

## Confidentiality of Disability Documentation & Records

Mount St. Joseph University recognizes the sensitive nature of information pertaining to students' disabilities and is committed to appropriately safeguarding that information.

The following guidelines stipulate how such information will be maintained and the circumstances under which it will be shared.

1. Documentation of a student's disability will be maintained within The Learning Center by the Director of the Learning Center & Disability Services. Documentation, along with any other material contained in the student's file, is considered confidential, and as such is shared with others from the MSJ community only if a legitimate educational interest will be served. The decision to share information will be made on a case-by-case basis by the Director of the Learning Center & Disability Services.
2. A student's documentation file is protected by the Family Educational Rights & Privacy Act (FERPA).
3. A student who wishes to have information about his/her disability shared with individuals from outside the College (e.g. a physician or therapist), or to have an individual from outside the College share information about the student's disability with the Director of the Learning Center & Disability Services, must sign a *Release of Information* form.
4. A student who wishes to review his/her documentation file must make an appointment to do so at least 24 hours in advance.
5. A student's documentation file will be maintained by the Director of the Learning Center & Disability Services for no less than seven years following his/her graduation, transfer, or other departure from the College. At any point after two years, the file may be shredded.

*I have read and understand this policy. I understand that information pertaining to my disability, while confidential in nature, may be shared with appropriate College personnel if a legitimate educational interest will be served by doing so.*

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Student Signature

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Date