

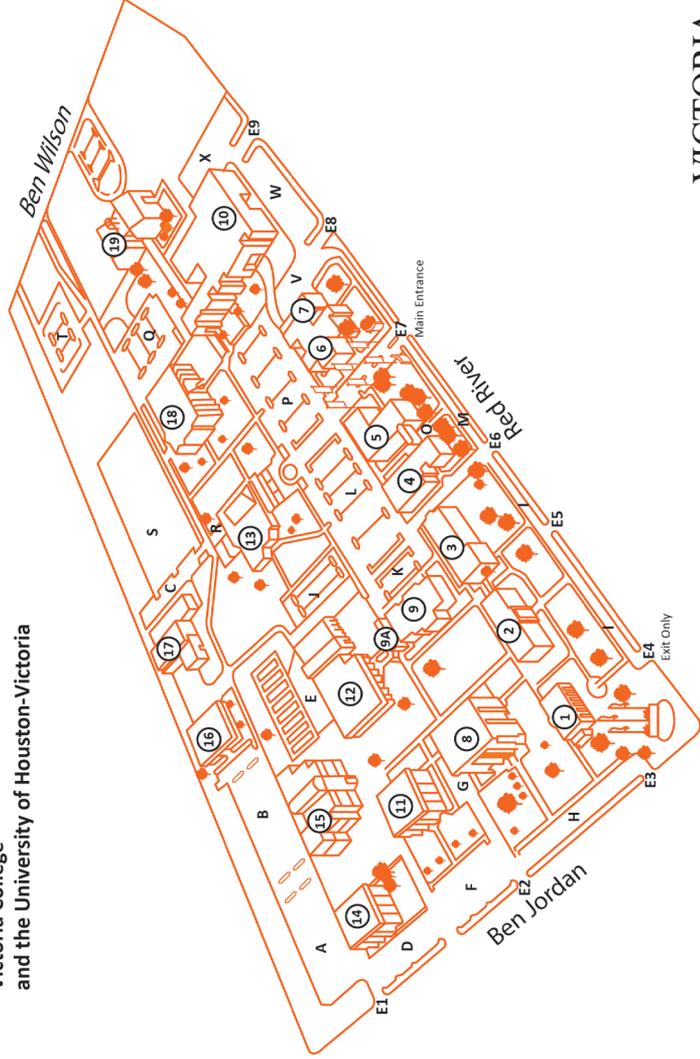


# Student Handbook 2011-2012

VICTORIA  
COLLEGE

# CAMPUS MAP

Victoria College  
and the University of Houston-Victoria



## Victoria College

- 1 Museum of the Coastal Bend
- 2 Academic Building (AB)
- 3 Johnson Hall (JH)
- 4 Fine Arts (FA)
- 5 Auditorium
- 6 Allied Health (AH)
- 7 Johnson Symposium (JS)
- 8 Library (LIB)
- 9 Welcome Center/ Student Services
- 9A Administration Building
- 10 Health Sciences Center (HSC)
- 11 Language Building (L)
- 12 Sports & Fitness Center (SPCTR)
- 13 Student Center/Bookstore
- 14 Continuing Education Center (CECTR)
- 15 Technology Center (TC)
- 16 William Wood Vocational Building (WB)
- 17 College Services & Training Building (CST)

## University of Houston-Victoria

- 18 UHV West
- 19 UHV Center

## Parking Key

- A Student Parking
- B Reserved & Student Parking-HC, VP
- C Reserved & Student Parking-HC, VP
- D Reserved & Student Parking-VP
- E Reserved & Student Parking-VP
- F Reserved & Student Parking
- G Reserved Parking-HC
- H Reserved & Student Parking-HC, VP
- I Reserved & Student Parking-HC, VP
- J Reserve Parking-HC
- K Reserved Parking-HC, VP
- L Reserved & Student Parking-HC, VP
- M Student Parking-HC, VP
- N Reserved & Student Parking-HC, VP
- O Reserved & Student Parking-HC, VP
- P Reserved & Student Parking-HC, VP
- Q Reserved & Student Parking-HC, VP
- R Reserved Parking
- S Student Parking, Low Clearance 8'6"
- T Student Parking, VP / Special Events
- U Reserved & Student Parking-HC, VP
- V Special Events Parking
- W Student Parking
- X Reserved Parking

HC-Handicapped Parking  
VP-Visitor Parking

## E - Entrances

VICTORIA  
COLLEGE

# Victoria College Student Handbook

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## Terms to Know

**Academic Probation:** A student who attempts six or more hours in a semester and earns a grade point average (GPA) below 2.0 for that semester is placed on Academic Probation.

**Admission:** The process of filling out forms, filing documents and taking tests prior to registering for classes.

**Assessment:** A test used to determine a student's skill levels in math, English and reading. The results are used to ensure that students are meeting basic skills before enrolling in college level courses.

**Course:** The organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification usually is awarded.

**Course Prerequisite:** The preliminary requirement that must be met before a certain course can be taken.

**Credit:** Measure of the quantity of work in a course, sometimes referred to as an hour.

**Curriculum:** A group of required courses leading to a degree or certificate. Also refers to course offerings of a college as a whole.

**Elective:** A subject or course which a student may choose to take as distinguished from a required course.

**Grade Point Average:** The grade point average (GPA) is determined by dividing the total grade points earned by hours attempted. A course in which a grade of W is earned will not be counted as hours attempted.

**Installment Plan:** A method available to pay tuition and fees. Under the plan, one-half of the tuition and fees must be paid at the time of registration. For the fall and spring semesters, the balance is due in two payments. For summer, the balance is due in one payment. There is a \$20 service fee to use the installment plan. Any charges incurred after the initial contract has been completed must be paid in full.

**Major:** The specific subject area in which a student determines to devote most effort in college. Twenty-four to thirty semester hours of work in a specific subject are usually required. Half or more of these courses usually are in the junior and senior year at a 4-year college or university.

**Minor:** A student's secondary subject choice. It usually consists of 18 or more semester hours in a specific subject area.

**Non-Credit Courses:** Courses that are intended for students who want to learn a new skill for career training, upgrade or recertify existing skills, gain general knowledge, or develop personal interests. Upon completion, students receive a Victoria College Certificate of Completion. Students are not required to apply for admission to the college or take entrance exams for non-credit courses.

**Placement Test:** See Assessment

**Pirate Portal:** A secure, personalized gateway where VC students can access important college information, check e-mail, access Blackboard, register for courses, check grades, collaborate via Group Studio, and more.

**Semester:** An academic term of study of 16 weeks, which is half of a 9-month school year. There are also two five-week summer terms, 8-week fast track terms in both fall and spring and a 2-week interim session immediately after the spring semester.

**Student:** Any person taking any credit or non-credit course(s) offered by the College.

**Syllabus:** An outline of the main points of a course of study

**Transcript:** An official copy of a student's academic record.

**Transfer Course:** Any course offered that is listed in the general academic course guide manual.

**Transfer Institution:** A college or university to which one may transfer for advanced education or training after attending a community college.

**TSI:** Texas Success Initiative; legislation requiring assessments in reading, math and writing before attending public colleges or universities

**Tuition and Fees:** Charges levied for enrolling in classes and for the use of college facilities. See the college catalog and/or semester schedule for additional information.

**Tutoring:** Free services which provide additional academic assistance for all students.

## All About VC

### Mission

**Victoria College is a public, open-admission college. Our mission is to provide educational opportunities and services for our students and the communities we serve.**

**To that end Victoria College provides the following:**

**University Transfer** – Academic courses that apply to baccalaureate degrees and meet the educational needs of students planning to transfer to a university.

**Workforce Education** – Career and technical courses and programs designed to satisfy local and regional employer demands and meet individuals' workforce training needs.

**Academic Foundations** – Compensatory education courses designed to prepare students effectively for success in college-level studies.

**Continuing Education** – Non-credit courses and programs that meet the immediate technical and occupational skills needs of employers and the individual, and fulfill the personal enrichment and cultural needs of the individual and the community.

**Adult Education** – Adult education, basic skills, and English as a second language instructional programs that meet the specific educational needs of our adult constituency.

**Student Support** – Services and activities that support student success.

**Cultural and Intellectual Outreach** – Educational activities and events that enhance our community's quality of life.

### Values

**Victoria College's commitment to its Mission is guided by the following values:**

**We value integrity.** Victoria College will foster an environment of respect, honesty, openness, and fairness, and will promote responsible stewardship of resources and public trust.

**We value respect for the unique characteristics and abilities of individuals.** Victoria College will welcome and promote diversity among students, faculty, staff, and our community, while cultivating a respectful, collegial, and accessible working and learning environment.

**We value student achievement and student success.** Victoria College will create learning opportunities that challenge our students and help them meet their educational goals.

