	Howard University College of Nursing and Allied Health Sciences Department of Physician Assistant	Policy Number	PHAS - 004
	Access/Referral to Student Services (A3.10)	Effective Date	08/01/2022
		Last Reviewed	05/08/2024
	Approved by: Gina S. Brown, Ph.D., MSA, RN, FAAN, FNAP, FADLN Dean, College of Nursing and Allied Health Sciences	Revision Date	05/13/2025
		Next Review	05/12/2026

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## **I. PURPOSE**

To establish the student referral process to Student Services.

## **II. POLICY**



It is the practice and procedure of the Howard University Physician Assistant Department to provide access and referral for matriculating Physician Assistant students to student services requested by the student or deemed necessary by program faculty.

## **III. DEFINITIONS**

Student Services – a unit within the Division of Student Affairs or ancillary department that works collaboratively with students, families, faculty, and staff to support the diverse needs of the student population to enhance student well-being, promote academic success, and ensure that all students have access to the resources they need to thrive at Howard University.

## **IV. PROCEDURES**

1. Students who either express or demonstrate a need or are deemed at-risk, the faculty advisor or program faculty will document a referral to the applicable Student Support Services for additional support services addressing personal issues which may impact their progress and/or mental health while in the PA program.
2. Faculty will document referral to support services on the student advisement encounter form and provide the student with the contact information. Support services include, but are not limited to, the following:
  - University Counseling Service (UCS) provides access to psychological services, crisis intervention, clinical training, testing, research, and alcohol/drug prevention and education. UCS helps students to maximize their personal development and

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navigate through their academic challenges. Referral to psychiatric services is also available.

Website: <https://studentaffairs.howard.edu/about/departments/university-counseling-service>

Phone: 202-806-6870

Crisis Line: 202-345-6709

- Student Health Center (SHC) aims to help students achieve and maintain wellness, offering treatment for health problems in a convenient, affordable, and accessible manner within a pleasant, professional environment. Referral to psychiatric services is also available.  
Website: <https://www.hustudenthealth.com/>  
Phone: 202-806-7540
  - Office of Student Accessibility (OSA) ensures the University upholds its commitment to an inclusive, non-discriminatory working and learning environment as required by the University's policies and procedures.  
Website: <https://studentaffairs.howard.edu/Accommodations>  
Phone: 202-238-2424
  - Office of Military & Veterans Services (OMVS) provides support for all military-connected students and their families including veterans, active duty, and reservists in their educational goals.  
Website: <https://studentaffairs.howard.edu/OMVS>  
Phone: 202-238-2422
  - Office of the Dean of the Chapel provides guidance and support in the area of counseling and spiritual , coaching or advisement for personal matters.  
Website: <https://chapel.howard.edu/>  
Phone: 202-806-7280
3. If a student reports suicidal ideations, program faculty will escort student to UCS or to the nearest emergency room, when possible. If not possible, campus security and/or EMS will be notified to escort the student.
- a. If a student poses an immediate threat to themselves or others, campus security and/or EMS will be notified to escort the student to UCS or to the nearest emergency room.

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***\*\*In the case of an emergency, please contact 911\*\****

4. In the event a student does not wish to receive services through institutional resources, the student may seek outside resources with a provider of their choice.
  - a. For students with institutional insurance, students must be seen in the Student Health Center prior to receiving specialty referral services. *Expenses will incur for medical treatment rendered outside of the Student Health Center for which no prior approval or referral is obtained.*

Exceptions to this rule are:

  - Services provided by OB/GYN and Mental Health for which no referral is needed.
  - Referrals are also not needed when you are more than 35 miles from campus or when the Student Health Center is closed (breaks or holidays).
  - All mental health services (including prescribing of medication for ADD/ADHD) are provided at the University Counseling Center location on campus.