

RIO GRANDE VALLEY COLLEGE



CONSUMER INFORMATION

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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 school 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
- ◆ 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 re-establish eligibility for federal financial aid
- ◆ Regulatory agencies that accredit, approve, and/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
- ◆ 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 Evaluation Procedures to reach students and staff

APPROVALS

Rio Grande Valley College is approved and regulated by the Texas Workforce Commission Career Schools and Colleges 101 East 15th Street, Austin, Texas 78778-0001.

The Texas Board of Nursing 333 Guadalupe Suite 3-460, Austin TX 78701-3944 and the Texas Workforce Commission Career Schools and Colleges jointly approve and regulate the Vocational Nursing Program and the Associate Degree in Nursing Programs.

Rio Grande Valley College is authorized to grant associate degree, grant credits toward degrees and to use certain protected academic terms from the Texas Higher Education Coordinating Board (THECB) 1200 E. Anderson Lane, Austin TX 78752. Authority for this exemption is based on the institution's accreditation with ABHES.

Rio Grande Valley College is eligible to train eligible veterans for GI Bill, Chapters 30, 31, 33, 35, 1606, and 1607. Veterans or their family who they think they me eligible for benefits should contact the local Veterans Administration office or call 1-888-442-4551. Students receiving V.A. benefits must adhere to the V.A. satisfactory progress standards. For more information please visit the schools V.A certifying official.

Other affiliations and approvals include the Texas Department of Aging and Disability Services, Regulatory Services Division, Nurse Aide Training (NATCEP), and the National Center for Competency Testing.

ACCREDITATION

Rio Grande Valley College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) located at 7777 Leesburg Pike Suite 314 N, Falls Church, Virginia 22043, Tel. (703)917-9503 Fax (703)917-4109.

The Pharmacy Technician Program is jointly accredited by the American Society of Health-System Pharmacists 4500 East West Highway, Suite 900, Bethesda MD 20814 866.279.0681 and ABHES.

Rio Grande Valley College is approved by the US Department of Education and is eligible to participate in Federal Student Aid Programs.

AVAILABILITY OF INSTITUTIONAL AND FINANCIAL INFORMATION

College Navigator

http://nces.ed.gov/globallocator/col_info_popup.asp?ID=476726

STUDENT FINANCIAL AID INFORMATION

RGV College is an accredited institution and is eligible to offer several types of financial aid assistance. Financial assistance consists of Federal Student Aid which is financial aid from the federal government to help you pay for education expenses at an eligible college or career school. Grants and loans are types of federal student aid and you may apply for this type of aid by completing the Free Application for Federal Student Aid (FAFSA) located on the following website www.fafsa.ed.gov

RGV College is approved for the following federal grant and loan programs:

Federal Pell Grant – Grants are awarded on the basis of financial aid need and do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG) - is a grant awarded to undergraduate students with exceptional financial need and do not have to be repaid. Students with lowest Expected Family Contribution EFC are awarded FSEOG before students with higher EFCs.

Federal Direct Subsidized Loan – Loans from this program are awarded to students with financial need. This loan is subsidized because the federal government pays the interest while the student is in school and during the grace period (the first six months after leaving-school or dropping to less than half time enrollment status).

Federal Unsubsidized Loan – The unsubsidized loan is not based on financial need and is available to all eligible students, regardless of income. This loan is unsubsidized because the student is responsible for paying all interest due. There is not federal interest subsidy for the loan. Interest accrues immediately upon disbursement. Borrowers may elect to pay accrued interest on a monthly or quarterly basis or have it added back to the principal balance in a process called capitalization.

Federal Parent Plus Loans- A parent may borrow up to the annual cost of education minus any estimated financial aid received by the student. The application approval process includes a standard credit analysis for all parent borrowers. The repayment period for the parent borrowers begins on the day the loan is fully disbursed. The first payment of principal and interest is due within 60 days after the final loan disbursement is made.

Net Price Calculator

The Net Price is an estimate of the actual cost that a student and his/her family need to pay in a given year to cover education expenses for the student to attend a particular school. Net price is determined by taking the institution's cost of attendance and subtracting any grants and scholarships for which the student may be eligible.

The Net Price Calculator is a tool that allows current and prospective students, families and other consumers to estimate the net price of attending a particular college or career school. The Net Price Calculator for RGV College can be located on the institute website at www.rgvcollege.edu.

ELIGIBILITY AND AWARD DETERMINATION AND DISBURSEMENT

Financial aid assistance is available to prospective students wishing to enroll at RGV College. The Financial Aid Office encourages you to apply for financial aid by the enrollment deadline. You may apply for financial assistance before your acceptance or enrollment into the program. To apply for financial assistance students must complete and submit a Free Application for Federal Student Aid (FAFSA) by using our Federal School Code **04193000**. Schedule an appointment to visit with a Financial Aid Advisor 72 hours after submitting the FAFSA to discuss financial aid eligibility.

Eligibility for financial aid is determined by the Expected Family Contribution (EFC) that is calculated based on the information you submit on the FAFSA. Need-based aid eligibility is determined by subtracting the EFC from the Cost of Attendance (COA). Students with no financial need are often eligible for non-need based student and parent loans.

Cost of Attendance

The Cost of Attendance (COA) is just an estimate and includes ALL expenses to attend RGV College for one year, not just expenses paid directly to the school. The COA includes average tuition/fees, books and supplies, room and board, personal expenses, transportation expenses.

Direct Costs

Direct costs are those costs paid directly to your student account ledger at RGV College. Direct costs are different from the estimated Cost of Attendance which is an estimate of expenses and includes items not paid directly to the school. Direct costs only include tuition/fees, room and board and will vary depending on things such as whether you attend full or part-time.

Net Cost

Net cost is the amount of direct costs you must pay out-of-pocket that are not covered by your financial aid after all financial aid has been applied to your account. Your net cost is always lower than the Cost of Attendance and in many cases, lower or nothing.

Financial Aid Package

During the Financial Aid interview, the Financial Aid Advisor will determine the total amount of financial aid (federal and nonfederal) a student will be eligible to receive during their enrollment at RGV College. The Financial Aid Advisor combines various forms of aid into a “Financial Aid Package” to help meet the student’s educational costs. The award amounts listed on the Financial Aid Package are subject to be changed dependent on the student providing additional documentation by the set deadline.

CONFLICTING INFORMATION/SELECTED FOR VERIFICATION

Verification is the confirmation through documentation that the information provided on a student’s Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify or confirm the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible student receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled.

You may be selected for verification either by the federal processor or the Financial Aid Advisor. If you are selected for verification by the federal processor, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). If you are selected for verification, the Financial Aid Advisor will contact you by telephone and instruct you on steps to follow to resolve the conflicting information or provide you with the proper documentation to turn in to the FAA.

The main reason for being selected for verification include that you were chosen randomly, the FAFSA you submitted was incomplete, your FAFSA contains estimated information or the data you provided on the FAFSA is inconsistent. Verification is a federal regulation. Students who are selected for verification are not being punished; rather, verification prevents ineligible students from receiving aid by reporting false information and ensures that eligible students receive all of the aid for which they are qualified.