**We value excellence.** Victoria College will strive to achieve the highest standards of performance in teaching and in the services we offer students, colleagues, and our community.

### **Victoria College Centers**

Victoria College Gonzales Center is located at 424 E. Sarah DeWitt in Gonzales, Texas. This center was opened in collaboration with the City of Gonzales and the Gonzales Development Corporation. It includes state-of-the-art classrooms and laboratories, interactive television, a computer lab, a tutoring center, a nursing lab and faculty and staff offices. This center offers a variety of credit and non-credit classes, including vocational nursing, in classroom, ITV and online settings.

Victoria College Calhoun Center is located at 900 N. Virginia Street in Port Lavaca, Texas. This center was opened in collaboration with Calhoun County Independent School District in an effort to provide workforce training for employees and staff of the area plant facilities, as well as members of the Calhoun County community. The center is equipped with state-of-the-art classrooms, interactive television, science labs, a tutoring center, a computer lab, a buildings trade lab and faculty and staff offices. A variety of credit and non-credit classes, including adult education classes, are offered in classroom, ITV and online settings. Millwright and pipefitting courses are held at the VC Wilkins Industrial Trade Center, located at 701 South Ann Street in Port Lavaca, Texas.

### **Divisions & Programs**

#### **Academic Divisions**

Division of Academic Foundations  
361-582-2438

Division of Allied Health  
361-572-6497

Division of Arts, Humanities and  
Social Sciences  
361-582-2576

Division of Science, Mathematics &  
Physical Education  
361-485-6824

Division of Career & Technical Education  
361-572-6467

**Non-Credit Continuing Education  
& Workforce Training Programs**

Main phone number..... 361-582-2528  
Emergency Medical Services  
Professions..... 361-582-2536  
Healthcare Professions ..... 361-572-6446

**Courses**

These courses that are intended for students who want to learn a new skill for career training, upgrade or recertify existing skills, gain general knowledge, or develop personal interests.

**BUSINESS**

Accounting Fundamentals  
Creating Web Pages  
Leadership  
Real Estate  
Spanish for the Workplace

**COMPUTER**

Access  
Computers for the Workplace  
Excel  
PowerPoint  
QuickBooks  
Word

**EMERGENCY MEDICAL PROFESSIONS**

Advanced Cardiac Life Support – ACLS  
Basic Life Support for  
Health Care Providers - BLS  
CPR  
Emergency Medical Technician - Basic  
Emergency Care Attendant/First Responder  
International Trauma Life Support - ITLS  
Pediatric Advanced Life Support - PALS

**HEALTHCARE PROFESSIONS**

Dental Continuing Education  
Long-Term Care Activity Directing  
Medical Assistant  
Medication Aide for Nurse Aide/Home  
Health Aid  
Medical Terminology  
Medical Transcription  
Nurse Aide  
Phlebotomy  
Therapeutic Recreation

**INDUSTRIAL & CRAFT TRAINING**

Construction Site Safety Technician  
Electrical  
Heating, Ventilation, and A/C  
Millwright  
Pipefitting  
Welding

**LAW ENFORCEMENT**

Police Academy

**TRANSPORTATION**

Motorcycle Safety  
Truck Driving

**PERSONAL ENRICHMENT**

A variety of courses designed for personal enrichment and growth are offered such as:  
Computer for Beginners  
Conversational Sign Language  
Conversational Spanish  
Photoshop

## Admissions & Registration

### SAVE TIME – APPLY ON THE WEB!

Don't have time to pick up an application? Can't wait for an application to arrive in the mail? Complete the application online. Visit our Web site at [www.victoriacollege.edu/admissionschecklist](http://www.victoriacollege.edu/admissionschecklist) and follow the link to the Application for Admissions.

Registration Checklist					
	New Students (no prior college)	New Students (prior college experience)	Former VC Students	Current Students	
Complete VC Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable	
Request high school transcripts/GED sent to VC Admissions Office	<input checked="" type="checkbox"/>	Not Applicable	Not Applicable	Not Applicable	
Have college transcripts sent to VC Admissions Office. Bring a second copy to advising session. (Transfers with fewer than 12 hours must also provide an official high school transcript or GED)	Not Applicable	<input checked="" type="checkbox"/>	? If Applicable	Not Applicable	
Determine TSI status	<input checked="" type="checkbox"/>	? If unsure	? Call 572-6408 if unsure	? If necessary	
Meet with an advisor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meet with counselor or faculty advisor if unsure
Select classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Register when eligible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pay by deadline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

## Online Registration

A student may Web register if the following requirements are met:

- Passing scores on file on all parts of an assessment test, if not exempt.
- No holds on record (Admissions, Library, Parking, Financial Aid, etc.).
- A returning VC student or a transfer student who has completed the application process **one week** prior to registration.
- In good academic standing – not on scholastic probation.

If all the requirements are met:

- Acquire a User ID and password at <https://helpdesk.victoriacollege.edu/bansam/> User ID and password are required to access the Pirate Portal and should be known only by the student.
- Register and make schedule changes, pay tuition and fees and check grades by utilizing the Pirate Portal from the Victoria College homepage. Payments can also be made online or a fee statement can be printed to take to the Payment Office if the student does not wish to pay online.

## Payment of Tuition and Fees

For all advisor-assisted registration, a fee statement will be generated by the advisor for the student to take to the Payment Office for payment. Payment can also be made online. Grants, loans and scholarships will be posted directly into the student's account to offset tuition and fees. If the aid posted is not enough to cover tuition and fees, it is the student's responsibility to pay the remaining balance before the term begins.

## New Student Information Sessions

New Student Information Sessions are designed to acquaint new students with the Victoria College campus and the various resources that can enhance both personal development and academic success. All incoming first-time-in-college students (excluding dual credit students) are required to participate in an online or face-to-face New Student Information Session prior to registration. For New Student Information Session dates and times, visit [www.victoriacollege.edu/newstudentinformationsession](http://www.victoriacollege.edu/newstudentinformationsession).

Victoria College maintains an “open door” admissions policy under the authority of the Texas Administrative Code Title 19 and the Southern Association of Colleges and Schools. Admission to the college does not guarantee admission to all programs of the College. Admission requirements for specific allied health programs are listed in the college catalog.

## Frequently Asked Questions

<p>Where do I get:</p>	<p>A copy of the College Catalog</p> <p>A copy of the Class Schedule</p> <p>A copy of my transcript</p> <p>Change</p> <p>A student ID Card</p>	<p>Welcome Center and on the Pirate Portal Home tab</p> <p>The Pirate Portal Home tab</p> <p>Welcome Center or by accessing the Pirate Portal Academic Services tab</p> <p>Payment Office or the Bookstore</p> <p>The VC/UHV Library, first floor circulation desk</p>
<p>How do I:</p>	<p>Contact faculty</p> <p>Get my grades</p> <p>Find out about campus events</p> <p>Post an upcoming event on the website</p> <p>File a complaint or concern</p>	<p>Instructors can be emailed through Blackboard on the Pirate Portal My Courses tab. To contact an instructor by telephone, call the switchboard at 361-573-3291.</p> <p>Visit <a href="http://www.victoriacollege.edu">www.victoriacollege.edu</a> and access the Pirate Portal My Courses tab. Grade reports can also be requested at the Welcome Center or Admissions &amp; Records</p> <p>Log in to the Pirate Portal and visit the Home tab</p> <p>Contact Marketing &amp; Communications at 361-582-2416</p> <p>Refer to page 28 of this handbook</p>
<p>What should I do:</p>	<p>If I miss classes because of accident or illness</p> <p>When I'm ready to graduate</p> <p>If I lock my keys in my car or have a dead battery</p>	<p>Contact your instructors to discuss the possibility of making up work. Depending on the severity of the situation, dropping the course might be an option.</p> <p>Complete an application for graduation in the Welcoem Center or Admissions &amp; Records</p> <p>Contact Campus Security by dialing 3-911, 220-1391 or 582-2580. They will help you contact a locksmith, service station or wrecker service.</p>
<p>Can I:</p>	<p>Sell my books back to the bookstore</p>	<p>The bookstore will purchase books on an as-needed basis. The buy-back amount is up to half the purchase price of the current wholesale price.</p>

## What are Scholastic Probation and Enforced Withdrawal?

### Scholastic Probation

Students enrolled with Victoria College are expected to make a cumulative grade point average of 2.0.

A student who is enrolled for six or more semester hours (credit) and fails to make a 2.3 cumulative grade point average **will be placed on scholastic probation.**

The cumulative grade point average will be determined by considering all courses taken except those courses in which grades of Q, W, S or SA or SB or SC, T, U or UD or UF were received. **Students on scholastic probation may remove their probationary status by taking six or more semester credit hours and earning a cumulative G.P.A. of 2.0 or above.** Students placed on scholastic probation will be required to enroll in EDUC 1300 if the course has not been completed successfully in a previous semester.

