

Christopher Newport University

Policy: Parent/Legal Guardian - Student Health and Safety Notification Policy Policy Number: 9005

Executive Oversight:	Vice President of Student Affairs/Dean of Students
Contact Office:	Student Affairs
Frequency of Review:	Biennially
Date of Last Review:	May 2025

A. PURPOSE

Christopher Newport University is committed to protecting the health, safety and welfare of the members of our campus community. This policy describes circumstances under which parent(s) or legal guardian(s) may be notified about the health or safety of their student.

B. POLICY STATEMENT

Christopher Newport University will contact a parent or legal guardian of any dependent student when the University learns of information and determines that notification is necessary to protect or safeguard the health or safety of the student or others. This includes, but is not limited to student behavior that presents the following concerns:

- a risk to cause serious physical harm to themselves and/or others
- a risk to suffer serious harm due to his or her lack of capacity to protect themselves from harm
- a demonstrated lack of capacity to provide for their basic human needs
- evaluation/hospitalization for a serious illness, to include a life-threatening situation

The University may notify a parent or guardian of a dependent student, or as otherwise permitted by law, for reasons other than those listed above.

When it is determined that notification is necessary, notification will be provided by the Vice President of Student Affairs (VPSA) or designee. However, parent/guardian notification may not be provided if the University determines that such notification may be reasonably likely to cause substantial harm to the student or another person.

In some instances, parents/guardians should expect to be asked to travel to Christopher Newport University to assist in resolving/mitigating challenges, especially mental health issues. The University will not be responsible for decisions regarding the specific health treatment plan of a student. However, the University may outline expectations prior to a student's return to campus which include health related requirements.

Appropriate University staff members, including clinicians from the Office of Counseling Services and University Health and Wellness Services, may disclose confidential information in the case of imminent danger, to the extent that it is necessary to protect the student or others. The Executive Director of Health and Counseling Services or, in their absence, the Assistant Director or a treating clinician, will inform the VPSA when notification is recommended in these instances.

C. PROCEDURES

Any member of the University community with cause for concern of a student's overall health or safety should contact one of the following as appropriate under the circumstances. Please note that, of these resources, University Police may be contacted to report any concerning behavior. Further, only University Police are certain to provide an immediate response.

- University Police: 757-594-7777
- Office of Counseling Services: 757-594-7047
- Office of Student Affairs: 757-594-7160
- Office of Residence Life and Housing Administration: 757-594-7527
- Residential Fellow or Resident Assistant (RA)

In addition to responding to the reporting individual, staff members from these offices may bring the concern to a member of the Threat Assessment Team; community members may also report directly to a member of the Threat Assessment Team. [See the Campus Violence Prevention Policy 1055.](#)

The Vice President of Student Affairs shall determine whether notification of a parent/legal guardian is necessary and appropriate. If parent/legal guardian notification is warranted, the VPSA or the Vice President's designee will then notify the parent/legal guardian.

Only the University's Vice President for Student Affairs is solely authorized to issue notifications under this procedure. However, the VPSA may, at their discretion, delegate this responsibility to another University office or staff member when appropriate based on the circumstances.

D. RESOURCES

- [University Police](#): 757-594-7777
- [Office of Counseling Services](#): 757-594-7047
- [Student Affairs](#): 757-594-7160
- [Office of Residence Life and Housing Administration](#): 757-594-7527
- Residential Fellow or Resident Assistant (RA)
- [Policy 1055 - Campus Violence Prevention Policy](#)

E. AUTHORITY

Code of Virginia §23.1-1303(B)(5)

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

F. APPROVAL AND REVISIONS

Approved By: Board of Visitors, June 20, 2008

Revision 1: Board of Visitors, September 24, 2018

Revision 2: Policy Committee, May 29, 2025

G.NEXT REVIEW DATE: Summer 2027