

St. Thomas University recognizes its obligation to provide and maintain an environment that fosters the growth and development of the intellect, character, and self-esteem of all those with whom it comes in contact. It is assumed that all people of good faith will



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This policy has been written in accordance with the *Canadian Charter of Rights and Freedoms* (1982).

Accommodations do not modify the University's academic standards, nor do they alter the core requirements of the program.

The accommodation process is a shared responsibility that requires the student and the Coordinator of Accessibility Services to work together to reach appropriate and reasonable accommodations. When determining the suitability of an accommodation, the following factors are taken into account:

- is the accommodation related to the disability?
- does the student require the accommodation to participate in education at the university?
- can the accommodation be provided without undue hardship?

**Accessibility Services cannot guarantee accommodations to students who make requests after the deadlines stated in the procedural manual for Student Accessibility Services.<sup>1</sup>**

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- 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).

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. Release of Information to External Agencies

The University is required under the federal Statistics Act to provide student information to Statistics Canada. This information is collected on behalf of Statistics Canada by the Maritime Provinces Higher Education Commission (MPHEC) and used for statistical analysis only. It is not released in a manner that identifies individual students. Further information on the collection and use of student information can be obtained from Statistics Canada at [www.statcan.ca/english/concepts/PSIS/index.htm](http://www.statcan.ca/english/concepts/PSIS/index.htm). Students who do not wish to have their information used can request that their personal information be removed from the national and MPHEC databases by contacting Statistics Canada:

### **Telephone:**

Monday to Friday  
8:30 am to 4:30 pm EST/EDST

### **Mail:**

Institutional Surveys Section  
Centre for Education Statistics