If you are selected for verification, you must comply with the following documentation:

DEPENDENT STUDENTS

- 1) Make a correction on the SAR to link the student’s and parent’s federal income tax return information, or
- 2) Provide a copy of the student’s and parent’s federal income tax transcripts (for the tax year prior to the current aid year)
- 3) Dependent verification worksheet provide by the FAA
- 4) Parent asset worksheet provided by FAA (if business income, investments and/or rental property is listed on tax transcripts)

INDEPENDENT STUDENTS

- 1) Make a correction on the SAR to link the student’s (and spouse’s, if applicable) federal income tax return information, or
- 2) Provide a copy of the student’s (and spouse’s, if applicable) federal income tax transcripts (for the tax year prior to the current aid year)
- 3) Independent verification worksheet provided by the FAA

Please note that additional documentation may be requested at the FAA's discretion. You will be advised in person or by telephone, if additional documents are required. It is your responsibility to check your requirements and submit all documentation to the FAO by the due date given by your Financial Aid Advisor.

Do not wait to submit your documents. All documentation required must be turned in, in-person with the Financial Aid Advisor.

Once the FAO has received all the required verification documents, the Financial Aid Advisor will begin the verification process and confirm that no or if any changes will be made to the initial award amounts listed on the Financial Aid Package.

The verification process is a federal regulation and must be completed in order for a student to receive federal aid, as well as any state or institutional aid. If you do not wish to complete the verification process and therefore not receive financial aid, please notify the FAA in person so that we can update your status.

AWARD LETTERS

The Financial Aid Office begins to send award letters to all students one day before the awards are posted on the Student Account Ledger to pay for tuition and fees charges. We reserve the right to modify financial aid awards at any time due to changes on your financial aid application, in your financial eligibility, in program terms, in the amount of available funding and/or due to coordination with other resources you receive.

Accepting financial aid awards entails certain rights and responsibilities. When you are awarded financial aid, it is critical that you read and understand the terms and conditions. We strongly encourage you to learn as much as you can about the aid you are accepting and to know in advance what is expected of you in terms of your enrollment and academic progress.

Grants and institutional scholarships are automatically accepted for all students. Remember that you are able to accept partial amounts of loans, but loans will always disburse in two parts. If you want to reduce or decline a loan **after** the funds have disbursed, you will need to do it in writing by visiting with a Financial Aid Advisor at the Financial Aid Office.

DISBURSEMENT OF FINANCIAL AID

Financial aid is disbursed to students three (3) days after the first day of instruction. Before your aid can be disbursed to you, you must complete the requirement listed below:

- 1) Accept your Aid;
- 2) Satisfy all outstanding requirements;
- 3) Be enrolled full-time or at least half-time;
- 4) Loan Promissory Note and Entrance Counseling.

Grants, scholarship and loans

Grants, scholarships and loans administered by the Financial Aid Office are applied directly to your Student Ledger Account to pay for charges for tuition and fees.

Outside Scholarships

Outside scholarships are received and payable directly to the school and are disbursed directly to your Student Ledger Account just like any other form of financial aid.

Refunds

If you have financial aid funds that exceed the charges on your RGV College account at the time of disbursement, you will receive a refund, which may be used to pay other education related expenses (Note: if subsequent charges are made to your account, you are responsible for paying them. You can get a report of your student account by visiting with the Cashier's Office at the school.) Refunds will be issued in the form of a paper check that will need to be picked up at the Business Office.

If you have a negative balance on your student ledger account that means you have a credit balance and a refund will be issued to you. You will know that your refund has been generated when the negative credit balance goes to a zero balance and you see a transaction posted on your student account ledger that reads, "Refund Student Credit Balance". The institution has 14 days to issue the paper check to you.

Important Information about Refunds

- 1) If your parents are borrowing through the PLUS loan program, they may elect to have any excess funds refunded either to them or to you.
- 2) Some types of aid can only be used to pay for certain types of charges. Therefore, you could receive a refund even if you have outstanding charges on your student ledger account from the current or previous payment period. You are responsible for paying the balance on your account, if one remains even after you receive the financial aid refund.

Federal Student Financial Aid Penalties for Drug Law Violations

The purpose of the Drug and Alcohol Abuse Prevention regulations is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program as described in this part.

Family Educational Rights and Privacy Act Notice (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

FERPA General Guidance for Students and Parents

The following guidance provides eligible students with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Parochial and private schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also,

unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this office generally interprets the term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.

A school must inform eligible students of how it defines the terms "school official" and "legitimate educational interest" in its annual notification of FERPA rights. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additional information about the annual notification of rights is found below in this guidance document.

Another exception permits a school to disclose personally identifiable information from an eligible student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the sending school must make a reasonable attempt to notify the student in advance of making the disclosure, unless the student has initiated the disclosure. The school must also provide an eligible student with a copy of the records that were released if requested by the student.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Another exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify eligible students individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform eligible students of the types of information it has designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for 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;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of Rights

Under FERPA, a school must annually notify eligible students in attendance of their rights under FERPA. The annual notification must include information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify eligible students individually of their rights under FERPA. Rather, the school may provide the notice by any means likely to inform eligible students of their rights. Thus, the annual notification may be published by various means, including any of the following: in a schedule of classes; in a student handbook; in a calendar of school events; on the school's website (though this should not be the exclusive means of notification); in the student newspaper; and/or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the eligible student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a student have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation of FERPA. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that the eligible student should state his or her allegations as clearly and specifically as possible. To aid us in efficiently processing allegations, we ask that an eligible student only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA is included. An eligible student may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

Complaint Regarding Access

If an eligible student believes that a school has failed to comply with his or her request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA which are not addressed here, you may write to the Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Graduation and Placement Rate Information

On Time Completion Rates

For more detailed information on completion rates please see the website:

<https://nces.ed.gov/collegenavigator/?q=rgv+careers&s=all&id=476726>

For Award Year 2018-2019

Program	Program Code	Total Grads	# on time	# not on time	% on-time
Medical Assistant	MA	20	20	0	100%
Medical Billing & Coding Spec.	MBCS	14	13	1	92.9%
Pharmacy Technician	PT	8	7	1	87.59%
Vocational Nursing Program	VN	176	176	0	100%
Nurse Aide Program	NA	34	34	0	100%
Phlebotomy Technician	PHLEB	No Data	No Data	0	No Data
Patient Care Technician	PCT	No Data	No Data	No Data	No Data

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	VN	NA	PHLEB
Title IV student loan debt:	\$9500	\$9500	\$7039	\$13600	-0-	-0-
Institutional financing plan debt:	N/A	N/A	N/A	N/A	N/A	N/A

Job Placement Rate

	MA	MBCS	PT	VN	NA	PHLEB	PCT
Program Name	Medical Assistant	Medical Billing & Coding Specialist	Pharmacy Technician	Vocational Nursing	Nurse Aide	Phlebotomy Technician	Patient Care Technician
ABHES Job Placement Rate	70%	100%	71%	79%	No Data	No Data	No Data
TWC Job Placement Rate	68.18%	70%	61.54%	71.62%	35.29%	No Data	No Data

Improvements to Academic Program

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.

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 Placement Department serves as a liaison between students and employers, serving the students by promoting the school to prospective employers. For additional information, contact the Placement Department staff.

Textbook Information

It should be noted that Rio Grande Valley College does not have 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, Rio Grande Valley College, in its interpretation of the HEOA amendment effective 7/1/10 has complied and made available all of its individual book prices.

