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:

<table>
<thead>
<tr>
<th>Student Address Information</th>
<th>Student Class Schedule Information</th>
<th>Student Academic Records (grades and transcripts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Hold Information</td>
<td>Student Financial Aid Information</td>
<td>Parent Financial Information</td>
</tr>
<tr>
<td>Student Social Security Number</td>
<td>Student Self-Reported Biographical/Demographic Information</td>
<td>Employee Address Information</td>
</tr>
<tr>
<td>Employee Social Security Number</td>
<td>Employee Payroll Deduction Information</td>
<td>Employee Health Insurance Records</td>
</tr>
</tbody>
</table>

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:

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

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.