

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.

The policy is provided to all students in the Student Life Handbook. Copies can also be printed from the 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 user name 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.

Students are assigned a UM ID number that is unique to them and they are encouraged to use it instead of their social security number. 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, to receive an official transcript 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. 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 whether the student's program meets the educational requirements for licensure/certification in Florida and in the student's home state at the time of enrollment. The University Registrar will notify via e-mail each applicant who is admitted to academic programs that prepare students for professions requiring licensure or certification prior to the deposit deadline based on the state provided in the applicant's current permanent address in CaneLink. The University Registrar will notify via e-mail each student actively enrolled in academic programs that prepare students for professions requiring licensure or certification after the add/drop deadline each academic semester based on the state provided in the student's current permanent address in CaneLink. Enrolled students in professional licensure programs who change their home state in CaneLink will receive a new notification for that state within 14 days.

A list of the University of Miami academic programs that prepare students for professions requiring licensure or certification 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/>).

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/>)