



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.

Disability/Access Services operates under the following confidentiality guidelines:

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. Disability-related information is treated the same as medical information. For example, 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. With a student's express permission, more information can be shared with Faculty, if the disclosure helps a student self-advocate. If a student has requested an accommodation, the student will be informed, in advance, as to what information is provided to faculty or staff. To protect the confidentiality of students, the office of Disability/Access Services limits access to all disability-related information. All disability-related information must be filed with Disability/Access Services.

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 his/her self 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.

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.

Students have the right to review their own files.

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