

Earlham College Counseling Services

Policies and Procedures Manual

Adopted July, 2006

Earlham College Counseling Services Policies and Procedures Manual

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Mission Statements and Goals

Date adopted: July 2006

Most recent revision: May 2015

Office of Student Life

Earlham Counseling Services is a part of Student Life. The Office of Student Life is responsible for co-curricular life. Its programs and policies are founded on the belief that life outside the classroom influences a student's growth and development as much as the academic experience. Programs reflect the importance of the residential nature of the College. The process of self-governance in residence halls encourages students to resolve conflicts and to learn how to live effectively in a community. These programs are diversified, but all support the idea that education is a process of intellectual and social growth and change.

Counseling Services

The mission of Earlham College Counseling Services is to provide a professional and confidential setting for the psychological, emotional, and developmental support of students as they pursue academic goals and explore personal growth, and act as a resource for faculty and staff to assist with their interactions with students. When this mission is fulfilled, the quality of students' experience at Earlham is enhanced, and they are more likely to achieve academic and personal success.

Goals derived from Counseling Services' mission statement:

1. Promote the psychological and emotional wellbeing of students.
2. Enhance students' academic and personal functioning.

Counseling Services is not a treatment center. Please consult the Scope of Practice in the Addenda for a full explanation of the limits of service.

Policy on Ethical Standards and Confidentiality

Date adopted: July 2006

Most recent revision: May 2015

- Counseling Services' professional staff adhere to the ethical standards of their respective professions: National Association of Social Workers (NASW) and the American Counseling Association (ACA).
- Of critical importance to Counseling Services' mission is maintaining ethical standards relating to the confidentiality of our services. The standard from NASW's (1999) *Code of Ethics* relating to "Privacy and Confidentiality" (Ethical Standards 1.07) serves as a general standard for all Counseling Services' professional staff and interns. This standard is reproduced in the addenda.

Policy on Counseling Services' Hours of Operation

Date adopted: July 2006

Most recent revision: May 2015

- Generally, Counseling Services is open Monday through Friday from 9:00 AM to 4:30 PM from the arrival of students for the Fall semester until the end of May term. Evening hours and Saturday hours are available but may vary dependent on staffing. Hours are limited during breaks such as winter break and spring break. There are no scheduled walk-in hours. Appointments are recommended for all counseling sessions to be sure a counselor is available.
- Counseling appointments are made in one-hour increments. The actual length of time for a counseling appointment is 45 minutes. At the end of each semester the sessions may be reduced to 30 minutes. This allows the counselor time for documentation of the previous appointment, and for centering before the next appointment.

Policy on Eligibility for Services

Date adopted: July 2006

Most recent revision: May 2015

- Currently enrolled Earlham undergraduate students and students enrolled in the Graduate Programs in Education at Earlham are eligible to receive services at Counseling Services.
- Although the families and partners of Earlham undergraduate students may attend occasional consultations together with an Earlham student who is in counseling at Counseling Services, no ongoing counseling services are available to non-Earlham students.
- Counseling Services does not offer court-mandated or forensically oriented services to Earlham College students.
- Should an Earlham student require counseling or psychological services beyond those offered by Counseling Services, counselors will work with the student to identify community resources to meet their needs. Examples of services beyond those offered at the center include long-term counseling requiring multiple sessions each week or long-term weekly counseling; counseling for students with active eating disorders that require intensive medical, psychiatric, and/or nutritional services; drug and alcohol assessment and treatment; and other similarly complex services as determined by the director of Counseling Services.

Policy on Counseling Services During the Summer

Date adopted: July 2006

Most recent revision: May 2015

- While Counseling Services is closed during the summer, staff will offer limited counseling services to students during the summer months between the end of Earlham's May term and the start of the Fall semester. May Term hours are typically 10:00 AM to 2:00 PM during the week with some Saturday sessions available. The availability of services will vary from summer to summer and from week to week depending on the availability of staff to provide such services. E- mail the Director of Counseling Services to determine availability of services.
- Ongoing counseling services will only be provided to students who meet all of the following criteria:
 - Students must be enrolled for classes for the following fall semester (includes off-campus programs) or enrolled in the summer sessions of the Graduate Programs in Education.
 - Students must be fulfilling some official function at the College (i.e., as employees, research assistants, and the like).
 - Students must have psychological concerns that can be adequately addressed within the limited framework of services available during the summer (i.e., no availability of medical support via Health Services, no availability of after-hours crisis coverage via Counseling Services' cell phone, etc.).
- Students remaining in Richmond who seek counseling services but cannot be accommodated under this policy will be referred to community mental health providers better positioned to meet their counseling needs.
- In addition to the ongoing counseling services just described, the Director of Counseling Services will be available on an "as needed" basis for one-time consultations for students (e.g., a student seeking to re-enroll in the College after being away on medical leave).

Policy on After-Hours Services

Date adopted: July 2006

Most recent revision: May 2015

- **Counseling Services' emergency cell phone will be active** *starting with Fall semester* from the day new students arrive through the last day of May term.
- **When the cell phone isn't active**, emergency counseling services can be secured by contacting counselors at home (personal cell phone, beginning with the director), or by using local resources (e.g., Centerstone Mental Health Center Emergency Services, 765-983-8000).¹
- The cell phone will be **carried by the counselor-on-call at all times**, so that emergency services can be secured even during working hours.
- The counselor-on-call must **remain within 60 minutes' drive** of Earlham College.
- **Instructions on calling the cell phone** along with counselors' home telephone numbers will be made available to the Public Safety and Security office, Residence Life (professional staff), and the Student Life deans (Deans on Duty).²
- **Documentation** of any services or consultations provided in response to cell phone activity will be made in student treatment files (if applicable) using the standard progress note. The progress note template is available at the end of this manual.

Guidelines for Determining the Level of Response Required for After-Hours Emergency Calls

After hour emergency calls differ in terms of levels of urgency and steps needed to address them. These guidelines are not exhaustive—they are meant to provide general direction on how to address different kinds of calls. Counselors should use these guidelines in conjunction with their clinical judgment. Counselors should also document their rationale for how they respond to any given emergency call.

