

Accessibility Services Confidentiality Policy

Accessibility Services (AS) is committed to ensuring that all information and communication pertaining to a student's disability is maintained as confidential as required or permitted by law. The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Americans with Disabilities Act (ADA) do not allow faculty or others access to disability-related information (e.g., diagnosis, medications). AS will confirm registration and approved accommodations on a need-to-know basis. AS will not disclose any student's medical or registration information to an employer or other outside organization without the student's permission. AS will retain all disability documentation for seven years after students leave the University.

The following guidelines about the treatment of such information have been adopted by AS and will be shared with students. These guidelines incorporate relevant state and federal regulations.

- a) No one will have immediate access to student files in AS except appropriate staff of AS or Student Affairs in which AS is located. Any information regarding a disability is considered confidential and will be shared only with others within the University who have a legitimate educational interest.
- b) This information is protected by the Family Educational Rights and Privacy Act (FERPA).
- c) Sensitive information in AS student files will not be released except in accordance with federal and state laws.
- d) A student's file may be released pursuant to a court order or subpoena.
- e) If a student wishes to have information about his/her disability shared with others outside the University, the student must provide written authorization to the AS Director or appropriate staff member to release the information. Before giving such authorization, the student should understand the purpose of the release and to whom the information is being released. The student should also understand that there may be occasions when the Director will share information with institutional personnel regarding a student's disability at his/her discretion if circumstances necessitate the sharing of information and the Director has determined that there is an appropriate legitimate educational interest involved.
- f) A student has the right to review his/her own AS file with reasonable notification.