

## CHANGE OF COUNSELOR PROCESSING FORM

STUDENT NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

FORMER COUNSELOR: \_\_\_\_\_

NEW COUNSELOR: \_\_\_\_\_

DATE OF FIRST APPOINTMENT WITH NEW COUNSELOR: \_\_\_\_\_

Change processed by: \_\_\_\_\_

## **PROCEDURE FOR FACILITATING STUDENT CHANGE-OF-COUNSELOR**

1. INFORMING THE STUDENT:
  - a. Counseling faculty will translate early in the therapy process that there is a procedure for students to request a change to a new counselor. This will include informing the student that:
    - i. They have a right to request a change in counselor.
    - ii. They can do so either by talking with their current counselor or directly requesting a change at the front office.
2. PROCESSING CHANGE REQUESTS:
  - a. All scheduling changes will be processed through the front office according to this procedure:
    - i. Student will be put on a new counselor's schedule with a note that reads "Transferred from (previous counselor's name)".
    - ii. Front office will complete the "Change of Counselor Processing form".
    - iii. This completed form will be given to both the former and the new counselor.
  - b. Either counselor may request consultation with each other, or in case management, to review any clinically-relevant information or concerns about the completed transfer. This consultation will be optional and based on the clinical judgment of the counselor(s) involved.