Calls that generally require an immediate referral directly to a hospital emergency room or intervention from the police. Situations involving inebriated, dangerous, floridly psychotic, or otherwise “out of control” students generally require immediate intervention from emergency medical personnel or the police. Counselors may play a role in evaluating or consulting about such situations, but are not poised to intervene directly. Examples:

- An emotionally distraught and inebriated student.
- A student experiencing hallucinations or who otherwise seems significantly out of touch with reality.

Calls that generally require a face-to-face intervention. Only genuinely urgent calls, such as those involving the safety of a student, require a visit to campus. Typically a visit to campus would involve meeting with the student for an assessment, and may include an assessment for possible hospitalization. When meeting a student on campus and after-hours, it is advisable to

meet in Counseling Services only when other staff (e.g., the Area Director on call) are readily available; otherwise, the Public Safety and Security office can offer private meeting space in their areas, which is always staffed by college personnel. In addition, it may make sense to arrange for Residence Life or the Public Safety staff to help transport the troubled student to the meeting place, and to remain near the student until the counselor arrives. Examples:

- A suicidal student, or student engaging in self-harm, particularly if that student does not have a pre-existing relationship with the counselor-on-call.
- A student experiencing what may be psychotic symptoms.
- A student who seems unable to maintain basic functioning.
- A student who feels endangered (e.g., by a stalker).

Calls that might require a face-to-face intervention. Examples:

- A student is so distressed that either the student or the counselor-on-call is uncomfortable waiting for the next business day to meet (e.g., student is experiencing a panic attack and cannot be calmed over the telephone). In such cases, the decision to meet face-to-face may hinge on the student's access to other social supports (e.g., from family or friends).
- A crisis involving multiple members of the campus community (e.g., death of a student). As a rule, face-to-face interventions with groups on campus make most sense when these are requested and welcomed by those in distress.
- A college staff or faculty member requests that the counselor-on-call come to campus. Depending on the situation, and the relationship between the counselor and the campus colleague making the request, it may make sense for the counselor to gather additional information (e.g., from the student in question) before deciding to come to campus. Even so, there are risks involved in second-guessing a campus colleague, and often the best opportunity to educate a colleague about when it does and doesn't make sense to have a counselor come to campus occurs after the presumed crisis has been addressed (see more on this below).

Calls that can generally do not require a face-to-face intervention. Many emergency calls can be handled by telephone, as they do not involve imminent threats to anyone's safety or high levels of distress. Examples:

- A student who wants to know how to help a friend who is troubled.
- A student is feeling lonely or homesick.
- A student who has experienced a panic attack, but is not feeling overwhelming distress.

Providing feedback to faculty or staff. When college staff or faculty are involved in requesting emergency services, they should be contacted and given general feedback about how the crisis was addressed, within the limits of confidentiality. If the campus colleague is likely to be in a position to request emergency services in the future (e.g., s/he is a dean on duty, works for health services, or is on the residence life staff), s/he should also be provided with gentle, after-the-fact feedback about the appropriateness of the request for emergency services, so that the colleague can learn when it does and doesn't make sense to place such calls.

Policy on Mandated Services

Date adopted: July 2006

Most recent revision: May 2015

In as much as genuine counseling requires voluntary engagement on the part of clients, mandated counseling is largely untenable. There are, however, instances when a mandated session for evaluation can be useful: first, because there are occasions when it is prudent to require otherwise unwilling students to undergo an evaluation of their risk to hurt themselves; and, second, because on occasion a mandated session can lead to genuinely voluntary counseling. Having stated this, it must also be emphasized that mandated psychological evaluations should be considered a last resort. *In fact, to the extent that Counseling Services becomes perceived as a place where students are required to come for treatment, its central mission of providing voluntary services for students will be fundamentally undetermined.*

Circumstances under which mandated counseling at Counseling Services does and does not occur

- Counseling Services does not provide services to students who are required to receive mental health treatment or assessment by a court of law. Students seeking such services will be referred to licensed professionals in surrounding communities.
- Counseling Services only accepts mandated evaluation cases from the Earlham Student Life deans or as a result of a ruling through the College's Social Conduct Council.
- As a rule, Counseling Services only accepts mandated evaluation cases that can be completed over the course of one or two sessions. The only exception occurs when a student returns to Earlham after a medical leave (or leave of absence) that comes about because of a suicide attempt or self-harm gesture. In such cases, the Earlham Student Life deans may mandate that such students participate in ongoing evaluations of their danger to themselves over a period of several weeks, but no more than one academic semester.
- Counseling Services only accepts mandated evaluation cases for which the staff has the expertise and resources to offer competent evaluation. An example for which Counseling Services cannot provide competent evaluation is one that requires expertise in forensic psychology. When Counseling Services' staff lack the necessary expertise or resources to offer competent evaluation, staff members work with the Earlham deans and/or the student to identify any viable community resources.

Communication between Counseling Services' staff and the Earlham deans about students participating in mandated evaluation sessions

- Counseling Services' staff only provide information relating to students' mandated evaluation sessions to the Earlham deans when students provide their written consent. The only exception occurs when a student presents a clear and imminent danger to self or

others—then Counseling Services’ staff actively work with the deans to address the potential danger. Students who decline to provide Counseling Services’ staff with permission to provide the Earlham deans with information relating to their participation in mandated evaluation sessions may face potential consequences from the deans.

- When students give written consent to Counseling Services’ staff to relay to the Earlham deans information about their mandated sessions, the only information the deans insist on receiving relates to (1) students’ actual attendance for the assessment session(s) and (2) information that has a bearing on students’ danger to themselves or others. This does not at all preclude the possibility of the deans, students, and Counseling Services’ staff agreeing that other pertinent information can be released, but the deans do not implement sanctions based on students’ decisions to allow or not allow the release of such additional information.
- Any communication between Counseling Services’ staff and the Earlham deans about students’ mandated evaluation sessions will also involve the student in question. Thus, for example, the communication may take place during a face-to-face meeting with a dean that also includes the student, or may take the form of a telephone call made in the student’s presence by means of a “speaker telephone,” or may take the form of a memorandum reviewed in advance by the student and/or copied to the student.

Alternatives for students mandated to participate in counseling

- Any students mandated by the Earlham deans or by the Social Conduct Council to participate in an evaluation session(s) at Counseling Services are also afforded the alternative of securing evaluations from appropriate licensed mental health professionals in the community.

Dissemination of this policy to students

A copy of this policy is provided by Counseling Services to all students participating in mandatory evaluation sessions.

