

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

TITLE: PARENTAL NOTIFICATION POLICY

SECTION I. PURPOSE

The purpose of this policy is to clarify the circumstances in which the University of Tennessee at Chattanooga ("UTC" or "University") may contact the parent(s), legal guardian(s), and/or emergency contacts of a student without the student's written permission, as well as designate the University offices having responsibility for such contact. Situations outside of the scope of this policy will be handled on an individual basis in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state, or local laws.

SECTION II. DEFINITIONS

- A. "Counseling Center" refers to the office and staff designated with primary responsibility for clinical mental health counseling for University students.
- B. "FERPA" refers to the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99).
- C. "Notice" is defined as the receiving information directly from University employees, public safety officials, and/or medical professionals.
- D. "Office of the Dean of Students" refers to the University office designated with primary responsibility for the administration, safety, and welfare of University students, as well as the administration of the Office of Student Conduct and Office of Student Outreach & Support. The Office of the Dean of Students may act as or on behalf of the Office of Student Conduct and Office of Student Outreach & Support.
- E. "Office of Student Conduct" refers to the University office designated with primary responsibility for administering and enforcing the Student Code of Conduct and implementing student conduct-related rules, policies, procedures, training, and education.
- F. "Office of Student Outreach & Support" refers to the University office designated with primary responsibility for coordinating the University's case management and referral program.
- G. "Student(s)" refers to a person who is admitted, enrolled or registered for study at the University, either full-time or part-time, pursuing undergraduate, graduate, professional, and/or non-degree courses; or has completed a preceding academic term at the University and is eligible for re-enrollment without re-applying for admission and/or otherwise has a continuing relationship with the University.
- H. "Student conduct process" is defined as the processes and procedures for resolving alleged violations of the University's Student Code of Conduct.

- I. "University Health Services" refers to the office and staff designated with primary responsibility for acute physical health care for University students.
- J. "UTC Police Department" refers to the law enforcement agency with primary jurisdiction for all University owned and controlled property.

SECTION III. DISCLOSURE FOR PHYSICAL AND MENTAL HEALTH

- A. The Office of Student Outreach & Support or designee(s), may notify the parent(s), legal guardian(s), and/or other emergency contact for a student, upon receiving notice, in the following circumstances:
 - 1. Physical health emergency;
 - 2. Mental health emergency;
 - 3. Hospitalization requiring admittance;
 - 4. Hospitalization for life-threatening injury and/or illness;
 - 5. Hospitalization for suspected alcohol poisoning or other drug-induced illness;
 - 6. Sign(s) that the student is a danger to themselves or others.
- B. The Counseling Center, University Health Services, and/or UTC Police Department may notify the parent(s), legal guardian(s), and/or other emergency contact for a student, in lieu of the Office of Student Outreach & Support, for the aforementioned circumstances or upon the request of the student. If such contact is attempted or completed, it should be reported to the Office of Student Outreach & Support for record-keeping purposes.
- C. The Office of Student Outreach & Support will document any contact attempts utilizing the University's Community Member of Concern database system.

SECTION IV. DISCLOSURE FOR STUDENT DISCIPLINE

- A. The Office of Student Conduct, or designee(s), will notify the parent(s) or legal guardian(s) for a student, upon completion of the student conduct process, if a student under twenty-one years of age has violated the University's alcohol or drug policies in accordance with state law (Tenn. Code Ann. § 49-7-146).
- B. The Office of Student Conduct, or designee(s), may notify the parent(s) or legal guardian(s) for a student, upon completion of the student conduct process, if a student has been placed on interim suspension, removed from University-controlled housing facilities, suspended, or permanently dismissed from the University.

SECTION V. HISTORY AND REVIEW

A. Version


This is the first version of this policy.

B. Periodic Review

This policy is effective January 1, 2020. This policy shall be reviewed on or before January 1, 2025.

Authorization

REVIEWED BY:

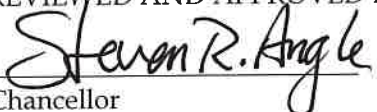

Office of the General Counsel

12/17/19
Date


Policy Review Committee Chair

12/17/2019
Date

REVIEWED AND APPROVED BY:


Chancellor

12-18-19
Date