



Policy Title: Counseling Services Policy

Policy Number: SSO.101

Policy Owner: Dean of Student Affairs

Responsible Office: Student Services Office

Revision Date: 9/5/2017

1. Purpose and Scope

The counseling services policy is in place for students seeking professional assistance for personal or psychological difficulties, as these issues often affect academic success.

2. Policy

North American University has this policy to help students that need professional counseling. A licensed practitioner is not available on campus, referrals can be made in the Student Services Office.

3. Procedures

A referral list of community psychological services can be obtained through the Student Services Office. Students who would like to seek counseling services should:

Step 1: Contact Student Services by email studentlife@na.edu or visit the offices.

Step 2: Briefly explain the reasons for distress through email or in person.

Step 3: Student Services will provide a referral list of counseling professionals including:

- Outside counselor accepting student's insurance
- Community counseling

Step 4: Student Services works with the student to determine preferred professionals. If requested Student Services will outreach to a professional counselor on the student's behalf.

Step 5: Student Services will maintain appropriate documentation on student referrals.

Students in imminent danger should call 9-1-1

4. Who Should Read This Policy

- Students

5. Related Documents and References

- Counseling Referral Signature Form