



## Policy # 67007

GRAMBLING  
STATE UNIVERSITY

### Mental Health Crisis Information Disclosure Authorization

---

**Effective Date:** August 1 2025

**Responsible Office:** Office of the Dean of Students

**Division:** Student Affairs

---

#### I. Purpose

In compliance with Louisiana Act No. 157 (R.S. 17:3138.1), this policy establishes procedures for Grambling State University to provide all enrolled students the opportunity to complete a voluntary authorization form that allows the university to share protected health information with designated individuals in the event of a mental health crisis or when a student may pose a risk to self or others.

#### II. Policy Statement

Grambling State University has made available to all students an official Mental Health Crisis Authorization Form. This form allows students to voluntarily authorize the university to notify a parent, guardian, or other individual(s) designated by the student when there is a legitimate mental health concern.

This policy ensures compliance with state law while respecting and protecting student privacy rights under FERPA, HIPAA, and other applicable federal and state laws.

#### III. Definitions

- a. **Mental Health Crisis:** A situation in which a student is at risk of harming themselves or others, or is experiencing a significant psychiatric or emotional episode requiring urgent attention.
- b. **Designated Contact(s):** Person(s) identified by the student to be contacted in such a crisis, such as a parent, guardian, or trusted adult.
- c. **Protected Health Information (PHI):** Any health information that can be linked to an individual and is protected under FERPA or HIPAA.

#### IV. Procedures

##### A. *Form Distribution*

The “Authorization to Release Information in the Event of a Mental Health Crisis” form shall be:

- 1) Included as part of onboarding for new students during orientation and registration.
- 2) Made available electronically via the GSU Student Banner Web Portal and on the Student Affairs website including Campus Living and Housing, Foster Johnson Health Center and Counseling and Wellness Center.
- 3) Accessible at the Counseling Center, Office of Student Conduct, Office of Residential Life, and the Dean of Students Office.

**B. *Completion and Submission***

- 1) Completion of the form is voluntary.
- 2) Students may submit the form at any time during their enrollment.
- 3) Forms must be submitted to the Office of Student Affairs or via a secure online submission banner system.

**C. *Information Scope***

- 1) Only the following information may be shared with designated contacts:
  - a. The general nature of the crisis.
  - b. Actions taken by the university (e.g., hospitalization, referral).
  - c. Recommendations for follow-up support or care.
  - d. No specific diagnoses or treatment details shall be disclosed unless otherwise permitted or required by law.

**D. *Authorization Duration***

- 1) Students must indicate whether their authorization is effective:
- 2) Until the conclusion of enrollment at GSU; or
  - a. Until a written revocation is submitted.

**E. *Recordkeeping***

- 1) Completed forms shall be securely maintained by the Office of the Dean of Students in compliance with applicable privacy regulations.

**F. *Revocation***

- 1) Students may revoke the authorization at any time by submitting a written request to the Office of the Dean of Students.
- 2) Revocation is not retroactive and will not affect information already disclosed.

**V. *University Responsibilities***

- A. Ensure that all applicable staff (e.g., housing staff, counselors, conduct officers) are trained on the purpose and appropriate use of the authorization form.
- B. Use reasonable efforts to notify designated contacts only when deemed necessary in line with institutional judgment and safety protocols.
- C. Protect the privacy of student information in accordance with all applicable laws and institutional policies.

**VI. *Related Laws and Policies***

- A. Louisiana Act No. 157 (R.S. 17:3138.1)
- B. Family Educational Rights and Privacy Act (FERPA)
- C. Health Insurance Portability and Accountability Act (HIPAA)
- D. GSU Policy on Student Health and Counseling Records

**VII. *Accreditation***

Grambling State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. GSU also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of GSU may be directed in writing to the Southern Association of Colleges and Schools Commission

---

on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

**VIII. Reviewed/Revision History**