

From: [Joseph P. Redington](#)
To: students-all@scranton.edu
Cc: [Ms. Kathryn A. Yerkes](#)
Subject: 2026-2027 Annual Notification of Student Privacy Rights under FERPA
Date: Monday, September 21, 2026 10:25:44 PM
Attachments: [image.png](#)

The University of Scranton recognizes the privacy rights of individuals who are or who have been students, as guaranteed by the Family Educational Rights and Privacy Act (FERPA) of 1974. No information from educational records, files, or other data directly related to a student shall be disclosed to individuals or agencies outside The University without the express written consent of the student. Except where prescribed by law, information regarding a student's education record may not be disclosed to a parent, guardian or spouse without the student's written authorization on file in the Office of the Registrar, academic advising center or dean's office, or unless the student has granted access to specific information to specific persons through the online Third Party Authorization Form in their Self Service account in the my.scranton portal.

FERPA does authorize the University to disclose information without consent to school officials with legitimate educational interests. Legitimate education interest means that the official has a need to know in order to fulfill his or her professional responsibilities on behalf of the University. 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, collection agents, consultants and other parties to whom the school has outsourced institutional functions or services; 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. 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.

The University considers the following to be public information that may be made available, at its discretion, without prior consent of the student:

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

Students who wish to prevent the public disclosure of the above information may complete and submit a request to the Student Life Office or Office of the Registrar. Request forms are available from any of the preceding offices.

A directory of student names, email addresses, colleges and academic years is promulgated by The University at the beginning of the fall semester. Students who do not wish to be listed in the campus directory must notify the University by the end of the first week of classes in the fall semester.

FERPA affords students the right to inspect and review their educational records within 45 days of the day The University receives such requests. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. University officials will make arrangements for access and notify requesting students of the time and place where their records may be inspected.

Students have the right to request the amendment of any educational records that they believe are inaccurate or misleading. They should write to the University official

responsible for the record, clearly identify the part of the record that they want changed, and specify why they believe it is inaccurate or misleading. If the University decides not to amend the records as requested, The University will notify students of the decision and advise them of their right to appeal the decision and the process that must be undertaken to do so.

For more information regarding FERPA, please contact the Office of the Registrar, 2nd Floor, O'Hara Hall. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The University of Scranton to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

In addition, The University of Scranton complies with the Student Right-to-Know Act by providing graduation rate information to current and prospective students upon request. Graduation rate information may be obtained by contacting the Institutional Research Office or by consulting the University's [Consumer Information](#) webpage.



Joseph P. Redington, '93

University Registrar

Office of the Registrar

The University of Scranton

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