

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 2:010 | Supersedes Policy Number: 2010 |
| Date: September 2, 2008 | Dated: February 15, 2008 |
| Subject: Electronic Access to Student Records | Mandatory Review Date: September 2, 2013 |
| Initiating Authority: Vice President for Academic Affairs | TBR Policy/Guideline Reference: S-020 |
| Approved: President: Signature on File | |

Purpose

The purpose of this policy is to develop procedures at Austin Peay State University for electronic access to student records consistent with TBR Guideline S-020, Confidentiality of Student Records.

Disclosure within the Institution

Only University officials and /or persons employed by the institution who exhibit a genuine need to know based on a legitimate educational interest may have access to student records. A legitimate educational interest shall be limited to an interest arising from the faculty/staff member's fulfillment of his/her assigned responsibilities and disclosure shall be limited to such information as necessary to fulfill these responsibilities.

Request for Electronic Access

Faculty/staff members must apply through their respective department for an academic and/or administrative account and for access to Banner forms and reports at the following link. <http://www.apsu.edu/computer/forms/index.htm>