



Victoria College  
Student Handbook  
2015-2016

**Addendum**

## Addition Page 43

### College Regulations Affecting Students

#### Attendance

#### Excused Absences for Religious Holy Days

For observance of a religious holy day, students may take an examination or complete an assignment scheduled for that day within a reasonable time if:

The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day no later than the 15th day after the first day of the semester. (In accordance with Texas Education Code 51.911).

The notice must be in writing and must be delivered by the student either:

- a. personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or
- b. by certified mail, return receipt requested, addressed to the instructor of each class.

## Revision Page 53

### Tobacco Use

#### Tobacco Use

In order to protect the health, safety, and welfare of employees, students, and the public, Victoria College will provide an environment free from exposure to smoke from tobacco and other products, to include electronic cigarettes. Tobacco use **and the use of smokeless devices like electronic cigarettes** is prohibited in all college facilities. In addition to College facilities, smoking, **including smokeless devices like electronic cigarettes**, is prohibited on all College grounds and in parking lots.

Police & Campus Security will issue tickets for smoke and tobacco violations. Any student repeatedly in violation of this regulation will be issued a City citation and/or referred to the Vice President of Student Services for disciplinary action