

# STUDENT ACADEMIC RECORDS

---

## Access and Privacy

The University provides all present and former students with the right of access to inspect and review by appointment any and all educational records, files and data that relate directly to them. Students also are afforded the opportunity to challenge these records.

All educational records are considered confidential. Their release is regulated by University policy in keeping with the provisions of Public Law 93-380, Family Educational Rights and Privacy Act of 1974, as amended. The University policy is fully detailed online (<https://www.shu.edu/policies/ferpa-family-educational-rights-and-privacy-act.html>). Students who wish to inspect information or records may do so by requesting a Right of Access form from the office or department in which a specific record is kept, and filing it with that office. Right of Access forms also are available in the Office of the Registrar. Within 10 days of receipt of the Right of Access form, the office or department will notify the student about the date, time and location where the record will be available for inspection. The Office of the Registrar answers all questions relating to right of access.

## Transcripts

Transcript requests should be filed well in advance of any deadline. Normal processing time for transcripts ranges from 48 to 72 hours.

Current students may order transcripts online via Banner Student Self-Service, using the PirateNet portal. Former students may order transcripts online, using the link on the Registrar's home page. The transcript fee is \$10.00 per copy.

Complete information detailing the procedure and charges for transcript requests is available online at the Registrar website (<https://www.shu.edu/registrar/transcript-requests.html>).

The University reserves the right to withhold transcript services from students who have an outstanding financial obligation to the University.