Student Optional Disclosure of Private Mental Health Information

**Category:** Academic Affairs - Operational  
**Responsible Department:** University Counseling Services  
**Responsible Officer:** Vice President for Student Affairs  
**Effective Date:** 11/4/2015

**Policy Summary**
Students have the option to designate a person to whom the University may disclose certain private mental health information. Determinations about when to release the information to this individual will be made by University Counseling Services. Disclosures to designated individuals may be made by University Counseling Services, the Dean of Students, or other individuals designated by the Vice President for Student Affairs.

**Scope**
This policy affects the following groups of the University:
- Entire University Community

This policy applies to the entire university community.

**Policy**
As stated in the Academic Student Handbook, students may designate an emergency contact. The University reserves the right to contact a student's parent, legal guardian, spouse, and/or other emergency contact as required or permitted by law.

Students have the option to designate a person to whom the University may disclose certain mental health information. The University will disclose information to this designated person if University Counseling Services makes a determination that the student poses a clear danger to themselves or to others, or to protect the student or other person against a clear, imminent risk of serious mental or physical injury, disease, or death.

The University will attempt to contact the designated individual to make this disclosure as soon as practicable, but no more than 24 hours after such a determination is made.
**Procedures**

Students will have the option to designate an individual to whom the University may disclose certain mental health information in Campus Connect at or near the time of enrollment. Students can modify their designations at any time.

Determinations about when to release the information to this individual will be made by University Counseling Services. Disclosures to designated individuals may be made by University Counseling Services, the Dean of Students, or other individuals designated by the Vice President for Student Affairs.

**Divisional Collaborations**

University Counseling Services  
Dean of Students Office  
Office of the University Registrar  
Enrollment Management

**Contact Information**

Office of the General Counsel  
(312) 362-8865

Director of University Counseling Services  
(773) 325-7779

Dean of Students  
(773) 325-7290

Vice-President for Student Affairs  
(312) 362-5680

Associate Vice-President, Student Records  
(312) 362-8091

Senior Director, Record and Technology  
(312) 362-8488

**Appendices**

None

**History/Revisions**

Origination Date: 11/04/2015  
Last Amended Date: 11/04/2015  
Next Review Date: N/A