HAVING ACADEMIC DIFFICULTIES?  
NEED A LETTER?

The Counseling Center does not make recommendations to course instructors, academic advisors, or academic deans to excuse absences, allow make-up tests, grant incomplete grades, change academic requirements, or take other academic action.

If you have received services from the Counseling Center and would like your counselor to write a letter of academic support for you, please note that you may request that your counselor:

- Confirm your attendance of counseling sessions or participation in group therapy.
- Provide a brief summary of your presenting concerns and the progress you made in counseling.

Your counselor may also provide a professional opinion regarding how your individual concerns might impact your academic performance. Your counselor will determine the appropriateness of providing such opinions after he/she is able to work with you for a period of time and a proper assessment has been conducted.

All Counseling Center services are confidential. You will need to sign an authorization before your counselor can write a letter to another party revealing that you received services. The party that receives information from the Counseling Center will not be bound by the same confidentiality standards that protect your counseling records. That information may become part of your educational record and be subject to FERPA, which states that certain individuals, such as a school official who has a legitimate educational interest, may access your educational records. This record may also be released in the event of a “health and safety” emergency. Additionally, parents of students who are claimed as dependents on the federal income tax form may be able to access a student’s educational record. Only the specific information for which you provide authorization is released. All other counseling records remain protected under the confidentiality laws of the State of North Carolina.

Please consult your counselor if you need a letter.