



BOARD OF TRUSTEES



Academic Affairs Committee

Austin Peay State University

317 College Street

Clarksville, TN 37040

September 17, 2021

9:00 AM

Call to Order

Roll Call/Declaration of a Quorum

Action Items

A.Consideration of Revisions to Policy 1:011 Student and Faculty Participation in Development of Campus Policies and Programs

B.Consideration of Revisions to Policy 1:020 Confidentiality of Student Records

Information Items

A.Degree and Certificate Awards by Type and Academic Year

B.Program Productivity Report

C.Preliminary Fall Enrollment

D.Military Student Enrollment

E.Update on Bachelor of Science (BS) National Security Studies

F.Program Development Opportunities

Adjourn

**Austin Peay State
University**

**Student and Faculty Participation in Development of
Campus Policies and Programs**

POLICIES

Issued: September 17, 2021

Responsible Provost and Senior Vice President for Academic

Official: Affairs & Vice President for Student Affairs

Responsible
Office: Academic Affairs & Student Affairs

Policy Statement

It is the policy of Austin Peay State University to encourage students and faculty to participate in and make recommendation regarding University policies and programs.

Purpose

To establish effective means whereby students and faculty can participate in and make recommendations concerning the formation of policies and programs relating to student and academic affairs.

Procedures

**Student and Faculty
Participation in
Development of Campus
Policies and Programs**

- A. The Austin Peay Board of Trustees recognizes that students and faculty are vital components of the campus community which must effectively contribute to the progress and general welfare of Austin Peay State University.
- B. Students should have a primary interest in matters of student life, including discipline and housing, and faculty should have a primary interest in academic affairs, including curriculum, program changes and development, and admission and graduation requirements. Furthermore, both students and faculty have a direct interest in both student and academic affairs.
- C. Therefore, it is the policy of the Board that Austin Peay State University shall establish effective means whereby students and faculty can participate in and make recommendations concerning the formation of policies and programs relating to student and academic affairs.

Links

APSU Policy Committee	http://www.apsu.edu/governance/committees/university_policy
Academic Council Website	http://www.apsu.edu/governance/academic/academic
Academic Council Constitution	http://www.apsu.edu/sites/apsu.edu/files/governance/CONSTITUTION_amended_and_approved_Feb_2012.pdf
Code of Student Conduct	http://www.apsu.edu/student-affairs/judicial1
Student Rights and Responsibilities and Student Role/Participation in Institutional Decision Making	http://www.apsu.edu/sites/apsu.edu/files/student-affairs/STUDENTS_RIGHTS_AND_RESPONSIBILITIES.pdf

Revision Dates

APSU Policy 1:011 – Rev.: September 17, 2021
APSU Policy 1:011 – Issued: March 30, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>

Approved

President: signature on file

Austin Peay State
University

Student and Faculty Participation in Development of
Campus Policies and Programs

POLICIES

Issued: ~~March 30, 2017~~ September 17, 2021

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Academic Council Constitution	http://www.apsu.edu/sites/apsu.edu/files/governance/CONSTITUTION_amended_and_approved_Feb_2012.pdf
Code of Student Conduct	http://www.apsu.edu/student-affairs/judicial1
Student Rights and Responsibilities and Student Role/Participation in Institutional Decision Making	http://www.apsu.edu/sites/apsu.edu/files/student-affairs/STUDENTS_RIGHTS_AND_RESPONSIBILITIES.pdf

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POLICIES

Issued: September 17, 2021

Responsible Provost and Senior Vice President for

Official: Academic Affairs

Responsible
Office: Enrollment Management

Policy Statement

It is the policy of Austin Peay State University to protect the confidentiality of personally identifiable educational records of students and former students.

Purpose

The purpose of this policy is the establishment of policy to protect the confidentiality and privacy of student records at Austin Peay State University in accordance with the Family Educational Rights and Privacy Act ("FERPA"), also known as the "Buckley Amendment."

Each school official (as defined herein) is individually responsible for complying with this policy and "Privacy Rights of Parents and Students" from 34 CFR Subtitle A Part 99" and "Confidential Records" from T.C.A. Section 10-7-504. Violations shall subject the school official to appropriate disciplinary action. Appropriate references to this policy should be included in all faculty, staff, and student handbooks and in orientation sessions for new employees who work with or have access to student records.

Annually, Austin Peay State University students shall be informed of their rights under FERPA through at least one of the following: an email with the annual notification of rights, the APSU Student Handbook and Calendar, and the University website.

Contents

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- Disclosure

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- Student

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- Record of Requests and Disclosures

Related Forms

- FERPA Student Release of Confidential Information Form

Definitions

The following definitions shall apply to this policy. For definitions not included below consult 34 CFR Subtitle A Part 99.3

Directory Information

This means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy. It includes the following information relating to a student: the student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information also includes the following information that may only be provided to requesters for a legitimate educational purpose or in relation to an APSU activity: email addresses (campus and personal) and University ID Number (A#).

Disclosure

This means permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.

Education Records

This means those records that are directly related to a student and are maintained by the University or by a party acting for the University (see 34 CFR Subtitle A Part 99.3 for exceptions). Generally, education records do not include: (1) personal notes not accessible or revealed to others; (2) records maintained by

law enforcement personnel solely for law enforcement purposes; (3) employment records (except those of student employees); (4) medical, psychological, and psychiatric records (these are accessible by the student's physician); or, (5) records created or received after an individual is no longer a student in attendance that are not directly related to the individual's attendance as a student.

Legitimate Educational Interest

This is defined as that specific student information that is needed by a school official to fulfill his/her responsibilities to the University and/or to better serve the student's needs.

Parent

This means a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.

Record

This means any information or data recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.

School Official

A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the APSU Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Student

This means any individual who is or has been in attendance at the university and regarding whom education records are maintained.

