



LAREDO
COLLEGE

EST. 1947

**STUDENT
NOTIFICATION**

Spring Semester

2024

Spring 2024

Annual Notice to Students

Various state and federal laws require Laredo College to provide information and notice to students on a variety of topics. It is the responsibility of the student(s) to be aware of and to abide by all approved policies, procedures, rules, and regulations set forth by Laredo College Board of Trustees, posted on Laredo College home page or disseminated through handbooks and manuals to all component campuses of Laredo College.

Please take time to review this important information in its entirety.

The following information is included in this notification:

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1. Student Consumer Disclosure

The Higher Education Act (HEA) of 1965, as amended by the Higher Education Opportunity Act (HEOA) of 2008, requires institutions to notify students annually of their right to receive various consumer information items. A brief description of some of these items is included in the notice and Laredo College has dedicated a website to provide consumer information. It can be found at [Consumer Information \(laredo.edu\)](#)

2. Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and establishes the right of students to inspect and review their educational records and to provide guidelines. The law applies to all schools that receive funds under the applicable program of the U.S. Department of Education.

Laredo College has established procedures relating to the accessibility of student information maintained in its offices. These procedures including students' opportunities to "opt out" of disclosing directory information, can be found at <https://laredo.smartcatalogiq.com/2021-2022/catalog/policies-for-students/student-directory-information/>

To request a paper copy of these procedures you may contact the Office of the Registrar located in Lerma Peña Building, Room 160. You may also request a paper copy via email registrars@laredo.edu, phone number 956-721-5861 or in writing:

Laredo College
Office of the Registrar
West End Washington St.
Lerma Peña Room, 160
Laredo, TX 78040

3. Student Rights and Responsibilities

The Laredo College student handbook, which contains a description of the rights and responsibilities of all students enrolled, is posted on the College's website for quick reference and easy access to students, faculty, and staff. For questions regarding student rules and/or policies, please contact the Office of the Student Discipline Director/Title IX Coordinator at 956-794-4988. To access the student handbook and student rights and responsibilities, reference the section Policies for Students available at <https://laredo.smartcatalogiq.com/en/2021-2022/catalog/policies-for-students/>

4. Laredo College Annual Security and Fire Safety Report (Clery Report)

Laredo College is committed to assisting all members of the college community including prospects students and employees in providing for their own safety and security. The Annual Security and Fire Safety compliance document is available at the following website [Campus Police \(laredo.edu\)](#)

The report contains information regarding campus security and personal safety including topics such as: crime prevention; fire safety; College law enforcement authority; crime reporting policies; disciplinary procedures and other matters of importance related to security and safety on campus. The Report also contains information about crime statistics for the three previous calendars concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Laredo College or a recognize student organization on a public property within or immediately adjacent to or

accessible from the campus. Statistics of all reported fires occurring inside On-Campus Student Housing Facilities are also provided for the three most recent calendar years.

A paper copy is available at the Human Resources Office at the Ft. McIntosh Campus and Library, Student College Center and Campus Police at both campuses. The Ft. McIntosh campus is located at West End Washington St. Laredo, Texas 78040. The South Campus is located at 5500 South Zapata Hwy. Laredo, Texas 78046. The Campus Crime statistics are also available at <http://ope.ed.gov/security>.

5. Drug and Alcohol Abuse Prevention Program (DAAPP)

In accordance with the Federal Government's requirements of the Drug-Free School and Community Act Amendments of 1989, Laredo College has adopted and implemented policies and programs designed to prevent drug and alcohol problems and reduce the likelihood of risk behavior associated with it. It is your right to know the College's standards of conduct, legal sanction, health related issues, and resources available on and off-campus. To access policy and notice, please visit <https://laredo.smartcatalogiq.com/en/2021-2022/catalog/policies-for-students/student-alcohol-and-drug-use-policy-and-procedures/>
<https://laredo.smartcatalogiq.com/en/2021-2022/catalog/policies-for-students/student-conduct-alcohol-and-drug-use/>

For additional resources, please visit <https://www.campusdrugprevention.gov/>

If you would like to receive a copy of these you can stop by the Office of Student Discipline/Title IX Coordinator, West End Washington St., Kazen Student Center, Rm 208, Laredo Texas, 78040 or request that a copy be mailed to you by calling 956-794-4988.

6. Prevention of Sexual Assault and Alcohol/Drug Abuse – On-line Training For All Students

Laredo College has launched 3 innovative, interactive, and educational online trainings called Sexual Assault Prevention, Prescription Drug Abuse Prevention and Alcohol Edu. We strongly advise students to promptly complete these 3 online trainings as they are part of our comprehensive prevention program to educate our campus community.

Important, The Sexual Assault Prevention training is required of all new students (freshmen and transfers). For more information and instructions to complete the training please visit [Title IX Educational Training \(laredo.edu\)](#)

7. Civil Rights Compliance Program and Title IX Coordinator Contact Information

Laredo College does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment.

