

Confidentiality Protections and Guidelines

To request disability related services, the student must present documentation to the Disability Services Office. The Disability Services Office is assigned the responsibility for collecting and holding this documentation. All records will be kept in a secure file with limited access. Generally Navarro College faculty, staff, or administrators are only given the information that a student has identified with the Disability Services Office and may need academic accommodation.

The U.S. Department of Justice has indicated that faculty, staff, or administrators generally do not have a need to know what the disability is, only that it has been appropriately verified by the individual (or office) assigned this responsibility on behalf of the institution.

The nature of a student's disability is only shared with the student's written permission, in compliance with the Family Educational Rights and Privacy Act (FERPA), where proscribed by law, or when the situation warrants a justifiable release of information.

In general, any release of disability related information is controlled and may include but is not limited to a need for safety for the student's health or emergency purposes, grievance procedures, and/or for violations of the Student Code of Conduct.

Other exceptions to confidentiality would be child abuse reporting and suicidal or homicidal intent. The Disability Services Office will work with the Dean of Student Guidance Office and/or the Navarro College Police Department in the event that a student expresses an action or intent to harm self or others.

A confidential electronic file is maintained on each student. Each file includes information on the student's demographics, documentation of the disability, notes on activities performed for the student, correspondence, academic advising related information, and agreements regarding accommodation. These files are maintained on Navarro College servers that require passwords and PIN numbers, and limit access to only authorized individuals.

Students who provide documentation but do not complete the intake process, or are not admitted to Navarro College are not eligible to receive accommodation. In such cases, the Disability Services Office will make a reasonable effort to contact the student. If the student does not respond within thirty days or chooses not to complete the intake process, the student's disability documentation will not be retained.

All information obtained in student files will be maintained and used in accordance with confidentiality requirements and Navarro College policy. Disability Services Office reclassifies any student not enrolled for three full years as inactive. Records of inactive students will not be retained and the student may be subject to requalification of eligibility.