Procedures

Educational Records

A. Records Maintained by the University

The following types of educational records are maintained, both physically and electronically, by Austin Peay State University at the location(s) and under the supervision of the individual(s) as indicated below:

Undergraduate admission application plus all supporting documents (including but not limited to high school transcripts, transfer transcripts, admission test scores,

assessment test scores, etc.) registration records including course enrollment, grades, names of instructors and advisors, etc. Records are maintained by the Office of Admissions and the Office of the Registrar, both located in the Ellington Student Services Building. The Director of Admissions and the Registrar are the points of contact for these records.

Graduate admission application plus supporting documents (including but not limited to undergraduate transcripts, admission test scores, letters of recommendation, etc.). Records are maintained by the College of Graduate Studies, located in McReynolds Building, and the Office of the Registrar, located in the Ellington Student Services Building. The Dean of the College of Graduate Studies is the point of contact for these records.

Permanent record of all undergraduate and graduate students which includes grade reports and transcripts (permanent academic records). Records are maintained by the Office of the Registrar, located in the Ellington Student Services Building. The Registrar is the point of contact for these records.

Student-athlete eligibility records. Records are maintained by the Athletic Department, located in the Dunn Center. The Compliance Coordinator is the point of contact for these records.

Student Financial Aid records including, but not limited to, income support documents, loan/grant/scholarship award documents, certification and verification documents, student payroll records, etc. Records are maintained by the Student Financial Aid and Veterans Education Benefits Office, located in the Ellington Student Services Building. The Director of the Student Financial Aid and Veterans Education Benefits Office is the point of contact for these records.

Veteran certification documentation. Records are maintained by the Student Financial Aid and Veterans Education Benefits Office, located in the Ellington Student Services Building. The Director of the Student Financial Aid and Veterans Education and Benefits Office is the point of contact for these records.

All computer records. Records are maintained by the Information Technology Department, located at 529 N 2nd St. The Assistant Vice President/Chief Information Officer is the point of contact for these records.

Student accounts receivable records and NDSL records. Records are maintained by Student Account Services, located in the Ellington Building. The Director of Student Account Services is the point of contact for these records.

Counseling records and special test results. Records are maintained by Counseling Services, located in the Ard Building. The Director of Counseling and Health Services is the point of contact for these records.

Student placement credential files including letters of recommendation. Records are maintained by the Office of Admissions, Office of the Registrar, and Testing Center, located in the Ellington Student Services Building. The College of Graduate Studies is located in the McReynolds Building. The Director of Admissions, Registrar, Testing Coordinator and Dean of the College of Graduate Studies are the point of contacts for these records.

Student disciplinary files. Records are maintained by Student Affairs, located in the Morgan University Center. The Dean of Students is the point of contact for these records.

Student medical/health records. Records are maintained by Boyd Health Services, located in the Ard Building. The Director of Counseling and Health Services is the point of contact for these records.

Assessment test scores and supporting documents. Records are maintained by the Office of Admissions, Office of the Registrar and Testing Services, located in the Ellington Student Services Building. The Director of Admissions, Registrar, and Testing Coordinator are the points of contact for these records.

Academic department or program required tests and/or certification records, academic advisement records. Records are maintained by the respective academic departments, located across campus. The chairperson for

the respective departments is the point of contact for these records.

Incident reports and miscellaneous reports of on-campus crime and discipline code violations. Records are maintained by the Public Safety Department, located in the Shasteen Building. The Chief of Police is the point of contact for these records.

Student class attendance records, class assignments and requirements information, and academic advisement records. Records are maintained by the respective instructors or advisors, located across campus. The individual instructor or advisor is the point of contact for these records.

Student grievances against academic and non-academic personnel. Records are maintained by the Office of Equity, Access and Inclusion located at 416 College St. The Director of Equal Opportunity and Affirmative Action is the point of contact for these records.

Affirmative Action information. Records are maintained by the Affirmative Action Office, located at 416 College St. The Director of Equal Opportunity and Affirmative Action is the point of contact for these records.

Academic advising information and mid-term grade reports. Records are maintained by the respective advisors located across campus and the Office of the Registrar, located in the Ellington Student Services Building. The individual advisor and the Registrar are the points of contact for these records.

Student Rights

A. Rights Statement

1. A student's record may not be disclosed to the parent or to anyone else, except as defined in this policy, without prior consent.
2. Prior consent for disclosure of a student's record to the parent is not required if the student is considered a dependent as defined by Section 152 of the Internal Revenue Code of 1954. A dependent is defined as an individual who receives half of his/her support for the calendar year from the taxpayer (parent). Such a request

from a parent for disclosure should follow the University's FERPA release process.

B. Right to Access

1. Except as provided herein, a student has the right to inspect, review and obtain a copy of his/her education records. The following procedures shall apply:
 - a. A student desiring to inspect, review, and obtain a copy of specific education record(s) shall contact the office and administrator maintaining the desired records.
 - b. The administrator or his/her designee shall attempt to reply and comply with the student's request within five (5) class days but no later than forty-five (45) days.
2. A student's right to access, inspect, review and/or obtain a copy of his/her education records is subject to the following exceptions:
 - a. For records pertaining to more than one student, a student may view only the portion of the record pertaining to himself/herself and may not view the portion pertaining to the other student(s).
 - b. A student may not have access to financial records and statements of his/her parents or any information contained therein.
 - c. Students may not have access to confidential letters and confidential statements of recommendation which were placed in the student's records prior to January 1, 1975; provided that:
 - (1) The letters and statements were solicited with a written assurance of confidentiality or were sent and retained with a documented understanding of confidentiality, and
 - (2) The letters and statements are used only for the purposes for which they were specifically intended.
 - d. Students may not have access to confidential letters of recommendation and confidential statements of

recommendation which were placed in the education records of the student after January 1, 1975 which are either:

1. Respecting admission to an educational institution;
2. Respecting an application for employment; or
3. Respecting the receipt of an honor or honorary recognition; provided that the student has waived his/her right to inspect and review the letters/statements in a signed written waiver. A separate waiver must be provided for each category of letters/statements. The waiver may be revoked at any time; however the revocation will not affect the student's rights as to letters previously provided under the waiver. The institution may not require such a waiver of students as a condition or prerequisite to eligibility for a program or service. The letters or statements provided under the waiver may be used only for the purpose designated on the waiver, and the student must be notified of the receipt by the institution of all letters/statements provided under the waiver.

