

# Forms

<b>Introduction</b> .....	iii
<b>The Author</b> .....	v
<b>Acknowledgments</b> .....	vi
<b>I. Judicial Proceedings</b> .....	1
A. Incident Reports .....	4
B. Notice of Charges .....	11
C. Notice of Hearing and Plea .....	16
D. Representation Agreement .....	19
E. Sanctions .....	20
F. Disciplinary Report .....	23
G. Record of Proceedings .....	25
<b>II. Conflict Management</b> .....	28
A. Request to Mediate .....	30
B. Agreement to Mediate .....	33
C. Mediator Application .....	36
D. Ombudsman Complaint .....	39
<b>III. Disability Compliance</b> .....	40
A. Accessibility Checklist .....	43
B. Student Disability Evaluation .....	46
C. Academic Accommodations .....	50
D. Disability Complaint .....	59
E. Response to Complaint .....	61
F. Volunteer Application .....	63
<b>IV. Residential Housing</b> .....	65
A. Housing Agreements	
1. Short Form .....	68

2. Long Form .....	70
B. Room and Meal Plan Agreement .....	99
<b>V. Student Organizations and Activities .....</b>	<b>117</b>
A. Organization Registration .....	120
B. Event Registration .....	125
C. Alcohol Event Notification .....	128
D. Facilities Request .....	135
E. Fundraising Request .....	137
F. Travel Registration .....	140
<b>VI. Buckley Compliance .....</b>	<b>145</b>
A. Consent to Release of Information .....	148
B. Directory Information .....	151
C. Notice and Response to Subpoena .....	153
D. Request to Inspect .....	155
E. Request by Third-Party to Inspect .....	158
F. Request to Correct Records .....	160
<b>VII. Liability Releases and Waivers .....</b>	<b>162</b>
A. General Release .....	164
B. Sports and Activity Release .....	169
C. Field Trip Release .....	173
D. Study Abroad Release .....	175
<b>Index .....</b>	<b>186</b>
<b>CLI Order Form .....</b>	<b>191</b>

# INTRODUCTION

*Implementing Student Policies: A Formbook* provides forms to implement student policies.

Student affairs offices continually develop, revise and use policies and procedures relating to campus events, enforcement of judicial policies, residential housing, student records, and campus organizations. Equally important are the forms and procedures to implement policies in areas such as:

- **Judicial Proceedings**
- **Conflict Management**
- **Disability Compliance**
- **Residential Life**
- **Student Activities**
- **Student Records**
- **Liability Releases and Waivers**

The trend on many campuses is to make forms more user friendly through network and internet technology. Often forms can be filled out and submitted online, saving time and providing convenience to students and staff.

This manual provides edited user-friendly and practice-tested forms for the implementation of student affairs policies. For the reader's convenience, the beginning of each form is designated by its title with subsequent forms in the same category indicated with bullets (e.g., • Incident Report •). These forms will facilitate administrators reviewing implementation options and in editing and developing new forms.

A companion book, *Student Handbook Policies: A Forms Manual for College Decision Makers*, contains edited policies for student handbook development.

For years, in working with college clients I have stressed preventive law and the development of responsive policies. Clients have taught me much about policy development and its implementation. CLI is committed to continuous learning and we welcome your comments on this book.

As a leading provider of legal information for college decision makers, *Implementing Student Policies: A Formbook* is designed to contribute to the reassessment and refinement of the implementation of sound student development policies

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IF LEGAL ADVICE OR OTHER EXPERT ASSISTANCE  
IS REQUIRED, THE SERVICES OF A COMPETENT  
PROFESSIONAL SHOULD BE SOUGHT.

# THE AUTHOR

Kent M. Weeks, a practicing attorney with the law firm of Weeks, Anderson & Baker of Nashville, Tennessee has a distinguished professional career as a teacher, administrator, lawyer, and author. A Fulbright Scholar, Weeks earned degrees from The College of Wooster, University of New Zealand, Duke University, and a Ph.D. from Case Western Reserve University. He edited two volumes for the Center for Constitutional Studies that have had singular impact on the independent sector: *A Legal Inventory for Independent Colleges and Universities* and *A Legal Deskbook for Administrators of Independent Colleges and Universities (2nd Edition)*. Weeks also coauthored, with Nicholas Trott Long, *Strategic Legal Planning: The College and University Legal Audit*.

He was a Professor of the Practice of Education at Vanderbilt University for many years and has been invited by many colleges and their associations to present seminars on higher education and the law. He has written or coauthored several books and more than 43 articles and papers for scholarly journals, and he currently edits *Lex Collegii*, a legal newsletter for independent colleges and universities. In addition to this book, Weeks has written others: *Student Affairs Decisions and the Law*; *Managing Admissions, Records, and the Law*; *Complying with Federal Law*; *Faculty Decision Making and the Law*; *Faculty Evaluation and the Law*; *Managing Departments: Chairpersons and the Law*; *Record Retention and Disposal*; *Student Handbook Policies*; *Staff Handbook Policies*; *Faculty Handbook Policies*; *Managing Campus Conflict Through Alternative Dispute Resolution*; *Managing Liability and Overseas Programs*; and *Institutional Advancement and the Law*.

Weeks has consulted with colleges throughout the United States and serves as legal counsel to several colleges and national and international educational associations. He has participated in and directed more than 150 seminars and workshops for college administrators, faculty and trustees and has addressed many higher education organizations, associations, and legal groups. Weeks is a member of the National Association of Independent Colleges and Universities Legal Services Panel.

# ACKNOWLEDGMENTS

This manual is a product of many years of thought and reflection on issues and laws facing administrators who work with students. It reflects numerous contacts with college and university administrators responsible for implementing student affairs policies.

Student affairs administrators are constantly deciding how to move a policy from development to implementation. Developing the appropriate paper work or forms is a key part of good policy development. This formbook is designed to aid these administrators in developing, revising, reviewing, and editing policy implementation forms.

Acknowledgment must be given to my many clients and students who throughout the years have caused me to think about student affairs issues and how to efficiently put policies into effect.

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