### Transfer Students

Students transferring from another college/university to Victoria College will be admitted without regard to probation status from their former college or university.

### Enforced Withdrawal

Students who are on scholastic probation, take six or more semester credit hours, but earn below a 2.0 cumulative G.P.A. for their next semester/term of enrollment will be placed on enforced withdrawal.

Students placed on enforced withdrawal:

- Will not be permitted to return to Victoria College until one long semester (fall or spring) has elapsed.
- Have the right to appeal for readmission through the Director of Advising & Counseling Service.

### Enforced Withdrawal Appeal Process

<b>Step 1:</b>	Student submits letter of appeal to the Director of Advising & Counseling no later than 5 class days prior to registration. The following must be provided: <ul style="list-style-type: none"><li>• Current mailing address</li><li>• Current telephone number</li><li>• Social Security number</li></ul>
<b>Step 2:</b>	Director of Advising & Counseling Services reviews appeal <b>Appeal Denied</b> – No further right of appeal <b>Appeal Considered</b> – Director of Advising & Counseling interviews student
<b>Step 3:</b>	<b>Appeal Denied</b> – No further action <b>Readmission Granted</b> – Student signs Agreement of Understanding for Academic Suspension Appeal

## Student Services Offices

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### **Payments (361) 485-6840**

The Payment Office is located in the Student Services Building.

Services include:

- Payments
- Installment Plans

### **Welcome Center (361) 582-2569**

Located in the Student Services Building The Welcome Center is a one-stop location for:

- Admissions Information
- Testing Information
- Financial Aid Information
- General Information
- Fee Payment
- Transcript Requests

Hours of operation are Monday through Thursday from 7:30 am until 6:00 pm and from 7:30 am until 5:00 pm on Friday. Summer hours vary. Check the website for up-to-date information.

### **Admissions & Records (361) 582-2569**

Admissions & Records is responsible for providing the following services:

- Admissions Information
- Student Status Changes
- Credit by Exam
- Tech Prep Credit
- Verification of Enrollment
- Residency Determination
- Grades
- Graduation Information

Hours of operation are Monday through Friday from 8:00 am until 5:00 pm. Summer hours vary. Check the website for up-to-date information.

### **Advising and Counseling Services (361) 572-6405**

Students are encouraged to become acquainted with the advising staff and to take advantage of educational, career and personal counseling services. These services are available to students at the main campus, as well as the Gonzales and Calhoun Centers, upon request. This department is responsible for providing information regarding:

- Tutoring
- Assessment tests
- Academic Advising
- New Student Information Sessions
- Recruiting
- Support services for special populations

The Advising and Counseling Services Office is located in the Student Services Building, Suite 105. Counselors and advisors are available Monday through Thursday from 8:00 am until 6:00 pm and on Friday from 8:00 am until 5:00 pm. Summer hours and peak times may vary. Check the website for up to date information. Counselors and advisors can also be contacted at [counselorhelp@victoriacollege.edu](mailto:counselorhelp@victoriacollege.edu).

### **Additional Services:**

#### **Career & Transfer Services**

For students who are searching for a vocation, major or specific area of interest or are interested in transferring to another community college or university, a visit to the Career & Transfer Center is recommended. The Center provides information regarding off-campus employment opportunities, career fairs and transfer requirements. The Center will assist students:

- who are undecided
- who have not identified an area of interest
- who are considering a change of major
- who are interested in transferring to a university or other community college

Call 361-572-6405 or visit [www.victoriacollege.edu/careerservices](http://www.victoriacollege.edu/careerservices) for more information.

### **Disability Services (361) 572-6411**

Disability support services are arranged on an individual case-by-case basis for qualified students with learning, physical or other disabilities. Services may include:

- priority registration
- note-taking assistance
- special parking provisions
- adapted testing
- reader services
- information and referrals
- special equipment & equipment adaptation.

Prospective students who may qualify should allow sufficient time for the College to identify appropriate accommodations. Supporting documentation may be required. A Disability Support Services Student Handbook is available in the Advising and Counseling Services Office. Students with disabilities, who feel that their rights have been violated, have the right to file a grievance. The procedure for doing so is outlined in the Disability Support Services Student Handbook and on page 28 of this handbook.

### **Financial Aid Services (361) 572-6415**

Students who need help paying for college are encouraged to visit the Financial Aid Office. The Financial Aid staff will make every effort to assist students in obtaining the necessary funds to attend college. A variety of federal and state funds are available to qualifying students. Steps for obtaining financial aid include:

- Completing a Free Application for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov), a Student Information Sheet and a Satisfactory Academic Progress Acknowledgement form, both available in the Financial Aid Office or on the Pirate Portal Student Services tab in the Financial Aid Information channel. If selected for verification, additional documentation is required.
- Submitting a high school transcript or GED passing grades to the Admissions & Records office.
- Receiving financial aid award letter.
- Logging in to the Pirate Portal and accepting the Financial Aid Award in the Financial Aid Award channel on the Student Services tab.

Scholarships and grants can be used for tuition, fees, book & supplies. If loan funds

will be required, an additional form can be obtained from the financial aid department and the file processed before a student can use the funds for tuition, fees, books and supplies.

#### ***Important things to remember:***

**Apply Early** - Students relying on financial aid for payment must have an award letter prior to the last payment date.

**Avoid Out-of-Pocket Expenses** - Students without an award letter from the Financial Aid Office must be prepared to pay from personal funds.

**Money for Books** - Students wishing to use financial aid for Bookstore charges may do so after they have completed registration and have a processed financial aid file.

**Withdrawing from Classes** - Students who withdraw completely from all classes may be responsible for the repayment of some or all the financial aid they received. Any nonrefundable tuition and fees originally paid for with financial aid may also be owed. Students should consult with a Financial Aid counselor prior to withdrawing from classes.

**Failing all Classes** - Students who fail all classes OR have a combination if withdrawal(s) and/or failing grade(s) may be responsible for the repayment of some or all the financial aid they have received.

**IMPORTANT:** If sufficient financial aid (Pell, SEOG, TPEG, Scholarships) has been awarded to pay all fees, awards will automatically be used to pay those fees on the date they are due.

In addition to processing applications for federal and state grants, the Financial Aid Office offers assistance and information for the following programs:

#### **Childcare Assistance**

Limited childcare assistance is available through a federal grant and is restricted to students enrolled in occupational or technical programs of study. The Financial Aid Office can provide more information regarding the Childcare Assistance Program. Applications are available from Financial Aid or the Financial Aid Information channel on the Student Services tab of the Pirate Portal. Students are encouraged to submit applications as early as possible.

### **Federal Work-Study**

Victoria College is participating in the Federal Work-Study program during the 2011-2012 school year. For students to participate in the program, they must be eligible to receive Federal Financial Aid. For more information and/or an application, contact the Financial Aid Office or the Human Resources Office.

### **Scholarships**

A wide variety of scholarships are available from Victoria College, from the community and from civic organizations. The criteria for receiving scholarships varies according to the standards set by scholarship donors and by the Victoria College Scholarship Committee. Institutional scholarships are awarded for various programs of study and for academic merit. The scholarship application is available on the Pirate Portal Student Services tab in the Financial Aid Information channel. Apply early.

### **Student Loans**

Applications for both the Direct subsidized loan and unsubsidized loans are processed by the Financial Aid Office. Applications can be obtained by contacting Financial Aid or the Financial Aid Information channel on the Student Services tab of the Pirate Portal. Student loans cannot be used for initial payment of tuition and fees. Students receiving direct subsidized or unsubsidized loans must complete exit loan counseling upon:

- Successful completion of academic program
- Transferring to another college or university
- Complete withdrawal from program
- Course load drops below six hours

A hold will be placed on the academic record of any student who does not complete the exit loan counseling. Future credit and non-credit registrations and official requests will be denied until all obligations are met.

The Financial Aid Office is located in the Student Services Building and can be contacted at 361-572-6415 or by email at [finaid@victoriacollege.edu](mailto:finaid@victoriacollege.edu). The hours are from 8:00 am until 5:00 pm Monday, Thursday & Friday and 8:00 am until 6:00 pm on Tuesday and Wednesday. Financial Aid counselors are available in the evenings, by appointment only. Summer hours may vary. Check the website for current information.

**NOTE: A Federal Refund Policy** will apply to all students receiving Federal Title IV funding who withdraw from the College before 60% of the period of enrollment has been completed. The law requires that, when a student withdraws during a period of enrollment, the amount of financial aid earned up to that point is determined by a specific formula. A student's withdrawal date is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw, or the student's last date of attendance. Based on the withdrawal date, if the student received less assistance than the amount earned, he or she will receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations mandate a student receiving financial assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester.