Policy on Services to Imminently Dangerous Students

Date adopted: July 2006

Most recent revision: May 2015

- In managing cases where imminent danger to a student or someone else is at issue, Counseling Services' staff will act to minimize the danger in consultation with their professional colleagues. Should center colleagues be unavailable, staff will seek professional consultation with other colleagues.
- In keeping with professional ethics codes and legal requirements, maintaining the safety of students and others takes precedence over maintaining the confidentiality of clients. Even so, in the event of a necessary disclosure of confidential information, only information vital to contributing to safety will be disclosed, and then only to persons in a position to make appropriate use of the information.
- In most circumstances, the Student Life deans and the families of significantly suicidal or dangerous students will be notified of the situation so that they can provide support and help in making decisions about the student. The rationale for notifying or not notifying the deans and families in these circumstances will be carefully documented in students' files. The deans will contact families of suicidal or dangerous students unless the counselor involved has a previous relationship with the family.
- Careful and prompt documentation will be made of consultations secured and steps taken to minimize danger.
- Counselors will follow the appropriate protocols of the College when a student has made a serious suicide threat or self-harm attempt.

Policy on Services for Students with Disordered Eating Concerns

Date adopted: July 2006

Most recent revision: May 2015

- Although Counseling Services routinely provides services to many students with eating-related concerns, the center does not provide services when students require treatment beyond the scope which the center can accommodate. Examples of situations in which the center is not positioned to treat eating-related concerns include:
 - Cases that require coordination of intensive medical and/or nutritional treatment, including cases of full-fledged Anorexia Nervosa.
 - Cases requiring multiple weekly counseling sessions for months at a time.
 - Cases in which treatment is not voluntary.
- Whenever appropriate, students who are treated at Counseling Services for eating-related concerns will be referred to Health Services for medical consultations. Students will be required to sign a Consent for Services form that allows consultation between Counseling Services and Health Services.
- Students with eating relating concerns that require treatment beyond the scope offered at Counseling Services will be referred to treatment programs in surrounding communities.

Policy on Supporting Student Medical Leaves

Date adopted: July 2006

Most recent revision: May 2015

- Counseling Services staff support student medical leaves from Earlham College when significant psychological problems (e.g., clinical depression) or personal concerns (e.g., serious illness in family) have markedly undermined a student's ability to function academically. The decision to grant a medical leave, however, is ultimately the responsibility of the Earlham Student Life deans.
- Counseling Services staff will document their support of a student's medical leave in the student's counseling folder. With the student's written permission, this documentation may be shared with the Student Life deans.
- Whenever appropriate, Counseling Services staff may recommend that a student who is granted a medical leave participate in treatment with a (licensed or certified) mental health professional before returning to Earlham. The student may be asked by the Student Life deans to provide evidence of having successfully participated in treatment when requesting to return from a medical leave of absence. There is a protocol and form for students seeking to return from a medical leave.

Policy on Supporting Special Accommodations for Students

Date adopted: July 2006

Most recent revision: not applicable

- Counseling Services staff support a student's request for special accommodations (e.g., reductions in course loads, particular housing arrangements, and the like) when significant psychological problems (e.g., clinical depression) or personal concerns (e.g., serious illness or disability) have markedly undermined the student's ability to function, and when allowing the accommodation may significantly improve the student's functioning.
- The decision to grant such accommodations, however, is never in the hands of Counseling Services staff, and is always in the hands of the relevant Earlham department or entity (e.g., The Academic Enrichment Center, Residence Life, or the office of one of the deans).
 - Requests for course reductions are forwarded to the Academic Enrichment Center. Their office requires documentation from a licensed health/mental health professional outside the College. Earlham College counselors are permitted to write documentation that their office provides for further support and by giving a diagnostic impression.
 - Other requests for accommodations, including changes in meal plans, alternative student residences, and almost all others are generally forwarded to Residence Life, where such requests are vetted and then presented to the Earlham Special Housing Requests committee.
- Counseling Services staff must have an ongoing relationship with the student requesting the support for accommodations. An ongoing relationship is defined as at least three counseling sessions in one semester, with the latest session occurring within two weeks of the student's request for counseling support.
- Counseling Services staff will document their support of a student's request for special accommodation in a memorandum addressed to the relevant decision maker. The student will sign a release form allowing for the memorandum, and will typically receive a copy of the memorandum.

Policy on Documentation of Services and Clinical Files

Date adopted: July 2006

Most recent revision: July 25, 2008

- All counseling services provided to Earlham undergraduate students will be documented in student counseling files. “Hard” paper copies of such documentation will be placed in the student files as soon as such documentation is available. There are no electronic files kept by Counseling Services.
- All “hard copy” documentation of services and other confidential information will be kept in filing cabinets in a locked room in Counseling Services. No student files will be removed from the premises, unless required by a court order or some other extraordinary circumstance.
- Students will complete the **New Client Information Sheet** at the time of their first session each academic year.
- Students will read the **Consent for Services** form and if in agreement, will sign and date the form at the time of their first session.
- **Progress notes** will be completed within 24 hours of services. Progress notes will include subjective and objective observations, assessment of need, and a plan for future services.
- **Documentation of couples counseling** will be made in each student’s individual file. References to a student’s romantic partner in such documentation should be limited to a non-specific euphemism (i.e., “partner,” “boyfriend,” etc.) or to the partner’s first name, so that the partner’s identity will maintain some degree of confidentiality in the event the student’s treatment documentation is released (i.e., by court order, or by some other appropriate means).
- **Missed, canceled, or rescheduled appointments** require a brief note by the counselor indicating what occurred. If a counselor sends a student a letter or e-mail relating to the appointment, a copy of the correspondence may substitute for the note documenting the missed, canceled, or rescheduled appointment.
- Documentation of **emergency or other services provided after regular working hours** (including any services or consultations accessed by means of the emergency cell phone) will be completed as soon as practically possible, using the “Progress Note” form. The original form will be kept in the student’s counseling file (if applicable).
- Documentation of any student’s **permission to release confidential information** will be made using Counseling Services’ release form. The original will be kept in the student’s counseling file.

- Copies of any **correspondence** (including e-mail messages) with or about clients will be included in student counseling files.
- All documentation of services completed by counselors will include a **signature block** with the documenting counselor's name, degree, and professional licensure (if any).
- Clinical files will be **organized** in chronological order such that the most current documents will appear "on top."
- In keeping with Indiana state law, "hard copies" of documentation of services will be **shredded** or otherwise destroyed approximately seven years after the student in question graduates or otherwise leaves Earlham College.

