# Student Information and Services

## Consumer Information and Disclosures

The U.S. Department of Education requires schools to provide potential and current students with Consumer Information and Disclosures of specific information regarding graduation rates, retention rates, placement rates, median loan debit of Title IV Federal Student Aid and private loans, and possible employment outcomes for each academic program. The summary and the location of the Consumer Information are provided in the Consumer Information Notice distributed to all potential students. Cameron County Education Initiative Inc. provides this information to all currently enrolled students for July 1 – June 30 of the subsequent year, unless there are updates, which are provided at the time of the change. In addition, Cameron County Education Initiative’s Inc. Consumer Information is located on the CCEI website atwww.myccei.org for each program offered.

## Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all colleges and universities to publish information about crime on and near the campus. The Clery Act requires that an Annual Security Report is published by October1st each calendar year, a public crime log is maintained on campus, and the campus is responsible for using an emergency notification system to alert students of a serious threat. CCEI follows these guidelines and reports to the United States Department of Education annually. Students and Employees may find information on the Annual report posted online atwww.myccei.org

If you have any questions regarding reporting obligations, please contact your Executive Director. The Annual report contains information regarding Campus Security

• Emergency Response Plan

• Security & Access to Facilities

• Crime Awareness and Prevention

• Crime Statistics & Definitions

• Disciplinary Referrals

• Sex Offenders/Sex Offenses

• Drug-Free Campus and Workplace

• Alcohol & Drug Policy

• Description of Health Risks Associated with Alcohol and Drug Use

• Federal and State Legal Sanctions

• Local Counseling, Treatment and Rehabilitation Programs

• Crime Statistics

Cameron County Education Initiative Inc. enforces a strict policy for students and employees who violate the company’s policies related to drug use. Violators may be subject to penalties and/or disciplinary actions including up to termination from school or employment. CCEI’s sexual assault policy is to encourage students to be responsible for their personal safety. The campus has a list of staff members by name, title and contact number who are available to report criminal activity, public safety issues, emergencies and suspicious behavior. In the event of an emergency or eminent danger, everyone should immediately call 911.Campus security authority lists and blank incident reports are posted on bulletin boards throughout the campus. If assistance is needed, it will be provided upon request. Students are encouraged to be responsible for their personal and community safety.

## Emergency Notification System

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, CCEI provides an emergency alert system, via school management software that delivers messages to your CCEI or personal email addresses as well as your cell phone. This system will keep the campus community informed regarding safety and security issues by immediately notifying students and staff about crimes committed on campus that may pose a serious and/or immediate threat. We have enrolled you in the program at no additional expense to you. We encourage you to keep your contact information current so that these important alerts can reach you in a timely manner. Please contact the front desk at the campus to update your contact information. If you choose not to enroll in this service, we ask that you contact your Executive Director. Notification for school closing due to inclement weather and or any other emergency will be done via PSA announcement through local television and radio stations.

## Non-Harassment Policy

Cameron County Education Initiative Inc. will not permit, tolerate or condone harassment against any individual for any reason, including, but not limited to, harassment based on race color, religion, national origin, sex, (including pregnancy), age, disability, veteran status or another status protected by applicable law. Comments, conduct, or innuendoes that might be perceived by others as offensive or harassing are wholly inappropriate and are to be strictly avoided. This policy applies to students, company employees, customers, vendors and visitors tithe premises. CCEI intends to provide a school environment that is pleasant, healthy, comfortable and free of intimidation, hostility or other offenses that might interfere with a student’s educational performance. All employees and students must avoid offensive or inappropriate behavior in School or employment-related relationships and are responsible for ensuring that all student-employee, plus employment-related relationships remain professional and free from harassment at all times.

Harassment can include, but is not limited to, the following actions:

* Inappropriate Communication – involves any language that is offensive, unnecessarily loud or degrades or berates others, including, but not limited to, racial, religious, or sexual comments or jokes, sexual innuendoes, or threats of any kind, whether communicated verbally, in writing, or electronically.
* Physical Abuse – includes, but is not limited to, touching, hitting, kicking, or threatening another person, including restraining by force or blocking the path of another.
* Interference or Hostile Environment – includes any behavior or action that interferes with a student or employee’s ability to perform job duties and responsibilities, or participate in the education process, or which results in or creates a hostile or intimidating environment.
* Sexual Harassment – include, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:
* Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or continuation of education;
* Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
* Such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with the individual’s work or school performance or creating an intimidating, hostile, or offensive work environment.
* Retaliation – includes any adverse action or threat of adverse action taken or made because a student or employee has exercised or attempted to exercise any rights under applicable laws or under policies of the company. Retaliation includes, but is not limited to, threats, or withholding or withdrawal of pay, promotions, training, grades or employment opportunities.