A paper copy of this information is available upon request at the Registrar's Office.

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.

Vaccinations

Good health practices are encouraged for all students. Some programs may have specific vaccinations requirements beyond those required by states and other laws as a condition for admissions and/or externship or clinical experience. Review the admissions

requirements section of the school 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 Return of Title IV Funds (R2T4) -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 Grant, Iraqi Afghanistan Service Grants, Federal Direct Stafford Loans and Federal Direct PLUS Loans.

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 prorated 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 do not 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 (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 school 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 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 first-time, first-year undergraduate, 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 did not 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, HEA 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 do not 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.

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.

JEANNE CLERY ACT STATISTICS

PRIMARY CRIMES	TOTAL OCCURRENCES					
	On Campus Property			On Public Property		
	2016	2017	2018	2016	2017	2018
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Robbery	0	0	0	0	0	0
Arson	0	0	0	0	0	0
ARREST	TOTAL OCCURRENCES					
	On Campus Property			On Public Property		
Arrest Related to:	2016	2017	2018	2016	2017	2018
Drug Abuse Violations	0	0	0	4	1	0
Liquor Law Violations	0	0	0	0	0	0
Weapons: Carrying, possession, etc.	0	0	0	0	0	0
DISCIPLINARY ACTION	TOTAL OCCURRENCES					
	On Campus Property			On Public Property		
Non-Arrest/Disciplinary	2016	2017	2018	2016	2017	2018
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Weapons: Carrying, possession, etc.	0	0	0	0	0	0

VIOLENCE AGAINST WOMEN OFFENSES (VAWA)

TYPE OF VIOLENCE	TOTAL OCCURRENCES					
	On Campus Property			On Public Property		
	2016	2017	2018	2016	2017	2018
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	1	1	1	0	0	0
*On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating, violence, and stalking in accordance with section 40002(s) of the Violence Against Women Act of 1994.						

HATE CRIMES

Hate Crime Occurrences	Total by Year			Category of Bias for Crimes Reported in 2018							
	2016	2017	2018	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0

Campus Security Crime Prevention Information

The Jeanne Clery Act requires that all institutions of higher education to publish an annual report of security policies and crime statistics. Information contained in this report was also solicited from the local police department for the purpose of identifying crimes that occurred on the city streets and property adjacent to Rio Grande Valley College. 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 intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

This report is made available to all employees, current and prospective students on the institute's website www.rgvcollege.edu for a printed copy of this report visit with the Director of Compliance. The annual report is published by October 1st of each year and must contain certain crime statistics for the most recent year reporting period. In addition to the report Rio Grande Valley College reports its crime statistics to the Department of Education, which posts the information to their website at <http://ope.ed.gov/security/InstList.aspx>.

RGV College policies and procedures have been in force to comply with The Violence Against Women Act (VAWA) in compliance with the requirements set forth by The Violence Against Women Act (VAWA) of 1994, and its reauthorization in 2000, 2005 and again in 2013.

The Consumer Information is a Guide that provides updates on specific policies. These policies are made available to new employees and to students upon enrolling. Training is provided to current employees on an ongoing, yearly basis. Resources and contact information for organization that provide professional assistance are provided throughout this section of the Consumer Information Guide.

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

Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

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 the campus security personnel immediately. In the event that the campus security personnel is not available, contact Rene Mendoza, Campus Security Supervisor or Henry Lee, Campus Security Officer or call 911.
- 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.
- If you are waiting for a ride, wait within sight of other people.
- 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 is posted in the student lounge and resource center.

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 security personnel who will intern report incident to the Campus Security Supervisor. Other emergencies should also be reported to the School Director's Office. Regular business hours for the school are 8:00 am to 9:30 pm on Monday, Tuesday and Thursday; 8:00 am to 6:00 pm on Wednesday and Friday and 8:00 am to 5:00 pm on Saturday. If the crime has been committed after regular business hours, it should be reported to the front desk and/or Campus Security Supervisor. If the crime has been committed when the school is closed, it should be reported to the Campus Security Supervisor (CSS) or CSO as soon as possible after school is open. In addition to reporting the crime to the Campus Security Supervisor, the crime should be reported to local law enforcement authorities.

The local police Department:

Pharr Police Department
1900 South Cage Boulevard
Pharr TX 78577
(956) 402-4700 office (956) 781-9163 fax
Emergency call 911

Contact Information

Campus Security Supervisor/Title IX Coordinator	Rene Mendoza, Human Resources
Campus Safety Officer	Henry Lee, Director of Maintenance/Security
Office Responsible to provide a copy of the Campus Security information	Belinda Ibarra, Director of Compliance

Rio Grande Valley College has commissioned security officers onsite who report to the Campus Security Officer. Any crimes or incidents are reported to the Campus Security Officer and documented in a Daily Crime Log and an Incident Report is completed, when necessary. Any documented incidents or crimes committed are reported to the Campus Security Supervisor who in turn reports to the Director of Compliance for reporting purposes on an annual report to the US Department of Education. Updated stats are updated and disseminated to all students, faculty and staff every 1st of October of each year. This information is also updated on the institute's website www.rgvcollege.edu.

Campus Security Personnel are commissioned security officers who have the authority to arrest and carry a weapon. Emergency services, such as the local police department and medical services will be contacted when deemed necessary.

Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, the Campus Security Personnel shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

The institute currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

The school works with local law enforcement agencies and refers criminal incidents to the Pharr Police Department.

The school does not have a written agreement with state or local law enforcement agencies to investigate alleged criminal offenses.

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

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, school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The School 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

In the event of emergencies such as health-related, threat, fire, explosion, chemical release or other related threats, the Campus Security Personnel at **RGV College** will issue an alert in a timely manner to the school community via the school emergency notification system. The Campus Security Personnel is also responsible for communicating with the local police department, ambulance, fire fighters and other response agencies by dialing **911**. 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, faculty and staff, an announcement will be sent to the school community in multi modal format (Intercom Phone System) with the **Emergency Response Codes**.

In the event of an actual or threatened safety or security incident, it is imperative that students, faculty and staff stay calm, maintain control and strive for their safety and that of other fellow students, faculty and staff.

The following **Emergency Response Codes** will be utilized at Rio Grande Valley College:

Emergency Codes	
Aqua- Flood	Orange- External disaster
Black- Bomb threat/ suspicious object	Purple- Hostage taking
Blue- Cardiac arrest/ medical emergency	Red- Fire/ smoke
Brown- Hazardous spill	Silver- Shooting incident/ active shooter
Green- Evacuation	White- Violent situation
Gray- Infrastructure loss or failure	Yellow- Missing/ abducted person

Document the exact words of the caller. Notify the Campus Security Personnel immediately.

Emergency Response Codes will be issued to employees and students with ID badges.

Fire safety protocols will be utilized to prevent endangerment of all employees and students.