Policy on Making Counseling Appointments

Date adopted: July 2006

Most recent revision: February 2012

Earlham undergraduate students may make appointments to see the counselor of their choice by going to the Counseling Services' home Web page, www.earlham.edu/counseling-services/, clicking on the link, and following instructions. Students may also find this link in the Counseling channel in The Heart. Students are required to give a name, contact phone number, and contact e-mail address. Students and the counselor with whom the appointment is made will receive an immediate confirmation e-mail of the appointment once the process is completed. The uReserve appointment scheduling system is owned and maintained by Microburst Systems, and is completely confidential. Counseling Services professional staff are the only persons with access to the appointment data.

Policy on Clients' Missed Appointments (No Shows)

Date adopted: July 2006

Most recent revision: June 2017

- Any student who misses an appointment will typically be encouraged to reschedule the appointment, usually via e-mail using the original confirmation e-mail. Any exceptions to this practice will be documented in the student's file. Exceptions might occur, for example, if a student has already received encouragement to reschedule after other recently missed appointments. There's a **\$15 charge** for students who do not show for their scheduled appointment unless there's an emergency, serious illness or notice was given.
- In fairness to students wanting to secure timely services from Counseling Services, students who miss an appointment without notifying the counselor will typically be allowed no more than one additional consecutive "no show" or three "no shows" in one semester before they become ineligible for services for the remainder of that semester. Counselors will notify such students of their ineligibility in writing and via e-mail, with a copy placed in the student's counseling file. Any exceptions to this practice also will be documented in the student's file. Exceptions to this practice might occur, for example, with students who are a potential danger to themselves and are thus in dire need of services. This policy is clearly stated in the Consent for Services form that students complete at their first session, and is posted on the Counseling Services Web site.

Procedures for Evaluation of Services

Date adopted: July 2006

Most recent revision: February 2012

Students attending counseling sessions at Counseling Services will be invited to complete an anonymous internet-based or paper-and-pencil *Student Satisfaction Survey*.

Procedures for Internet-based Student Satisfaction Survey

- When students first come to Counseling Services each year and complete the “New Client Information Form,” the form will include a request for permission to send e-mail messages. Those students who allow us to send them e-mail may receive an e-mailed invitation to complete an internet-based client satisfaction survey relating to the services they receive in Counseling Services. The e-mail will include a link to the Counseling Services Web site where the form can be accessed. No record will be kept of who accesses the website, and responses to the survey will remain anonymous.
- Once students submit their completed survey, they will automatically receive a “thank you” message.
- The results will be automatically saved in an electronic database, and summary results will be accessible to the Director of Counseling Services.
- A printout of the actual website and survey appears in the “Forms & Handouts” section of this manual

Alternative to Internet-Based Student Satisfaction Survey

A paper-and-pencil survey may be used instead of or in addition of the internet-based survey. The paper-and-pencil survey will be identical in content to the internet-based survey and is available in Counseling Services’ waiting room.

Outcomes-based Evaluations

Different from the Client Satisfaction Survey, an Outcomes Based Survey may be sent to students who have used Counseling Services more than three times in one semester. The same procedure will be used for such contacts as with the Satisfaction Survey. Such a survey will be brief and based on the learning goals and expected outcomes for counseling.

Procedures for Referrals to Health Services for Psychotropic Meds

Date adopted: July 2006

Most recent revision: February 2012

- All referrals from Counseling Services to Health Services for psychotropic medications will be facilitated using the “Medication Referral Form” (see sample in the “Forms” section of this manual). A copy of these completed forms will be kept in students’ counseling files, and may serve as an ongoing means of communication between counselors and Health Services providers.
- As a rule, evaluations for psychotropic medications will be scheduled with Health Services’ consulting physician. The physician’s appointments typically are 10 minutes in length, and are not appropriate for a thorough psychiatric evaluation. The most common counseling referrals to the Health Services’ physician are for medications for depression and/or anxiety.
- In the event that a student requires a more thorough evaluation for psychotropic medication, the student will be referred to either a psychiatry practice in the community or to the psychiatric nurse practitioner whom provides services twice a month. The nurse provides a short-term model and the sessions are 20 minutes in length. She may recommend further testing to be completed off-campus for the student. The student is responsible for the cost of seeing a community-based psychiatrist. The psychiatric nurse practitioner on campus can be seen at no cost. The student will be responsible for their prescribed medication.
- Urgent or emergency evaluations for psychotropic medications that cannot be accommodated using the procedures just described will be referred to the local hospital emergency room.
- When Counseling Services refers a student to the Health Services’ physician for psychotropic medications, the student is expected to continue to see the referring counselor for the remainder of the semester following the referral appointment. The frequency of counseling visits during that period will be determined by the counselor, the medical provider, and the student. The student will be asked to sign a Release of Information to the provider so the counselor can report that the student is continuing in counseling, and can report any concerns regarding the student’s use of the psychotropic medication to the physician. The student has the option to see a counselor/therapist in the Richmond community instead of the Earlham counselor who made the referral. In this case, the student may be asked by Health Services’ staff to sign a Release of Information with the community-based provider, allowing the community provider to report concerns and attendance to the Health Services’ provider.

Procedures for Psychiatric Referrals in the Community and Psychiatric Hospitalizations

Date adopted: July 2006

Most recent revision: May 2015

Students who need more intense services than can be provided by Counseling Services or by the Health Services physician will be referred to community mental health providers. Counselors will make every effort to match the student with an appropriate community provider, and will provide any assistance needed to set up an initial appointment, although students are encouraged to make the initial contact. Students who secure services in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee schedule for students who do not have insurance for mental health services. A list of community mental health providers is available in the Counseling Waiting Room and on the Counseling Web site. Students may use these lists to self-refer if they prefer not to see an Earlham counselor for a referral.

Students who are in crisis typically will be transported to the local hospital emergency room by local ambulance for safety and liability reasons. If the treating emergency room physician determines that immediate hospitalization is needed, the student will be encouraged to agree to a voluntary hospitalization. If the student does not agree to or is incapable of agreeing to a voluntary hospitalization, a 24 hour Immediate Detention or a 72 hour Emergency Detention will be pursued in order to assure the student's safety and well-being. The Office of Student Life (Dean on Duty) will contact the family member/s in the event of a hospitalization, per their policies and procedures.