It is important that students and employees clearly understand the serious effects of harassment. Such behavior may result in personal liability, as well as liability to the School. If an individual feel that he/she has been subjected to any type of degree of harassment, he/she must report the incident verbally or in writing to the Executive Director, Immediate supervisor, department head, and any other member of management, the Vice President or the Compliance department. A complaint must include the specific nature of the incident and the date(s) and place(s) such alleged harassment took place, as well as the name(s) of any individual(s) known to be involved, but does not have to be in writing. When the School’s management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the School to do so. Complaints of violations will be promptly and carefully investigated, including interviews with all relevant persons. Investigators will conduct an objective investigation with consideration given to each person’s desire for privacy; however, no student or employee is guaranteed complete confidentiality and/or anonymity during an investigation. Only individuals with a legitimate “need to know” will be given any information regarding the complaint(s). Employees and students who utilize this procedure are assured that they will be free from any reprisal or retaliation for reporting such violations or cooperating in an investigation. Any student found to have harassed a fellow student or School staff member would be subject to severe disciplinary action including possible expulsion from School. In addition, any staff member found to have harassed a student or other staff member would be subject to sever disciplinary action including possible discharge from employment. The School will take action necessary to appropriately remedy the situation. However, if an investigation of a complaint shows that the complaint or information was knowingly false, the individual who provided the false information will be subject to disciplinary action, up to and including dismissal from the School or, if a staff member up to and including termination from employment.

## Copyright and Academic Integrity

Students at Cameron County Education Initiative Inc. are expected to maintain the highest standards of academic conduct by always submitting their own original work for all assignments, research papers, tests, and projects. Students found to engage in plagiarism, cheating, or other forms of academic dishonesty will be subject to negative consequences up to, and including termination from School. Plagiarism is the use of another’s words or ideas without proper citation, and includes copying large sections of text or images from print or electronic resources, or another student’s work.

Students may avoid plagiarism by forming ideas in their own words, quoting only limited passages of borrowed text, and always acknowledging the origin of borrowed ideas or words with a correct citation. Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literacy, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of “Fair Use” allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete information about copyright may be obtained from the U.S. Copyright Office, or online at [www.copyright.gov](http://www.copyright.gov).

## Family Educational Rights and Privacy Act (FERPA)

Cameron County Education Initiative Inc. is committed to the privacy and security of our students. CCEIs Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which establishes students’ rights and institutions’ responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. The Family Educational Rights and Privacy Act (FERPA) afford current or former students certain rights with the respect to their educational records. Students have the right to:

1. Inspect and review their individual School records within 45 days of the written request. Students should contact the registrar’s office to determine the location of appropriate records and the procedure for reviewing such records.

A student should submit a written request that identifies the record(s) the student wishes to inspect. Request for finance records go to the Financial Aid Office, and requests for other records to the Registrar’s Office. A CCEI official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The student has the right to seek an amendment of records which is believed to be inaccurate, misleading, or otherwise in violation of the privacy rights. Students requesting an amendment of records should submit a written, dated request to the Registrar’s office and clearly identify the part of the record to be changed, and specify why it is inaccurate, misleading or a violation of privacy. If Cameron County Education Initiative Inc. decides not to amend the record as requested, CCEI will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or eligible student as applicable Students must provide a signed, dated and written request allowing Cameron County Education Initiative Inc. to disclose the information. Students must state the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made.

**NOTE: FERPA** does authorize Cameron County Education Initiative Inc. to disclose student personal identifiable information without consent to other School officials, any contractor or consultant contracting with Cameron County Education Initiative Inc., representatives of the Secretary, of the state, any organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.

A School official is a person employed by the School in an administrative, supervisory, academic, or support staff position; a person or company with whom the School had contracted (such as an auditor, attorney or collection agency); a person serving on the Board of Directors, a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A School official has a legitimate educational interest, if he/she must review the education record in order to fulfill his/her official responsibilities.

4. Upon request from the student or institution, Cameron County Education Initiative Inc. may disclose education records without the student’s consent to officials of another school which the student seeks or intends to enroll.

5. File a complaint with the U.S. Department of Education concerning alleged failures by Cameron County Education Initiative Inc. to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office (FERPA)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 40202-4605

6. Notify Cameron County Education Initiative Inc. Education Office in writing if the student wishes to withhold his or her information from the “Directory” information. The School may release information without the student’s consent where the information is classified as “Directory Information”; the following categories of information have been designated by CCEI as directory information:

* Name
* Address
* Telephone listing
* E-mail address
* Photographs
* Major field of study

Students who do not want such information released without their consent should notify the Education Office.

## Non-Discrimination Policy and Americans with Disabilities Act

Cameron County Education Initiative Inc. does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, sexual orientation or national origin. If the student would like to request academic adjustment or auxiliary aids, contact the Executive Director. The student may request academic adjustments or auxiliary aids at any time. The Executive Director, working with Human Resources and Compliance departments, is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. CCEI will work with the applicant or student to determine whether reasonable accommodations can be effective and/or available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Executive Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. The Executive Director has a form (ADA Request for Reasonable Accommodation) which should accompany your request.

2. The Executive Director will, as soon as reasonably possible after receiving the request, make a determination.

3. If the student would like to appeal the Executive Director’s decision, please contact the Vice President (956)641-4800, to request an appeal review of all previously submitted documentation and the Executive Director’s decision.

Appeals must be submitted within one week of the date of the Executive Director’s response.

## [Selective Service Registration](https://www.sss.gov/Registration/Register-Now/Registration-Form)

**Almost all male U.S. citizens and male immigrants, who are 18 through 25, are required to register with Selective Service.**

It's important to know that even though he is registered, a man will not automatically be inducted into the military. In a crisis requiring a draft, men would be called in a sequence determined by random lottery number and year of birth. Then, they would be examined for mental, physical, and moral fitness by the military before being deferred or exempted from military service or inducted into the Armed Forces.

A [CHART](https://www.sss.gov/Portals/0/PDFs/WhoMustRegisterChart.pdf) of who must register is also available in PDF.