

LANGSTON UNIVERSITY COUNSELING CENTER
INFORMED CONSENT
110 & 111 University Women 405-466-3400

The Counseling Center (CC) offers a wide range of personal and psychological services. The intake and counseling sessions are at no charge to the student. Counseling professionals at the Counseling Center include a licensed professional counselor and a licensed psychologist.

The Counseling Center follows ethical standards and professional guidelines set forth by the American Psychological Association. Information disclosed in counseling sessions, including the fact that counseling has been initiated is confidential and will not be revealed to anyone outside this department without the client's prior written consent unless the client is less than 18 years of age or with certain exceptions (see below).

I. RIGHTS

Eligibility:

Currently enrolled Langston students are eligible for services. Please note that the Counseling Center does not provide services that require court testimony/reports or involve legal proceedings.

Services:

The initial appointment with an intake counselor is for screening/assessment. During this appointment, counseling options will be discussed and decided upon between the student and the counselor. While receiving services at the Counseling Center, you may be referred for medical or other consultation and/or asked to authorize communication between staff and other health-care providers. You may also be referred to adjunctive treatments (e.g., group counseling) offered by the Counseling Center or another agency. A counselor will provide additional information about services and treatment options. If it is determined that your treatment needs require resources or competencies beyond that which we can provide, we will assist with an appropriate referral.

Confidentiality:

All interactions with the Counseling Center, including scheduling of, or attendance of appointments, content of your sessions, progress in counseling, and your records, are confidential within the Counseling Center.

No record of counseling is contained in any academic, educational or job placement file. The Family Educational Rights and Privacy Act (FERPA) does not apply to Counseling Center records. Counseling Center staff will send a report, or talk with persons you designate, with your written consent.

The counseling staff works as a team. Your counselor may consult with other counseling staff to provide you with the best possible care. Staff consultations are for professional and training purposes. Information will not be disclosed outside of the CC without your written consent with the exception of the following:

- 1) Imminent Harm to Self: If a staff member has reason to believe that you are in danger of physically harming yourself; a counselor is legally and ethically required to report this information to the proper authorities or another person as needed to ensure your safety.
- 2) Imminent Harm to Others: If a staff member has reason to believe that you are seriously threatening harm against another person and if s/he believes that you are a threat to the safety of another person, s/he is legally and ethically required to take some action (such as contacting the police, notifying the other person, seeking involuntary hospitalization, or some combination of these actions) to ensure that the other person is protected.
- 3) Abuse of Vulnerable Individuals: If a staff member has reason to believe that a child, an elderly person, or other vulnerable individual is being physically or sexually abused or neglected, s/he is legally obligated to report this situation to the appropriate state agency.
- 4) Court Order: A court order, issued by a judge, may require Counseling Center staff to release information contained in records and/or require a counselor to testify in a court proceeding.
- 5) 18 years and under: Individuals under age 18 who request services should understand that parents/legal guardians have the right to request information from the counselor. Ethical guidelines and applicable laws permit this disclosure of information to parents/legal guardians of minors.

Please Note: The exceptions to confidentiality are extremely rare. However, if they should occur it is the Counseling Center's policy that, whenever possible, we will discuss with you any action that is being considered. Legally, we are not obligated to seek your permission, especially if such a discussion would prevent us from securing your safety or the safety of others. If disclosure of confidential information does become necessary, we will release only the information necessary to protect you or another person, or only that which is required by law.

_____ (initials)

II. RESPONSIBILITIES

Participation:

Your active participation in the counseling process is essential for progress to be made. Counseling sessions typically last 50 minutes. Arriving on time for these sessions will allow you to take full advantage of your appointments. Once you have been assigned to a counselor, if you are unable to attend your session, please cancel your appointment by calling the Counseling Center 24 hours in advance.

Feedback:

The Counseling Center staff is interested in any positive or negative feedback you may have regarding the services you receive. You will have an opportunity to provide feedback at the end of your counseling services. You are, of course, welcome to provide us with feedback at any time during the counseling process. If, for any reason, you are not satisfied with the counseling process, we encourage you to discuss this first with your counselor. You may also request an appointment with the Director of Counseling and Health Services to discuss possible reassignment or other counseling options or concerns.

III. GENERAL INFORMATION

Counseling Records:

You will be asked to provide us with information about yourself prior to your first meeting with a counselor. This information will help us better understand your situation and plan treatment. Counseling files are NOT part of academic records, and no one has access to them except the staff of the Counseling Center. Complete records are maintained for seven years in a secured filing system. Professional staff, and designated other employees of the Counseling Center will have access to scheduling and data systems to schedule appointments, store demographic and personal information, case notes, and compile accountability reports. The direct supervisor of the counseling center will have access to scheduling information.

Information from your counseling records that does not identify you may be used for research and program evaluation purposes. This information will remain confidential and only be used in aggregate format in research.

Missed Appointments:

If you miss two scheduled appointments without rescheduling, we will assume you are no longer interested in our services. You may, of course, request services again at any time.

Emergency Services:

In an emergency, when the Counseling Center is not open, contact Call SAM, the after-hours help line, at 855-225-2726 or the Langston University Police at 405-466-3366 or 911.

E-mail Policy:

Given that e-mail is never fully confidential, it is our policy to never use e-mail for communication of any kind with Counseling Center clients.

I have read and understand the guidelines for services on both pages of this document, and consent voluntarily for services described in these guidelines. I, on behalf of myself or any other person who may have an interest in this matter, hereby release Langston University from any/all legal responsibility and liability that may arise from my actions to consent for services. My signature indicates that I understand and agree to the above conditions.

Client Signature (please sign in ink)

Date

Print Full Name

Signature of Witness (please sign in ink)

Date

Print Full Name