

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

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:  <p style="text-align: center;">President: Signature on File</p>	

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>