



Montana State University- Great Falls

College of Technology

2100 16th Avenue South, Great Falls, MT 59405

Phone: (406)-771-4311 Fax: (406)-771-4342

CONFIDENTIALITY POLICY

Students with disabilities who apply for assistance through Disability Services (DS) on campus are required to provide medical, psychiatric and/or psychological documentation of their disabilities, including diagnoses, assessment tools used and their outcomes, and the potential effect of the disability and any applicable medications on their ability to meet the demands of a postsecondary environment. Students release that information specifically to the Director of Disability Services, and it is kept in a confidential file in the Director's office.

Because of the sensitive and private nature of much of the documentation material provided and the counseling notes the Director keeps, and because interpretation of the medical, psychiatric and/or psychological records requires a certain level of expertise, it is the policy of the DS office to maintain the student files at the highest level of confidentiality. Access to DS student files is restricted to the Director and other DS personnel as needed. In the event that the Director is absent or unavailable, a substitute will be named and have temporary access to the files.

Requests by faculty, staff, other University employees, students, community agencies, or any other interested persons to have access to the files or the information therein will be granted only if the request is accompanied by the written permission of the student, and will be viewed only in the presence of the Director. The DS office is required to provide annually a list of ID numbers of students eligible for services to the Carl Perkins grant director for statistical purposes. For no reason will copies of documentation or other personal information included in the files be supplied to anyone, except where required by law.

Disclosure of disability-related information is strictly left to student discretion. Faculty or other interested persons inquiring about a student's disability status or registration with this office will be referred back to the student.

Students must disclose the existence (not the nature) of a disability to an instructor when requesting accommodations for that class. Once an accommodation request is made, DS personnel may discuss with the instructor how the disability affects the student in an academic setting, without disclosing the type of disability.

Once a faculty member has received an accommodation request, and therefore becomes aware of a student's disability, s/he is bound by the same code of confidentiality as DS personnel: the information may not be shared, verbally or in writing, with anyone else without the written permission of the student.

These policies are in place to protect the rights of the students as well as to create a comfortable and trustworthy environment in which students with disabilities can succeed to their utmost potential.