



Confidentiality Statement

Center for Academic Success and Achievement
Disability/Access Services

Policy

Disability/Access Services is committed to ensuring all information regarding a student is maintained as confidential as required or permitted by law. Any information collected is used for the benefit of the student. This information may include test data, grades, biographical history, disability information, performance reviews, and case notes.

Guidelines about the treatment of such information have been adopted by the office of Disability/Access Services and are rigorously followed and are shared with students. These guidelines incorporate relevant university, state, and federal regulations established by relevant professional associations.

Guidelines

All disability-related information must be filed with Disability/Access Services. No one has immediate access to student files within Disability/Access Services except staff from this office. Any information regarding disability gained from medical examinations or appropriate post-admission inquiry shall be considered confidential and shall be shared with others within the institution on a need-to-know basis only.

Students have the right to review their own files.

Student records will be kept seven years from the last date of enrollment.

Faculty Notification

Academic Accommodation letters formally notify course Instructors of academic accommodations. Letters are generated based on the intake meeting between student and Disability/Access Services, and are e-mailed to the Instructor by Disability/Access Services. Framingham State University faculty and staff do not have a right to access diagnostic information regarding a student's disability; they need to know only the accommodation recommended as appropriate to a student's disability.

Permission to Disclose

With a student's express permission, more information can be shared with specific Faculty or Staff, if the disclosure helps a student self-advocate.

Students may give written authorization for the release of information when they wish to share it with others. Before giving such authorization, students should understand the information being released, the purpose of the release, and to whom the information is being released. Information will not be released without written consent unless required by federal or state law.

Exceptions

Information in files will not be released except in accordance with federal and state laws. Exceptions to confidentiality are:

- Proper authorities will be notified when a student intends to harm themselves or others.
- Proper authorities will be notified when a student reports physical abuse, neglect, or sexual abuse as children or as vulnerable adults.
- Proper authorities will be notified when students describe or report sexual exploitation by counseling or healthcare professionals.
- Student's files may be released pursuant to a court order or an Office of Civil Rights investigation.