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2024-25 Annual Notification of Student Privacy Rights under FERPA

## **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

If you wish to prevent the disclosure of public/directory information that may be released without prior consent, including being listed in the

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 [academic catalogs](#), in the *Student Handbook* and on the Consumer Information webpage. For more information on FERPA policy, see the University's website.