



Consumer Information & Crime Reporting

October 2014

Austin Home Office

Austin Campus

Brownsville Campus

Corpus Christi Campus

Harlingen Campus

Pharr Campus

San Antonio South Campus

San Antonio North Campus

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SOUTHERN CAREERS INSTITUTE

PHYSICAL FACILITIES

Main Campus

Austin (TWC# S0470)
2301 South Congress Avenue, Suite 27, Austin,
Texas 78704
Phone (512) 432-1400 Fax (512) 432-1401
www.scitexas.edu

Pharr (TWC# S0630)
1414 North Jackson Road, Pharr, Texas 78577
Phone (956) 687-1415 Fax (956) 687-3400
www.scitexas.edu

Branch Campus Locations

Brownsville (TWC# S3380)
1424 W. Price Road, Ste. K, Brownsville, Texas
78520
Phone (956) 550-9962 Fax (956) 541-4890
www.scitexas.edu

San Antonio (TWC# S0708)
238 SW Military Drive, Suite 101, San Antonio,
Texas 78221
Phone (210) 271-0096 Fax (210) 927-4422
www.scitexas.edu

Corpus Christi (TWC# S0640)
2422 Airline Road, Corpus Christi, Texas 78414
Phone (361) 857- 5700 Fax (361) 852- 8682
www.scitexas.edu

San Antonio North (TWC# S4333)
6963 NW Loop 410, San Antonio, Texas 78238
Phone (210) 706-1600 Fax (210) 706-1601
www.scitexas.edu

Harlingen (TWC# S3379)
603 Ed Carey Drive, Harlingen, Texas 78550
Phone (956) 428-4999 Fax (956) 412-0919
www.scitexas.edu

Corporate Office
1701 Directors Boulevard, Suite 800, Austin,
Texas 78744
Phone: (512) 437-7500 Fax (512) 437-7501
www.scitexas.edu

Consumer Information

Our school distributes a variety of publications that contain information regarding the school and its financial aid programs. The information is provided in the schools catalog and on the website. If you do not have any of the following information and wish to obtain it, it will be furnished upon request.

- Financial aid programs that are available to students
- How students apply for aid and how eligibility is determined
- How the school distributes aid among students
- The rights and responsibilities of students receiving aid
- How and when financial aid will be disbursed
- The terms and conditions of any employment that is part of the financial aid package

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- The terms of, the schedules for, and the necessity of loan repayment, required loan exit counseling, and conditions under which students may obtain deferments.
- The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid
- Regulatory agencies that accredit, approve, or license the school and its programs.
- Costs of attending the school (tuition and fees, books and supplies, room and board, and applicable transportation costs, such as commuting) and any additional costs of the program in which the student is enrolled or has expressed an interest
- The school refund and withdrawal policy and the federal Return of Title IV funds requirements when a student withdraws from school, including the order in which financial aid is refunded
- General information about the school's academic programs, facilities, faculty, and services available to disabled students
- Whom to contact for information on student financial assistance and whom for general school issues
- Information regarding the availability of federal financial aid for study abroad programs
- School policies on transfer of credit, including the criteria it uses regarding the transfer of credit earned at another school, and a list of any schools with which it has established an articulation agreement
- Emergency Response and evacuation procedures to reach students and staff

Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from insert department name or portal and submit to the insert title of appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the insert title of school 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 school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional

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information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The school 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 institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

- Parental access to a student's record will be allowed by the School without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
- Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

Below is a listing of the disclosures that postsecondary institutions may make without consent: FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A

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postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. The School has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the School within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or

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local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Reasonable Accommodations Policy – Individuals with Disabilities

SCI does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SCI. To request an auxiliary aid or service please contact the Director of Education.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable SCI to timely provide an auxiliary aid or service, SCI request that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to SCI’s grievance procedures.

