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____
 Relation to Party: _____

INFORMATION RELEASE AUTHORIZATION (CHECK ALL THAT APPLY)

- | | | |
|--|---|--|
| <input type="checkbox"/> Office of Equity investigation information (including without limitation interview records, notices, collected evidence, investigation report, allegations/responses, case status, deadlines, next steps, etc.) | <input type="checkbox"/> Information available to the Office of the Registrar (including without limitation grades, GPA, financial aid information, billing information, academic progress information, loan information, etc.) | <input type="checkbox"/> Other: _____

_____ |
| <input type="checkbox"/> Office of Equity supportive measures information (including without limitation support requests and responses, relevant grades or related academic information, etc.) | <input type="checkbox"/> Access to all records maintained by the Office of Equity and the Office of the Registrar, including all of the above examples | _____

_____ |

CERTIFICATION SECTION

I hereby **release** the information above to the designated process advisor. I hereby **revoke** my previously issued authorization.

SIGNATURE: _____ **DATE:** _____