call with the student and/or accompanying the student to the appropriate office are often helpful
interventions. If a student talks about self-injury, then calling the Counseling Center (x3500) for
advice is indicated. In the case of an emergency, call Public Safety at x3636 (the emergency line).

If I refer a student to the Counseling Center, how do I know if the student follows through?

You could ask the student to voluntarily sign a release of information at the Counseling Center so
that you can be informed about whether the student has kept an appointment. Without a release, the
Center staff is unable to communicate with anyone about whether the student has been seen.
Counseling Center records are subject to the DC Mental Health Information Act which has strict
provisions about patient confidentiality.

What do I do about the student whose behaviors suggest that the student is distressed, but
those behaviors are also disrupting the class?

Talking to the student about the behaviors and asking that they stop are good first steps. If the
behaviors continue, consulting with the Student Conduct and Conflict Resolution Services office
(x3328) about whether the behaviors violate the Student Conduct Code is appropriate. If the
student’s behaviors need to be addressed immediately, you can ask the student to leave the class,
after which a Student Conduct complaint can be filed. In the case of a student whose behavior is
threatening or violent, Public Safety should be called immediately at x3636 (the emergency line).

What are the procedures for accommodating students with psychological disabilities in the
classroom?

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 both
prohibit discrimination against individuals with disabilities, including psychological disabilities.
Students can provide documentation of a disability to the Disability Support Services office staff
who determine reasonable accommodations based on the documentation. The nature of the
disability is confidential and can only be released with the student’s permission. Faculty with
questions or concerns about a letter of accommodations provided by a student can contact the
Academic Support and Access Center (ASAC) at x3360. If the student does not request
accommodations, then there is no notification to faculty by the ASAC.

A student informed me that he was requesting a leave of absence because of a mental health
condition and that his advisor would be contacting me about his grades in my class. He also
said his parents want to know more about his academic progress. What policies apply in a
situation like this one?

Under the Family Educat

,·PFoncerned that the health and safety of a student or that of the campus community may
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best interests?

Faculty members play a valuable role when they identify a student at risk to an advisor, a dean’s
office, or an appropriate office on campus. Early intervention is key to avoiding a more serious
situation. However, if a health or safety emergency does occur, then appropriate disclosure of
information takes precedence over confidentiality of student records. The Dean of Student’s Office
(x3300) is a good resource to help answer additional questions that you may have. Additionally, you
may register your concern for a student with the Dean of Students’ Office through the CareNetwork
on the AU portal (my.american.edu, select Health & Well-Being, then Share a concern about a
student).

Campus Offices:

Public Safety ² emergencies ² x3636

Counseling Center – 214 Mary Graydon Center – x3500

Dean of Students Office – 408 Butler Pavilion – x3300

Academic Support and Access Center – 243 Mary Graydon Center – x330.00000912 0 612 792 re
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