**Center for Academic Success**

**Disability Services**

**Confidentiality Policy**

Southwestern University’s Center for Academic Success (CAS) follows best practices and the laws pertaining to confidentiality of student records. CAS is committed to ensuring that all information and communication pertaining to a student’s disability is maintained as confidential as required or permitted by law. The following guidelines have been adopted by CAS and incorporate relevant state and federal regulations.

1. Only appropriate staff in CAS will have immediate access to student files. Any information regarding a disability is considered confidential and will be shared only with others within Southwestern University who have a legitimate educational interest.
2. All information related to a student’s interaction with CAS is maintained by staff members. Information and documentation shared by a student with CAS is protected by the Family Educational Rights and Privacy Act (FERPA). Students must sign a release or give written permission authorizing CAS staff to share information with anyone outside of the University. This includes parents, guardians, spouses, family members, friends, employers, etc.
3. Sensitive information in student files will not be released except in accordance with federal and state laws. A student’s file may be released in accordance with a court order or subpoena.
4. No mention of the disability or specific accommodations will be made on a student’s transcript.
5. A student has the right to review his/her CAS file with reasonable notification.