

CONFIDENTIALITY POLICY

Confidentiality:

Wayne State University observes a policy of confidentiality that is in keeping with federal and state laws and the ethical standards of the professional organizations to which our staff belong. These policies require us to keep confidential everything the counselee shares with counselor during one-on-one counseling and group counseling. No record of a client being seen by a counselor, or being registered with Educational Accessibility Services (EAS) will appear on the client's transcript or other official University documents.

The following EXCEPTIONS TO CONFIDENTIALITY are mandated by Michigan law and/or our professional ethics:

1. The counselee only may request that the counselor give information to another individual or agency. To do so a specific University "Release of Information" form, signed and dated by the counselee, must be completed to be released and the purpose of release.
2. If, in the judgment of the counselor, there is an imminent danger of serious harm to the counselee and others, the counselor is required by law to reveal that information to the appropriate person in order to prevent harm.
3. Child abuse must also, by law, be reported to the appropriate government office.
4. In the rare instance that the counselee may be involved in a court case, and the court subpoenas the University Educational Accessibility Services records and/or requires testimony, information may be released.
5. When referrals are made to Educational Accessibility Services from within Wayne State University, acknowledgment that the counselee had established contact with a counselor may be made to the referring individual, but only with the prior verbal approval of the counselee. No further information will be divulged without prior written consent from the counselee.

APPEAL PROCESS

Appealing an Accommodation Decision:

The Educational Accessibility Services at Wayne State University attempts to provide reasonable accommodations and observes a policy of confidentiality that meet both the spirit and letter of federal and state laws. If a student is not satisfied with the accommodation decision of a counselor, has spoken to the Supervisor of Educational Accessibility Services and is not satisfied with Supervisor's decision; he/she is encouraged to appeal to the Committee for Access Review. If assistance is needed with the process, the student may select his/her own advocate.

Steps in the Appeal Process

- Student completes Committee for Access Review Form and returns completed form to EAS. Information should include: modifications that have been refused or requested that are being appealed, explanation for the appeal and documentation that supports the appeal.
- EAS removes identifying data and assigns an appeal number. The Appeal form is forwarded to the Committee along with a written statement from EAS.
- The Committee meets within 30 days to study appeal. Committee then forwards recommendations to EAS Supervisor no later than 45 working days after receipt of the appeal.
- EAS Supervisor forwards decision of the Committee to student and informs the student of acceptance or rejection by EAS.
NOTE: If EAS and the student accept the decision the process ends.
- Student rejects the Committee's and EAS final decisions and exhausts internal appeal process.
- Student has the right to pursue appeals through either the University Ombudsperson or Equal Opportunity and Neighborhood Relations.

University Ombudsperson

The University Ombudsperson Office provides information and advice to students, faculty and staff on solving academic and other University related problems. This office does not have authority to change decisions. Contact University Ombudsperson at 1326 Faculty Administration Building or call (313) 577-3487 for assistance.

Office of Equal Opportunity

This department investigates discrimination complaints in employment, educational programs and activities, or admissions with relation to University policies, procedures and practices. Contact the Office Equal Opportunity at 3008 Faculty Administration Building or call (313) 577-2280 for assistance.