1) R.A.C.E. Drill

- a) All students, faculty and staff should:
 - 1) be familiar with the Fire Plan and know the location of the closest fire extinguisher;
 - 2) Always remain calm;
 - 3) If you do discover a fire, utilize the R.A.C.E. Drill.
 - Rescue** – Move any visitor/student in immediate danger to the nearest safe location
 - Alarm** – Activate the nearest fire pull alarm station
 - Contain** – Confine the fire (close door of affected room/area)
 - Extinguish/Evacuate** – If a fire is small and confined to its area of origin, extinguish it.
- b) In the case of a fire in the facility, the person who finds the fire will follow the R.A.C.E and P.A.S.S. process and either call 911-Fire Department or call the receptionist to make the call.
- c) Always remain calm
- d) Ensure electrical equipment is operating correctly. An electrical spark could cause a fire.
- e) Smoking is not permitted within the school.
- f) All employees have a shared responsibility to politely inform any visitors seen smoking inside the school of our non-smoking policy.
- g) Report all fires, no matter how small.

2) P.A.S.S. Drill

- a) Rio Grande Valley College advocates the use of the P.A.S.S. fire extinguisher.
- b) If you discover a fire, use the P.A.S.S. Drill.
 - P** Pull the pin between the two hands
 - A** Aim the nozzle at the base of the fire
 - S** Squeeze the handles together
 - S** Sweep from side-to-side

Drill explanations will placed on employees and students ID badges for quick reference.

The Campus Security Supervisor will be the designated person to the following responsibilities:

- ✓ Obtain contact information of nearest relative for victim to notify them of the situation,
- ✓ Insure that all firefighting equipment is inspected on a regular basis to insure that the equipment is serviceable and ready for use,
- ✓ Insuring that first aid supplies are well stocked and available;
- ✓ Provide training to all students and employees on reporting emergency procedures
- ✓ Location and the use firefighting equipment;
- ✓ Evacuation procedures

The Campus Security Supervisor is responsible for annual review of the existing Emergency Response program to determine areas of needed improvement. This review must be documented and any changes noted will be updated on the written program. Plan updates can be made as a result of drills and tests indicating deficiencies in the program.

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

Sexual assaults (criminal offenses) on campus will be reported immediately to the Campus Security Supervisor, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper

treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, termination and/or arrests, while investigations are being followed. Victims of sexual assault also have the option of notifying local law enforcement. In addition, the school 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:

- www.city-data.com/so/Texas.html
- <https://records.txdps.state.tx.us/DpsWebsite/index.aspx>
- 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 in our informational boards located in the student lounge and resource center.

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: <https://www.nsopw.gov/en-US/Search>. 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.

As per of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link: <http://www.homefacts.com/offenders/Texas/Hidalgo-County.html> available to the campus community where information can be accessed regarding sex offenders.

Students and employees should refer the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the Campus Security Supervisor but rather contact the appropriate agency by calling (911).

Campus Security Supervisor/Title IX Coordinator	Rene Mendoza, Human Resources	956-460-9729
Campus Security Officer	Henry Lee, Security	956-467.9047

Violence Against Women Reauthorization Act (VAWA)

In compliance with the requirements set forth by The Violence Against Women Act (VAWA) of 1994, and its reauthorization in 2000, 2005, and again in 2013 we are providing you with information of Rio Grande Valley College Violence Against Women Act policies and procedures.

This information is to provide Prevention and Awareness to Violence Against Women. This information applies to employees and incoming students. Please read over these policies carefully.

If you have any question or concerns about these policies, or if you would like to provide additional input, please contact the CEO/School Director or the Director of Compliance.

RGV Career's goal is to reduce risk, by providing annual awareness of VAWA, providing you a safe working and learning environment. We hope that these policies will work towards that goal.

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the US to respond appropriately to violent crimes or offenses against women. Rape crisis centers and women's shelters were established in localities, state and local laws have changed. However, the progress had been uneven around the country. VAWA was born out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

Created in 1995, OVW (Office of Violence Against Women) administers financial and technical assistance to communities across the county that are developing programs, policies and practices aimed at ending domestic violence, dating violence, sexual assault and stalking.

Currently, OVW administers four formula-based and 20 discretionary grant program, established under VAWA and subsequent legislation. The four formula programs include STOP (Services, Training, Officers, Prosecutors), SASP (Sexual Assault Services Program), State Coalitions and Tribal Coalitions. The 20 discretionary programs work to support victims and hold perpetrators accountable through promoting and coordinated community response. Funding is provided to local and state and tribal governments, courts, non-profit organizations, community-based organizations, secondary schools, institutions of higher education and state and tribal coalitions. These entities work toward developing more effective responses to violence against women through activities that include direct services, crisis intervention, transitional housing, legal assistance to victims, court improvement and training for law enforcement and courts. They also work with specific populations such as elder victims, or persons with disabilities, college students, teens, culturally and linguistically specific populations. Additionally as funding allows, OVW funds special initiatives in responses to areas of special need. These initiatives dedicate resources to develop enhancement in challenging areas. They enable OVW to explore innovations in the violence against women field and share knowledge that can be replicated nationwide.

Since its inception, OVW has awarded over \$6 billion in grants and cooperative agreement, and has launched a multifaceted approach to implementing VAWA. By forgoing state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and other, OVW grant programs help provide victims with the protection and services they need to pursue safe and healthy lives while simultaneously enabling communities to hold offenders accountable for their violence. For more information on the Office of Violence Against Women (OVW), visit their website at <http://www.justice.gov/ovw/about-office>

Reporting Crime Confidentially

Victims and/or witnesses are encouraged to speak to any staff member pertaining to incidents or potential incidents of violence/crime against women that may have occurred within or out of the school premises. Reporting of such crime is kept confidential and the school treats all reported incidents without bias towards persons involved. The names are not disclosed in the school's Annual Report Statistics disclosure, yet the reported crime will be a part of the school's Daily Incident Log records. The Daily Incident Log includes the date, time, location, incident reported and disposition of incident and the name of the person who took the report. This report must be documented within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim. Victims and/or witnesses are encouraged to promptly report the incident to **911** or local authorities.

VAWA Definitions

1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by –
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies {under the VAWA},
 - Any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction"
2. "Dating violence" means – violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a) The length of the relationship;
 - b) The type of the relationship; and
 - c) The frequency of interactions between the person involved in the relationship."
3. "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress."

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Office Responsible to provide a copy of the Campus Security information	Contact Person/Agencies
Who to contact to report an incident at the Institution	Rene Mendoza, Human Resources or Dr. Annabelle P. Rodriguez, CEO/Owner
Pharr Police Department	1900 South Cage Blvd, Pharr, TX 78577 Phone: 956-402-4700 Fax: 956-781-9163
Mujeres Unidas (Hidalgo County)	National Hotline Number (24 Hour Hotline) 956-630-HURT (4878)

	1-800-799-SAFE (7233) 1-800-787-3224 (ITTY) www.mujeresunidas.org
Friendship of Women, Inc. (Cameron County)	956-544-7412 (Crisis Hotline) 95 East Price Road, Brownsville TX 78521
Family Crisis Center, Inc.	1-866-423-9304 (24 Hour Hotline) 616 W. Taylor, Harlingen TX 78550 956-423-9304

Texas Council on Family Violence

The Texas Council on Family Violence serves three main functions: to provide support to service providers, to advocate on behalf of domestic violence victims to the state government and to develop and implement prevention programs focused at ending domestic violence at its root causes.

Learn more about these three areas of focus, please visit the individual team by visiting their website at www.tcfv.org/our-work

Our work would not be possible without the support of Texas communities, our allies in the domestic violence movement, law enforcement and legal advocates. TCFV aims to provide the most current and comprehensive information on domestic violence to programs, law enforcement, community members and educators.