Graduation and Placement Rate Information

On Time Completion Rates

For more detailed information on completion rates please see the website: <http://nces.ed.gov/ipeds/>

Year 7/1/2013 - 6/30/2014

	% on-time
Administrative Assistant-Day	65
Administrative Assistant-Evening	63
Business Accounting Specialist-Day	85
Business Accounting Specialist- Evening	69
Cosmetology Operator-Day	43
Cosmetology Operator-Evening	100
HVAC	100
Medical Assisting-Day	86
Medical Assisting-Evening	78
Medical Billing and Coding-Day	89
Medical Billing and Coding-Evening	68
Medical Office Specialist-Day	86
Medical Office Specialist-Evening	67
Pharmacy Technician-Day	80
Pharmacy Technician-Evening	67

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If a student switches programs of study, goes from day to evening courses or has multiple enrollments it is not counted as an on-time completion. You may find additional information on graduation rates, placement rates, and types of employment for first time full time students on the National Center for Education Statistics College Navigator website.

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

For any statistics not listed above; there were no students enrolled in these programs during the time frame used for this calculation.

Median Debt Loan for Graduates

	MA	MBCS	PT	MOS	Cosmo	HVAC	BAS	AA
Title IV student loan debt:	9454	8666	8622	7879	8715	0	8425	6829
Private loan debt:	0	0	0	0	0	0	0	0
Institutional financing plan debt:	0	0	0	0	0	0	0	0

Job Placement Rate

	MA	MBCS	PT	MOS	Cosmo	HVAC	BAS	AA
Program Name	Medical Assistant	Medical Billing & Coding Specialist	Pharmacy Technician	Medical Office Specialist	Cosmetology Operator	HVAC	Business Accounting Specialist	Administrative Assistant
Completers	705	266	176	40	159	0	157	49
COE job placement rate	80.13%	81.36%	83.46%	82.35%	92.77%	N/A - no grads	83.69%	87.18%
TWC job placement rate	69.53%	67.31%	52.98%	62.86%	N/A	N/A - no grads	70.48%	68.18%

Improvements to Academic Programs

The school reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the school may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process, contact the Education Department.

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Copyright Infringement

Students should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. Penalties may include monetary damages, fines and imprisonment. The school prohibits use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion from the school, will be taken against students who engage in unauthorized distribution of copyrighted materials using the school's information technology system.

Student Demographic Information

Information about the composition of the students at our school is available on the College Navigator website (www.nces.ed.gov/collegenavigator). College Navigator is maintained by the U.S. Department of Education National Center for Educational Statistics. To view information about our school, enter our school name into the search tool. Here are a few highlights of information that you will find within the various sections:

- Enrollment: gender and race/ethnicity distribution of students
- Financial Aid: data regarding the various financial aid sources for students, including federal grants (Pell and SEOG)
- Retention/Graduation Rate: Retention rate of certificate- or degree-seeking, first-time, full-time, undergraduate students

The Career Services Department serves as a liaison between students and employers, serving the students by promoting the School to prospective employers. For additional information, contact the Career Services Department staff.

Textbook Information

It should be noted that Southern Careers Institute does not have an Internet version of its course schedule. All course schedules are provided at the time of enrollment. Any book prices associated with the program of study are also provided at the time of enrollment. The school does not operate a bookstore where books are sold individually; however, Southern Careers Institute, in its interpretation of the HEOA amendment effective 7/1/10 has compiled and made available all of its individual book prices.

A paper copy of this information is available upon request. Please consult your Finance Specialist.

Protection of Student Speech and Association Rights

Students should be treated equally and fairly. The school facilitates free and open exchange of ideas. Students should not be intimidated, harassed, discouraged from speaking out or discriminated against.

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Vaccinations

Good health practices are encouraged for all students. However, the school does not require any specific vaccinations beyond those required by state and other laws as a condition for admission. Some programs may have specific requirements. Review the admissions requirements section of the catalog to determine whether this impacts the student's particular program. Students are encouraged to consult with their health care professional to discuss obtaining or updating vaccinations.

Voter Registration Information

As part of the requirement for our institution to participate in the Federal Student Aid programs, we are required by federal law to provide each student with the state's voter registration form in paper, or by an electronic method. In order to register to vote, please visit www.vote411.org/bystate.php. Find and select your state to view eligibility requirements, registration deadlines and a link to visit your state election department web page and obtain your state's voter registration form. If you have any questions, please contact the Financial Aid Office.