Although students may be granted an Academic Fresh Start, the Financial Aid Office is required to include all prior credits earned or attempted, including prior grade point averages (GPA) when determining eligibility for financial aid. Student financial aid, as defined in this policy, specifically applies to all federal, state, and certain institutional aid programs. Federal guidelines stipulate that this policy applies to ALL enrollment periods, regardless of whether students have received financial aid.

Satisfactory Academic Progress is measured with the following standards

**Qualitative** - Cumulative Grade Point Average must be at least a 2.0. The GPA used will be that established by the Admissions and Records office and will not include any foundational classes.

**Quantitative** – Refers to a student's pace. Must complete at least 67% of the cumulative hours attempted. This will include foundational classes. Attempted also includes any classes with a grade of "F, W, S, SA, SB, SC,

T, U, UD, UF, I, and Q." Transfer credits accepted by the institution towards a student's program are included in the attempted and completed hours and will be used in the pace calculation.

**Maximum timeframe** - Students must complete their program of study within 150% of the length of the program. For example, a program with a length of 60 hours must be completed within 90 attempted hours.

$60 \times 150\% = 90$  hours. Another example would be the LVN program with 45 hours required-  $45 \times 150\% = 67$  maximum attempted hours. Again, all courses taken, including transfer courses and courses with a grade of "F, W, S, SA, SB, SC, T, U, UD, UF, I, and Q," will be included in this calculation.

### QUALITATIVE STANDARD

Students will be expected to maintain the minimum academic standards as outlined in the Academic Regulations in the Victoria College Catalogue and established by the Admissions and Records Department. Students must maintain a cumulative GPA of at least 2.0. This will not include any foundational classes.

### Quantitative Standard

**67% Completion Rate:** The quantitative standard is used to measure a student's pace in a program. Students must complete 67% of their cumulative attempted hours. A student may be on pace for the semester but not be on pace when calculating the cumulative hours. Pace is measured by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. Keep in mind attempted means all the hours a student registered for, even those he/she may have received an "W, F, S, SA, SB, SC, T, U, UD, UF, I, and Q" for. Completed means those hours a student has registered for and received a grade sufficient for graduation. Foundational coursework is included in this calculation as well as transfer credits accepted by Victoria College.

**Maximum time Frame:** Maximum time frame is measured by dividing the number of credit hours the student has attempted by the number of credit hours required to

complete the students program of study. If the student will exceed 150% by the end of the program, the student will be placed on suspension. The timeframe requirement applies to certificate programs as well as associate degree and applied science degrees. Some examples are:

Program Requirements Hours	Maximum time Frame Percentage	Attempted Hours Permitted
60	150%	90
45	150%	67
32	150%	48

### FAILURE TO SATISFY MINIMUM STANDARD

Financial aid warning is a status assigned to a student who fails to make satisfactory academic progress at the end of a payment period and will be allowed to continue to receive aid for one payment period.

Financial aid warning may be assigned without an appeal or other action by the student; thus, warning status can be granted "automatically".

Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress for a subsequent payment period and who has appealed and has had eligibility for aid reinstated. A student on financial aid probation may receive Title IV funds for one payment period. At that point, the student must meet the school's SAP standards or the requirements of the established individual academic plan to maintain Title IV eligibility.

Financial Aid Suspension is a status assigned to a student who has not met the requirements for Satisfactory Academic Progress and has not been granted an appeal or a student who was on Financial Aid Probation and failed to meet Satisfactory Academic Progress or the requirements of the established academic plan and will not be eligible to receive Title IV funds.

**Appeal Procedure for Failure to meet Satisfactory Academic Progress after being placed on warning for one payment period:**

The rules provide for appeal procedures for students who do not make SAP based upon the death of a relative of the student, an injury or illness of the student, or other special circumstances. Students who have not made satisfactory academic progress after being placed on warning status may file an appeal to the Satisfactory Academic Progress Appeals Committee (SAPAC). A complete SAP appeal application must be submitted to the Financial Aid Office. The SAPAC meets once a month. Appeal applications are due in the Financial Aid Office the Friday prior to the committee's meeting. Contact the Financial Aid Office for scheduled meeting dates. Students who are on warning and denied an appeal by the SAPAC have the right to appeal to the Vice President of Student Services. The student must contact the office of the Vice President of Student Services and complete that specific application. The student has 15 business days after receipt of the Committee's decision to appeal to the Vice President of Student Services. The decision made by the Vice President of Student Services is final and no other appeals exist.

***A student that is on Financial Aid Probation and who fails to meet the Satisfactory Academic Progress and who has not met the requirements of his academic plan does not have another right to appeal. This student will not receive any Title IV funds until he/she comes into compliance after paying for courses on his own.***

A student who has been granted an appeal and is on Financial Aid Probation will be evaluated at the end of the payment period and the Financial Aid Office will determine if the student has either come into compliance with SAP standards or is following the requirements of the academic plan the student submitted as part of the appeal process. A student who meets SAP will become an eligible student once again. A student following the academic plan submitted as part of his/her appeal but may not yet be in full compliance with all the SAP

components will remain on financial aid probation and will be continued to be monitored by the Financial Aid office.

The appeal application will contain information as to why the student failed SAP, and what has changed in the student's situation that would allow the student to demonstrate SAP at the next evaluation.

**THE APPEAL MAY BE APPROVED ONLY IF THE COMMITTEE;**

- 1. Has determined that the student will be able to meet SAP standards after the subsequent payment period OR**
- 2. The student provides an academic plan that, if followed, will ensure that the student is able to meet SAP standards by a specific point in time.**

It will be very important for the student to work closely with an academic advisor to create an academic plan that will enable the student to achieve this. If the student does not meet the time frame as outlined in the academic plan, he/she will not be eligible for Title IV funding. The student will be required to pay for courses on his/her own.

To confirm you have read and understood the Satisfactory Academic Progress Policy of Victoria College, sign and submit the Satisfactory Academic Progress Policy Confirmation Page and return it to the Financial Aid Office. You can access copy of the page through the Pirate Portal > Home tab > Quick Links channel > Student Handbook.

### **KEY Center – Student Support Services (361) 582-2414**

KEY stands for Knowledge, Exploration, and You — these will be the “keys” that unlock great opportunities for a Victoria College student’s education and life. A Federal TRiO Program, the mission of the KEY Center is to promote participation in postsecondary education by providing an academically enriching and supportive environment that encourages intellectual growth and social development for qualified individuals. The KEY Center-Student Support Services program is funded by the U.S. Department of Education to serve 160 Victoria College students and retain, motivate, and graduate low-income, first generation and/or students with disabilities.

The services provided by the KEY Center include:

- Academic Advising and Degree Planning
- Career Counseling and Exploration through job shadowing, career planning, and other resources
- Computer and Study Lounge designated for KEY Center members
- Financial Aid Assistance to help guide students through steps to secure grants and scholarships
- Financial literacy programs to empower students with information on money management
- Mentoring Program to pair a student with a VC faculty, staff or student to help establish a solid support system
- Resources and equipment for successful study habits.
- Transfer Assistance for students who plan to continue their education beyond Victoria College
- Tutoring Program designated for KEY Center members and includes individual and group assistance

Further information is available by visiting the website at [www.victoriacollege.edu/keycenter](http://www.victoriacollege.edu/keycenter).

### **Student Activities & Student Center (361) 572-6440**

Campus student activities are designed to give students the opportunity for self-expression, to provide recreation and to increase interest in academic courses. Opportunities for entertainment include:

- Big screen television
- Pool tables
- Tennis courts
- Horseshoe and washer pits
- Sand volleyball court

Inside the Student Center, students will find the Campus Bookstore, The Cove which includes a Subway, a dining area, meeting rooms, a computer lab and the Student Government Office.

The Student Activities Office is the central location for information concerning campus organizations. All students are invited to visit the Student Activities Office and pick up a current list of campus organizations. Club information is also available on the Pirate Portal Student Services tab in the Student Life channel. All registered students in good standing may join student organizations. Specific membership and office holder requirements are determined by constitution and by-laws of the organization. Copies of each organization’s constitution are maintained in the Student Activities Office.

**Testing Center (361) 582-2589**

The Testing Center administers the THEA, Compass & DET placement tests. In addition to placement tests, the Testing Center administers DANTES, ACT, GED, SAT, CLEP and ASE exams, as well as correspondence exams. The current test dates are posted at [www.victoriacollege.edu/testing](http://www.victoriacollege.edu/testing). For information concerning registration for a test, please contact the Testing Center by email at [testingcenter@victoriacollege.edu](mailto:testingcenter@victoriacollege.edu) or call 361-582-2403. For specific information regarding testing requirements, please call 361-582-2589.

