

# Juilliard

## OFFICE OF ACADEMIC SUPPORT AND DISABILITY SERVICES

### DISABILITY CONFIDENTIALITY POLICY

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| Title:               | Disability Confidentiality Policy   |
| Policy Owner:        | Office of Academic Support and Disability Services  |
| Contact Information: | Office of Academic Support and Disability Services<br>Room 224<br>Main Building Phone: (212) 799-5000, ex. 213<br>Email: oass@juilliard.edu |
| Applies to:          | Juilliard students  |
| Effective Date:      | September 1, 2017   |

Juilliard recognizes that student disability records contain confidential information. Therefore, the documentation of a student's disability is maintained in a confidential file in OASDS. It is considered part of the student's education record under FERPA and is protected by FERPA restrictions and practices. It is important to understand that a student's right to privacy is balanced by the School's need to have access to certain information in order to provide requested and recommended services and accommodations. This policy has been developed so that students, parents, faculty and staff understand how such records are handled. Juilliard's commitment to maintaining confidentiality of student disability records is paramount.

Within Juilliard, information is released by OASDS only for a legitimate educational reason to an administrator or faculty member, and only the specific information needed to serve the student or in accordance with circumstances that would permit the sharing of such information. Juilliard makes it a practice to emphasize to anyone having access to information about a student's disability that it should be treated in a confidential manner. As an example, the determination of services for a student may involve OASDS staff disclosing disability information provided by the student to appropriate Juilliard personnel participating in the accommodation process\*. Information may be disclosed to appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The amount of information that may be released in any circumstance is determined on a case-by-case basis. Faculty and staff provided information, either by OASDS or directly by a student, understand that they are not to make reference to a student's disability in front of other students or discuss a student's disability with anyone not authorized to be a recipient of information about a student's disability.

Information related to a student's disability may be disclosed to a third party who is not a Juilliard administrator or faculty member only under very limited circumstances defined by FERPA and made part of Juilliard's practices. Information generally may be disclosed with the prior written permission of the student, by a court order, in response to a legal subpoena, and where there is a risk of harm.

A student retains the right to provide information about a disability directly to faculty or administrators. In such an instance, the student should be clear whether or not the information is to be treated as confidential from disclosure to others at Juilliard although the administrator or faculty member may always consult with OASDS staff about the information provided. If OASDS notifies a faculty member of an accommodation for a student, generally details of the disability will not be disclosed unless there is some information that needs to be known to provide the accommodation. The student does not have to share details of the disability with a faculty member who has been notified about an accommodation.

\*Accommodations may only be approved by OASDS and individual faculty do not provide accommodations independent of OASDS.