C. Right to Request Amendment

A student may request that an amendment be made to his/her record if he/she feels it is inaccurate, misleading or in violation of his/her privacy rights. The procedures for requesting an amendment shall be as follows:

1. The student shall contact the administrator or his/her designee in charge of the specific record with a written request.
2. The administrator or his/her designee shall meet with the student and review the request.
3. A decision as to whether or not to grant the request shall be made within five (5) class days.
4. The student has a right to appeal the decision provided he/she does so in writing within five (5) class days of the decision. An appeal should be addressed to the senior

administrator with overall supervisory responsibility for the specific record.

5. The senior administrator shall respond within five (5) class days by setting up a meeting with the student to review his/her request. A decision, once made, shall be delivered to the student in writing.
6. Should the student desire to appeal the senior administrator's decision, a written notification must be sent to the President requesting a hearing. The President shall appoint a senior administrator, other administrator, or faculty member not having a direct interest in the outcome to hear the case.
7. The procedures and rights to be used prior to and during a requested hearing are as follows:
 - a. The student shall receive written notice of the time and place of the hearing at least three (3) class days in advance. A justified delay may be granted.
 - b. Reasonable attempts should be made to hold the hearing within (5) five class days from receipt of the request.
 - c. The student has the right to present evidence in support of his/her appeal.
 - d. The student has the right to be accompanied by an adviser of the student's choice, but such participation shall be limited to advising the student.
 - e. The decision of the hearing officer shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
 - f. The student has a right to be informed in writing of the final decision. Notification shall take place within five (5) class days after the conclusion of the hearing.
8. If, as a result of the hearing, the request to amend is denied, the student has the right to place a statement in the file commenting on the information in the file and setting forth any reasons for disagreeing with the information and/or

decision. The statement must be maintained with the record and a copy provided to anyone to whom the record is provided.

9. The hearing procedures and amendment procedures outlined above shall not be used by the student to contest the underlying action taken by the University which has been recorded in the student's record but shall be limited to the issues of whether the record is inaccurate or misleading in recording the underlying action or whether the University's placement of the information in the student's record is in violation of the student's privacy rights.

D. Right to File a Complaint

If a student feels that one or more violations of the Family Educational and Privacy Rights Act has occurred, he/she may report these complaints to the Vice President for Student Affairs or the University President. Also, complaints of violations by the University may be filed with the U.S. Department of Education at Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Disclosure of Records

The University shall not permit access to, or the release of, any information in the education record of a student that is personally identifiable, other than directory information, without the written consent of the student. Disclosure without consent of such records shall be permitted only under one of the exceptions described below.

A. Directory Information

1. Except as provided herein, the University may disclose directory information consistent with this policy to any person requesting such information without the consent of the student.
2. The University provides each student the opportunity to refuse to allow disclosure of any designated directory information. The student will be given this opportunity at the beginning of each academic term. Should a student decide not to allow disclosure, a "Confidentiality Flag" to prevent the release of information will be placed in the SIS record. The "Confidentiality Flag" will remain

intact, until such time that written notification is given to the Office of the Registrar to remove it.

B. Disclosure in Bona Fide Emergency

Disclosure of student records is permitted if necessary to protect the student against threat to his/her safety or health. Such disclosure may be made only in the case of immediate bona fide emergency such that consent cannot be obtained. Such disclosure shall be limited to only necessary information and to those persons in a position to render assistance in the emergency situation.

C. Disclosure within the Institution

Those school officials with a legitimate educational interest in the record may have access to a student's records. Disclosure shall be limited to such information as necessary to fulfill these responsibilities. This access includes, but is not limited to, electronic and physical student records.

D. Disclosure with Consent

The University may disclose confidential information with the assigned written consent of the student. The consent form (FERPA: Student Release of Confidential Information Form) must be dated and must specifically identify the particular records to be disclosed, the purpose of the disclosure and the persons to whom such disclosure is to be made. A copy of the consent must be maintained with the student's record to which it pertains. If information is disclosed pursuant to a consent, a record of the disclosure should also be maintained and a copy provided to the student upon request. Information disclosed pursuant to a consent shall be accompanied by a statement that the information is provided to the named recipient on the condition that it be used for the purpose designated in the consent (specify purpose). Unless the consent form specifies that the information may be disclosed further, the statement attached to the disclosed information should also include a warning against further disclosure by the recipient. A sample statement is as follows:

"The education records/information attached have been released by Austin Peay State University with the written consent of the student as provided for under the Family

Educational Rights and Privacy Act. This disclosure may only be used by you and shall not be released by you to any other person without the written consent of the student."

E. Disclosure Pursuant to a Subpoena

The University must disclose confidential student records pursuant to a lawfully issued subpoena or judicial order. Upon receipt of such a subpoena or judicial order, the University shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. (The Office of Legal Affairs may be contacted for assistance in verification.) Prior to disclosure, the University must use reasonable efforts to notify the student of the receipt of the subpoena or order and of the University's intent to comply. If the institution is unable to contact the student prior to the disclosure, it must do so as soon thereafter as is feasible. Oral notification should be followed by a written confirmation, a copy of which shall be maintained along with a copy of the subpoena and record of the disclosure with the student's record.