Treatment of Federal Student Aid-Title IV-When a Student Withdraws- Requirements of 34 CFR 668.22

The law and regulations are very specific about how the school must determine the amount of federal student aid (Title IV) program assistance you have earned and may retain if you withdraw from school. The Title IV programs that are covered include: Federal Pell Grants, Iraq Afghanistan Service Grants, Federal Direct Stafford Loans, Federal Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies to you), if you received (or your school or parent received on your behalf) less aid than you earned (based on one of the federal formula), you may be able to receive those additional funds. If you received more aid than you earned, then the excess amount must be returned to the program (by the school and/or by you).

The amount of assistance that you have earned is determined by a formula to calculate the prorata basis. For example; if you completed 30% of your payment period or period of enrollment, then you earn 30% of the aid you were originally scheduled to receive. However, once you have completed more than 60% of the payment period or period of enrollment, you are considered to have earned all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, then you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, then the school must get your permission before the loan funds can be disbursed to you. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically apply all or a portion of your post-withdrawal disbursement of grant aid funds to outstanding tuition, fees, books and supplies

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(if billed separately by the school) and room and board charges (if contracted with the school). However, the school needs your permission to use the post-withdrawal grant aid disbursement for all other non-education related school charges. If you do not give your permission for the school to apply aid funds to other education related charges (some schools ask for this authorization when you enroll), then you will be offered the funds. However, it may be in your best interest to give permission to allow the school to apply aid funds to other incurred charges in order to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive but cannot be disbursed to you once you withdraw because of other Title IV eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not be eligible to receive any Federal Stafford loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, the return must be a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The return of funds is required even if the school didn't retain this amount of your aid funds.

If your school is not required to return all of the excess funds (e.g., some of excess aid was money that was provided directly to you as a stipend), then you must return the remaining amount.

- Any loan funds that must be returned, is accomplished as you (or your parent for a Parent-PLUS Loan) repay the loan in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.
- Any amount of unearned grant aid funds that you must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is limited to one-half of the grant funds you received or were scheduled to receive. If you are required to return unearned grant aid funds, you must make arrangements with your school, or the Department of Education to return these funds.

If the school returns federal student (Title IV) aid funds on your behalf (e.g., some of excess aid was money that was provided directly to you as a stipend), then your school may also pass that charge on to you for any Title IV program funds that they were required to return.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

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If you have questions about your federal student (Title IV) aid program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Drug and Alcohol Abuse Prevention Information

In accordance with the requirements of the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), and the Drug-Free Workplace Act of 1988 (Public Law 101-690), our school provides all students and employees with the following information concerning school policies and the consequences of the manufacture, distribution, possession, or use of illicit drugs or alcohol.

Students and employees are prohibited from the unlawfully manufacturing, distributing, possessing, or using illicit drugs or alcohol while on school property or participating in any school activity. Violation of this policy will subject students or employees to disciplinary action up to and including expulsion or termination from employment. In addition, violation may result in local, state, and/or federal criminal charges.

Legal sanctions under local, state, and federal laws may include:

- suspension, revocation, or denial of a driver's license
- loss of eligibility for federal financial aid or other federal benefits
- property seizure
- mandated community service
- felony conviction that may result in 20-50 years imprisonment at hard labor without benefit of parole
- monetary fines

In addition to local and state authorities, the federal government has four agencies (the Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. One should be aware that:

- it is a crime to hold someone else's illicit drugs
- it is a crime to sell fake "dope"
- it is a crime for being in a house where people are using illicit drugs, even if you are not using them
- it is a crime if drugs are in your locker, car, purse, or house which is considered "constructive possession"

Drug abuse, which can affect one's physical and emotional health and social life, is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. Drugs can be highly addictive and injurious to the body. Among the manifestations may be loss of sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow-moving, inattentiveness, loss of appetite, sexual indifference, coma, convulsions, and death.

There are classic danger signals that could be indicative of drug use. These danger signals include:

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- abrupt changes in mood or attitude
- continuing slump at work or school
- continuing resistance to discipline at work or school
- cannot get along with family or friends
- unusual temper flare-ups
- increased borrowing of money
- heightened secrecy
- a complete new set of friends

Information regarding the effects of commonly abused drugs may be found on the internet at <http://www.drugabuse.gov/drugs-abuse>.