Policy on Relationship with the Academic Enrichment Center and Students with Disabilities

Date adopted: July 2006

Most recent revision: not applicable

- Any formal academic accommodations arranged for students with learning differences, attention deficit hyperactivity disorder, or psychological disabilities are the responsibility of Earlham's Academic Enrichment Center. Counseling Services staff working with a student who might require such accommodations will refer the student to the Academic Enrichment Center, where the implementation of any accommodations may occur.
- This policy allows for the possibility that Counseling Services staff may on some occasions contact faculty on a student's behalf requesting flexibility as a student seeks to make up work missed due to personal problems. Such requests do not carry the weight of federal law, and are distinct from the academic accommodations that students with disabilities may require. Counselors will contact faculty members on a student's behalf only when they have an ongoing relationship with the student. An ongoing relationship is defined as at least three counseling sessions in a semester, with the last session occurring within two weeks prior to the student's request to contact faculty on the student's behalf. The student must provide written permission specifying the faculty member(s) to be contacted via a signed Release of Information form. Contact will be limited to counselors' assessment of the student's current level of functioning.
- Counseling Services does not provide psychological assessments for diagnosing learning disabilities or attention disorders, only support with documentation. Students seeking such services will be referred to the Academic Enrichment Center for guidance on securing the services.

Policy on Releasing Information to the International Programs Office Regarding Study-Abroad Candidates

Date adopted: July 2006

Most recent revision: July 27, 2010

- Counseling Services recognizes that the International Programs Office is in the sometimes precarious position of determining which applicants for study abroad are capable, not only of doing the academic work required, but also of adjusting satisfactorily to the many new demands that will be placed on them. Counseling Services also recognizes that confidential information about clients who apply for study abroad may at times help the International Programs office determine whether students would be able to adjust well.
- Counseling Services staff will encourage any student with whom they are working to voluntarily share with IPO their relationship with Counseling Services and any mental health concerns they may have when they apply for study abroad programs.
- IPO only requests information from Counseling Services about students whom the Student Life deans indicate have been referred to Counseling Services for reasons of safety (i.e., risk of harm to self or others) or conduct (i.e., the student behaved inappropriately or disruptively).
- Although Counseling Services accepts requests for information about students from IPO, it does not initiate the sharing of such information. The only exception to this rule is in cases of students who present a clear and imminent danger to themselves or others.
- IPO has revised their application forms for off campus study to include a Release of Information clause for both Health Services and Counseling Services. This is a limited release of information allowing counselors to inform IPO of serious concerns about a student's ability to participate in the off campus program. Counselors will continue to encourage students to self-disclose to IPO and their program leaders about mental health concerns and need for support. Detailed information about a student's counseling sessions will never be released without the student's explicit consent in writing.
- Counseling Services is never in the position of determining whether a student studies abroad or not; decisions about study abroad are entirely the responsibility of IPO and the program leaders.
- Assuming that a request for confidential information about a student met all the above criteria, Counseling Services would release information relating to the student's safety (i.e., danger to self or others), conduct, and need for ongoing support.

Policy on Use of Skype with Students on Off Campus Programs

Date adopted: May 2015

Most recent revision: Not applicable

Counselors have the technical capability of using Skype to communicate with students on off campus programs but no longer engage in this communication. Due to:

- The lack of guarantee of confidentiality with any form of electronic communication
- The lack of current guidelines and code of law regarding use of Skype within the scope of counselors' state licenses.

Policy on Maintaining Counseling Services' Website

Date adopted: July 2006

Most recent revision: February 2012

Given the important and growing role Counseling Services' website plays in informing students, parents, faculty, and staff about services, the Director of Counseling Services (or the director's designee) will maintain and develop the center's website. Counseling Services aspires to have a comprehensive website that meets and sets national standards. Counseling Services' home page is located at URL <http://www.earlham.edu/counseling-services/>. The Director of Counseling Services also maintains information on the Counseling channel in theheart.

Policy on Use of Electronic Mail

Date adopted: July 2006

Most recent revision: not applicable

- All Counseling Services staff will employ an automatically generated "signature" on their Earlham electronic mail. This signature will contain an advisory indicating that the confidentiality of messages sent via electronic mail cannot be assured.
- Counseling Services staff will only initiate sending electronic mail messages to students who have indicated their permission to receive such messages on a current (i.e., from the current academic year) "New Client Information Form."
- Counseling Services staff will only use electronic mail to communicate to students about relatively mundane matters such as scheduling an appointment, and will strive to minimize the confidential content of electronic mail messages sent to students.

Policy on Research Projects

Date adopted: July 2006

Most recent revision: not applicable

Research projects initiated by the Counseling Services' staff or conducted in partnership with other entities must meet the relevant Earlham guidelines and be approved by the Human Subjects Research Committee. Research projects should not be unduly time-consuming to either students or counseling staff, and should not interfere with the normal operation of Counseling Services.

ADDENDA

EARLHAM COLLEGE COUNSELING SERVICES SCOPE OF PRACTICE

Earlham Counseling Services provides short-term/brief supportive individual counseling free of charge for currently enrolled undergraduate students of the college and students in the Graduate Programs in Education. . Group counseling may also be provided according to students' needs. These services are provided by licensed mental health professionals and supervised graduate student interns. Services are designed to assist students with a number of concerns and to enhance their ability to be more effective and successful in their academic and personal lives. Due to limited resources, a model of brief, goals-oriented counseling is used by Counseling Services. On average, a student is seen for 3 sessions per semester, with a maximum of 6-8 sessions per semester. Students who need long-term or more intensive services will be referred to community resources. Students are responsible for the cost of these off-campus services. Referrals will be made with students' needs in mind, after meeting with an Earlham counselor, who will follow up with students to assure that a good referral was made. All students are eligible for Earlham's crisis interventionservices.