F. Student Recruitment Information

The following information may be released to military recruiters pursuant to the Solomon Amendment, 10 U.S.C. § 983, a federal law that allows military recruiters to access some addresses, biographical, and academic program information on students age 17 and older. APSU may release data included in the list of student recruitment information even if it is not included on our listing of directory information.

Student Recruitment Information includes:

1. Address;
2. Telephone listing (not defined as directory at APSU);
3. APSU email address;
4. Age;
5. Place of birth;
6. Level of education or class standing;

7. Most recent educational institution attended; and
8. Academic major.

G. Other Exceptions for Disclosure without Prior Consent

Federal regulations (see 34 CFR Subtitle A Part 99.1-99.67) provide for disclosure upon certain other limited circumstances. Disclosure pursuant to these exceptions shall not be made unless specifically approved by the University Registrar or his/her designee.

Record of Requests and Disclosures

The University shall retain copies of requests for disclosure and a record of the information disclosed. A copy of the request for disclosure of items will be retained with the student records for all disclosures made, except those for directory information, disclosures made pursuant to consent, and disclosures to other school officials. The record of disclosures may be inspected by the student, the officials responsible for the records and by persons responsible for auditing the records.

Related Forms

FERPA Student Release of Confidential Information Form <https://www.apsu.edu/registrar/forms/FERPA.pdf>

Revision Dates

APSU Policy 1:020 – Rev.: September 17, 2021
APSU Policy 1:020 (previously 3:024) – Rev.: March 30, 2017
APSU Policy 1:020 – Rev.: July 1, 2016
APSU Policy 1:020 – Rev.: August 6, 1992
APSU Policy 1:020 – Issued: August 29, 1988

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>

Approved

President: signature on file

draft

Austin Peay State
University

FERPA and Confidentiality and Privacy of Student Records

POLICIES

Issued: ~~March 30, 2017~~ September 17, 2021

Responsible Provost and Senior Vice President for Academic
Official: Affairs

Responsible
Office: Enrollment Management

Policy Statement

It is the policy of Austin Peay State University to protect the confidentiality of personally identifiable educational records of students and former students. ~~It is the policy of the Austin Peay State University to comply with the Family Educational Rights and Privacy Act ("FERPA"), also known as the "Buckley Amendment," and, in so doing, to protect the confidentiality of personally identifiable educational records of students and former students. Each school official (as defined herein) is individually responsible for complying with this policy and "Privacy Rights of Parents and Students" from 34 CFR Subtitle A Part 99" and "Confidential Records" from T.C.A. Section 10-7-504. Violations shall subject the school official to appropriate disciplinary action. Appropriate references to this policy shall be included in all faculty, staff, and student handbooks and shall be included in orientation sessions for new employees who work with or have access to student records.~~

~~Annually, Austin Peay State University students shall be informed of their rights under FERPA through the APSU Student Handbook and Calendar and the APSU Bulletin. A copy of this policy shall be made available upon request at the Office of Student Affairs (free of charge) and the University Library (at a nominal per sheet charge).~~

Purpose

The purpose of this policy is the establishment of policy to protect the confidentiality and privacy of student records at Austin Peay State University in accordance with the Family Educational Rights and Privacy Act ("FERPA"), also known as the "Buckley Amendment."

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~~The purpose of this policy is the establishment of policy to protect the confidentiality of records for students at Austin Peay State University.~~

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- Student Rights
- Disclosure of Records
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Student

This means any individual who [is or has been in attendance at the university and regarding whom education records are maintained](#). ~~has applied for admission, been accepted for admission, or pays the appropriate fees for enrollment. "Eligible student" means a student who has attained eighteen years of age and is attending the University.~~

Procedures

Educational Records

A. Records Maintained by the University

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Student Financial Aid records including, but not limited to, income support documents, loan/grant/scholarship award documents, certification and verification documents, student payroll records, etc. Records are maintained by the Student Financial Aid and Veterans ~~Affairs~~ [Education Benefits](#) Office, located in the Ellington Student Services Building. The Director of the Student Financial Aid and Veterans ~~Affairs~~ [Education Benefits](#) Office is the point of contact for these records.

Veteran certification documentation. Records are maintained by the Student Financial Aid and Veterans ~~Affairs~~ [Education Benefits](#) Office, located in the Ellington Student Services Building. The Director of the Student Financial Aid and Veterans ~~Affairs~~ [Education and Benefits](#) Office is the point of contact for these records.

All computer records. Records are maintained by the Information Technology Department, located [at 529 N 2nd St. in the Browning Building.](#) The [Assistant Vice President](#)/Chief Information Officer is the point of contact for these records.

Student accounts receivable records and NDSL records. Records are maintained by Student Account Services, located in the Ellington Building. [The Director of Student Account Services](#) is the point of contact for these records.

Counseling records and special test results. Records are maintained by Counseling Services, located in the Ard Building. The Director of Counseling and Health Services is the point of contact for these records.

Student placement credential files including letters of recommendation. Records are maintained by the Office of Admissions, Office of the Registrar, and Testing Center, located in the Ellington Student Services Building. The College of Graduate Studies is located in the McReynolds Building. The Director of Admissions, Registrar, Testing Coordinator and Dean of the College of Graduate Studies are the point of contacts for these records.

Student disciplinary files. Records are maintained by Student Affairs, located in the Morgan University Center. The Dean of Students is the point of contact for these records.

Student medical/health records. Records are maintained by Boyd Health Services, located in the ~~Ellington~~Ard Building. The Director of Counseling and Health Services is the point of contact for these records.

Assessment test scores and supporting documents. Records are maintained by the Office of Admissions, Office of the Registrar and Testing Services, located in the Ellington Student Services Building. The Director of Admissions, Registrar, and Testing Coordinator are the points of contact for these records.

Academic department or program required tests and/or certification records, academic advisement records. Records are maintained by the respective academic departments, located across campus. The chairperson for the respective departments is the point of contact for these records.