Texas Council on Family Violence
P O Box 163865
Austin TX 78716

Texas Association Against Sexual Assault (TAASA)

The Texas Association Against Sexual Assault is committed to ending sexual violence in Texas through education, prevention and advocacy. In the meantime, we desire to support survivors on their paths to hope, healing and justice. TAASA is the voice of the sexual assault movement in Texas. We are a unifying force bringing together parties involved in and affected by sexual assault as a catalyst for change. For more information visit their website at <http://taasa.org>

Texas Association Against Sexual Assault
6200 La Calma Drive Suite 110, Austin TX 78752
Phone: 512-474-7190
Fax: 512-474-6490
Hours: Monday thru Friday, 8:00 am – 5:00 pm
For victim's assistance, please call 888-343-4414 or visit <http://www.hopelaws.org>

Reporting “Unfounded” Crimes to the Annual Report Statistics

When there is no truth to the report, RGV College does not have to report it on its Annual Statistics Report, due to lack of reason or fact. If a complaint is reported, but the victim does not cooperate with school officials nor with local authorities, the investigation may be closed and considered unfounded, due to lack of support of the reported crime.

Updated-Definition of “Rape” as per FBI

The new definition is more inclusive, better reflects state criminal codes and focuses on the various forms of sexual penetration understood to be rape.

The revised definition of rape is: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Attempts or assaults to commit rape are also included; however, statutory rape and incest are excluded.

The revised definition includes any gender of victim or perpetrator, and includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity, including due to the influence of drugs or alcohol or because of age. The ability of the victim to give consent must be determined in accordance with state statute. Physical resistance from the victim is not required to demonstrate lack of consent. The new definition does not change federal or state criminal codes or impact charging and prosecution on the local level.

Bystander Intervention

People have a responsibility not to sexually assault other people. That is absolutely certain. At the same time, as bystanders, we have a responsibility to intervene when we can in order to help de-escalate potentially violent situations. It can be an overwhelming feeling to have this responsibility. But as we make strides to teach everyone (not just men) not to rape, we have to be ok with this extra responsibility for now. In spite of (and because of) what others do, we have a responsibility to look out for others and intervene when appropriate and possible. To that end, bystander intervention is a powerful tool that empowers whole communities to help end sexual violence. RGV College encourages bystanders to intervene whenever safety possible. **Safety and reducing crime is part of everyone's duty.**

Sexual Harassment

Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In most modern legal contexts, sexual harassment is illegal. As defined by the US Equal Employment Opportunity Commission (EEOC), "It is unlawful to harass a person (an applicant or employee) because of that person's sex". Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. The legal definition of sexual harassment varies by jurisdiction.

Where laws surrounding sexual harassment exist, they generally do not prohibit simple teasing, offhand comments, or minor isolated incidents. In the workplace, harassment may be considered illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted, or when the victim decides to quit the job). The legal and social understanding of sexual harassment, however, varies by culture.

In the context of US employment, the harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer, and harassers or victims can be of any sex or gender.

It includes a range of actions from mild transgressions to sexual abuse or sexual assault. Sexual harassment is a form of illegal employment discrimination in many countries, and is a form of abuse (sexual and psychological) and bullying. For many businesses and other organizations, preventing sexual harassment, and defending employees from sexual harassment charges, has become key goals of legal decision-making.

Reference: https://en.wikipedia.org/wiki/Sexual_harassment

If you need immediate support, you can contact your local RAINN affiliate at any time, 24/7 by calling the National Sexual Assault Hotline at 800-656-HOPE (4673)

Sexual Assault

Sexual assault is any involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual sexual touching of a person. Sexual assault is a form of sexual violence, and it includes rape (such as forced vaginal, anal or oral penetration or drug facilitated sexual assault), groping, forced kissing, child sexual abuse, or the torture of the person in a sexual manner.

In legal terms, sexual assault is a statutory offense in various jurisdictions, including the United States, Canada, England and Wales, Ireland, and Scotland. The legal definition of the crime of sexual assault is determined by each jurisdiction. Specific legal jurisdictions and research often use highly technical or detailed definitions of the term. In some places, such as New South Wales, the crime of sexual assault has replaced the traditional crime of rape and is being defined as non-consensual penetrative sex. By contrast, in other jurisdictions, the crime deals with non-penetrative sexual contact.

Reference: https://en.wikipedia.org/wiki/Sexual_assault

If you need immediate support, you can contact your local RAINN affiliate at any time, 24/7 by calling the National Sexual Assault Hotline at 800-656-HOPE (4673)

Penalties – A sexual assault is typically a second degree felony. This carries a sentence of two to twenty years in a state prison and/or a fine of up to \$10,000. However, this crime may be elevated to a first degree felony if the victim was a person who the defendant was prohibited from marrying or was prohibited from living under the appearance of being married to the victim. A first degree felony in Texas is punishable by five to ninety-nine years in a state prison and/or a fine of up to \$10,000.

Domestic Violence

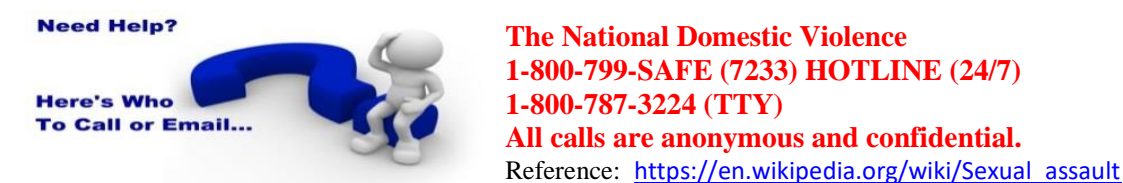
Domestic violence (also **domestic abuse**, **spousal abuse**, **intimate partner violence**, **battering**, or **family violence**) is a pattern of behavior which involves [violence](#) or other [abuse](#) by one person against another in a domestic setting, such as in [marriage](#) or [cohabitation](#). [Intimate partner violence](#) (IPV) is violence by a [spouse](#) or partner in an [intimate relationship](#) against the other spouse or partner. Domestic violence can take place in [heterosexual](#) and [same-sex](#) family relationships, and can involve violence against children in the family or, in some U.S. states, violence against a roommate. It also includes violence committed by children toward either parent and other [siblings](#).

Domestic violence can take a number of forms, including [physical](#), [verbal](#), [emotional](#), [economic](#), [religious](#), and [sexual abuse](#), which can range from subtle, coercive forms to [marital rape](#) and to violent physical abuse such as [female genital mutilation](#) and [acid throwing](#) that results in [disfigurement](#) or death. Domestic murders include [stoning](#), [bride burning](#), [honor killings](#), and [dowry deaths](#).

Domestic violence affects men, women, and children. In the United States, 35.6% of women and 28.5% of men have experienced some form of domestic violence (including rape, physical violence, or stalking) by an intimate partner in their lifetime. Globally, however, a wife or female partner is more commonly the victim of such violence. In some countries, particularly where there has been actual, or suspected [infidelity](#) by female partners, wife-beating is seen as justified by the majority of the population, and may be codified into law. Recent research has also shown there to be a direct and significant [correlation](#) between a country's level of [gender equality](#), and actual rates of domestic violence. Both partners may also engage in abusive or violent behavior, or the victim may act in self-defense or retaliation. Whereas women who experience domestic violence, at least in the developed world, are often openly encouraged to report it to the authorities, it has been argued that [domestic violence against men](#) is most often unreported because of social norms and pressure against such reporting; those that do often face [social stigma](#) regarding their perceived lack of [machismo](#) and other denigrations of their [masculinity](#).

