### ANNUAL NOTICE OF REQUIRED DISCLOSURES OF CONSUMER INFORMATION

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<th>WHAT TO DISCLOSE &amp; PRIMARY CONTACT</th>
<th>BRIEF DESCRIPTION OF INFORMATION TO BE DISCLOSED</th>
<th>WHERE TO FIND DISCLOSURE INFORMATION</th>
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| Accreditation and Licensure       | Entities that accredit, approve, or license the institution, and information for reviewing this documentation. Information to file complaint with these entities. If applicable, information about any teach-out plans required by accrediting agencies. | Consumer Information web site  
Middle States Accreditation web site  
Middle States Accreditation and State Authorizations  
Listing of Disciplinary Accreditations  
Academic program web pages (various) |
| General Institutional Information (additional specific Institutional Information elements detailed below). | • Annual Notice of Availability of Consumer Information  
• Titles and availability of employees responsible for dissemination of institutional information and how to contact them  
• Complaint Information: Accreditors and Other Entities  
• Student Grievance Procedures  
• If applicable, information about any enforcement action or judgment brought against the institution by a state, federal or law enforcement agency that could result in an adverse action of accreditation, state authorization or Title IV eligibility | Consumer Information web site  
Complaints: Accreditor and State  
Complaint Information for Online Students  
Annual Notice: Availability of Consumer Information |
| Student Financial Assistance Information | • Price of attendance/tuition, typical charges for room and board, and other fees  
• Net Price Calculator  
• Estimates of costs necessary for books and supplies and for transportation  
• Policies regarding disbursement of books and supplies for Title IV eligible students  
• All need-based and non-need based Federal, state, local, private and institutional financial assistance programs available to enrollees, including private educational loans  
• Terms and conditions of Title IV loans | Consumer Information web site  
Office of Financial Aid  
Office of the Bursar  
Tuition and Fees  
Price of Attendance  
Net Price Calculator  
Textbook Costs  
Loans and Financing Options  
Lending Code of Conduct  
Preferred Lending Arrangements  
Comprehensive Guide to Financial Aid Programs  
Cohort Default Rates  
Also: Pennsylvania Act 121 Disclosure |

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1 As required by the Higher Education Opportunity Act (2008). Information on the Consumer Information page updated annually and as available. Annual notices to students distributed according to required dates and/or most recent updates available.

