

content of such and obtain copies thereof at a reasonable cost within 45 days of requesting them. The right of access of a student does not include access to:

- (1) Financial records of the parents of the student or any information contained therein;
- (2) Confidential letters and statements or recommendations concerning admission, employment or the receipt of an honor, which were placed in the records prior to January 1, 1975, or concerning which the student has signed a waiver of access;
- (3) Administrative and educational personnel records ancillary thereto, which are in the sole possession of the maker thereof and which are not accessible to any person except a substitute;
- (4) Records of law enforcement officials;
- (5) Records relating exclusively to a person's employment at the institution when the person is not in attendance as a student of the institution and
- (6) Records maintained by professional or paraprofessional health-related personnel which are made in connection with the provision of treatment of a student and not available to persons other than the health-related personnel.

Information concerning educational records which is personally identifiable with a particular student, other than directory information, shall not be released to persons, agencies or organizations other than those hereinafter described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release and to whom the information is to be released, with a copy to the student, if requested, or
2. Such information is furnished in compliance with a judicial order or a subpoena, provided that advance notice of the receipt of the order of subpoena shall be provided to the student prior to compliance if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty, who have legitimate educational interests.

Visit <http://www.apsu.edu/files/policy/3024.pdf> for the Confidentiality of Student Records Policy.

Students' Rights and Responsibilities

Anyone enrolling at Austin Peay State University is entitled to all rights granted to him/her by the Constitution of the United States and is entitled to the full protection of the law. Apart from those rights and duties enjoyed by nonstudents, enrollment in the University carries with it special privileges and imposes special responsibilities. The University has established regulations and certain due process procedures essential to an atmosphere of mutual respect which is sensitive to rights of all individuals. These rights and responsibilities follow:

1. Students have the right to enjoy the educational opportunities afforded by the University without discrimination because of age, race, sex, sexual orientation, disability, veterans status or national origin. (See University Affirmative Action Philosophy.)
2. Students are entitled to the right of due process as provided and explained by the University's Code of Student Conduct. (See APSU Code of Student Conduct.)
3. Students are entitled to freedom from unreasonable search and/or seizure regarding their person, their residence, and their personal property (See University Search and Seizure Policy.)
4. Students have a right to privacy, including the maintenance of confidential records in accordance with the provision of the Family Educational Rights and Privacy Act as amended and as qualified by the Tennessee Public Records Act. (See APSU Policy on Confidentiality of Student Records.)
5. Students have the right of access to campus crime statistics and graduation rates as defined by the Student Right-to-Know and Campus Security Act, as amended. (See APSU Policy.)
6. Students have the right to affiliate with officially registered student organizations if the membership requirements of those organizations have been met and the right to establish through

official procedures additional student organizations of their choosing. (See APSU Policy on Student Organizations.)

7. Students have the right to participate in University governance through the Student Government Association, student organizations and representation on University committees. (See Student Government Association Constitution and University Standing Committee Procedures.)
8. Students have a right to peaceably assemble in accordance with federal, state, local and Austin Peay State University regulations. (See APSU Policy.)
9. Students have the right of access to the University campus and facilities. (See APSU Policy.)
10. Students have the right to expect:
 - a. A campus environment conducive to learning and working that is free of any racial, sexual or other form of harassment.
 - b. A drug-free University environment.
 - c. Accurate information concerning institutional services, regulations, policies and procedures in published form.
 - d. Sound and accurate academic advice, including such matters as courses required for graduation, course and program prerequisites and course sequence.
 - e. Reasonable notice of any changes in academic requirements for programs and assurance that such changes will not be made in a way that unduly impedes the academic progress of a student already enrolled.
 - f. Flexibility in course scheduling (by dropping and adding) or withdrawing within University guidelines.
 - g. Information about the various types of financial assistance available.
 - h. Freedom to evaluate courses, programs and services and provide input to appropriate segments of the campus administration.
 - i. Classes to meet as scheduled and course and program requirements clearly stated.

Student Role/Participation in Institutional Decision Making

Austin Peay State University recognizes that students should (and do) participate in institutional decision making. Through the advice of the Student Affairs staff and through Austin Peay State University policies, the University exercises responsibility in directing student activities and student organizations. The Student Government Association (SGA) is an active and vital organization that serves as a link between the student body and the administration. The SGA (of which all students are members) addresses student issues to the Administration on a regular basis and serves as a governing body through the executive officers, the SGA Senate, and the Student Tribunal. The SGA president recommends student appointments for University standing committees, special committees, and search and selection committees. These recommendations are made through the SGA adviser and the vice president for student affairs to the president of the University. The student voice is an active component of the University's decision-making process.

PROCEDURES FOR APPEALS AND COMPLAINTS

Procedures for appealing University decisions

Fee adjustments for tuition-related university fees/charges, refunds, etc.

The University's guideline explaining how to file an appeal for a fee adjustment is available online. Please read the acceptable reasons (<http://www.apsu.edu/Appeals/FeeAdjustmentAppealPolicy.aspx>) for which fee adjustments are made. If your situation meets the criteria outlined, complete the Appeal Form (http://www.apsu.edu/Appeals/appeal_form.aspx) and submit to the Office of Enrollment Management and Academic Support (EMAS). Supporting documentation must be sent to the EMAS