Drug and alcohol abuse education programs are offered by local community agencies. The school will post information about such education programs at the Student Services Office.

While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes danger signals in either a student or employee contact the Campus Director's Office. If it is determined by the Campus Director that a student or employee is in need of assistance to overcome a drug problem, he/she may be counseled on the need to seek assistance. The cost of such assistance or treatment will be the responsibility of the student or employee. Records of such counseling will remain confidential.

In certain instances, students and employees may be referred to counseling and/or a substance abuse help center. If such a referral is made, continued enrollment or employment is contingent upon attendance and successful completion of any prescribed counseling or treatment. Students or employees who are seeking treatment for a substance abuse problem may contact the Campus Director's Office. Confidentiality will be maintained. In addition, students or employees who believe they have a substance abuse problem may find sources of treatment or advice by referring to the section of the local telephone book headed "Drug Abuse & Addiction Information and Treatment."

There are also national organizations that may be contacted for help, such as:

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL (1-800-252-6465)
- National Drug Abuse Helpline 1-866-874-4553
- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP (4357) or <http://findtreatment.samhsa.gov/>
- Al-Anon for Families of Alcoholics 1-800-344-2666

Student and employees must notify the Campus Director, in writing, within five days of being convicted of a criminal drug statute at the school. Disciplinary action will occur within 30 days of receipt of the written notification and may range from a letter of admonishment to termination from enrollment or employment at the school.

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Campus Security and Crime Prevention Information

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open.

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to Campus Security Authorities (CSA) immediately. CSA include school security staff, faculty, and administrative staff.
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus at the Student Services Office.

Reporting a Crime

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Campus Director's Office or any CSA, which include school security staff, faculty, and administrative staff. Other emergencies should also be reported to the Campus Director's Office. Regular business hours for the school are 8am to 10pm, Monday – Thursday and – 8am to 5pm, Fridays. If the crime has been committed after regular business hours, it should be reported to the front desk, CSA or security guard. If the crime has been committed when the school is closed, it should be reported to the Campus Director's Office or CSA as soon as possible after school is

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open. In addition to reporting the crime to the Campus Director's Office, the crime should be reported to local law enforcement authorities.

The local police departments:

Austin Police Department
715 East 8th Street
Austin, TX 78701
(512) 974-5000

Harlingen Police Station
1018 Fair Park Blvd
Harlingen, TX 78550
(956) 216-5437

Brownsville Police Department
600 East Jackson Street
Brownsville, Texas 78520
(956) 548-7000

Pharr Police Department
1900 S. Cage
Pharr, TX 78577
956-784-7700

Corpus Christi Police Department
321 John Sartain St
Corpus Christi, TX 78401
(361) 886-2600

San Antonio Police Department
7000 Culebra Rd
San Antonio, TX 78238
(210) 207-7000

In an emergency, the local Police Department may be contacted by dialing 911.

The listed campuses below the security personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as parking and building access, are followed. They do not, however, have arrest authority. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters. The school does not have a written agreement with state or local law enforcement agencies to investigate alleged criminal offenses.

- Austin - Tyco integrated
- Harlingen - Argus Security
- Pharr –ASG McAllen
- San Antonio North - Texas Patrol EN-PI
- San Antonio South – Arber Security

The following locations: Brownsville and Corpus Christi do not have a campus police or security department. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters. The school does not have a written agreement with state or local law enforcement agencies to investigate alleged criminal offenses.

The CSA will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the CSA are included in the annual campus crime statistics. In addition, the school requests from the local Police Department crime information not reported to the Campus Director's Office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

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If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school-sponsored events. This includes acts of violence against women.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The Campus Director's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations.

Emergency Response and Evacuation Procedures

If an on-going threat is posed related to a reported crime, a campus safety alert will be issued in a timely manner to the school community via the school emergency notification system. Campus safety alerts can be distributed in various ways, as deemed appropriate for the situation. Most commonly, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, an announcement will be sent to the school community in multi-modal format (E-mail, Voice Mail, Text, Short Message Service) with information and instructions.

