

**TITLE:** Criteria for Receiving Personal Counseling Through the Student Counseling Center

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**APPROVAL DATE:** December 6, 2001

**EFFECTIVE DATE:** December 6, 2001

**PURPOSE:** To define the criteria for individuals who may receive personal counseling through the Student Counseling Center

**REVIEWER AND REVIEW DATE:** Vice President for Student Affairs  
December, Odd Years

**OPERATING DETAILS:**

1. The MUW Counseling Center's professional staff members offer free, confidential, short-term counseling services to students, faculty and staff. In accordance with available resources, these categories shall have priority in the following order:
  - a. Full or part-time enrolled MUW undergraduate and graduate students
  - b. Full or part-time employees of MUW
  - c. Spouses of full or part-time MUW students if the spouse's situation inhibits the success of the MUW student
2. The Counseling Center's professional staff shall refer clients to the appropriate community or private counseling resource in the following situations:
  - a. The client does not qualify for counseling at the MUW Counseling Center
  - b. The counselors' client caseloads are full
  - c. The counselor believes the client is in need of psychotropic medication (refer to MUW Health Center and/or a private or community psychiatric clinic offering these services)
  - d. The counselor believes that he/she does not have the training, expertise and/or resources to effectively help the client
  - e. Any situation in which an MUW counselor is not able to provide effective services to a client
3. The responsibility of payment of any expense incurred by a student, faculty or staff member for treatment by a private or community counseling resource shall reside with the individual student, faculty or staff member.
4. The Counseling Center's professional staff shall determine, in collaboration with the client, the appropriate time to terminate services.