From:	Ms. Julie E. Ferguson
To:	Ms. Julie E. Ferguson
Subject:	2021-2022 Annual Notification of Student Privacy Rights under FERPA
Date:	Monday, September 13, 2021 8:40:54 AM
Attachments:	image001.png

Annual Notification of Student Privacy Rights under FERPA

The University of Scranton recognizes the privacy rights of students and former students as guaranteed by the federal Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA governs release of, and access to, student education records. You have several rights under FERPA.

One right under FERPA is to be informed of the elements of personally identifiable information in your education record that The University of Scranton considers to be directory, or public, information that may be released, at the discretion of the University, without your specific written consent. Further, you have the option to prevent disclosure of your directory information to others except where prescribed by law.

The University considers the following elements of student education records to be directory information:

- Name
- Former name
- Date and place of birth/Age
- Major fields of study
- Email address
- Class level
- Address (local and permanent)
- Photograph
- Dates of attendance
- Enrollment status
- Campus employment
- Degrees, awards, academic honors
- Telephone number (campus/local and permanent)
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports
- Expected and actual dates of graduation

If you wish to prevent the disclosure of public/directory information that may be released without prior consent, including being listed in the *Student Directory*, print out the *Request to Prohibit Disclosure of Student Directory Information* form found on the registrar's webpage or at http://www.scranton.edu/academics/registrar/prohibit-disclosure-student-directory.shtml. Complete, sign and submit the form to the Office of the Registrar and Academic Services, O'Hara Hall, Second Floor or registrar@scranton.edu .

Requesting nondisclosure of directory information impacts the following:

- If the University receives inquiries for directory information from external sources such as

prospective employers or relatives, or makes public announcements (such as a dean's list in newspapers or a commencement program), having a "prohibit disclosure" request on your record will preclude release of such information even to those entities.

- A "prohibit disclosure" applies to all elements of directory information on your record.

Beyond release of directory information (except when opted out), release of student personally identifiable information – including to parents, guardians and spouses – will be done in a manner consistent with FERPA. In most instances, your expressed, written consent is required. However, there are exceptions, outlined in FERPA, when written consent is not required. There include, but are not limited to:

- The University of Scranton discloses to parents, without written student consent, adjudication of alcohol and drug violations, as permitted under FERPA.
- In an emergency situation when the health and safety of the student and/or others in the community may be of concern, the University may disclose information to parties such as law enforcement officials, health officials or parents/guardians.
- FERPA permits disclosure without consent to school officials with "legitimate education interests." Legitimate education interest includes if the official has a "need to know" information from your record in order fulfill his or her official responsibilities. Examples of people having legitimate education interest depending on their official duties and within the context of those duties include: persons or companies with whom the University has contracted, such as attorneys, auditors or collection agents; students serving on official committees, such as disciplinary or grievance committees or assisting school officials in performing their tasks; persons or organizations to whom students have applied for financial aid; persons in compliance with a lawful subpoena or court order; and persons in an emergency in order to protect the health or safety of students or other persons.
- Upon request, The University of Scranton may disclose education records without consent to officials of another school in which a student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Information on other such exceptions is available through the Office of the Registrar and Academic Services.
- In January 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances of release to federal, state and local authorities to evaluate federal- or state-supported education programs, to researchers performing certain types of studies, and to state authorities in connection with Statewide Longitudinal Data Systems.

Your additional rights under FERPA include:

- The right to inspect and review your education record within 45 days after the University receives a formal written request for access;
- The right to request an amendment to your education record if you believe it is inaccurate or misleading; and
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The full FERPA policy may be found in the undergraduate catalog, http://catalog.scranton.edu/index.php, in the *Student Handbook* and on the Consumer Information

webpage. For more information, contact the Office of the Registrar and Academic Services at registrar@scranton.edu

Thank you.

Sincerely,
Julie Ferguson

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