

3.2) *ii-Temporary Accommodations*

Students may register with Student Accessibility Services to receive accommodations for a temporary disability. Documentation supporting the need for temporary accommodations must come from a licensed health or mental health professional and include information pertaining to the duration of the disability. Students requiring temporary accommodations will be required to return to the SAS each semester to provide updated documentation and to have their accommodations reviewed and reinstated.

3.3) *Accommodations Agreements*

3.3)i Students and professors shall wherever possible agree to the appropriate accommodations.

3.3)ii In cases where the instructor and the student cannot agree about the provision of accommodations, the instructor shall meet and discuss the recommended accommodations with an advisor from Student Accessibility Services. If they are unable to reach an agreement, the Dean of the Faculty shall be consulted.

3.3)iii Students receiving academic accommodations are required to follow all procedures as contained in the SAS procedural manual.¹

3.4) *Disclosure/Non-Disclosure of Disability*

The University has no responsibility to provide accommodations for students who do not disclose their disabilities to Student Accessibility Services. Students who disclose their disability after the stated deadlines of University Policy may not claim retroactive accommodations.

3.5) *Confidentiality*

All agents involved at St. Thomas University (i.e. faculty, staff, students as well as students employed as tutors and/or note takers) must treat all information pertaining to a student as confidential. The exceptions to this policy are:

- when an individual becomes aware of current children at risk of abuse
- when an individual clearly presents danger to self or others
- when we are subpoenaed for records or testimony by the courts

If a breach of confidentiality occurs then the individual is subject to disciplinary action.

Consent Forms

Consent forms must be signed by the students to disclose any information to any University staff and/or outside parties (such as family members or other individuals). Consent forms are available at Student Accessibility Services.

¹Please contact Student Accessibility Services regarding the manual.

F. Policy on Release of Information About Students

The University has adopted a detailed policy on the collection, maintenance, and security of the information contained in the individual student's records. The general principle underlying the policy is that the student has a right to privacy and the release of information about the student is guided by the University's respect for the welfare and privacy of the student.

The various data items on the student record have been classified under three general categories for disclosure: (a) confidential, (b) restricted, (c) public.

The student may apply to the Registrar's Office for the following:

1. a detailed policy statement on the breakdown of the various data elements in each of the categories and the conditions governing the release of academic information;
2. procedures for the student to request inspection of the data held on the personal student record;
3. procedures for the student to petition that public or restricted data be classified as confidential and thereby not released without the student's explicit consent;
4. an interpretation of the implementation of any aspect of the policy concerning the release of student information.

I. Confidentiality, Security, and Control of Student Academic Records

Definition: The student academic record is the official academic record of the student used for admission to the University and the academic performance while at St. Thomas University. This record includes all information however recorded or stored, whether in printed form, on film or on a computerized database, which constitutes a record of the student's admission and academic standing. The academic records are the property of the University. The Registrar's Office shall retain custody of the academic records and shall be responsible for their security and maintenance. For purposes of this policy, data items on the student academic record have been classified under three general categories for disclosure:

1. confidential, 2. restricted, 3. public.

The University does retain the right to publish aggregate student data.

1. *Confidential*

Except as provided in this policy, a student's academic record is confidential and privileged information and is not released to any third party without the explicit consent of the student concerned being first obtained. In general, such information may be inspected by the student by application to the Registrar's Office. The student has the opportunity to correct or comment on the accuracy of any information therein. The student's access would be restricted in cases such as letters of reference which have been submitted in confidence. The referees, however, would be identified.

2. *Restricted Information*

Some information may be required by and shall be provided to various internal or external institutional offices or service offices. The federated campus library system, for example, requires access to the student's registration status, addresses, and phone numbers. Normally, this access would be limited to specific information screens on the computerized student information system of St. Thomas University. The Registrar's Office would authorize the access and monitor use of the restricted information, without the authorization of the student.

3. *Public Information*

This information may be released without authorization of the student. Such public items would include: whether or not a student is registered at St. Thomas; full or part-time status; program; year of study; whether or not a student has graduated and with what credential. In exceptional cases, the student may petition the Registrar's Office to restrict or deny access to these public information items.

II. Internal Access

Faculty members and members of staff of the University have access to the student's academic record as may be required in the legitimate performance of their duties as determined by the Registrar on the understanding that such information shall not be released to others. All persons with access to the student record are required to respect confidential information about students which they acquire in the course of their work. Professors would not normally have access to the student's complete transcript without permission.

III. Student Transcripts

Students have the right to obtain unofficial copies of their transcript of marks from St. Thomas University. Proper request forms and any required fees must accompany the request to send an official copy of the transcript to another institution or employer. Diplomas, final grades, unofficial, and official transcripts will be withheld for students and former students who have not cleared their financial obligations to the University.

IV. Notification of Disclosure of Personal Information to Statistics Canada and the Maritime Provinces Higher Education Commission

Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact Statistics Canada:

Via Mail:

Institutional Surveys Section
Centre for Education Statistics
Statistics Canada

100 Tunney's Pasture Driveway, R.H. Coats Building, Floor 13 G 2Ottawa (ON) K1A 0T6

Via Email:

statcan.PSIS-SIEP.statcan@canada.ca

Maritime Provinces Higher Education Commission

The MPHEC collects the data described above on behalf of Statistics Canada. In addition, it

archives these data and uses them to generate basic statistics, research products, as well as the sampling frame for its graduate survey. These activities support its mandate, which is to assist institutions and governments in enhancing the post-secondary learning environment. The legal authority for these activities is provided by the Maritime Provinces Higher Education Commission Act. The Act also requires that all data received by the Commission is kept confidential, and ensures the protection of personal information. More information about the MPHEC and its Standard for Maintaining Confidentiality may be found at www.mphhec.ca.

Regarding those students who do not wish to have their information used, Statistics Canada will notify the MPHEC of any student choosing to have their personal information removed from the national database, and their information will subsequently be removed from the MPHEC's database.

Registration forms

Under the federal Privacy Act, individuals can request access to their own individual information held on federal information banks, including those held by Statistics Canada. Students who do not want their information utilized can ask Statistics Canada to remove their identifying information from the national database:

Via Mail:

Institutional Surveys Section
Centre for Education Statistics
Statistics Canada

Via Email:

statcan.PSIS-SIEP.statcan@canada.ca

100 Tunney's Pasture Driveway, R.H. Coats Building, Floor 13 G 2Ottawa (ON) K1A 0T6