TL25 – Accommodation due to Illness

These records relate to accommodations made for students experiencing illness or medical conditions which prevent them from meeting academic obligations.

Content & Scope

Students must provide confirmation of illness. Granting of accommodation due to illness is at the discretion of the instructor.

The records include verification of illness forms or equivalent medical documentation.

Related Records

- For undergraduate students files, see ST68: Student Files, Undergraduate
- For graduate student files, see ST65: Student Files, Graduate

Responsible Unit

Faculties; academic departments and schools, Centre for Extended Learning

Information Steward

- Dean of the relevant faculty
- Associate Vice-President, Academic

Privacy Classification

Restricted

Retention

2 years after the end of the term in which the accommodation was requested.

Note: At the discretion of the individual unit, records relating to accommodation due to illness may be retained as part of the individual student's academic file. In this case, the retention of the records is determined by ST68: Student Files, Undergraduate or ST65: Student Files, Graduate.

Disposition

Secure Destruction

Authority

University of Waterloo Act, 1972; University of Waterloo Examination Regulations and Related Matters

Retention Rationale

Regulations to the Freedom of Information and Protection of Privacy Act require that personal information be retained for a minimum of one year after use (O. Reg. 460, s. 5(1)). Most accommodation for illness documentation will be last used within one year of submission.
Approval Date(s)
October 27, 2010