**Tutoring Centers (361) 572-6473**

- Main Tutoring, Study Center, and Reading room in CEC 100
- Reading/Writing center in JH 101
- Math Tutoring Center in JH 203
- Science Tutoring Center in HSC 121C
- Gonzales Center
- Calhoun Center

Free tutoring services to all VC students are available at the 6 Tutoring Centers, and schedules are posted on the Tutoring Center website. The Web site can be accessed on the Academic Services tab of the Pirate Portal.

Tutors in English, computer sciences, math, and social & behavioral sciences are available in the Tutoring and Study Center. The Reading Room provides a quiet area for those needing a place to study and read away from the distractions of a busy tutoring room, and it also has books available for checkout. Along with the tutors, other learning aids and handouts are available to help in the explanation of assignments. The online InfoRack provides information, printable handouts, and a new section of videos on a variety of subjects to help students who are needing assistance off-campus or after hours.

For questions, contact the Tutoring Center at 361-572-6473 or by email at [tutorhelp@victoriacollege.edu](mailto:tutorhelp@victoriacollege.edu)

Students who wish to work as tutors are encouraged to apply early each semester. Tutors must maintain a 3.0 GPA, have an instructor's recommendation and participate in CRLA training each semester to ensure the quality of services offered. Further information is available on the Tutoring Services website.

**Veteran's Services (361) 485-6462**

The Veterans Services office is adjacent to the Welcome Center in the Student Services Building. Victoria College is approved by the Texas Workforce Commission programs under Title 38 of the US Code.

**Veteran's Benefits**

Veterans are admitted to Victoria College and enroll in classes on the same basis as other students.

Contact a VA Certifying Official at least 6 weeks prior to registration. Certifying Officials are located in Veteran's Services, Advising & Counseling Services and Admissions & Records.

VA funding is paid directly to Victoria College based on coursework. Vouchers are issued for bookstore charges.

Degree plan must be approved by the VA – verify with the VA Advisors in Advising and Counseling Services. Students can obtain more information concerning VA benefits by contacting [counselorhelp@victoriacollege.edu](mailto:counselorhelp@victoriacollege.edu) or calling 361-572-6405.

**Tuition Assistance Programs for Army National Guard**

Information regarding Federal Tuition Assistance can be obtained at [www.virtualarmy.com](http://www.virtualarmy.com) or by contacting the Education Services Office at 512-782-5512/ DSN: 954/5515. Email inquiries should be sent to [education.office@tx.ngb.army.mil](mailto:education.office@tx.ngb.army.mil) For information regarding State Tuition Reimbursement, contact the helpdesk via email at [helpdesk@tx.ngb.army.mil](mailto:helpdesk@tx.ngb.army.mil). State tuition pays in-state tuition plus mandatory fees only and will not pay for online classes. State Tuition Reimbursement is subject to the availability of funds.

### **Hazlewood Act**

Students interested in using Hazlewood benefits must contact Veteran's Services at Victoria College at least six weeks prior to registration.

- Complete a new application each semester.
- A tuition waiver is provided - it must be used at the time of registration. It will not be retroactively applied.
- The following documents are required to apply for the Hazlewood Act:
  - o Hazlewood application
  - o Copy of the DD-214
  - o A letter of denial from the VA regarding other educational benefits availability.

Students should contact the VA at 800-827-1000 to obtain a Hazlewood letter.

Eligible veterans may assign unused hours of exemption to a child under certain conditions. To be eligible, the child must:

- Be a Texas resident
- Be the biological child, stepchild, adopted child or claimed as a dependent in the current or previous tax year
- Be 25 years or younger on the first day of the semester or term for which the exemption is claimed – unless granted an extension due to a qualifying illness or debilitating condition
- Make satisfactory academic progress in a degree, certificate or continuing education program

If a child to whom hours have been delegated fails to use all of the assigned hours, a veteran may re-assign the unused hours that are available to another dependent child. Veteran's spouses are not eligible to receive a transfer of unused hours.

### **Veteran's Work-Study**

Eligible veterans can apply for Veteran's Work-study by contacting the Admissions & Records Office and completing an application. Positions are limited and an interview is required.

## Student Resources

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### **Bookstore**

The Victoria College Bookstore, located in the Student Center, serves the students, faculty and staff of both the Victoria College and the University of Houston-Victoria. The bookstore has been established to provide books, supplies and other related materials essential to meet the educational mission of the institutions it serves. Regular hours are maintained Monday through Friday. Additional hours are posted for registration periods or special events.

### **Insurance**

The College has no insurance to cover student injuries. Students are encouraged to obtain their own insurance. Information regarding student insurance and application forms can be obtained from the Counseling Office, Welcome Center, Student Activities Office or the Vice President of Student Services Office.

### **Internet Access and E-Mail Service**

Internet access and e-mail are available to all Victoria College students from a variety of locations around campus. Access is also available from home for students who have Internet access. These services will enable students to communicate with faculty members via e-mail, access the Victoria College Library, and use the Internet as a research tool. All students are issued a personal e-mail address which they must activate. Detailed procedures for activating e-mail addresses and accessing Internet services are available from the lab attendants in the various computer labs on campus, in the Tutoring Center(s) or from the Helpdesk located in the Technology Center. The College strongly encourages students to take advantage of these services and to become proficient Internet users. For more information, call 361-582-2505 or email [helpdesk@victoriacollege.edu](mailto:helpdesk@victoriacollege.edu)

### **Student Computer Labs**

Victoria College provides computers for student use which include Internet access, e-mail and a wide selection of applications. Labs are located in the Technology Center, Student Center, Academic Building, Johnson Hall, the Continuing Education Center and the Health Science Center. Wireless network access is available in the Academic Building, the Continuing Education Center, the Student Center, the Technology Center, the Language Building, Sports Center, Student Services Building and the Health Science Center. Students can obtain an e-mail address and information concerning student computer support by contacting [helpdesk@victoriacollege.edu](mailto:helpdesk@victoriacollege.edu) or calling 361-582-2509.

### **Student Employment**

Victoria College offers student assistant work positions to students who do not qualify for the Federal Work-Study Program. Students must be enrolled in at least 6 credit hours during a long semester, 3 credit hours during the summer semesters, and maintain a 2.0 GPA to be eligible to work on campus. For more information about requirements and job openings or to obtain an application, contact the Human Resources Office.

### **Student Identification Cards**

Students can obtain a photo ID card by taking a tuition receipt to the VC/UH-V Library. An ID card is required to check out books from the library or to access online library resources. ID cards must be re-validated each semester.

## **VC/UHV Library**

Located on the west side of the campus, the library offers an extensive selection of publications in both print and electronic format. Publications include newspapers, periodicals, Texas and U.S. documents and children's books. The library has a reference desk and an online library catalog and participates in the Interlibrary Loan program. The media library has audio/visual materials, a textbook collection and public access computers & databases. Computers for accessing the online catalog and electronic resources are available on the first floor. Student study space is available and student clubs and organizations can reserve the third floor conference rooms for meetings or group study.

### **Library Hours:**

#### **Fall and Spring Semesters**

Monday – Thursday	7:45 am – 10:00 pm
Friday	7:45 am – 5:00 pm
Saturday & Sunday	1:00 pm – 6:00 pm

#### **Summer Semesters**

Monday – Thursday	7:45 am – 8:00 pm
Friday	7:45 am – 5:00 pm
Saturday	Closed
Sunday	1:00 pm – 6:00 pm

A schedule of hours during non-class time is posted at the library entrance.

Additional information regarding library services and resources is available at <http://vcuhvlibrary.uhv.edu>

## Campus Police

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Victoria College is concerned about the safety and welfare of all campus members and guests and is committed to providing a safe and secure environment. Security measures are employed to ensure that all persons on campus enjoy their time at Victoria College free from any threats to their safety and well-being. The College employs state licensed police officers vested with all the powers, privileges and immunities of peace officers. Victoria College Police have the authority to enforce all applicable local, state and federal laws as well as College rules and regulations in all counties in which property is owned, leased, rented or otherwise under the control of the College. The College also employs uniformed Campus Security Officers who take an active role in parking enforcement, building access control, escort service and enforcement of College rules and regulations. Security Officers do not have the authority to execute an arrest. However, they do have direct communication with Campus Police.

### Crime/Emergency Reporting

Campus Police can be contacted by calling 361-582-2406 or 361-220-1391. Campus Security can be contacted at 361-582-2580. 3-911 can be called from all on-campus telephones to reach an on-duty officer. If contact with Campus Police is unsuccessful, please contact City Emergency Services by calling 911. This will bring local police, EMS or Fire Department personnel on campus to provide immediate assistance. Callers should identify the nature and location of the crime or emergency, as well as other applicable information.

Questions or suggestions can be directed to Campus Police [police@victoriacollege.edu](mailto:police@victoriacollege.edu).

### Crime Prevention Suggestions

All campus employees and students must remember that they have the primary responsibility for their own safety and security and are encouraged to develop habits which will help to safeguard both personal and college property.