Domestic violence occurs when the abuser believes that abuse is acceptable, justified, or unlikely to be reported. It may produce [intergenerational cycles of abuse](#) in children and other family members, who may feel that such violence is acceptable or condoned. Awareness, perception, definition and documentation of domestic violence differs widely from country to country. In abusive relationships, there may be a [cycle of abuse](#) during which tensions rise and an act of violence is committed, followed by a period of reconciliation and calm. Victims of domestic violence may be trapped in domestic violent situations through isolation, [power and control](#), cultural acceptance, lack of financial resources, [fear](#), [shame](#), or to protect children. As a result of abuse, victims may experience physical disabilities, chronic health problems, mental illness, limited finances, and poor ability to create healthy relationships. Victims may experience psychological problems, such as [post-traumatic stress disorder](#). Children who live in a household with violence often show psychological problems from an early age, such as dysregulated aggression which may later contribute to continuing the legacy of abuse when they reach adulthood. Domestic violence often happens in the context of [forced](#) or [child marriage](#).

Reference: https://en.wikipedia.org/wiki/domestic_violence



Need Help?

Here's Who To Call or Email...

The National Domestic Violence
1-800-799-SAFE (7233) HOTLINE (24/7)
1-800-787-3224 (TTY)
All calls are anonymous and confidential.

Reference: https://en.wikipedia.org/wiki/Sexual_assault

Penalties – Domestic violence crimes are punishable in Texas as follow:

Class A misdemeanor – up to one year in jail or a fine up to \$4,000 or both

3rd degree felony – from 2 to 10 years in prison and a fine up to \$10,000

2nd degree felony – from 2 to 20 years in prison and a fine of up to \$10,000 and

1st degree felony – from 5 to 99 years in prison and a fine up to \$10,000

Dating Violence

Dating violence is a controlling, abusive and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical and sexual abuse or a combination.

Anyone can be a victim of dating violence (boys and girls). Abuse between partners (boys and girls) can happen in different ways. Girls are more likely to yell, threaten to hurt themselves, pinch, slap, scratch or kick. Boys injure girls more and are more likely to punch their partner and force them to participate in unwanted sexual activity. Some teen victims experience physical violence only occasionally; other, more often.

Controlling behavior may include:

- ❖ The date has tried to keep him/her from seeing friends.
- ❖ He/she is restricted from contacting his/her family
- ❖ He/she is even forced to choose between the date and his/her family and friends.
- ❖ The date insists on knowing where he/she is at all times and demands that he/she justify everything he/she does.
- ❖ The date will be furious if he/she spoke with another man/woman.
- ❖ The date expects him/her to ask permission before seeking health care for himself/herself.
- ❖ The date dictates what he/she wears and how he/she appears in public.

Type of abuse may include:*Emotional abuse*

- ❖ He/she is afraid of his/her date
- ❖ He/she is afraid of making the date angry and is unable to even disagree with the date.
- ❖ His/her date has publicly embarrassed and humiliated him/her.
- ❖ Calling you names
- ❖ Jealousy

Psychological abuse

- ❖ The date threatens to use violence against you, someone in your family, or against himself/herself if you don't do what he/she wants.(e.g. "If you leave me, I will kill myself".)

Sexual abuse

- ❖ The date forces his/her partner to have sex with him/her.
- ❖ He/she is afraid to say 'no' to the date's demand for a sexual act from him/her.
- ❖ The date does not respect him/her, but is only interested in gratifying his/her own sexual needs.
- ❖ The date does not care about the consequences of the sexual act or how his/her partner feels about it.

Physical abuse

- ❖ He/she was subjected to some physical attacks by his/her partner
- ❖ The date has held him/her down, pushed him/her, or even punched, kicked or threw things at him/her.
- ❖ Hair pulling, shoving, slapping or strangling.

If you are victim of Dating Violence, you might:

- ❖ Thinks it's your fault
- ❖ Feel angry, sad, lonely, depressed or confused
- ❖ Feel helpless to stop the abuse
- ❖ Feel threatened or humiliated
- ❖ Feel anxious
- ❖ Not know what might happen next
- ❖ Feel like you can't talk to family and friends
- ❖ Be afraid of getting hurt more seriously
- ❖ Feel protective of your boyfriend or girlfriend

Reference: https://en.wikipedia.org/wiki/dating_abuse

1-800-273-TALK (8255) Available 24/7
1-888-628-9454 (Spanish)
1-800-799-4889 (TTY)

Need Help?

**Here's Who
To Call or Email...**

**Penalties** – Domestic violence crimes are punishable in Texas as follow:

Class A misdemeanor – up to one year in jail or a fine up to \$4,000 or both

3rd degree felony – from 2 to 10 years in prison and a fine up to \$10,000

2nd degree felony – from 2 to 20 years in prison and a fine of up to \$10,000 and

1st degree felony – from 5 to 99 years in prison and a fine up to \$10,000

Stalking

Legal definitions for stalking differ from one jurisdiction to another; a good working definition of stalking is **a course of conduct directed at a specific person that would cause a reasonable person to feel fear.**

Stalking is serious, often violent and can escalate over time. Stalking occurrences of two or more instances are considered reportable.

A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women and women do stalk men.

How do I know if I'm being stalked?



The stalker may, on more than one occasion:

1. Follow the victim and/or victim's family or household members, or
2. Vandalize the victim's property, or
3. Inflict damage to property--perhaps by vandalizing the car, harming a pet or breaking windows at the victim's home, or
4. Make threatening calls or send unwanted gifts, letters, cards, e-mails or threatening mail, or
5. Drive by, or park near the victim's school, home, office, and other places familiar to the victim, or
6. Monitor your phone calls or computer use, or
7. Use technology, like hidden cameras or GPS to track where you go, or
8. Threaten to hurt you, your family, friends, or pets, or
9. Find out about you by using public records or online search services, hiring investigators, going through your garbage or contacting your friends, family, neighbors, or co-workers, or
10. Posting information or spreading rumors about you in social media, public places or by word of mouth, or
11. Other actions that may make you feel controlled, tracked or frightened.

You are not to blame for a stalker's behavior.

References:

<https://www.victimsofcrime.org/our-programs/stalking-resource-center>

<https://www.texasattorneygeneral.gov/cvs/information-on-stalking>

<http://www.safehorizon.org/page/stalking-12.html>

Need Help?

**Here's Who
To Call or Email...**



Crime Victims Hotline: 1-866-689-HELP (4357)

Penalties – Stalking is treated as a 3rd degree felony, which means that it is often punishable with a prison sentence. If convicted of another charge of stalking, it is considered to be a 2nd degree felony.

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, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin.

Below is a table that outlines all hate crime statistics for the past three years. Additionally, hate crimes statistics are also reported separately for the following offenses: larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

Safety Precautions

The following suggestions are examples of things you can do to lessen your risk of being a victim of a violent crime.



