

PURDUE UNIVERSITY FORT WAYNE

TITLE: EMERGENCY CONTACT NOTIFICATION STANDARD

SECTION I. PURPOSE

The purpose of this standard is to clarify the circumstances in which Purdue University Fort Wayne (PFW) may contact the parent(s), legal guardian(s), and/or emergency contacts of a student without the student's written consent. Additionally, this standard designates the university offices having responsibility for such contact. Situations outside of the scope of this standard will be handled on an individual basis in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state, and local laws and must be approved in consultation with the Vice Chancellor for Enrollment Management and the Student Experience.

SECTION II. DEFINITIONS

1. FERPA refers to the Family Educational Rights and Privacy Act (*20 USC § 1232g; 34 CFR Part 99*).
2. Office of Student Conduct & CARE refers to the office and staff designated with primary responsibility for the administration, safety, welfare, and non-clinical case management of all students
3. Student refers a person who is admitted, enrolled and attending for study at the university either full-time or part-time, pursuing undergraduate, graduate, professional, and/ or non-degree courses; and is eligible for re-enrollment without re-applying for admission and/ or otherwise has a continuing relationship with the university.
4. Vice-Chancellor for Enrollment Management & the Student Experience refers to Purdue Fort Wayne's chief enrollment management and student affairs officer to whom the Chancellor has delegated primary authority and responsibility for matters relating herein.

SECTION III. DISCLOSURE FOR PHYSICAL AND MENTAL HEALTH

The Director of Student Conduct & the CARE Team, Vice Chancellor for Enrollment Management and the Student Experience, the Director of Student Housing, and the University Police Department may notify the parent(s), legal guardian(s), and/or emergency contact for a Student upon receiving notice, in the following circumstances:

1. Physical health emergency
2. Mental health emergency
3. Required Emergency Transport by Emergency Services
4. Hospitalization for life-threatening injury and/or illness
5. Hospitalization for suspected alcohol poisoning or drug-induced illness
6. Sign(s) that the student is a danger to themselves and others
7. Incapacitation or inability to respond for themselves
8. Missing person

The University Police Department may notify the parent(s), legal guardian(s), and/or emergency contact for a student, in lieu of the Office of Student Conduct & CARE, for the aforementioned circumstances or upon the

request of the Student. If such contact is attempted, it should be reported to the Office of Student Conduct & CARE for record-keeping purposes.

SECTION V. HISTORY AND REVIEW

A. Version

This is the first version of this standard.

B. Periodic Review

This standard is effective December 1, 2021. This standard shall be reviewed on or before January 1, 2026.

Authorization

Reviewed by:

<small>DocuSigned by:</small> <u>Trent Klingerman</u> <small>38FDC3A9D18344C...</small>	11/25/2021
Office of General Counsel	DATE
<small>DocuSigned by:</small> <u>Chancellor Elsenbaumer</u> <small>7B0640EC71C043D...</small>	11/29/2021
Chancellor	DATE
<small>DocuSigned by:</small> <u>Krissy Creager</u> <small>F624578850E640E...</small>	11/25/2021
Vice Chancellor for EMSE	DATE
<small>DocuSigned by:</small> <u>Abigail Blackmon</u> <small>A3C12E2EABCC4BE...</small>	11/19/2021
Director of Student Conduct & CARE	DATE
<small>DocuSigned by:</small> <u>Jordyn Hogan</u> <small>E70C171504AB405...</small>	11/19/2021
Director of Student Housing	DATE