- Always lock your vehicle and place all valuables, such as cameras, stereos, computers, etc., in the trunk or out of sight.
- Engrave or inscribe your driver's

license number on all valuables that you bring to campus. Record all serial numbers and complete descriptions of property and keep a list in a safe place.

- Never leave books or other items unattended.
- Watch for suspicious persons and activity. Take note of physical descriptions involving suspicious persons and vehicles. Notify Campus Police/Security for an investigative follow-up.
- Employees who leave their office unattended should always lock the door.
- Do not loan College keys to anyone.
- When classrooms or offices are vacated for the day, turn off the lights, close and lock the door prior to departure.
- Get acquainted with fellow students and co-workers. Be aware of persons who do not belong in designated areas.
- If criminal incidents or offenses are discovered, contact Campus Police/Security.
- Notify Campus Police if unattended packages or backpacks are observed in an area for an unusually long period of time.
- Students and employees can request Campus Security to escort them to their vehicles at any time.

### Security of and Access to Facilities

Students, faculty and staff have access to academic, recreational and administrative facilities. The general public has access to recreational and meeting facilities, as well as to administrative offices during regular business hours. Evening access is limited to buildings in which evening classes are held, meeting facilities which have been scheduled in advance and recreational facilities in the Student Center. Campus Security Officers maintain the security of the buildings by securing locks and reporting any defective locking mechanisms to the Maintenance Department. Campus Security Officers also make note of and report defective lighting equipment.

## **Campus Law Enforcement Publications**

**Clergy Act Report** – Federal law requires all colleges and universities to disclose information regarding crime on and around their respective campuses. The Department of Police and Campus Security, in accordance with the Clergy Act, compiles and publishes an annual security report. Statistics for the report are obtained from the Victoria College Police Department, the Victoria Police Department, Hallettsville Police Department, Cuero Police Department, Gonzales Police Department and the Port Lavaca Police Department. A copy of the report can be viewed at [www.victoriacollege.edu/clergyact](http://www.victoriacollege.edu/clergyact) or a copy can be obtained in the Police and Campus Safety Office, Academic Building, Suite 210, during normal business hours.

## **Campus Security & Crime Statistics**

**Brochure** – Annually, the Police and Campus Safety Office publishes the Victoria College Campus Security & Crime Statistics Brochure for distribution to faculty and staff. The report is also provided to incoming freshmen at New Student Information Sessions. A copy of the report can be obtained in the Admissions & Records Office, the Welcome Center, the Office of the Vice President of Student Services, the Police and Campus Safety Office and in many of the literature stands throughout campus. The report is also published online at [www.victoriacollege.edu/campuspolicesecurity](http://www.victoriacollege.edu/campuspolicesecurity).

## **Campus Sex Crimes Prevention Act (CSCPA)**

CSCPA is a federal law that requires colleges and universities to issue a statement providing the campus community with information regarding registered sex offenders. Law enforcement agencies are required to inform colleges and universities when registered sex offenders indicate they plan to attend classes, live, work or volunteer their services on a college or university campus. The law also requires that registered sex offenders personally contact and notify campus police authorities of their impending presence. Victoria College prepares and retains an Institute of Higher Education Sex Offender Notification for all registered sex offenders that notifies the Victoria College Police Department of their intent to attend classes. To determine what registered sex offenders have registered for

Victoria College, go to [www.victoriacollege.edu/sexoffenders](http://www.victoriacollege.edu/sexoffenders) and click on the link to the Texas Sex Offender Database.

For additional information regarding registered sex offenders on campus, contact the Police and Campus Safety Office. Please see the Convicted Sex Offender Policy, Part III, Article IX, of the Code of Conduct for more information.

**Public Crime Log** – Victoria College maintains a Public Crime Log which contains a record of all criminal incidents reported to Campus Police. The log may also contain references to reports of other non-criminal safety or risk related incidents. The Crime Log contains the nature, date, time and general location of each crime, as well as its disposition, if known. Incidents are required to be added to the log within two business days of occurrence, but certain information may be withheld to protect victim privacy or to ensure the integrity of ongoing investigations. The Victoria College Crime Log is available for review in the Campus Police & Safety Office during normal business hours.

## **Timely Warning Notice and Access to Information**

Victoria College must provide timely warnings to the campus community regarding crimes that pose an ongoing threat to students and employees. When there is knowledge of an ongoing threat, or if a trend of serious or illegal incidents is recorded by Campus Police personnel, a crime alert bulletin will be issued.

## **Gang Free Zones**

Texas Education Code

In accordance with Texas Education Code Section 51.973, when criminal acts\*as listed in Texas Penal Code 71.02, are committed by gang member(s) on or within 1000 feet of the property owned, rented or leased by Victoria College, the resulting prescribed punishment will automatically be enhanced to the next level for individuals 17 years of age or older.

\*Texas Penal Code: [www.statutes.legis.state.tx.us/Docs/PE/htm/PE.71.htm#71.02](http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.71.htm#71.02)

# Code of Conduct

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The rules, procedures, rights, responsibilities and policies set forth in this document are designed to ensure that students have an environment that is conducive to learning and to protect student rights as well as the rights of the College. By this publication of the rules governing student conduct, Victoria College recognizes that students have the right to know the circumstances and manner in which this disciplinary power will be exercised and advises students that disciplinary rules will be enforced.

## PART I – STUDENTS’ RIGHTS AND RESPONSIBILITIES

### ARTICLE I THE VICTORIA COLLEGE DISCIPLINE SYSTEM

#### 1.1 Authority of the President of Victoria College

The Board of Trustees delegates the responsibility for student discipline to the President of the College.

#### 1.2 The Role of the Vice President of Student Services Regarding Disciplinary Actions

The Vice President of Student Services is the administrator designated by the President of the College to be responsible for the administration of the Student Code of Conduct. The Vice President of Student Services shall investigate each student complaint regarding denial of rights as set forth in Article II, with the exception of alleged violations of Freedom from Discrimination and Freedom from Retaliation and Reprisal, to determine whether it contains merit. If the Vice President decides the student complaint has merit, the Vice President shall attempt to settle the case to the Vice President’s satisfaction and to the satisfaction of the student. The Vice President’s decision, regarding both merit and disposition of the complaint, shall be final.

#### 1.21 Disciplinary Action Process

<b>Step 1:</b>	VP investigates alleged violation of disciplinary rules and determines if a violation was committed
<b>Step 2:</b>	<b>No Violation</b> – No further action <b>Violation Committed</b> – VP notifies student of allegation and evidence and solicits student’s response. Student is allowed 10 days in which to respond.
<b>Step 3:</b>	VP makes determination: <b>No Violation Committed</b> – No further action <b>Violation Committed</b> – VP invokes appropriate sanction
<b>Step 4:</b>	Students may appeal suspensions and dismissals, in writing, to the Disciplinary Committee within 10 days.

#### 1.3 College Policy Regarding Students and Local Authorities

The minimum standards of individual conduct required by penal statutes are both expected and required of every student attending the College. Further, while the institution does not desire to act as a policing authority for the activities of the student off College property, and while it cannot serve as a sentencing authority for a student’s violations of federal, state or local law, the College may take appropriate action where necessary as provided under 1.2 or 1.4 of the Code of Student Conduct.

- a. The College will not undertake to act as a collection agency for landlords, retail stores, magazine and book companies, etc.

b. The College cannot accept remand of students charged or convicted of violations of federal, state or local law for the purpose of imposing disciplinary sanction. For off-campus violations of the law, the College authority shall not be used merely to duplicate the function of the general laws but will be asserted only when the College's interests as an educational community are affected.

#### 1.4 Disciplinary Offenses

The actions listed and defined below are punishable disciplinary offenses and applicable to situations that occur on College property or at College sponsored activities.