Remember:

You are never to blame for a crime that was committed against you.

Strategies you can use to minimize risk of sexual assault include:

- ✓ **Trust your gut instinct.** If a situation doesn't feel right, don't worry about offending someone, just leave.
- ✓ **Notice when someone doesn't respect your boundaries.** Don't be afraid to assert your right to have your boundaries respected.
- ✓ **Most perpetrators of sexual violence will look for vulnerable targets:** appear to not be aware of their surroundings, under the influence of alcohol or drugs, isolated from their friends, etc.

- ✓ **Control access to your home or car by locking your doors and closing windows if they provide easy access.**
- ✓ **Travel in groups, when possible.**
- ✓ **Don't be afraid to ask for help in situations where you feel unsafe:** ask for an escort to your car, tell your friends you want to leave the party, ask friends to stay with you, etc.

Reference: http://sexualviolence.ucdavis.edu/risk_reduction.html

Bystander Intervention Program

The mission of the RGV College An Institute of Higher Learning Bystander Intervention Program is to provide education and awareness to the students, faculty and staff regarding sexual assault, domestic violence, dating violence and stalking as well as to promote active bystanders in order to prevent these crimes. RGV College is committed to fostering an environment in which all members of our community – both on campus and off, including visitors – are safe, secure and free from sexual misconduct of any form. The RGV College Bystander Intervention Program will accomplish this by facilitating ongoing classes, workshops, trainings, presentations and events for student, faculty and staff, regardless of ability, ethnicity, race, gender expression or identity.

Bystander Intervention Philosophy and Strategies

Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence.

The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

- ✓ Educate yourself about interpersonal violence AND share this information with friends
- ✓ Confront friends who make excuses for other people's abusive behavior
- ✓ Speak up against racist, sexist, and homophobic jokes or remarks

Tips for Intervening

In a situation potentially involving sexual assault, relationship violence, or stalking:

- ✓ Approach everyone as a friend
- ✓ Do not be antagonistic
- ✓ Avoid using violence
- ✓ Be honest and direct whenever possible
- ✓ Recruit help if necessary
- ✓ Keep yourself safe
- ✓ If things get out of hand or become too serious, contact the police

The steps listed below will provide additional guidance that are helpful to identify the different intervene stages:

STEP ONE: *Notice when a situation can lead into violence*

While some situations are significantly violent in nature and easily noticeable, many other situations are better characterized as problematic or high-risk behaviors that are likely to escalate to violence, including: offensive comments, possessiveness, extreme jealousy and aggression. Sometimes, a person's gut instinct or intuition can be the best cue that violence is about to occur.

STEP TWO: *Identify when it's appropriate to intervene*

At the point when there is enough information to interpret a situation as dangerous, because it appears to be escalating, or it does not appear the behavior will stop on its own, bystanders tend to feel a sense of urgency and recognize that intervention is necessary. The actual timing for the intervention (the "when") can vary among individuals and the seriousness of the situation.

STEP THREE: *Recognize personal responsibility for intervention*

It can be easy to assume that others will intervene so you don't have to, particularly, if other individuals or school officials are in charge of keeping the institution safe, e.g. security guard, school official, etc. We are more likely to recognize the situation as requiring our help if: **1)** no one else is around; or **2)** we can relate to the issue on a personal level (our friend/family member is in danger, we would want to help if we were in that position; we understand impact that violence can have on survivors).

STEP FOUR: *Know how to intervene*

Knowing how to intervene safely and comfortably, improves our willingness to intervene. This step involved acquiring skills and developing strategies that lead to effective intervention.

STEP FIVE: *Take action to intervene*

Bystander intervention can take a variety of forms and techniques that are available to fit any personality style and comfort level:

- **Distract** – Create a distraction or redirect the focus of either party to ensure he/she can get out of the situation. If it is appropriate, use humor or an excuse to divert the attention of the perpetrator, creating an opportunity to free the potential victim from the situation.
- **Direct** – Confront the harmful behavior directly, so the potential victim is empowered to leave the situation or the perpetrator can make the choice to stop. This can include stepping in to separate the individuals and using assertive language.

Resources:

Step Up: <http://www.stepupprogram.org>

<http://web.uri.edu/affirmativeaction/title-ix/bystander-intervention-programs/>

<http://www.nsvrc.org/projects/engaging-bystanders-sexual-violence-prevention/bystander-intervention-resources>

Institution's Policy for Reporting Violence

Rio Grande Valley College Campus Security Supervisor and/or Campus Security Officer (CSO) have been appointed to enhance the safety of students, faculty and staff. All students and employees are encouraged to report violence crimes, alleged violence crimes or activities or other security problems to the campus security personnel and/or CSO as soon as it occurs. **See List of Reportable Crimes**

All students and employees must follow the procedures listed below to address reports or complaints made to the Campus Security Supervisor and/or CSO:

Students and employees are encouraged to meet privately with the appropriate school official to report violence crimes at any during normal business hours. In instances where the victim requires immediate medical or counseling care, victims and witnesses are encouraged to seek medical assistance by calling 911 and/or local authorities. In all cases it is important to preserve evidence.

Incident Forms are available upon request from any staff member. The campus security personnel and Campus Security Supervisor do not have the authority to make arrests, but are trained to report the incident to the local authorities. The Campus Security Personnel will cooperate with local authorities to the extent as necessary. The Campus Security Personnel have the authority to enforce the school's policies and procedures outlined in this manual. The Campus Security Personnel at RGV College consist of:

- School Director
- Campus Security Supervisor
- Campus Security Officer
- Campus Security Personnel
- Campus Faculty and Staff

Campus Security Personnel will make a written report, listing the following information:

- 1) Date and Time of Incident
- 2) Location
- 3) Name of Person Making the Report
- 4) Name of Person Involved
- 5) Nature of Incident/Description of Incident
- 6) Name of Witnesses, if any
- 7) Action taken by the Complainant and the School

The incident report, plus any evidence provided is kept strictly confidential at the school for the purpose of the investigation. The Victim/Witness may seek assistance from school officials to notify local authorities.

A copy of the incident report, plus any evidence gathered, may be provided to local authorities for further investigation, unless the Victim/Witness requests that the report and evidence not be provided to local authorities. The Victim/Witness may also request his/her name remain confidential.

The Campus Security Supervisor may determine, after gathering the facts and based on the severity of the offense or alleged crime and for the safety of the victim or of others to decline such request.

These records are available upon request through the Director of Compliance office.

With a student's written request: The institution must disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the result of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

Victims/Witnesses Rights and Responsibilities after Reporting a Crime

When a student or an employee reports to the institution that he/she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether it occurred on or off-campus, RGV College will provide the student or employee a written explanation of the student's or employee's rights and responsibilities.

Victims/Witnesses must exercise the following rights and responsibilities after reporting a crime:

Your Rights:

- ❖ Report the crime to local authorities
- ❖ Request/Decline Medical Assistance
- ❖ Request/Decline Counseling
- ❖ Request/Decline Protective Order
- ❖ Request/Decline an altered school/work schedule
- ❖ Request a copy of the report, resolution, proceedings and disciplinary action taken by the school towards employees or students

Your Responsibilities:

- ❖ Be truthful, honest
- ❖ Maintain evidence
- ❖ Meet with the Campus Security Supervisor and Campus Security Officer
- ❖ Comply with school authorities during the investigation
- ❖ Comply with local authorities
- ❖ Notify the Campus Security Supervisor and Campus Security Office of additional crimes that have occurred

Your Options:

- ❖ You may request a Leave of Absence
- ❖ You may request a Change of Schedule
- ❖ You may request to be transferred at another post- secondary institution

Disciplinary Proceedings

The school has disciplinary procedures in place to address allegations of sexual assault and other sexual offense, which are detained 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, 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.