If you would like to file a complaint related to Title IX or any civil rights violation, please contact

Laredo College
Title IX Coordinator – Students
Raquel A. Peña
Kazen Student Center
West End Washington St.
Laredo, Texas 78040
rapena@laredo.edu
956-794-4988

Laredo College
Title IX Coordinator - Employees
Veronica G. Cardenas
Human Resources P-154
West End Washington St.
Laredo, Texas 78040
veronica.cardenas@laredo.edu
956-721-5138

Anonymous reporting of discrimination, harassment and inappropriate conduct can be done via our website, STOP!T, at [Report an Incident \(laredo.edu\)](#); and/or Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600. To learn more, visit the [Title IX \(laredo.edu\)](#)

8. Reporting Risk, Fraud, Waste, and Abuse

Laredo College is an organization with strong values of responsibility and integrity. Our [Employee Standards of Conduct](#) DH (Local), [Student Rights and Responsibilities - Student Conduct](#) FLB (Local) and [Accounting Financial Ethics](#) CDE (Local) contains general guidelines for conducting business with the highest standards of ethics. Laredo College is committed to an environment where open and honest communications are the expectation, not the exception. Therefore, in order to promote ethical conduct and accountability, the College has established an [Ethics Hotline](#).

The Laredo College Ethics Hotline allows for confidential incident reporting of suspected violations of policy and standards of conduct. Students, employees, faculty and any other affiliates are encouraged to use this hotline, which is hosted by a third-party hotline provider, EthicsPoint. The information you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis if you should choose.

NOTE: This webpage is hosted on EthicsPoint's secure servers and is not part of the Laredo College website or intranet.

9. Voter Registration

Laredo College encourages all students to participate in the electoral process by registering to vote and voting in every election. You can download a Voter Registration Application at the Texas Secretary of State website available at <http://www.sos.state.tx.us/elections/voter/reqvr.shtml>.

10. Information for Crime Victims about Disciplinary Hearings

A student who has been a victim of a crime of violence is entitled to certain rights. Among these are the right to receive notice of administrative hearing outcomes, upon written request. To learn more about your student rights, please contact the Office of Student Discipline/Title IX Coordinator at 956-794-4988 or visit Kazen Student Center, Room 208.

11. Notification of Penalty under Texas Law for Making False Alarm or False Report of Emergency

Texas Education Code 51.219 requires colleges to advise all incoming students that Texas Penal Code 42.06(b) provides that making a false alarm or report of an emergency involving a public institution of higher education is a state jail felony. A state jail felony is punishable by a fine of up to \$10,000 and a jail term from 180 days to two years.

12. Academic Responsibilities & Communication

Students are expected to familiarize themselves thoroughly with the regulation of the college, to accept responsibilities for course requirements for their degrees, and to make inquiries in case of doubt. It shall not be the **Laredo College** responsibility should complications arise because of failure to follow regulations and requirements. Regulations will not be waived nor exceptions to requirements made on a plea of ignorance. Students, therefore, should become familiar with all the information related to their program of study contained in the online [College Catalog](#).

13. Grade Appeal Process

GRADE APPEAL

TIME LIMIT FOR APPEALING A GRADE:

A student who wishes to question a grade received for a class should first discuss the situation with the instructor of record who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chairperson to review the concern. If the student is not satisfied with the Department Chairperson's decision, the student may contact the appropriate Dean of Instruction for assistance. If necessary, the student may request a review by the Provost/Vice President of Academic Affairs after all other avenues have been exhausted. Established departmental procedures will be utilized to resolve concerns related to grades received for a class.

Students who believe that the final course grade is incorrect have two weeks (ten working days) after the grade is issued to appeal the grade. Students who believe that a grade earned in a class activity is incorrect have one week (five working days) after the grade is issued to appeal the grade. Exceptions require the approval of the Provost/Vice President of Academic Affairs.

14. Repeated Course Fees

Repeated Course Fee (Non-Refundable) (Effective Fall 2007): SB1, General Appropriations Act, 79th Legislature, Regular Session, III-251, §49, limits formula funding for a course for which a student would generate formula funding for a third time. Students attempting a course for the third time will be charged an additional fee of \$60.00 per semester credit hour.

15. Campus Safety and Emergency Response

Please take a moment to acquaint yourself with the campus' security provisions; in-room class phones, emergency alert pylons on campus and 24/7 on-campus Police Department, including Campus Security Escorts. Enroll in [Campus Shield](#), you can anonymously submit tips and stay updated with campus events, news and resources. And it's free! Laredo College notification system that allows students, faculty and staff to receive emergency notifications via text messages, email in the event of a campus emergency or closure.

You can view full range of safety and security information, including the current Crime Awareness and Safety Report, here: [Campus Police \(laredo.edu\)](#)

An Emergency Quick Reference Guide can be found here: [Safety & Risk Management \(laredo.edu\)](#)

16. Hazing

Laredo College is committed to providing a safe educational environment for all students. Laredo College does not tolerate hazing of individual or any group affiliated with the College. Individual students and organizations are expected to abide by state law and Laredo College policies associated with the prohibition of hazing. Individuals engaging in hazing may be subject to Laredo College discipline, fines, and/or criminal charges. To report an act of hazing to the Student Discipline/Title IX Coordinator office, you may email rapena@laredo.edu or visit the office in the Kazen Student Center, Room 208.