Incident reports and miscellaneous reports of on-campus crime and discipline code violations. Records are maintained by the Public Safety Department, located in the Shasteen Building. The ~~Chief of Police~~Director of Public Safety is the point of contact for these records.

Student class attendance records, class assignments and requirements information, and academic advisement records. Records are maintained by the respective instructors or advisors, located ~~in~~ across campus. The individual instructor or advisor is the point of contact for these records.

Student grievances against academic and non-academic personnel. Records are maintained by the [Office of Equity, Access and Inclusion located at 416 College St.](#)~~Affirmative Action and Human Resources Offices, located in the Browning Building.~~ The Director of [Equal Opportunity](#) ~~Human Resources~~ and Affirmative Action ~~are~~is the points of contact for these records.

Affirmative Action information. Records are maintained by the Affirmative Action Office, located [at 416 College St in the Browning Building.](#) -The Director of [Equal Opportunity and](#) Affirmative Action is the point of contact for these records.

Academic advising information and mid-term grade reports. Records are maintained by the respective advisors located across campus and the Office of the Registrar, located in the Ellington Student Services Building. The individual advisor and the Registrar are the points of contact for these records.

~~**Access to Student Records** Only University Officials 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. This access includes, but is not limited to, electronic and physical student records.~~

Student Rights

A. Rights Statement

1. A student's record may not be disclosed to the parent or to anyone else, except as defined in this policy, without prior consent.
2. Prior consent for disclosure of a student's record to the parent is not required if the student is considered a dependent as defined by Section 152 of the Internal Revenue Code of 1954. A dependent is defined as an individual who receives half of his/her support for the calendar year from the taxpayer (parent). Such a request from a parent for disclosure should [follow the University's FERPA release process.](#)~~be forwarded to the Registrar for a response.~~

B. Right to Access

1. Except as provided herein, a student has the right to inspect, review and obtain a copy of his/her education records. The following procedures shall apply:
 - a. A student desiring to inspect, review, and obtain a copy of specific education record(s) shall contact the office and administrator maintaining the desired records ~~named in Section II above.~~
 - b. The administrator or his/her designee shall attempt to reply and comply with the student's request within five (5) class days but no later than forty-five (45) ~~thirty (30)~~ days.
 - ~~c. The cost per page to be charged a student for his/her record shall not exceed \$.10 per page.~~
 - ~~d. If a student requests an explanation/interpretation of a specific record the administrator or his/her designee shall respond in writing within five (5) class days but not to exceed thirty (30) days.~~
2. A student's right to access, inspect, review and/or obtain a copy of his/her education records is subject to the following exceptions:
 - a. For records pertaining to more than one student, a student may view only the portion of the record pertaining to himself/herself and may not view the portion pertaining to the other student(s).
 - b. A student may not have access to financial records and statements of his/her parents or any information contained therein.
 - c. Students may not have access to confidential letters and confidential statements of recommendation which were placed in the student's records prior to January 1, 1975; provided that:
 - (1) The letters and statements were solicited with a written assurance of confidentiality or were sent and retained with a documented understanding of confidentiality, and

(2) The letters and statements are used only for the purposes for which they were specifically intended.

d. Students may not have access to confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975 which are either:

~~(1)~~ 1. ~~R~~Respecting admission to an educational institution;

2. ~~(2)~~ ~~R~~Respecting an application for employment;
or

~~(3)~~ 3. ~~R~~Respecting the receipt of an honor or honorary recognition; provided that the student has waived his/her right to inspect and review the letters/statements in a signed written -waiver. A separate waiver must be provided for each category of letters/statements. The waiver may be revoked at any time; however the revocation will not affect the student's rights as to letters previously provided under the waiver. The institution may not require such a waiver of students as a condition or prerequisite to eligibility for a program or service. The letters or statements provided under the waiver may be used only for the purpose designated on the waiver, and the student must be notified of the receipt by the institution of all letters/statements provided under the waiver.

C. Right to Request Amendment

A student may request that an amendment be made to his/her record if he/she feels it is inaccurate, misleading or in violation of his/her privacy rights. The procedures for requesting an amendment shall be as follows:

1. The student shall contact the administrator or his/her designee in charge of the specific record with a written request.

2. The administrator or his/her designee shall meet with the student and review the request.
3. A decision as to whether or not to grant the request shall be made within five (5) class days.
4. The student has a right to appeal the decision provided he/she does so in writing within five (5) class days of the decision. An appeal should be addressed to the senior administrator with overall supervisory responsibility for the specific record.
5. The senior administrator shall respond within five (5) class days by setting up a meeting with the student to review his/her request. A decision, once made, shall be delivered to the student in writing.
6. Should the student desire to appeal the senior administrator's decision, a written notification must be sent to the President requesting a hearing. The President shall appoint a senior administrator, other administrator, or faculty member not having a direct interest in the outcome to hear the case.
7. The procedures and rights to be used prior to and during a requested hearing are as follows:
 - a. The student shall receive written notice of the time and place of the hearing at least three (3) class days in advance. A justified delay may be granted.
 - b. Reasonable attempts should be made to hold ~~the~~ hearing ~~will be held no later than~~ within (5) five class days from receipt of the request.
 - c. The student has the right to present evidence in support of his/her appeal.
 - d. The student has the right to be accompanied by an adviser of the student's choice, but such participation shall be limited to advising the student.
 - e. The decision of the hearing officer shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

- f. The student has a right to be informed in writing of the final decision. Notification shall take place within five (5) class days after the conclusion of the hearing.
8. If, as a result of the hearing, the request to amend is denied, the student has the right to place a statement in the file commenting on the information in the file and setting forth any reasons for disagreeing with the information and/or decision. The statement must be maintained with the record and a copy provided to anyone to whom the record is provided.
9. The hearing procedures and amendment procedures outlined above shall not be used by the student to contest the underlying action taken by the University which has been recorded in the student's record but shall be limited to the issues of whether the record is inaccurate or misleading in recording the underlying action or whether the University's placement of the information in the student's record is in violation of the student's privacy rights.