Sexual Assault and Related Crimes

In the event of a sexual assault or domestic violence, please be aware of the following:

- It is important to preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- Go to a place where it is safe from further attack and notify the police
- Obtain immediate medical attention
- Seek professional counseling

The school strongly advocates that a victim of sexual assault report the incident in a timely manner. Victims may report a sexual assault to the Campus Director's Office or to any CSA. Victims of sexual assault also have the option of notifying local law enforcement. If requested by the student who is the victim of a sexual assault, stalking, or dating violence the school will assist the student in notifying law

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enforcement. In addition, the Campus Director's Office will provide information on off-campus agencies that provide services to victims of a sex offense. Local or state organizations that provide services to victims of sex offenses include:

- <http://www.city-data.com/so/Texas.html>
- <https://records.txdps.state.tx.us/DpsWebsite/index.aspx>
- <http://www.homefacts.com/offenders/Texas.html>

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school by contacting the Campus Director.

Registered Sex Offenders

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: www.nsopr.gov. Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

Disciplinary Proceedings

The school has disciplinary procedures in place to address allegations of sexual assault and other sexual offenses, which are detailed in the catalog. Under these procedures, the alleged victim and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

The school will also disclose to both the alleged victim of a crime of violence or a non-forcible sex offense and to the accused, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The school may impose sanctions, up to and including expulsion from the institution, following a final determination of a disciplinary proceeding involving alleged sexual assault or other sexual offense. Alleged victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

Crime Statistics for our School for the Past Three Years

The following criminal offenses occurred during the calendar years listed.

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CAMPUS: AUSTIN

Types of Incidents	Number of Incidents					
	On Campus Property			On Public Property		
Crimes Related To:	2011	2012	2013	2011	2012	2013
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	2	0
Aggravated Assault	0	0	0	1	1	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft*	0	0	0	1	0	0

Arrest Made	Number of Incidents					
	On Campus Property			On Public Property		
Arrest Related to:	2011	2012	2013	2011	2012	2013
Drug Law Violations	0	0	0	0	2	1
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

Non-Arrest/Disciplinary	Number of Incidents					
	On Campus Property			On Public Property		
Disciplinary Actions:	2011	2012	2013	2011	2012	2013
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Consumer Information & Crime Reporting

Illegal Weapons Possessions	0	0	0	0	0	0
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CAMPUS: PHARR

Types of Incidents	Number of Incidents					
	On Campus Property			On Public Property		
Crimes Related To:	2011	2012	2013	2011	2012	2013
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft*	1	0	0	0	0	0

Arrest Made	Number of Incidents					
	On Campus Property			On Public Property		
Arrest Related to:	2011	2012	2013	2011	2012	2013
Drug Law Violations	1	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

Non-Arrest/Disciplinary	Number of Incidents					
	On Campus Property			On Public Property		
Disciplinary Actions:	2011	2012	2013	2011	2012	2013
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Consumer Information & Crime Reporting

Illegal Weapons Possessions	0	0	0	0	0	0
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*The Larceny/Theft category is not a Clery Act reportable crime, however, we are listing it for informational purposes only.

CAMPUS: CORPUS CHRISTI

Types of Incidents	Number of Incidents					
	On Campus Property			On Public Property		
Crimes Related To:	2011	2012	2013	2011	2012	2013
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft*	0	0	0	0	0	0

Arrest Made	Number of Incidents					
	On Campus Property			On Public Property		
Arrest Related to:	2011	2012	2013	2011	2012	2013
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

Non-Arrest/Disciplinary	Number of Incidents					
	On Campus Property			On Public Property		
Disciplinary	2011	2012	2013	2011	2012	2013

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Actions:						
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

*The Larceny/Theft category is not a Clery Act reportable crime, however, we are listing it for informational purposes only.