Counseling Services provides the following:

- Crisis intervention.
- Short-term counseling for such matters as: anxiety, depression, loneliness, identity, stress management, time management, disordered eating concerns, alcohol/drug use/abuse, relationship concerns, grief and loss, family stress, sexual orientation, homesickness, college-related transition, developmental issues, and personal growth and development.
- Assistance for students who have been diagnosed with one or more long-term psychiatric conditions for referrals to off-campus resources, work on time-limited focused goals, and crisis.
- Skills development for academic success, such as coping skills, self-esteem work, stress management, time management, motivational skills, and reduction of performance-related anxiety (such as test anxiety).
- Support and brief counseling for students recovering from sexual violence and/or interpersonal violence.
- Assessments and referrals to other campus resources, such as Health Services and the Academic Enrichment Center, and referral to community resources, particularly for students whose presenting concerns are beyond Counseling Services' scope of practice.
- Mental health consultation, education, and outreach programs for students, faculty, and staff.

Limited Service

Counseling Services does not provide long-term intensive counseling and psychotherapy. It is beyond Counseling Services' scope of practice to provide ongoing counseling and psychotherapy for students who may be diagnosed with a variety of serious, long-term psychiatric conditions, and individuals who appear to be a recurring high risk to themselves or to the Earlham community.

Counseling Services does not provide treatment services for substance use/abuse. Counselors will meet with students seeking such treatment for a brief time to provide support, assess the students' needs, and assist them with referrals to off-campus resources.

Earlham Counseling Services does not prescribe or monitor psychotropic or any other medications. At students' request, counselors will make a referral to Earlham Health Services or a community provider for medication evaluation.

Students may be mandated for a counseling assessment by an external body (e.g. Residence Life or the Social Conduct Council). These students will be evaluated to ascertain personal motivation and goals for counseling. Students must have personal motivation and goals for counseling; if not, they may be referred to other campus or community resources. If the mandated goals are beyond Counseling Services' scope of practice, students will be referred to appropriate resources off campus (e.g. alcohol/drug abuse treatment).

Contact Earlham Counseling Services through the Web page (<http://www.earlham.edu/counseling-services> to make an appointment), by calling 765-983-1432, or by e-mailing sanfoje@earlham.edu.

Standard On Privacy And Confidentiality from NASW's Code of Ethics

1.07 Privacy and Confidentiality

(a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.

(b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.

(c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

(d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.

(e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.

(f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.

(g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.

(h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.

(i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.

(j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.

(k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.

(l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.

(m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.

(n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.

(p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.

(q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.

(r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

Psychological Assessments of Danger to Self or Others

- Counseling Services staff often play an important role in assessing a student's danger to self or others. Such assessments may also be secured from qualified mental health professionals in the community, at the discretion of the dean involved or request of the student.
- Whatever the source of the assessment, its viability hinges on the student's active cooperation. A student who refuses to come to Counseling Services, or who is not forthcoming with Counseling Services staff, effectively nullifies the possibility of a meaningful assessment.

Forms & Handouts

- New Client Information Sheet
- Consent for Services Form
- Progress Note Form
- Consent to Release Confidential Information Form
- Health Services / Counseling Services Medication Referral Form
- Printout of *Student Satisfaction Survey* website
- Paper-and-pencil version of *Student Satisfaction Survey*
- Handout: *Scope of Practice*
- Handout: *Mandated Services at Counseling Services*

New Client Information Sheet

Please fill out this form before seeing a counselor for the first time.

Name: Last _____ First _____ Middle Initial _____

Drawer# _____ Phone# _____ E-mail _____ Graduation Year _____

Permanent Address-Number and Street _____

City, State, Zip Code _____

Campus Address or Residency _____

Have you received any previous counseling or therapy? _____

If yes, when where, and how long? _____

OPTIONAL: Have you received any prior mental health diagnos(es), by whom? Please list: _____

What medication(s), if any, are you taking, and who is the prescriber? _____

May we contact you by: ___ Phone? ___ Campus Mail? ___ E-mail?

If we may call you, may we leave a message? ___Yes ___No

May we acknowledge you on campus? ___Yes ___No

Academic Advisor: _____

OPTIONAL (for statistical purposes only):

Date of Birth: ___/___/___ ||Gender Identity: _____ ||Ethnicity: _____

Major: _____ Referral Source: _____

Please see other side.

Completed information on this form is not being used for diagnosis of a mental health disorder. Refer to "Consent for Treatment" form for information regarding confidentiality. This information may be used for statistical purposes, in which case, no identifying information will be shared.

Presenting Reason(s)

Please check all that apply, even if it is not your “primary presenting reason(s)” for seeking Counseling Services. Please feel free to indicate your primary presenting reason(s) by circling, numbering, or otherwise labeling. If there are responses you choose not to answer, please make mental note and share with counselor, if desired. Thank you for completing.

- | | | |
|--|---|--|
| <input type="radio"/> Depression | <input type="radio"/> School/academic issue(s) | <input type="radio"/> Mood fluctuations |
| <input type="radio"/> Career issue(s) | <input type="radio"/> Borderline personality disorder | <input type="radio"/> Sexual trauma |
| <input type="radio"/> Problems sleeping | <input type="radio"/> Post-traumatic stress disorder | <input type="radio"/> Trauma, non-sexual |
| <input type="radio"/> Suicidal thought(s) (if yes, most recent: ___/___/____) | <input type="radio"/> Phobia | <input type="radio"/> Physical aches and pains |
| <input type="radio"/> Other self-harm (e.g. cutting, burning, scratching, hitting) | <input type="radio"/> Homesickness | <input type="radio"/> Traumatic brain injury |
| <input type="radio"/> Impulsivity or risk-taking behavior(s) | <input type="radio"/> Disordered eating | <input type="radio"/> Memory problem(s) |
| <input type="radio"/> Grief or loss | <input type="radio"/> Obsessive compulsive disorder | <input type="radio"/> Medical issue(s) |
| <input type="radio"/> Stress | <input type="radio"/> Autism spectrum disorder | <input type="radio"/> Alcohol use |
| <input type="radio"/> Anxiety (please specify) | <input type="radio"/> ADHD (type?) | <input type="radio"/> Other substance use (please specify all) |
| <input type="radio"/> Adjustment issue(s) | <input type="radio"/> Learning disorder(s) | <input type="radio"/> Prescription drug use |
| <input type="radio"/> Partner/relationship issue(s) | <input type="radio"/> LGBTQ issue(s) | <input type="radio"/> Intake for medication |
| <input type="radio"/> Concern(s) for a friend | <input type="radio"/> Anger management | <input type="radio"/> Pregnant |
| <input type="radio"/> Roommate/housemate issue(s) | <input type="radio"/> Self-esteem | <input type="radio"/> Hallucination(s) |
| <input type="radio"/> Other relationship issue(s) (please specify) | <input type="radio"/> Perfectionism | <input type="radio"/> Other(s) (please provide detail) |
| <input type="radio"/> Family/Guardian issue(s) | <input type="radio"/> Mandated to see a counselor | |

Any additional information: _____

Completed information on this form is not being used for diagnosis of a mental health disorder. Refer to “Consent for Treatment” form for information regarding confidentiality. This information may be used for statistical purposes, in which case, no identifying information will be shared.

