

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended (20 U.S.C. s1232g et seq.) and its regulations promulgated by the Department of Health and Human Services (34 C.F.R. s99.1 et seq.) and California Law (Education Code Sec. 67100 et seq.) provide students with certain safeguards for the accuracy, completeness and privacy of educational records relating to students.

Educational records are defined as any record (hand written, print, computer, videotape, audiotape, film, microfilm, microfiche or e-mail) maintained by Phillips Graduate Institute which is directly related to students. Educational records include but are not limited to admissions, personal, academic, certain personnel, financial and placement records.

Educational records do not include the following:

- Records/notes in sole possession of maker
- Medical records created and maintained by physicians, psychologists or other recognized professional or paraprofessional staff, acting or assisting in a professional capacity, if the records are used only for treatment of a student and made available only to those persons providing the treatment
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment
- Records created and maintained by a law enforcement unit and used only for that purpose, is revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to educational records
- Alumni records which contain information about students after they are no longer in attendance at Phillips

No person outside of Phillips shall have access to, nor shall Phillips disclose, any personally-identifiable information from a student's education record without the written consent of the student, except as permitted by law. The consent must specify the education record to be disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and must be signed and dated by the student. In accordance with the law, Phillips reserves the right to disclose educational records without written consent to:

- School officials who have a legitimate educational interest. School official shall mean any person who is a trustee, faculty or employee of Phillips. Legitimate educational interest shall mean any authorized interest or activity undertaken in the name of the Institute and in the educational interest of a student for which access to an educational record is necessary or appropriate to the proper performance of the task.
- Authorized representatives of the US Department of Education, the Attorney General, Homeland Security and state and local educational authorities, if the information is necessary for audit and evaluation of federal, state or locally-supported programs, and only if such agencies or authorities have a policy for protecting such information from re-disclosure and for destroying such information when it is no longer needed for such purpose (unless access is authorized by federal law or student consent)
- Certain officials of the US Department of Education, the Attorney General, and state and local educational authorities, in connection with certain state or federally-supported education programs
- Organizations conducting certain studies for or on behalf of Phillips, provided there is no further external disclosure of personally-identifiable information, and the information is destroyed when no longer necessary for the projects
- Accrediting organizations carrying out their functions
- Appropriate persons in order to comply with a judicial order or a lawfully issued subpoena
- Appropriate parties in a health or safety emergency
- Parents of students under 21 years of age who are claimed as economic dependents on the federal tax returns of one or more parent

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Any person who attends or has attended Phillips Graduate Institute (formerly California Family Study Center) is defined as an eligible student and is protected under FERPA. Applicants who have not been admitted to Phillips Graduate Institute are not considered eligible students.

Under the law, Phillips reserves the right to refuse a student's inspection or review of the following:

- Financial information submitted by parents
- Education records containing information for more than one student. In such cases, if possible, access will be allowed to the part of the record pertaining to the inquiring student
- Records excluded from the FERPA definition of educational records

Phillips Graduate Institute will notify all registered students annually of their FERPA rights through the catalog, which is available on the Phillips website at www.pgi.edu.

Phillips Graduate Institute shall maintain the confidentiality of educational records in accordance with the provisions of FERPA, and shall accord all the rights under the law to all students who are or have been at Phillips Graduate Institute.