- a. Interference, coercion, disruption or reckless behavior which impedes, impairs or disrupts the College mission, processes or functions or which endangers others or interferes with the rights of others.
- b. Use, possession or distribution on College property of illegal drugs or alcohol
- c. Falsifying, altering or forging any official College records or documents, employing official College documents or records for purposes of misrepresentation, or causing any official College documents or records to be falsified by means of any misrepresentation
- d. Hazing in any form
- e. Passing a worthless check to the College or to a member of the College community acting in an official capacity
- f. Possessing stolen property on College property
- g. Defacing, disfiguring, damaging or destroying public or private property on College property
- h. Giving false testimony or other evidence at any official hearing of the College or giving false information to any faculty or staff members acting in the performance of their duties
- i. Harassing anyone present on College property, including through e-mail, and including sexual or racial harassment
- j. Abusive, drunken, violent or excessively noisy behavior or expression on

College property

k. Lewd, indecent or obscene behavior on College property

l. The threat or commission of physical violence against any person present on College property

m. The commission of acts which constitute a violation of local, state or federal law on College property

n. Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property

o. Failure to comply with directions of College officials acting in the performance of their duties

p. The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions

q. Stealing any item of tangible or intangible public or private property on College property

r. Possessing a firearm, ammunition, illegal knife (including switchblade or butterfly knives), club, explosive or a chemical dispensing device on College property

s. Lifting, taking or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the College community (including the theft of instructors' or other students' books and/or material for resale to the Bookstore)

t. Bribing any College employee

u. Unauthorized access to or misuse of College computers, computing programs or service and/or failure to comply with Victoria College Computer Use Policies and Regulations

v. Violation of conditions imposed in connection with one or more of the sanctions enumerated in this section

w. An attempt to violate subsections c, g, o, r, t, u or v

x. Any action determined by the College to be detrimental to, or inconsistent with, the College's educational mission

### 1.5 Sanctions

Possible sanctions for violation of disciplinary rules are as follows:

Sanction	Definition
<b>Warning</b>	Student verbally cautioned that continuance or repetition of specified conduct may be cause for other disciplinary action. This sanction is not subject to appeal.
<b>Reprimand</b>	A written warning of continuance or repetition of specified conduct. A reprimand becomes part of student's disciplinary record and is not subject to appeal.
<b>Probation</b>	Exclusion from participation and privileges or extracurricular College activities. Can also include compliance with special conditions, such as counseling. If a student, while on probation, violates any of the terms of the probation, or violates the Student Code of Conduct while on campus or in relation to College-sponsored activities, the student shall be subject to further disciplinary actions in the form of suspension or dismissal. Probation is not subject to appeal.

<b>Suspension</b>	Forced withdrawal from the College for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus if set forth in the notice of suspension. If a student, while on suspension, violates the Code of Student Conduct while on campus, or in relation to College-sponsored activity as determined after the opportunity for a hearing, the student shall be subject to further disciplinary action in the form of dismissal. Students may appeal a sanction of suspension to the Disciplinary Committee within 10 days.
<b>Dismissal</b>	Exclusion from the campus and termination of student status for an indefinite period. The conditions of reconsideration for readmission will be specified at the time of the dismissal. A student who is dismissed for an offense cited in 1.4, Disciplinary Offenses, can only be readmitted to the College with the approval of the Vice President of Student Services. A sanction of dismissal can be appealed to the Disciplinary Committee within 10 days.

<p><b>Monetary Reimbursement</b></p>	<p>When personal or public property has been stolen, defaced, disfigured, damaged or destroyed, disciplinary action will include an appropriate monetary reimbursement for compensatory damages, in addition to any other sanctions which might be imposed. This sanction is not subject to appeal.</p>
<p><b>State of Emergency</b></p>	<p>Condition in which a clear and present danger exists with regard to the safety of persons or property or when conditions are such as to justify a reasonable belief that disruption is likely to occur. The President of the College, or the President's designee, may impose upon any person such temporary sanctions or take any other actions as are considered necessary to protect members of the College community or its property or to prevent disruption of the College. This sanction is not subject to appeal.</p>

**1.6 The Discipline Committee**

- a. There shall be a Discipline Committee with appellate jurisdiction over the decisions in cases involving alleged violations by students of the College disciplinary offenses defined in section 1.4 if the decision imposed by the Vice President of Student Services comprises suspension or dismissal.
- b. The Discipline Committee shall have the authority to determine the issue of guilt in those cases appealed to it (limited to cases of suspension and dismissal). The Committee shall convene promptly after receiving the written evidence and hear evidence and argument from the College's representative and from the student or the student's representative. The student shall have the opportunity to question witnesses or other evidence. After receiving evidence and argument, the committee shall render its decision promptly.
- c. The Discipline Committee shall be comprised of five faculty members; five additional members shall serve as alternates. The Chair of the Committee shall convene meetings of the Committee at such times and places as necessary to carry out its duties. The Vice President of Student Services will furnish the Committee members with pertinent information. All Committee members must be present to hear a case. In the event the full Committee cannot be convened within five days, the alternate members will serve to ensure a timely hearing.
- d. Any member of the Discipline Committee is obligated to withdraw from participation in a hearing when the member feels unable to hear the case fairly and objectively and to decide its outcome impartially on the basis of the evidence. Such a member will be replaced by an alternate

**1.7 Appeals**

- a. A student who is suspended or dismissed by the Discipline Committee may appeal, in writing, to the President within 10 days. The President shall uphold or reject the Discipline Committee's decision and so notify the Committee and the student within 10 days.

- b. A student who has been recommended for suspension or dismissal by the Discipline Committee may remain in school, pending the outcome of his/her appeal, only upon the approval of the Vice President of Student Services.
- c. In cases of alleged discrimination or harassment, a student whose complaint has been found not to have merit may appeal, in writing, directly to the President who shall uphold or reject the appeal and notify the student within 10 days. A student whose appeal was denied by the President may appeal, in writing to the Board of Trustees in sufficient time for the matter to be included on the agenda of the next regular Board meeting following the President's decision. The decision of the Board shall be final.

## **ARTICLE II RIGHTS OF STUDENTS**

### **2.1 Right of Admission and Access**

#### **2.11 Admission Policy**

Victoria College is an open-admission institution. An applicant for admission shall not be discriminated against because of race, color, creed, religion, age, sex, marital status, beliefs, national origin, disabling condition, veteran's status or limited English proficiency. Complete admission information can be found in the Victoria College catalog.

#### **2.12 Financial Aid**

An applicant for, or a recipient of, financial aid (including grants, loans, Work-Study, college employment, childcare assistance and scholarships) shall not be discriminated against on the basis of race, color, creed, religion, age, sex, marital status, beliefs, national origin, disabling condition, veteran's status or limited English proficiency.

#### **2.13 Use of Facilities and Services**

Victoria College may delineate the purpose for which students may use certain facilities and shall make them available on a fair and equitable basis. However, the College may restrict its facilities and services when their use would interfere with normal College operations.

### **2.2 Right of Privacy**

#### **2.21 Person and Property**

A student shall be free from searches and seizures of possessions while on College property unless said search and seizure is conducted in accordance with state and federal laws. In cases of imminent danger or when there are reasonable grounds upon which to believe it is necessary to conduct a search immediately in order to protect life or property, searches may be conducted in the presence of the Vice President of Student Services or another member of the Vice President's staff acting as the Vice President's authorized representative.

#### **2.22 Disciplinary Records**

Disciplinary records and information maintained by the Vice President of Student Services are treated in a confidential manner. Students have the right to view their disciplinary records; such records and the information contained therein will not be released except with the written authorization of the student. However, the Vice President of Student Services may disclose the student's disciplinary record without the student's consent if legal compulsion or the safety of people or property is involved, or if the information is required by authorized College personnel for official use. In these circumstances, only the information pertinent to the inquiry may be revealed. The Vice President may also act without the student's consent to have a statement of suspension or dismissal entered on the student's academic record for the time that this disciplinary sanction would prohibit the student from registering. Written notice of this statement shall be sent to the student.

#### **2.23 Counseling Records**

A student's test data and record in Advising & Counseling Services shall be kept confidential, except for use by College personnel in writing to have it revealed to a designated person or institution. Without such release, no information will be revealed individual or to society, and such information will be limited to that which is directly pertinent to the reduction of that danger. Test

data will be reported, in the aggregate, for the purpose of institutional research, planning and evaluation and for required federal and state reports.

#### 2.24 Permanent Education Records

Permanent education records of both credit and non-credit courses are maintained in the Admissions and Records office.

The permanent record contains the following:

- Student's name
  - Social Security number
  - Address
  - Telephone number
  - Gender
  - Date of birth
  - Mode of Admission
  - Placement test scores
  - Academic work undertaken
  - Grades and grade points earned
  - Scholastic standing
  - Degrees and/or certificates awarded
- Student records are strictly confidential. Records are released only to individual students to whom they belong, to other colleges and universities at the request of the student or to legal entities under a court-ordered subpoena. Student records are accessible to counselors, administrative staff and faculty for the purpose of academic advising. It is the policy of the Registrar to release students' telephone numbers upon request, unless specifically instructed not to do so. The numbers are released to accommodate frequent requests by faculty and students; telephone numbers are rarely requested from off-campus individuals. Students who do not wish to have their telephone numbers or address released under any circumstances, may instruct the Registrar to flag their records accordingly.

#### 2.25 Subpoenaed Information

If presented with a subpoena to produce information about specific students and/or campus organizations, the recipient shall immediately notify the Vice President of Student Services and forward to that office a copy of the subpoena. The Vice President of Student Services shall immediately notify the student(s) or student organization(s) in-

volved, or make a concerted effort to do so, and forward to them a copy of the subpoena by certified mail addressed to their last known address.

