

Policy 4.00: Confidentiality

Documentation will be kept in a folder in a secure area with the Student Disability Services office. Access to student folders is limited only to the Coordinator of Student Disability Services unless it is necessary to provide information in order to adequately accommodate the student. Documentation and student records will be destroyed ten years after the student's last semester of attendance. A list of documents that are destroyed will be kept on file.

Access to a student's documentation will be restricted. For the most part, only the Coordinator for Student Disability Services will have access to a student's documentation. Documentation may be made available to other college officials on a need-to-know-basis *only when that need-to-know is meant to support the accommodation process*. The Coordinator for Student Disability Services will determine who qualifies for access to the student's files. A student may choose to release his or her information to a third party on campus through written consent.

Documentation that is obtained from a third party (i.e. Department of Vocational Rehabilitation, a private practitioner) will not be forwarded off campus. Documentation that is paid for and/or generated by a third party is *shared* with the Coordinator for Student Disability Services, but is not *given* to him or her. Therefore, the University cannot forward this information even with the student's signed consent. Consent must come from the originating source.

Information about a student's disability status may appear or be implied in records that are held in the Business Office or Financial Aid. These offices will work to ensure that this information is kept confidential and not used to the detriment of the student. For example, a student's status as an individual with a disability will not be noted in any campus wide student database.