

Arkansas State University
Student Academic Information Access Policy
June 3, 2008

Overview

Arkansas State University is committed to providing students with the most effective and seamless learning environment possible within its given resources. Central to the learning experience are the academic advising and academic support services provided by faculty and academic units of the University, in addition to those other functions of the University which contribute to the overall academic success of its students.

In order for academic advisors and support units to provide necessary services that enable student success, it is necessary for faculty and employees of support units to access student academic records for advising and decision-making purposes, while at the same time maintaining confidentiality of student academic information as required by federal and state statute.

Policy Statement

This policy applies to the following student records maintained within any aspect of the University environment:

Student Address Information	Student Class Schedule Information	Student Academic Records (grades and transcripts)
Student Hold Information	Student Financial Aid Information	Parent Financial Information
Student Social Security Number	Student Self-Reported Biographical/Demographic Information	Employee Address Information
Employee Social Security Number	Employee Payroll Deduction Information	Employee Health Insurance Records

Institutional data access will be granted to eligible University employees for legitimate university purposes. This access is granted to the following roles by default:

- Full-time Faculty and/or academic advisors.
- Academic Department Personnel.
- Academic Administrators.
- Education support units, including:

Student Account Services	Financial Aid	Residence Life
Information Technology Services	University Police	Internal Audit
Testing Center	Admissions	Student Conduct
Tribal Leadership	Student Affairs Executive Staff	Leadership Center and Intramural Sports
Library (Address, Class Schedule, holds)	Intramurals	Fitness Center
Greek Life		

All individuals accessing Student Academic Information must agree to, and comply with, this policy through the Student Academic Information Use Statement (see attached). Additional units or

personnel may make requests for access to Student Academic Information records through the Office of the Vice Chancellor for Academic Affairs and Research.

Information Technology Services will provide an annual audit of all personnel to the Vice Chancellor for Academic Affairs and Research for annual review and approval that access to Student Academic Information is necessary in order to serve students of the institution.

This access carries the responsibility for protection from unauthorized modification, destruction or disclosure. Student Academic Record Information will only be accessed and utilized for decision-making purposes that either serve the academic interest of the student to which the record is relevant, or the best interest of the university in its duties of serving the public. Any unauthorized use or disclosure of Student Academic Information Records without written consent of the student to which the record(s) pertain will result in disciplinary action.

Arkansas State University Student Information Access Agreement

Arkansas State University seeks to provide students with the most effective and seamless learning environment possible. As a critical component of the learning experience is the academic advising and support services provided by faculty and academic units of the University, in addition to those other functions of the University which contribute to the overall academic success of its students.

This access carries the responsibility for protection from unauthorized modification, destruction or disclosure. Student Academic Record Information will only be accessed and utilized for decision-making purposes that are in the academic interest of the student to which the record is relevant or, serves the university as a normal part of its operations. I (requestor) have reviewed the Student Academic Information Access Policy, and I understand that any other use, access, or disclosure of Student Academic Information Records without written consent of the student to which the record(s) pertain will result in disciplinary action. Further, I agree to attend FERPA training as provided by the Office of the Registrar.

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Requestor Information (Please print.)

Name _____ Title _____

Department _____ ASU ID _____

Email Address _____ Campus Phone Number _____

If you are replacing an employee with this same access, please provide their name _____

Have you completed FERPA training? Yes No

Roles (Please select one.)

Academic Roles:

- | | |
|--|---|
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Academic Administrator |
| <input type="checkbox"/> Academic Department Personnel | <input type="checkbox"/> Academic Advising |

Education Support Roles:

- | | | |
|---|--|---|
| <input type="checkbox"/> Student Account Services | <input type="checkbox"/> Financial Aid/Scholarships | <input type="checkbox"/> Residence Life |
| <input type="checkbox"/> University Police | <input type="checkbox"/> Information Technology Services | |

Please select the information that you are requesting access to below:

- | | |
|---|---|
| <input type="checkbox"/> View Biographic/Demographic Data | <input type="checkbox"/> Update Biographic/Demographic Data (not available to academic departments) |
| <input type="checkbox"/> View Holds | <input type="checkbox"/> Update Holds |
| <input type="checkbox"/> View Course Offering Information | <input type="checkbox"/> Update Course Offering Information |
| <input type="checkbox"/> View Class Schedules | <input type="checkbox"/> Update Class Schedules (not available to academic departments) |
| <input type="checkbox"/> View Withdrawal Information | <input type="checkbox"/> Update Withdrawal Information (not available to academic departments) |
| <input type="checkbox"/> View Original College Transcripts, High School Transcripts, and Evaluations of Transfer Work (Web Xtender) | |
| <input type="checkbox"/> View Arkansas State University Transcripts | |
| <input type="checkbox"/> Other, Please specify: _____ | |

For Finance, Human Resources, and Student Account access, please complete the [Finance and Administration Security Form](#).

Requestor Signature Date

Supervisor Name (Print) Title Supervisor Signature Date

Academic Affairs Vice Chancellor (Print) Academic Affairs Vice Chancellor Signature Date