

UNIVERSITY POLICY SA-05.04-11/12

DATE: November 2012
TO: University of West Florida Community
FROM: Judith Bense, President
SUBJECT: Parental/Guardian Notification Policy
AUTHORITY: 20 USC §1232g; 34 C.F.R. §99.31, 99.36

Policy/Purpose:

Of primary concern to the University of West Florida is the health, safety, and welfare of its students. As such, there are times when parental/guardian notification may be deemed appropriate. Parents/guardians **may** be contacted under any of the following circumstances.

A. Alcohol Violations:

1. When a student, under the age of 21, is found responsible for a second minor offense as defined below, involving alcohol within the same academic year or a third offense prior to the student's 21st birthday. For the purpose of this policy, multiple charges resulting from one incident will constitute one offense.
2. When a student, under the age of 21, is involved in an incident related to alcohol that is determined to be beyond the scope of a minor offense as defined below, even if it is the first offense.

"Minor offenses" are defined as non-life-threatening, non-threatening to the community and not involving any other significant violations of the law or the Student Code of Conduct. The process of adjudicating these violations will be handled in accordance with the Student Code of Conduct.

B. Drug Violations:

1. When a student, under the age of 21, is found responsible in accordance with the Student Code of Conduct for an offense involving drugs and/or drug paraphernalia.

C. Emergency Medical Transports:

1. When a student, regardless of age, is involved in an incident related to alcohol and/or drugs that is determined to be life threatening to the student. An incident in which a student is transported to the hospital as a result of alcohol and/or drug consumption will be considered a life-threatening incident.
2. When a student, regardless of age, is transported to a hospital / health care facility as a result of a serious accident or illness.

D. Protection of Health and/or Safety

1. When, taking into account the totality of circumstances, the University determines that parental/guardian notification is necessary to protect against a significant threat to the health or safety of a student, regardless of his/her age, or other individuals. This may include acts of self-harm, verbal or written threats indicating intent to self-harm, or behaviors that could result in self-harm, including but not limited to eating disorders, cutting or self-injury, substance abuse, lack of personal care, failure to take prescribed medication.

The Dean of Students office will contact the parent/guardian when deemed appropriate. Documentation of the parental/guardian notification will be included in the student's educational record. The Dean of Students office may use discretion regarding parental/guardian notification in those incidents where it is determined that extenuating circumstances exist.

APPROVED:



Dr. Judith Bense, President

DATE:

