The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

A student should submit to the Central Registrar’s Office, a written request that identifies the record(s) the student wishes to inspect. The Registrar’s Office official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar’s Office official to whom the request was submitted, that official shall assist the student in obtaining access to the requested records.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) 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 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 20202-5901

(4) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including security unit personnel); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks (i.e., student employee/work study student).

A school official has a legitimate educational interest if the official seeks the information within the context of his/her assigned University responsibilities; the information sought must be used within the context of official University business; and the information requested must be relevant and necessary to the accomplishment of some task or service related to the University’s educational mission.

(5) The University may disclose Directory Information without a student’s prior written consent. Directory information is information not generally considered harmful or an invasion of privacy if disclosed. The University reserves the right to utilize photos taken at University sponsored events or in public areas of the campus in marketing material.

Davenport University designates the following as Directory Information:

- Name
- Address
- Email address
- Telephone number
- Date of birth
- Dates of attendance; degrees; date of graduation and awards
- Enrollment status
- Major field of study
- Participation in officially recognized sports/activities
- Weight and height of athletes

Students may restrict the release of Directory Information, except to school officials with legitimate educational interests. To do so, a student must submit the request for non-disclosure in writing to the Central Registrar’s Office.

Question concerning FERPA should be referred to the Central Registrar’s Office.