



KEISER UNIVERSITY Confidentiality Statement

The campus president is responsible for receiving and maintaining the disability-related documentation and information for students with disabilities at Keiser University. The documentation and information may include test data; psychological, psychoeducational and/or neuropsychological evaluations; grades; transcripts; biographical history; case notes; and any other disability-related information necessary to document and provide adjustments/accommodations to students with disabilities.

Students with disabilities have a right to review their file. A student who wishes to review his or her file must schedule an appointment with the campus president. Students may request and receive copies of case notes, Course Adjustment/ Accommodation forms, and other documentation from the campus president. However, students will not be provided copies of disability-related documentation from their files. Disability-related documentation is defined as any documentation given to the campus president to substantiate the student's disability status and need for adjustments/accommodations (e.g., psychological, psychoeducational, neuropsychological or medical evaluations; letters or other information from physicians; or medical records). The dean will retain a copy of all information within a student's file.

Disability-related documentation (as defined above) is treated confidentially and will not be released to anyone not involved in the adjustment/accommodation and service-delivery process with the following exceptions: (a) the student gives the campus president a signed release to share disability-related information with the person(s) or office(s) named on the release; (b) the campus president will release disability-related information as required and/or permitted by the law and/or a court order; (c) the student threatens to harm himself or herself or others, or is suspected of abuse of a child or incapacitated adult; and (d) the student files a disability-related complaint, appeal, grievance or lawsuit against a university office or employee(s).

Only the campus president's staff has direct access to student files. When a student with a disability requests adjustments/accommodations, he or she understands that some disability-related information may be provided on a need-to-know basis to university faculty and staff to help ensure that the student receives appropriate adjustments/accommodations.

The campus dean of academic affairs' office of the university in which the student is enrolled and the instructors of classes for which the student is requesting adjustments/accommodations will receive disability-related information necessary to provide appropriate adjustments/accommodations. If a student files a disability-related appeal or grievance, the student understands that the campus president will release disability-related information to appropriate university offices (i.e., the general counsel, the vice chancellor of academic affairs, the Student Services office, and/or appropriate university committees).

Otherwise, university faculty and staff need to know only (1) that the student has been through the disability documentation review process at Keiser University; and (2) what adjustments/accommodations have been approved to meet the student's disability- related needs.

"I have read the Confidentiality Statement. I understand and agree to the confidentiality of my disability documentation and information as discussed above. I understand that I can speak further with the campus president if I have any questions."

Printed Name of Student: _____

Student Signature: _____ **Date:** _____