Earlham College Counseling Services
Consent for Services

I hereby agree to counseling with Earlham College Counseling Services. Counseling services are available to all Earlham College undergraduate students and students in the Graduate Programs in Education free of charge.

I understand that all information regarding counseling is confidential and will not be released to any other agency or individual without my prior knowledge and written consent, except when required by law. I understand that my counselor may break confidentiality if I express a serious intent to harm others or myself. I understand that my counselor is required to report apparent child or elderly abuse or neglect to authorities.

I further understand that my counselor may consult with other professionals in Counseling Services in order to provide the best service possible for me. I understand that my counselor may also consult with Health Services if medical consultation is necessary. I understand that I will be informed about such consultation, and the nature and reasons for consultation will be discussed with me.

Furthermore, any counselor who is not yet licensed in the State of Indiana is required by law to be supervised. Therefore, my situation may be discussed with my counselor's supervisor. The intention of the supervision is to promote the highest quality services to me and to insure the highest quality trained staff to offer those services. At all times, my privacy and care will be treated with the highest regard and my confidentiality insured.

I understand that I am consenting and agreeing only to those mental health services that my counselor is qualified to provide within the scope of:

- (a) the provider's license, certification, and training; or
- (b) the license, certification, and training of those mental health providers directly supervising the services received by the client.

I understand that Earlham College Counseling Services provides time-limited, short-term counseling by a professional counselor. **I may be referred off-campus** if I require more intensive or long-term therapy, or if I require resources or competencies beyond what Counseling Services can provide. I understand that I may discontinue participation in counseling at any time.

I understand that if I miss an appointment without notifying the counselor, I will typically be allowed no more than one additional consecutive "no show" or three "no shows" in one semester before I become ineligible for services. Counselors will notify me of my ineligibility in writing and via e-mail, with a copy placed in my counseling file. Any exceptions to this practice also will be documented in my file. Exceptions to this practice might occur, for example, if I become a potential danger to myself or others and am thus in dire need of services.

I understand that I have the right to report any complaint about Counseling Services to Susan Lee, Associate Dean of Student Life, Shane Peters, Associate Dean of Student Life, or Laura Hutchinson, Dean of Student Life.

I have read, understood, and agree to the foregoing Consent for Services.

Signature of client

Signature of counselor

Printed client name

Printed counselor name

Date

EARLHAM COUNSELING SERVICES PROGRESS NOTE

Date:

Name of Student:

Counselor: Counselor's name

Observation:

Interaction:

Assessment:

Plan:

Counselor's name and credentials

Counselor's position

Earlham College Counseling Services
Consent to Release Information Form

I, _____, the undersigned, hereby authorize Earlham Counseling Services to exchange with:

Name: _____

Address: _____

Phone (_____)_____-_____ Fax (_____)_____-_____ any information as may be listed below. I acknowledge that I understand the purpose of the request and that authorization is hereby granted voluntarily.

Student Information:

Student Name (Last, First, Middle):

Address:

Phone: (_____)_____-_____ Date of Birth (mm/dd/yy):_____/_____/_____

Requested Information or Documents:

- Summary of Student Counseling Sessions
- Counselor's Diagnostic Impression
- Copies of Counseling Progress Notes
- Information for Continuity of Care
- Other (Please explain in detail):

NOTE: I understand that this release is valid for a period of one hundred eighty (180) days. I further understand that I may cancel or revoke this authorization at any time in writing.

Dated this _____ day of _____, _____

By my signature below, I consent to the release of the above listed information.

Printed Name of Student: _____

Signature of Student: _____

EARLHAM COUNSELING SERVICES/EARLHAM HEALTH SERVICES
MEDICATION EVALUATION REFERRAL FORM

DATE:

STUDENT'S NAME:

LENGTH OF TIME STUDENT HAS BEEN SEEN IN COUNSELING:

STUDENT'S PRESENTING SYMPTOMS:

STUDENT'S CURRENT MEDICATIONS:

STUDENT'S MENTAL HEALTH HISTORY:

RELEVANT FAMILY HISTORY:

DIAGNOSTIC IMPRESSION:

COUNSELOR'S NAME:

Counseling Services
Student Satisfaction Survey

Thank you for taking a moment to respond to this survey. Your comments will be invaluable to us, as we strive to continually improve services.

Your name and email address will not be submitted (they will be listed as "Anonymous," and "nobody@earlham.edu") and cannot be traced.

College Classification:	<input type="text" value="Select Class"/>
Age:	<input type="text"/>
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Ethnicity:	<input type="checkbox"/> African American <input type="checkbox"/> Asian American/Pacific Islander <input type="checkbox"/> Latino/Hispanic <input type="checkbox"/> European American/Caucasian <input type="checkbox"/> Native American Other <input type="text"/>
How many counseling sessions have you attended at Earlham?	<input type="checkbox"/> 1 <input type="checkbox"/> 2-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 20+
Counselor Seen at Earlham College Counseling Services:	<input type="text"/>
For what reason did you come to Earlham College Counseling Services? <i>(Check as many as apply)</i>	<input type="checkbox"/> Personal Counseling <input type="checkbox"/> Academic Counseling <input type="checkbox"/> Career Counseling <input type="checkbox"/> LOA/Readmit Counseling <input type="checkbox"/> Referrals needed <input type="checkbox"/> Other concerns
<hr/>	
Please select the number which indicates your level of agreement with each statement (1=least agreement; 5=highest agreement).	
1. I was treated courteously by the counselor I saw.	

