Student Accessibility Services Confidentiality Policy

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General Description

Policy Summary:

Student Accessibility Services believes it is important that student information be held confidential and shared only for educationally purposeful and necessary situations. This policy outlines the regulations Student Accessibility Services follows to protect student information and the rationale for the reasonable release of student information.

Purpose:

The policy details the Student Accessibility Service's compliance with the Family Educational Rights and Privacy Act.

Scope:

Students with disabilities who are otherwise qualified and Registered with Student Accessibility Services.

Policy Content

Files of students with disabilities are considered educational student records and, therefore, are protected by the Family Educational Rights and Privacy Act (FERPA). In accordance with this law, Student Accessibility Services (SAS) maintains confidentiality of the documentation materials and other information gathered in the process of determining eligibility for services. SAS will not release any documentation without a student's informed, written consent, except as required by law or as deemed necessary to prevent harm to the student and/or others.

On a legitimate, educational need-to-know basis, SAS may discuss the impact or impairments caused by the disability and the corresponding approved accommodations with appropriate individuals on campus. Circumstances may include academic

accommodations, housing arrangements, instructional strategies, and resources or other circumstances specific to the individual. If the student's disability involves a condition with implications for their physical health or a condition that requires regular medication, the student will be encouraged to notify Health Services.

SAS will obtain an "Authorization for Release of Information" form when the student consents to release confidential information to persons or entities outside of the University. This includes parents and family members.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Family Educational Rights and Privacy Act (FERPA)	Federal law governing access to education information and records

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	8/14/2025 9:36 AM	Pamela Mota
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Vice President Approval:

Name:	Title:
Megan Mustain	Provost and Vice President for Academic Affairs