SAN ANTONIO -
CAMPUS: North

Types of Incidents	Number of Incidents					
	On Campus Property			On Public Property		
Crimes Related To:	2011	2012	2013	2011	2012	2013
Murder and Non-Negligent Manslaughter	N/A	N/A	0	N/A	N/A	0
Negligent Manslaughter	N/A	N/A	0	N/A	N/A	0
Forcible Sex Offenses	N/A	N/A	0	N/A	N/A	0
Non-Forcible Sex Offenses	N/A	N/A	0	N/A	N/A	0
Robbery	N/A	N/A	0	N/A	N/A	0
Aggravated Assault	N/A	N/A	0	N/A	N/A	0
Burglary	N/A	N/A	0	N/A	N/A	0
Motor Vehicle Theft	N/A	N/A	0	N/A	N/A	0
Arson	N/A	N/A	0	N/A	N/A	0
Larceny/Theft*	N/A	N/A	3	N/A	N/A	0

Arrest Made	Number of Incidents					
	On Campus Property			On Public Property		
Arrest Related to:	2011	2012	2013	2011	2012	2013
Drug Law Violations	N/A	N/A	0	N/A	N/A	0
Liquor Law Violations	N/A	N/A	0	N/A	N/A	0
Illegal Weapons Possessions	N/A	N/A	0	N/A	N/A	0

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Non-Arrest/Disciplinary	Number of Incidents					
	On Campus Property			On Public Property		
Disciplinary Actions:	2011	2012	2013	2011	2012	2013
Drug Law Violations	N/A	N/A	0	N/A	N/A	0
Liquor Law Violations	N/A	N/A	0	N/A	N/A	0
Illegal Weapons Possessions	N/A	N/A	0	N/A	N/A	0

*The Larceny/Theft category is not a Clery Act reportable crime, however, we are listing it for informational purposes only.

SAN ANTONIO -
CAMPUS: South

Types of Incidents	Number of Incidents					
	On Campus Property			On Public Property		
Crimes Related To:	2011	2012	2013	2011	2012	2013
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	2	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft*	0	9	0	0	0	0

Arrest Made	Number of Incidents					
	On Campus Property			On Public Property		
Arrest Related to:	2011	2012	2013	2011	2012	2013
Drug Law	0	0	0	1	0	0

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Violations						
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

Non-Arrest/Disciplinary	Number of Incidents					
	On Campus Property			On Public Property		
Disciplinary Actions:	2011	2012	2013	2011	2012	2013
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

*The Larceny/Theft category is not a Clery Act reportable crime, however, we are listing it for informational purposes only.

CAMPUS: BROWNSVILLE

Types of Incidents	Number of Incidents					
	On Campus Property			On Public Property		
Crimes Related To:	2011	2010	2013	2011	2012	2013
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	2	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft*	2	3	0	0	0	0

Consumer Information & Crime Reporting

Arrest Made	Number of Incidents					
	On Campus Property			On Public Property		
Arrest Related to:	2011	2012	2013	2011	2012	2013
Drug Law Violations	1	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

Non-Arrest/Disciplinary	Number of Incidents					
	On Campus Property			On Public Property		
Disciplinary Actions:	2011	2012	2013	2011	2012	2013
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

*The Larceny/Theft category is not a Clery Act reportable crime, however, we are listing it for informational purposes only.

CAMPUS: HARLINGEN

Types of Incidents	Number of Incidents					
	On Campus Property			On Public Property		
Crimes Related To:	2011	2012	2013	2011	2012	2013
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0

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Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny/Theft*	0	0	0		0	0	0

Arrest Made	Number of Incidents					
	On Campus Property			On Public Property		
Arrest Related to:	2011	2012	2013	2011	2012	2013
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

Non-Arrest/Disciplinary	Number of Incidents					
	On Campus Property			On Public Property		
Disciplinary Actions:	2011	2012	2013	2011	2012	2013
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

*The Larceny/Theft category is not a Clery Act reportable crime, however, we are listing it for informational purposes only.

Hate Crimes

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias. There are six types of bias categories: race, gender, religion, sexual orientation, ethnicity/national origin and disability.

The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crimes statistics are also reported separately for the following offenses: larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property. There were no reported hate crimes for the years 2011, 2012, 2013.

Student Housing Facilities:

Our school does not maintain school-operated student housing facilities.

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Fire Safety Reporting:

Our school does not maintain school-operated student housing facilities, and is not required to maintain a log of all fire related incidents.

Missing Persons:

Our school does not maintain school-operated student housing facilities, and is not required to publish a missing student notification policy. However, students are encouraged to contact the local police if they have information about a missing person.