1 2 3 4 5 N/A

2. The counselor was appropriately concerned about my issues.

1 2 3 4 5 N/A

3. The counselor seemed well-trained and skilled in helping me with my concerns.

1 2 3 4 5 N/A

4. I felt comfortable in the waiting room.

1 2 3 4 5 N/A

5. As a result of counseling, I developed new or better skills for coping with my concerns.

1 2 3 4 5 N/A

6. I thought there were too many forms to fill out.

1 2 3 4 5 N/A

7. If the need to speak to someone arises again, I would return to Earlham Counseling Services.

1 2 3 4 5 N/A

8. I would recommend Earlham Counseling Services to others.

1 2 3 4 5 N/A

9. The anxiety, depression or other screenings were helpful to me.

1 2 3 4 5 N/A

10. As a result of counseling, I believe that I am more likely to remain in college.

Yes No

11. As a result of counseling, I believe that I will do better academically.

Yes No

12. The length of time to schedule an appointment with a counselor was too long.

Yes No

13. Other Comments:

[Submit Responses](#)

[Start Over](#)

Counseling and Health Services Offices
Student Life
Earlham Hall First Floor

EARLHAM COLLEGE COUNSELING SERVICES
STUDENT SATISFACTION SURVEY

Thank you for taking a few minutes to complete this survey. Your comments are very important to us as we strive to improve services and meet student needs.

College classification: First year Second year Third year Fourth year Other

Age: _____ Gender: _____ Ethnicity: _____

How many counseling sessions have you attended at Earlham Counseling Services? _____

Counselor(s) seen: _____

Why did you come to Earlham College Counseling Services? (Check all that apply.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Personal counseling | <input type="checkbox"/> Academic counseling | <input type="checkbox"/> Career counseling |
| <input type="checkbox"/> M/LOA/readmit counseling | <input type="checkbox"/> Referrals needed | <input type="checkbox"/> Other concerns |

PLEASE CIRCLE THE NUMBER UNDER EACH STATEMENT THAT INDICATES YOUR LEVEL OF AGREEMENT (1=least agreement; 5=highest agreement)

1. I was treated courteously by the counselor I saw.
1 2 3 4 5 n/a
2. The counselor was appropriately concerned about my issues.
1 2 3 4 5 n/a
3. The counselor seemed well-trained and skilled in helping me with my concerns.
1 2 3 4 5 n/a
4. I felt comfortable in the waiting room.
1 2 3 4 5 n/a
5. As a result of counseling, I developed new or better skills for coping with my concerns.
1 2 3 4 5 n/a
6. I thought there were too many forms to fill out.
1 2 3 4 5 n/a
7. If the need to speak to someone arises again, I would return to Earlham Counseling Services.
1 2 3 4 5 n/a
8. I would recommend Earlham Counseling Services to others.
1 2 3 4 5 n/a
9. The anxiety, depression, or other screenings were helpful to me.
1 2 3 4 5 n/a
10. As a result of counseling, I believe I am more likely to remain in college.
1 2 3 4 5 n/a
11. As a result of counseling, I believe I will do better academically.
1 2 3 4 5 n/a
12. The length of time to schedule an appointment was too long.
1 2 3 4 5 n/a

Other comments:

Policy on Mandated Services at Earlham Counseling Services - Handout

Date adopted: July 2006

Most recent revision: May 2015

In as much as genuine counseling requires voluntary engagement on the part of clients, mandated counseling is largely untenable. There are, however, instances when a mandated session for evaluation can be useful: first, because there are occasions when it is prudent to require otherwise unwilling students to undergo an evaluation of their risk to hurt themselves; and, second, because on occasion a mandated session can lead to genuinely voluntary counseling. Having stated this, it must also be emphasized that mandated psychological evaluations should be considered a last resort. *In fact, to the extent that Counseling Services becomes perceived as a place where students are required to come for treatment, its central mission of providing voluntary services for students will be fundamentally undermined.*

Circumstances under which mandated counseling at Counseling Services does and does not occur

- Counseling Services does not provide services to students who are required to receive mental health treatment or assessment by a court of law. Students seeking such services will be referred to professionals in surrounding communities.
- Counseling Services only accepts mandated evaluation cases from the Earlham Student Life deans or as a result of a ruling by the College Judicial Council.
- As a rule, Counseling Services only accepts mandated evaluation cases that can be completed over the course of one or two sessions. The only exception occurs when a student returns to Earlham after a medical leave that comes about because of a suicide attempt. In such cases, the Earlham Student Life deans may mandate that such students participate in ongoing evaluations of their danger to themselves over a period of several weeks, but no more than one semester.
- Counseling Services only accepts mandated evaluation cases for which the staff has the expertise and resources to offer competent evaluation. Examples of cases for which Counseling Services cannot provide competent evaluation include those that require expertise in forensic psychology or drug and alcohol assessment. When Counseling Services' staff lack the necessary expertise or resources to offer competent evaluation, staff members work with the Earlham deans or the student to identify any viable community resources.

Communication between Counseling Services' staff and the Earlham deans about students participating in mandated evaluation sessions

- Counseling Services' staff only provides information relating to students' mandated evaluation sessions to the Earlham deans when students provide their written consent. The only exception occurs when a student presents a clear and imminent danger to self or others—then Counseling Services' staff actively work with the deans to address the potential

danger. Students who decline to provide Counseling Services' staff with permission to provide the Earlham deans with information relating to their participation in mandated evaluation sessions face potential consequences from the deans.

- When students give written consent to Counseling Services' staff to relay to the Earlham deans information about their mandated sessions, the only information the deans insist on receiving relates to (1) students' actual attendance for the assessment session(s) and (2) information that has a bearing on students' danger to themselves or others. This does not at all preclude the possibility of the deans, students, and Counseling Services' staff agreeing that other pertinent information can be released, but the deans do not implement sanctions based on students' decisions to allow or not allow the release of such additional information.
- Any communication between Counseling Services' staff and the Earlham deans about students' mandated evaluation sessions will also involve the student in question. Thus, for example, the communication may take place during a face-to-face meeting with a dean that also includes the student, or may take the form of a telephone call made in the student's presence by means of a "speaker telephone," or may take the form of a memorandum reviewed in advance by the student and/or copied to the student.

Alternatives for students mandated to participate in counseling

- Any students mandated by the Earlham deans or by the College Judicial Council to participate in an evaluation session(s) at Counseling Services are also afforded the alternative of securing evaluations from appropriate licensed mental health professionals in the community.

Dissemination of this policy to students

A copy of this policy is provided by Counseling Services to all students participating in mandatory evaluation sessions.