



Summary of Client Rights and Responsibilities

Lawrence Technological University Clinical Counseling Services

Welcome to Clinical Counseling Services (CCS). So that we may better serve you, we request that you read the following information and sign where indicated. Our mission is to provide psychological services, training opportunities, proactive mental health programs and co-curricular activities that promote student development and, thereby, support and enhance the missions of the Division of Student Affairs and Lawrence Technological University.

Your rights as a recipient of Counseling Services:

- **Right to Confidentiality:** Communication between the student and the staff of CCS is confidential and will not be disclosed without your written consent.

The law of the State of Michigan provides the following exceptions, (a) if the therapist has knowledge of a child, an elderly person, or a disabled person being abused or neglected, (b) if the therapist has knowledge of a client's intent to harm himself/herself or others, (c) if the therapist receives a court order to the contrary, and (d) if the therapist or student in training is supervised or consults with another clinical psychologist or mental health therapist.

- **Right to Consent:** You have the right to be informed about the nature of CCS services. If you do not agree with some part of the services you are receiving, you have the right to withdraw your consent to receiving services at any time.
- **Right to be Treated with Dignity:** You have the right to be treated with respect for your personal dignity, autonomy and privacy. CCS staff is required to protect and promote the basic human dignity to which you are entitled.

- **Discrimination Rights:** It is the policy of CCS that no client will be discriminated against on the basis of race, ethnicity, national origin or ancestry, age, gender, religion, sexual orientation, disability or socioeconomic status.

Your Responsibilities as a Recipient of counseling services:

- You are expected to come to appointments and activities on time, inform CCS staff of any changes in your phone number or address, and call CCS-**at least 24 hours in advance**-when you cannot keep an appointment.
- If you do not show up for or cancel two appointments consecutively, you must contact your therapist, via telephone or email, about the circumstances of your situation before being able to schedule another appointment. Your therapist is responsible for deciding whether or not you may schedule another appointment.
- You are expected to inform your therapist if and when you plan to discontinue treatment/services.
- You are expected to respect the care and treatment of other students. This means respecting the rights of others just as you expect them to respect your rights.

Note regarding email: In order for CCS staff to communicate with you via email regarding appointments, you must check and initial the box on the consent form. When emailing CCS, we ask that you be mindful that email is not a confidential form of communication. We cannot guarantee confidentiality when using email. To ensure confidentiality and protect your privacy, clinical services cannot be provided via email. These services may include individual counseling, psychological testing, consultation, and group services.

I have read the Summary of Client Rights and Responsibilities and know that, at any time, I can seek additional information about them from my therapist.

Student Signature

Date

Please take a copy of this form with you and refer to it as needed throughout your counseling experience.