D. Right to File a Complaint

If a student feels that one or more violations of the Family Educational and Privacy Rights Act has occurred, he/she may report these complaints to the Vice President for Student Affairs or the University President. Also, complaints of violations by the University may be filed with the ~~Secretary of the~~ U.S. Department of Education at Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Disclosure of Records

The University shall not permit access to, or the release of, any information in the education record of a student that is personally identifiable, other than directory information, without the written consent of the student. ~~Except as is otherwise provided by this policy, all personally identifiable records (by name, identifier or characteristics) directly related to a student or former student shall be kept confidential unless the student signs a consent form similar to that provided in PPM FORM 3:024a. Such confidential records include, but are not limited to, all records listed in Section II above.~~ Disclosure without consent of such records shall be permitted only under one of the exceptions described below.

A. Directory Information

1. Except as provided herein, the University may disclose directory information consistent with this policy to any person requesting such information without the consent of the student. ~~The University publishes in its Bulletin and Student Handbook and Calendar the information which shall be considered directory information, and is limited to those items identified in Section II.~~
2. The University provides each student the opportunity to refuse to allow disclosure of any designated directory information. The student will be given this opportunity at the beginning of each academic term. Should a student decide not to allow disclosure, a "Confidentiality Flag" to prevent the release of information will be placed in the SIS record. The "Confidentiality Flag" will remain intact, until such time that written notification is given to the Office of the Registrar to remove it.

B. Disclosure in Bona Fide Emergency

Disclosure of student records is permitted if necessary to protect the student against threat to his/her safety or health. Such disclosure may be made only in the case of immediate bona fide emergency such that consent cannot be obtained. Such disclosure shall be limited to only necessary information and to those persons in a position to render assistance in the emergency situation.

C. Disclosure ~~W~~within the Institution

Those school officials with a legitimate educational interest in the record may have access to a student's records. Disclosure shall be limited to such information as necessary to fulfill these responsibilities. This access includes, but is not limited to, electronic and physical student records. ~~and/or persons employed by the University who exhibit a genuine need to know based on a legitimate educational interest may have access to a student's record.~~

D. Disclosure ~~W~~with Consent

The University may disclose confidential information with the assigned written consent of the student. The consent

form (FERPA: Student Release of Confidential Information Form) must be dated and must specifically identify the particular records to be disclosed, the purpose of the disclosure and the persons to whom such disclosure is to be made. A copy of the consent must be maintained with the student's record to which it pertains. If information is disclosed pursuant to a consent, a record of the disclosure ~~should~~^{all} also be maintained and a copy provided to the student upon request. Information disclosed pursuant to a consent shall be accompanied by a statement that the information is provided to the named recipient on the condition that it be used for the purpose designated in the consent (specify purpose). Unless the consent form specifies that the information may be disclosed further, the statement attached to the disclosed information ~~should~~^{all} also include a warning against further disclosure by the recipient. A sample statement is as follows:

"The education records/information attached have been released by Austin Peay State University with the written consent of the student as provided for under the Family Educational Rights and Privacy Act. This disclosure may only be used by you and shall not be released by you to any other person without the written consent of the student."

E. Disclosure Pursuant to a Subpoena

The University must disclose confidential student records pursuant to a lawfully issued subpoena or judicial order. Upon receipt of such a subpoena or judicial order, the University shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. (The Office of Legal Affairs may be contacted for assistance in verification.) Prior to disclosure, the University must use reasonable efforts to notify the student of the receipt of the subpoena or order and of the University's intent to comply. If the institution is unable to contact the student prior to the disclosure, it must do so as soon thereafter as is feasible. Oral notification should be followed by a written confirmation, a copy of which shall be maintained along with a copy of the subpoena and record of the disclosure with the student's record.

F. [Student Recruitment Information](#)

The following information may be released to military recruiters pursuant to the Solomon Amendment, 10 U.S.C. § 983, a federal law that allows military recruiters to access some addresses, biographical, and academic program information on students age 17 and older. APSU may release data included in the list of student recruitment information even if it is not included on our listing of directory information.

Student Recruitment Information includes:

1. Address;
2. Telephone listing (not defined as directory at APSU);
3. APSU email address;
4. Age;
5. Place of birth;
6. Level of education or class standing;
7. Most recent educational institution attended; and
8. Academic major.

G. Other Exceptions for Disclosure without Prior Consent

Federal regulations (see 34 CFR Subtitle A Part 99.1-99.67) provide for disclosure upon certain other limited circumstances. Disclosure pursuant to these exceptions shall not be made unless specifically approved by the University Registrar or his/her designee.

~~F. Other Exceptions for Disclosure Without Prior Consent~~

~~Federal regulations (see 34 CFR Subtitle A Part 99.1-99.67) provide for disclosure upon certain other limited circumstances. These exceptions are narrow in scope and are strictly construed. Disclosure pursuant to these exceptions shall not be made unless specifically approved by the University Registrar.~~

Record of Requests and Disclosures

The University shall retain copies of requests for disclosure and a record of the information disclosed. A copy of the request for disclosure of items will be retained with the student records for all disclosures made, except those for directory information, disclosures made pursuant to consent, and disclosures to other

school officials. The record of disclosures may be inspected by the student, the officials responsible for the records and by persons responsible for auditing the records.