Disciplinary proceedings and hearings are handled by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, stalking and how to conduct a fair and impartial investigation and hearing process that protects the safety of victims and promotes accountability.

Both the accuser and accused have the same opportunities to have others present during an institutional disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice, nevertheless, one person must be appointed by both parties to speak and answer questions pertaining to the hearing.

A hearing will be scheduled within ten (10) business days. Evidence provided such as police reports, recording of the crime, text messages, social media or emails may be used to support the report of crime. Witnesses may be present at the time of the hearing.

Both the accuser and the accused shall be simultaneously informed, in writing, of the time and date of the hearing, and of the outcome of any institutional disciplinary proceeding that arises from the report. The results of the institutional hearing are final and without opportunity for an appeal. Results of final proceedings will be made available within ten (10) business days from the last day of the institutional disciplinary hearing.

Upon the final determination, any information about the accused and accuser is kept confidential, to the extent permissible by law.

Reasonable options and assistance are made available for changing academic, living, transportation and working situation, if so requested by the victim.

Disciplinary Actions

Employees found violating the institution's VAWA policies and procedures are subject to disciplinary action, such as suspension without pay, while an investigation is conducted, and possible termination of employment, without an appeal, when found at fault. Employees are expected to collaborate throughout the investigation process and with local authorities. During the investigation process, the institution may alter the employee's schedule to protect the alleged victim. The school has the responsibility to report admitted, reported or alleged violation to the local authorities. Employees are prohibited from fraternizing with students, dating, student, having any sexual contact and provoking sexual insinuation to others, refrain from sexual innuendo towards students and other employees.

Students found violating the school's VAWA policies and procedures are subject to disciplinary action, suspension and possible termination from school, without appeal. The school has the responsibility to report admitted, reported or alleged violation to the local authorities. During the investigation process, the institution may alter the student's schedule to protect the alleged victim. Students are encouraged not to date other students, not to have any sexual contact with other students, not to provoke sexual insinuation to others, refrain from sexual innuendo towards other students and employees.

Institution's Responsibilities for Order of Protection

RGV College will comply, to the extent of its capability, with orders of protection, such as "No Contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.

To the extent of its capability, and in accordance with the victim's confidentiality accommodation, the institute may provide options such as:

- Student may be moved to a different classroom
- Student may be taught separately from perpetrator
- Student may request a leave of absence
- Student may request a change of schedule
- Student may request to be transferred at another post- secondary institution

List of Reportable Violence Crimes

The following are reportable crimes and their definitions. These crimes are strictly prohibited at Rio Grande Valley College.

- 1) **Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- 2) **Forcible Rape –** is the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)
- 3) **Forcible Sodomy –** is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- 4) **Sexual Assault With An Object –** is the use of an object or instrument to unlawfully penetrate, however, slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- 5) **Forcible Fondling –** is the touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- 6) **Sex Offenses – Non-Forcible:** unlawful, non-forcible sexual intercourse (limited to incest and statutory rape)

- 7) **Incest** – is the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 8) **Statutory Rape** – is the non-forcible sexual intercourse with a person who is under the statutory age of consent.
- 9) **Stalking** – is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.
- 10) **Consent** – is an affirmative, unambiguous and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act of expression of intent to engage in the act pursuant to an exercise of free will. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute to engage in sexual activity. Consent must be ongoing throughout a sexual activity must stop immediately. Consent cannot be given when a person is incapacitated. A person cannot consent if he/she is unconscious or coming in and out of consciousness. A person cannot consent if he/she is not understanding of the act affected by a physical or mental impairment.

For the purpose of this Policy, the age of consent in Texas is 17 years of age. The minimum age is 14 with an age differential of three (3) years; thru, those who are at least 14 years of age can legally have sex with those less than three (3) years older.

Reference: Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR)

Resources for Victims

Please refer to Page 21 for a listing of resources available in Texas for victims. Among many others, the Texas Association against Sexual Assault (TAASA) is committed to ending sexual violence through education, prevention and advocacy. In the meantime, we desire to support survivors on their paths of hope, healing and justice.

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 on an annual basis.

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 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 have four agencies (the Drug Enforcement Agency, U.S. Customs Services, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. Once 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 ones 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, come, convulsions, and death.

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

- 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 www.nida.nih.gov/DrugsofAbuse.html.

Drug and alcohol abuse education programs are offered by local community agencies. The school will post information about such education programs in the Student Lounge and Resource Area.

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 School Director's Office. If it is determined by the School Director that a student or employee is in need of assistance to overcome a drugs 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 School 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 local organizations that may be contacted for help, such as:

Name of Facility	Type of Service	Address	Phone Number
The Sendero Group, PLLC	Addiction Treatment Center	801 W. Nolanda, McAllen, TX	(956) 994-1428
Pura Vida Counseling Services, PLLC	Addiction Treatment Center	918 W. Nolana, Pharr, TX	(956) 502-5526
McAllen Alcohol Treatment Centers	Addiction Treatment Center	1221 E. Hackberry Avenue, McAllen, TX	(956)255-3065
Turning Point	Alcoholism Treatment Program	826 Del Oro Lane, Pharr, TX	(956) 781-7200
New Beginnings Behavioral Health	Mental Health Service	1107 Upas Avenue, McAllen, TX	(956) 381-1189
A Helping Hand	Alcoholism Treatment Program	5115 S. Closner Boulevard, Edinburg, TX	(956) 783-9997
Recovery Healthcare Corporation	Alcoholism Treatment Program	2827 S. Closner Boulevard, Edinburg, TX	(956) 380-0703
Behavioral Health Solutions of South Texas	Medical Clinic	5510 N. Cage Boulevard, Pharr, TX	(956) 787-7111
Palacios Alcohol	Drug Education Counselor	921 S. Cage Blvd., Pharr, TX	(956) 782-5140
A Vision for You Help Center	Alcoholism Treatment Program	900 S. Veterans Blvd., Edinburg, TX	(956) 720-1397

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/>
- The Cocaine Hotline, 1-800-444-9999 is also open 24 hours.

- Al-Anon for Families of Alcoholics 1-800-344-2666

Student and employees must notify the School Director, in writing, within five days of being convicted of a criminal drug statute at the school.

Conviction for possession or sale of illegal drugs

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible. Rio Grande Valley College is not required to confirm this unless there is evidence of conflicting information.

A conviction that was reversed, set aside or removed from the student's record does not render a student ineligible for aid, nor does a conviction that was received when the student was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from the date of conviction	2 years from the date of conviction
2 nd offense	2 years from the date of conviction	Indefinite period
3+ offenses	Indefinite period	

If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When a student regains eligibility during the award year the institute may award Pell and/or Loan for the current payment period.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Student Housing Facilities

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

Fire Safety Reporting

Our school does not maintain school-operated 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.