

Procedure for Obtaining a Hold Harmless Form

1. Go to Kent State University's General Counsel website
www.kent.edu/generalcounsel/index.cfm
Or
Flashline, Directory, Department List, General Counsel.
2. The "hold harmless" link is on the left side of the website.
3. Complete the form and submit.
4. Legal will advise you whether or not you need to complete hold harmless forms for your students.
5. If you do, please give the coordinator a copy of the form, and keep signed student copies for your files.
6. If you do not, please forward me the e-mail or give me a copy of the e-mail that says you do not need one.