Related Forms

FERPA Student Release of Confidential Information Form http://www.apsu.edu/sites/apsu.edu/files/registrar/FERPA_1.pdf
<https://www.apsu.edu/registrar/forms/FERPA.pdf>

Revision Dates

[APSU Policy 1:020 – Rev.: September 17, 2021](#)
APSU Policy 1:020 (previously 3:024) – Rev.: March 30, 2017
APSU Policy 1:020 – Rev.: July 1, 2016
APSU Policy 1:020 – Rev.: August 6, 1992
APSU Policy 1:020 – Issued: August 29, 1988

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>

Approved

President: signature on file

Austin Peay State University
Program Productivity Report: Graduates by Major 2016-17 through 2020-21

See legend at bottom of page

CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
07.12.0500.00	ACCELERATED CULINARY ARTS CERTIFICATE (June 2018)	2.1 C3			0	0	0	0
10.16.0901.00	FRENCH (Aug 2020)	2.1 C3						
08.13.1401.11	TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (Aug 2020)	2.1 C3						
Total Undergraduate Certificate			0	0	0	0	0	0
CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
09.15.0000.00	ENGINEERING TECHNOLOGY	2.3 AAS	13	12	9	4	4	8
16.24.0102.00	LIBERAL ARTS	2.3 AS	295	351	378	1040	1290	671
32.52.0201.01	MANAGEMENT TECHNOLOGY	2.3 AAS	13	17	19	17	13	16
Total Associate Degrees			321	380	406	1061	1307	695
CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
32.52.0301.00	ACCOUNTING (Aug 2016)	2.5 BBA	5	23	31	32	38	26
30.50.0701.00	ART	2.5 BA/BFA	36	42	31	55	43	41
29.49.0102.00	AVIATION SCIENCE (Aug 2018)	2.5 BS				0		
18.26.0101.00	BIOLOGY	2.5 BS	56	50	55	57	52	54
25.40.0501.00	CHEMISTRY	2.5 BS	26	30	15	27	15	23
05.09.0401.00	COMMUNICATION MEDIA (Aug 2019)	2.5 BA/BS				1	5	
06.11.0501.00	COMPUTER INFORMATION SYSTEMS (Aug 2016)	2.5 BS		10	12	32	41	24
06.11.0103.00	COMPUTER INFORMATION TECHNOLOGY (July 2016)	2.5 BS		3	20	26	32	20
06.11.0701.00	COMPUTER SCIENCE (Aug 2016)	2.5 BS		3	12	16	17	12
27.43.0103.00	CRIMINAL JUSTICE	2.5 BS	114	122	89	102	91	104
08.13.1206.00	EDUCATION	2.5 BS	66	52	52	57	49	55
09.14.1201.00	ENGINEERING PHYSICS (Aug 2017)	2.5 BSE				0	4	
09.15.0000.00	ENGINEERING TECHNOLOGY	2.5 BS	24	38	38	41	45	37
15.23.0101.00	ENGLISH	2.5 BA/BS	40	30	41	31	31	35
32.52.0801.00	FINANCE (Aug 2016)	2.5 BBA	7	15	18	23	24	17
10.16.0101.00	FOREIGN LANGUAGES	2.5 BA	16	18	8	10	7	12
01.01.0000.00	GENERAL AGRICULTURE	2.5 BS	46	37	37	34	44	40
16.24.0101.02	GENERAL STUDIES	2.5 BS	31	31	74	79	63	56
25.40.0601.00	GEOSCIENCES	2.5 BS	13	9	9	8	17	11
22.31.0501.00	HEALTH & HUMAN PERFORMANCE	2.5 BS	175	186	188	194	170	183
28.54.0101.00	HISTORY	2.5 BA/BS	33	33	27	29	25	29
16.24.0102.02	LEADERSHIP AND ORGANIZATIONAL ADMINISTRATION	2.5 BS	33	40	39	34	44	38
32.52.0201.01	MANAGEMENT (Aug 2016)	2.5 BBA	14	29	36	67	88	47
32.52.1401.00	MARKETING (Aug 2016)	2.5 BBA	7	21	21	43	45	27
19.27.0101.00	MATHEMATICS	2.5 BS	11	13	11	12	10	11
31.51.1005.00	MEDICAL LABORATORY SCIENCE	2.5 BSMLS	56	71	62	68	58	63
30.50.0901.00	MUSIC	2.5 BM/BA/BS	12	20	21	19	22	19
31.51.3801.00	NURSING	2.5 BSN	116	133	111	148	157	133
24.38.0101.00	PHILOSOPHY AND RELIGION	2.5 BA/BS	2	4	4	4	4	4
25.40.0801.00	PHYSICS	2.5 BS	9	11	6	7	5	8
28.45.1001.00	POLITICAL SCIENCE	2.5 BA/BS	37	34	42	32	34	36
05.09.0102.00	PROFESSIONAL COMMUNICATION	2.5 BA/BS	97	98	84	96	79	91
26.42.0101.00	PSYCHOLOGICAL SCIENCE	2.5 BS	81	105	95	97	80	92
32.52.0206.00	PUBLIC MANAGEMENT	2.5 BS	39	23	16	13	14	21
31.51.0911.00	RADIOLOGIC SCIENCE	2.5 BSRS	21	23	28	22	24	24
27.44.0701.00	SOCIAL WORK	2.5 BSW	72	92	78	79	56	75
28.45.1101.00	SOCIOLOGY	2.5 BS	18	19	23	27	31	24
08.13.1001.00	SPECIAL EDUCATION	2.5 BS	11	7	13	10	10	10
30.50.0501.00	THEATRE/DANCE (Aug 2015)	2.5 BA/BFA	8	8	3	16	13	10
Total Bachelor's Degrees			1,332	1,483	1,450	1,648	1,587	1,500
CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
26.42.2813.11	ACADEMIC ADVISING (Aug 2019)	4.1 C4				0	5	3
18.26.1101.11	BIOMETRICS & CLINICAL TRIALS OPERATIONS (Jan 2019)	4.1 C4			2	0	8	3
10.16.1200.00	CLASSICS (May 2016)	2.1 C4	0	0	0	0	0	0
32.52.0213.11	COMMUNITY AND ORGANIZATIONAL LEADERSHIP (Aug 2015)	4.1 C4	0	1	5	3	5	3
32.52.0213.12	CONFLICT RESOLUTION & NEGOTIATION (Aug 2018)	4.1 C4			1	6	9	5
06.11.0802.11	DATA MINING (Aug 2018)	4.1 C4			0	1	0	0
06.11.0802.11	DATA SCIENCE (Aug 2017)	4.1 C4		0	0	0	1	0
31.51.0701.11	EXEC CERTIFICATE IN HEALTHCARE ADMINISTRATION (Jan 2018)	4.1 C4			0	0	0	0
31.51.3805.11	FAMILY NURSE PRACTITIONER	4.1 C4	2	1	2	1	2	2
32.52.0210.11	GRANT WRITING (Aug 2019)	4.1 C4				4	15	10
32.52.0213.13	LEADING ORGANIZATIONAL CHANGE (Aug 2018)	4.1 C4			0	3	1	1
30.50.0901.11	MUSIC PERFORMANCE (Aug 2018)	4.1 C4			0	0	0	0
31.51.3802.11	NURSING ADMINISTRATION	4.1 C4	0	0	0	0	0	0

