

STUDENT RIGHT TO KNOW ACT

The Student-Right-to-Know and Campus Security Act requires institutions to disclose information about graduation rates and crime statistics to current and prospective students. Students interested in obtaining this type of information should contact the Office of Admission, 305-284-4323 or go to this website (<http://www.miami.edu/hea/>).

Family Educational Rights and Privacy Act (FERPA) Buckley Amendment

The purpose of this policy is to assure that students have access to their educational records and to assure the privacy of students by restricting the disclosure of information from education records to those persons authorized under the Act.

A link to the FERPA policy is provided to all students in the Student Rights and Responsibilities Handbook (<https://umiami-public.policystat.com/policy/13757394/latest/>). The policy is also available on this website (<https://ua.miami.edu/student-consumer-information/FERPA/>).

Security of Student Records

The Office of the University Registrar is charged with the responsibility of maintaining the security and integrity of student records. Student records created before 1985 have been electronically scanned. Student records created after 1985 are housed on an electronic database.

In order to maintain confidentiality, access to the student record system is limited to university personnel who have a legitimate need for this information. Each user is required to fill out an access form. A username is created, and each user must also create a password that must be changed every 180 days. Periodic audits of records as well as reviews of who has access to the system are regularly scheduled to ensure a secure environment.

All students at the University of Miami will receive an identification number that is unique to them (UMID). This number supplements the social security number, which is also required by the university to provide information to the federal government and approved agencies. Access to social security numbers is limited to staff who have a legitimate need for that information.

Students are required to provide their student ID or a photo ID when requesting academic record information from this office.

FERPA Training

FERPA, the Family Educational Rights and Privacy Act, provides established guidelines for universities to ensure that students have access to their educational records as well as to ensure the privacy of said records by restricting the disclosure of information from educational records to those persons authorized under the Act. FERPA guidelines must be followed when dealing with the disclosure of student information.

All staff who use the student records system are required to complete a FERPA tutorial. Periodic reviews are required.

Service Indicator (Hold) on Student Records

Schools and colleges, university administrative departments and other student related offices have the ability to put service indicators, also known as holds, on student records. These holds can be financial, academic or disciplinary in nature and may delay a student's ability to register or to receive a diploma. Holds on a student's record normally require action on the part of the student, i.e., a payment, completion of paperwork, etc. Specific information on a hold and what is required to remove it can be found in the Student Services Center in CaneLink or can be obtained from the office/department that initiated the hold.

Policy for Determining Student Location for Professional Licensure Disclosures

The University of Miami is required by the federal government to determine a student's physical location at the time of enrollment for the purpose of providing required professional licensure disclosures. For programs offered through face-to-face or hybrid instruction from the University's three campuses, the student's physical location is the campus location. For programs offered via online instruction, the University determines a student's physical location based on the permanent address the student provides on his/her application for admission. All University of Miami academic programs, regardless of the application software used, collect the applicant's permanent address and import the data into the University's student information system (CaneLink) during the application process. Once the application is submitted, the applicant can update his/her permanent address through the application software, and it will update the information in CaneLink via the next import. Once the applicant enrolls and becomes a University of Miami student, the student can update his/her permanent address at any time directly through CaneLink. It is the responsibility of the student to inform the University of any change to his/her permanent address. Students are reminded to review and update their permanent address in CaneLink at the start of each academic semester during the add/drop period.

Professional Licensure Disclosure Notifications

The University of Miami is required to notify students in academic programs that prepare students for professions requiring licensure or certification in Florida if the student's program does not meet the educational requirements for licensure/certification in Florida and in the student's physical location (as defined above) at the time of initial enrollment. The University Registrar will notify via e-mail students as necessary after admission into a professional licensure program. All of the University of Miami's professional licensure programs are currently offered through face-to-face instruction.

A list of the University of Miami academic programs that prepare students for professions requiring licensure or certification in Florida and information on whether these programs meet the educational requirements for licensure/certification in Florida and in other states is published at this website (<https://ua.miami.edu/professional-licensure/>).

Student Complaint Procedures for Students in Distance Education Courses and Programs

Students enrolled in University of Miami courses or programs should follow the University's complaint procedures as described in the Student Rights and Responsibilities Handbook (<https://umiami-public.policystat.com/policy/13218770/latest/>) and the University's Academic Bulletin (<http://bulletin.miami.edu/>). If you are unable to resolve your complaint within the University, you may contact the state agency below:

State Contact Information
Office of Articulation
Department of Education
articulation@fldoe.org
850-245-0427

Out-of-state distance education students who have completed the above grievance processes may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on this process, visit the FL-SARA Student Concerns (<https://www.fldoe.org/sara/student-concerns.shtml>) website.

If you wish to file a complaint against the University of Miami with the Southern Association of Colleges and Schools Commission on Colleges, download the SACSCOC "Complaint Procedures against the Commission or its Accredited Institutions (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>)" policy and form.

Links to Additional Disclosure Information

- Student Consumer Information (<https://ua.miami.edu/student-consumer-information/>)
- Student Achievement (<https://ua.miami.edu/student-achievement/>)
- Program and Specialized Accreditation (<https://ua.miami.edu/accreditation/program-and-specialized-accreditation/>)
- Academic Program Inventory (<https://ua.miami.edu/program-inventory/>)