For paper copies of these documents, or for more information, contact the Office of Planning & Institutional Effectiveness at 570-941-6567, or email Kathryn.yerkes@scranton.edu.
<table>
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<tr>
<th><strong>Withdrawal &amp; Refund Policies</strong></th>
<th>Institutional policy, requirements, and other information about officially withdrawing from school</th>
<th>Consumer Information web site Leave of Absence and Withdrawal Policy (University Undergraduate Catalog)</th>
</tr>
</thead>
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<tr>
<td><strong>Contact:</strong> <a href="mailto:registrar@scranton.edu">registrar@scranton.edu</a> <a href="mailto:finaid@scranton.edu">finaid@scranton.edu</a> <a href="mailto:bursar@scranton.edu">bursar@scranton.edu</a></td>
<td>Requirements for return of Title IV grant or loan aid</td>
<td><strong>Family Educational Rights and Privacy Act (FERPA)</strong></td>
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<tr>
<td><strong>Contact:</strong> <a href="mailto:registrar@scranton.edu">registrar@scranton.edu</a></td>
<td><strong>Student rights and procedures for directory information not to be disclosed</strong></td>
<td>Consumer Information web site Annual Notice: FERPA Rights University Catalogs</td>
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<td><strong>Student rights to and procedures for reviewing educational records</strong></td>
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<td><strong>Student rights to and procedures for amending educational records believed to be inaccurate or misleading</strong></td>
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<td></td>
<td><strong>Right of institution disclose personally identifiable information in student educational record without prior consent</strong></td>
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<td></td>
<td><strong>Student rights to file a complaint with DOE for institution’s failure to comply with FERPA</strong></td>
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<td><strong>Retention Rates</strong></td>
<td>The retention rate of first-time, full time degree seeking students</td>
<td>Consumer Information web site College Navigator</td>
</tr>
</tbody>
</table>
| Graduation and Completion Rates | Graduation rates for:  
• all full-time students;  
• students by gender,  
• race/ethnicity,  
• Pell grant recipients,  
• Stafford Loan recipients who did not receive a Pell grant,  
• Students who did not receive either type of aid;  
• Student athletes and students who receive athletically related aid. | Consumer Information web site  
College Navigator |
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<tbody>
<tr>
<td>Student Diversity Data</td>
<td>Percentage of enrolled, full time students in the following categories: male, female, racial/ethnic groups, federal Pell Grant recipients</td>
<td>Consumer Information web site</td>
</tr>
</tbody>
</table>
| Academic Programs           | Information regarding the institution’s current degree programs and educational training opportunities,  
• Instructional, lab, and other facilities that relate to the academic program  
• Faculty and Instructional Personnel  
• Any plans for improving academic programs  
• If applicable, descriptions of any written arrangements the institution has entered into to provide a portion of an educational program | Consumer Information web site  
University Catalogs  
College Navigator  
Academic program and student support services web pages |
| Professional Licensure and Certification | If an educational program is designed to meet educational requirements for a specific professional licensure or certification required for employment, or is advertised as meeting such requirements, information about whether completion of that program would be sufficient to meet requirements in a state for that occupation, including a list of all states for which the institution has determined the educational program meets, does not meet, or has not been determined to meet, those requirements | Consumer Information web site  
Listing of Professional Licensure Programs and State Determinations  
Direct notices to prospective and/or enrolled students in relevant programs, based on determination status |
| Textbook Information        | On the institution’s internet course schedule, the ISBN and retail price information of required and recommended text books and supplemental materials. | University Bookstore: Course Schedule/Search |
| Transfer of Credit and Articulation Agreements | Any established criteria used to regarding transfer of credit earned at another institution  
A list of schools with which the institution has established an articulation agreement | Consumer Information web site  
University Catalogs  
Academic Policy Handbook  
Admissions and program web pages |
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<tr>
<th>Topic</th>
<th>Details</th>
<th>Consumer Information web site</th>
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<tr>
<td>Student Disability Services</td>
<td>• Descriptions of services and facilities for students with disabilities</td>
<td><a href="mailto:ctle@scranton.edu">CTLE</a></td>
</tr>
</tbody>
</table>
| Drug and Alcohol Abuse Policies and Prevention Resources | • Drug Free Workplace Policy  
• Drug and Alcohol Prevention Programming and Resources for Students and Employees  
• Notice to students of penalties associated with drug-related offences  
• Notice to student who has lost eligibility for grant, loan, or work study as result of drug-related offence penalties  
|                                                                                                     | [Drug and Alcohol Prevention Resources for Students](mailto:Drug and Alcohol Prevention Resources for Students)  
[Drug and Alcohol Prevention Resources for Faculty and Staff](mailto:Drug and Alcohol Prevention Resources for Faculty and Staff)  
[Drug Free Workplace Policy](mailto:Drug Free Workplace Policy)  
[Annual Notice to students and employees](mailto:Annual Notice to students and employees) |                                                                                               |
| Student Vaccination Policy                | Policies regarding vaccinations                                                                                                                                                                         | [Student Vaccination Policy](mailto:Student Vaccination Policy)                               |
| Information Technology and Copyright Infringement | Institutional policies and penalties on copyright infringement, including unauthorized peer-to-peer filesharing.                                                                                       | [Annual Notice: P2P Filesharing and Copyright Compliance](mailto:Annual Notice: P2P Filesharing and Copyright Compliance)  
[Acceptable Use of Computing Resources and Copyright Infringement Policies](mailto:Acceptable Use of Computing Resources and Copyright Infringement Policies) |
| Campus Safety and Security                | • Annual Security Report, including crime statistics, crime log, and other data  
• Emergency response and evacuation procedures  
• Annual Fire Log, fire safety policies and statistics  
• Missing Student Notifications and Procedures  
• Statement of policy addressing programs to prevent dating violence, domestic violence, sexual assault, or stalking, and information about disciplinary procedures and actions  
• Annual notice/distribution of Annual Reports to all enrolled students and employees.  
• Timely warnings and emergency notifications                                                                                                       | [Annual Security and Fire Safety Report](mailto:Annual Security and Fire Safety Report)  
[Missing Persons Policy](mailto:Missing Persons Policy)  
[Sexual Harassment and Sexual Misconduct Policy and Resources](mailto:Sexual Harassment and Sexual Misconduct Policy and Resources) |
| Student Athletics and Equity in Athletics | • By July 1 of each year, a report that describes student data, including program participation, demographic and graduation rate data about students who received athletically related aid.  
• Equity in Athletics Disclosure Act (EADA) Report, including data about athletic program participation and financial data                                                                 | [EADA Report](mailto:EADA Report)  
[Direct notices to prospective student athletes and their parents](mailto:Direct notices to prospective student athletes and their parents) |
<table>
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<th>Category</th>
<th>Description</th>
<th>Additional Information</th>
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<td>Voter Registration</td>
<td>Good faith effort to distribute a mail voter registration form to each student enrolled in a degree program and physically in attendance.</td>
<td>Consumer Information web site RoyalsVote <a href="https://Vote.pa.gov">https://Vote.pa.gov</a></td>
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<tr>
<td>Constitution Day</td>
<td>Information pertaining to Constitution Day (September 17).</td>
<td>Annual Notice: Constitution Day Constitution Day Information</td>
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<tr>
<td>Accountability for Programs that Prepare Teachers</td>
<td>School reports and other information that describes teacher preparation. Includes: statement of approval, goals, pass rates, description of preparatory activities, etc).</td>
<td>Consumer Information web site PCPS web site Academic program web pages</td>
</tr>
</tbody>
</table>
| Student Outcomes                                   | • Licensure pass rates  
• Post-graduation employment data                                              | Consumer Information web site Academic program web pages Office of Career Development |
| Graduate and Professional Education                 | Information about the types of graduation and professional education in which graduates of 4-year programs enroll. | Consumer Information web site Academic program web pages Office of Career Development |