Austin Peay State University
Program Productivity Report: Graduates by Major 2016-17 through 2020-21

See legend at bottom of page

CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
31.51.3817.12	NURSING EDUCATOR	4.1 C4	0	0	0	0	0	0
31.51.3899.12	NURSING INFORMATICS	4.1 C4	0	0	0	0	0	0
08.13.0601.11	PROFESSIONAL EDUCATION RESEARCH (Aug 2017)	4.1 C4		0	0	0	0	0
32.52.0211.11	PROJECT MANAGEMENT (May 2018)	4.1 C4			3	3	8	5
08.13.1017.11	SPECIAL EDUCATION K-8 INTERVENTIONIST (Jun 2019)	4.1 C4				0	0	0
01.30.3300.11	SUSTAINABILITY (Aug 2019)	4.1 C4				0	0	0
08.13.1401.11	TEACHING ENGLISH TO SPEAKERS OF OTHER LANGS (Aug 2018)	4.1 C4			0	4	2	2
Total Graduate Certificates			2	2	13	25	56	20
CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
18.26.0101.00	BIOLOGY	4.2 MS	16	11	4	13	14	12
05.09.0102.00	COMMUNICATION ARTS	4.2 MA	27	26	21	18	26	24
06.11.0802.00	COMPUTER SCIENCE & QUANTITATIVE METHODS (Aug 2013)	4.2 PSM/MS	6	16	36	48	64	34
08.13.1101.00	COUNSELING	4.2 MS	20	9	14	21	24	18
08.13.0301.00	CURRICULUM & INSTRUCTION	4.2 MAED	23	15	23	34	22	23
08.13.0401.00	EDUCATIONAL LEADERSHIP STUDIES	4.2 MAED	7	6	15	9	77	23
15.23.0101.00	ENGLISH	4.2 MA	3	6	4	5	7	5
22.31.0501.00	HEALTH & HUMAN PERFORMANCE	4.2 MS	34	19	13	28	13	21
31.51.0701.00	HEALTH CARE ADMINISTRATION (Aug 2016)	4.2 MHA		16	15	25	21	19
28.54.0101.00	HISTORY (Aug 2017)	4.2 MA		2	10	11	4	7
26.42.2804.00	INDUSTRIAL-ORGANIZATIONAL PSYCHOLOGY	4.2 MA/MS	10	9	14	9	18	12
32.52.0201.01	MANAGEMENT	4.2 MS	32	30	32	32	22	30
30.50.0901.00	MUSIC	4.2 MMU	6	6	14	12	14	10
31.51.3801.00	NURSING	4.2 MSN	65	39	51	54	41	50
16.24.0102.01	LEADERSHIP AND ORGANIZATIONAL ADMINISTRATION	4.2 MSL	18	12	29	36	36	26
08.13.1315.00	READING	4.2 MAED	25	21	20	20	14	20
27.44.0701.00	SOCIAL WORK	4.2 MSW	32	22	34	16	22	25
08.13.0101.00	TEACHING	4.2 MAT	39	30	48	38	47	40
Total Master's Degrees			363	295	397	429	486	394
CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
08.13.0101.00	EDUCATION	4.3 EDS	12	13	9	8	5	9
Total EdS Degrees			12	13	9	8	5	9
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2020-2021	5 Year Average
26.42.2803.00	COUNSELING PSYCHOLOGY (Aug 2020)	4.4 PsyD						
08.13.0401.00	EDUCATIONAL LEADERSHIP (Aug 2018)	4.4 EDD					1	1
Total Doctoral Degrees							1	1
CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
32.52.0101.00	BUSINESS (Terminated Fall 2015)	2.5 BBA	146	57	32	8	3	
09.15.0699.00	CHEMICAL ENGINEERING TECH (Inactive Aug 2015)	2.3 AAS			1			
06.11.0101.00	COMPUTER SCIENCE & INFO SYSTEM (Terminated Aug 2016)	2.5 BS	82	72	35	16	10	
09.15.0000.00	ENGINEERING TECHNOLOGY (Terminated Fall 2021)	4.2 MS	2	1	2	1	3	
16.24.0102.01	PROFESSIONAL STUDIES (Terminated)	2.5 BS	2	1	0	0	0	
28.54.0108.00	MILITARY HISTORY (Changed to History Fall 2017)	4.2 MA	6	5	4	4	1	
CIP Code	Academic Program	Degree	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
Total Terminated and Inactive Degrees			238	136	74	29	17	99
			2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Average
GRAND TOTAL			2,268	2,309	2,349	3,200	3,459	2,717

Low producing program

New academic program

Academic program modification