#### 2.26 Directory Information

The College will release the following items of directory information (as defined by the Family Education Rights and Privacy Act) without the written consent of the student:

- Name
- Address
- Telephone number
- Date of birth
- Major
- Dates of attendance
- Degrees awarded
- Full-time/part-time status
- Enrollment & withdrawal verifications
- Student classification
- Most recent previous institution attended

The College reserves the right, under the Family Education Rights and Privacy Act, to publish this information and routinely furnishes it to loan agencies, insurance companies, prospective employers, family members, etc. Students are responsible for informing the Admissions and Records Office in writing if the above information is not to be released.

#### 2.27 Nonacademic Information

Information about a student's or student organization's political or social views or beliefs which faculty, staff or administrators acquire in the course of their work, is to be kept confidential. Students may waive the protection of this right by granting express permission to the relevant faculty, staff or administrator.

#### 2.28 Student Demographic & Education Data & Social Security Number

Student demographic data and information about education, training and employment will be organized by Social Security number. The College will routinely compile reports based on student data for use in program planning and evaluation, and will furnish required reports to the federal and state governments, all of which will be based on aggregate data. No student will be identified in any report by individual

Social Security number. Students have a right to request, in writing, that the information they are required to provide to Victoria College be withheld from the statistical analysis described above. Requests for Exemption from Statistical analysis may be obtained from the Admissions and Records Office and from the Director of Institutional Research and Planning.

#### 2.29 Electronic Privacy

All technology related services are treated confidentially. The College will not disclose personal information to third parties unless required by law or College policy. The College employs numerous measures to protect the security of electronic resources and user accounts but does not guarantee such security. The College employs software programs which monitor network traffic, identify potential unauthorized access and detect computer viruses and/or software that might damage College computers or the network. Information obtained by the College is used only for the purpose of maintaining security and performance of College networks and computer systems. Personal information will not be released without student consent unless required by law or College Policy.

#### 2.3 Rights of the Accused

A student accused of a disciplinary violation shall have the right to present the student's case to the Vice President of Student Services and the right to appeal a sanction of suspension or dismissal to the Discipline Committee and the President.

#### 2.4 Right of Free Expression

A student has the right to freedom of expression, which includes the right to picket or demonstrate for a cause, subject to the following conditions:

- The student must act in an orderly and peaceful manner
- The student must not, in any way, interfere with the proper functioning of the College
- The student must not violate any item cited in Section 1.4, Disciplinary Offenses.

#### 2.5 Right of Student Access to Meetings of Registered Student Organizations

The College affirms the right of all students to attend meetings of registered student organizations. Exceptions to the foregoing right include:

- a. deliberations of election boards and selection committees.
- b. discussions of hearings which might lead to the appointment, discipline or dismissal of an individual employee, members or student without restricting that employee's, member's or student's right to a public hearing if requested. Meeting shall be defined as any gathering of a quorum of the members, regardless of where the meeting is held, whether a regular or special meeting, including any informational or casual gathering held in anticipation of or in conjunction with a regular or special meeting.

#### 2.6 Right of Peaceful Assembly

Victoria College honors students right of free discussion and expression, peaceful picketing and demonstrations, and the right to petition and assemble peacefully as long as no violation of Section 1.4 occurs.

#### 2.7 Right to File a Grievance Based Upon Denial of any Rights Outlined in the Victoria College Code of Student Conduct

Students who feel that their rights, as outlined in any of the above-cited Sections, have been violated, have the right to file a grievance in accordance with the following procedure:

- File a Student Complaint with the Vice President of Student Services within 30 calendar days of the occurrence of a violation.
- The Vice President of Student Services will investigate the complaint and take appropriate action.

# ARTICLE III

## THE COLLEGE AS SUPERVISOR OF STUDENT ORGANIZATIONS

### 3.1 Supervision of Student Organizations

The overall supervision of all student organizations shall be the responsibility of the Vice President of Student Services. The Director of Student Activities shall have responsibility for the day-to-day supervision of Student Government and shall work closely with all faculty and staff advisors to provide support for student organizations. Faculty and staff advisors shall have day-to-day responsibility for supervision of their clubs or organizations.

### 3.2 Types of Organizations, Membership, Registration and Advisors

#### 3.21 Types of Organizations

- a. Student Government Association
- b. Honor Societies
- c. Specialty or Discipline-Related Clubs

#### 3.22 Membership

- a. Membership in student organizations shall be limited to students of the College. Organizations which admit members who are not Victoria College students will be ineligible for College funds.
- b. Student organizations may involve students from other educational institutions to attend meetings as guests, with the approval of the advisor. However, no Victoria College funds shall be expended for the substantial benefit of such guests.

#### 3.23 Registration

3.231 Any student organization which wishes to use Victoria College's name, facilities or property, or to solicit thereon, must complete the student organization registration form available in the Office of the Director of Student Activities.

3.232 The registration of any student organization is at the discretion of the Vice President of Student Services and review by the Student Life Committee

and is dependent upon the completion of the required application form and compliance with the rules and additional criteria the Vice President may set forth. Such criteria shall be established and published by the Vice President and made uniform for all similar types of organizations.

a. Potential faculty and staff advisors will be invited to meet with the Student Life Committee or the Director of Student Activities to review the general guidelines and expectations of the College.

b. All College clubs are required to establish a constitution and bylaws within a 30-day time period after registration has been completed. Examples of existing club constitutions will be provided for the benefit of new clubs and their advisors.

#### 3.24 Fundraising and Fiscal Affairs

3.241 All student organization fundraising activities must be approved by the faculty/staff advisor(s) of the organization, by the Director of Student Activities and by the Vice President of Student Services. Such activities must be conducted in compliance with all College policies and regulations and the funds used in accordance with generally accepted principals of ethical use of public funds. Funds may be used to support community services, charities and service projects deemed worthwhile by student organizations and College officials. Funds may also be used to support student travel and expenses associated with official club or organizational obligations, as well as for limited social activities for the clubs, as deemed appropriate by the College advisor and in compliance with College policies. Student organizations that wish to conduct fundraising activities should follow the following procedures:

- Complete the Victoria College Request for Student Activity Form and obtain the appropriate signatures. These forms may be obtained from the Student Activities Office, club advisors or downloaded from the Important Information channel on the Student

Services tab in the Pirate Portal.

- Submit the approved form online or to the Director of Student Activities who will keep the original and return one copy to the club advisor(s).

A club whose fundraising activities request is denied may appeal as outlined in Section 3.5.

### 3.25 Advisors

- 3.251 Each student organization must have at least one faculty or staff advisor who will serve at his/her own request. The Director of Student Activities will be the advisor for Student Government. Advisors must be interested in the purposes of the organization and be willing to assume the responsibilities cited below:
- Give guidance and counsel to the officers and members in carrying out the purposes of the organization.
  - Meet with the members of the organization at their regular meetings.
  - Assume overall responsibility for day-to-day supervision and activities of the organization.
  - Ensure that activities of the organization adhere to all College policies and procedures.
  - Ensure the organization members adhere to all College policies and procedures when engaged in organization and College related activities, whether on campus or off campus.
  - Ensure that organization members who do not comply with College policies who engage in organizational activity are subject to College disciplinary procedures as outlined in Article I of the Victoria College Code of Student Conduct.

### 3.3 Disciplinary Offenses of Student Organizations

The actions listed below are punishable disciplinary offenses when committed by members of student organizations:

- Knowingly electing, appointing or retaining as an officer or committee chairperson any student who is on academic probation, financially delinquent to the College or under any disciplinary sanction which prohibits the student from holding office.
- Organizing, sponsoring, implementing or conducting programs or activities which are disorderly, which are violations of College regulations or law, or which contain lewd, indecent or obscene conduct or expression.
- Incurring financial obligations on behalf of the College.
- Disciplinary offenses defined in Section 1.4 of the Student Code of Conduct.

### 3.4 Sanctions

The Vice President of Student Services may impose sanctions up to and including refusal or cancellation of registration of a club or organization. In addition, students who commit offenses otherwise punishable as outlined in this document will be held accountable and will be subject to the disciplinary procedures cited herein.

### 3.5 Right of Appeal

Within 30 days of receipt of notice that the Vice President of Student Services has refused or canceled the registration of an organization, or has refused to authorize or has canceled a fundraising event, the officers of the organization shall be given the right to appeal in writing to the College President. The President's decision will be final.

# **ARTICLE IV STATEMENT OF FINANCIAL DELINQUENCY**

## **4.1 Student Responsibility**

The College expects students to be financially responsible and not be delinquent in financial obligations to the College.

### **4.11 Unmet Financial Obligations**

- **Checks:**

A student who passes a worthless check to the College will be notified and given an opportunity to resolve the matter. If the obligation is not met by the date stipulated in the notification letter, the student will be withdrawn from classes and the check will be turned over to the District Attorney's office.

The student may be subject to disciplinary procedures as specified in Article I, Section 1.4e. Such violations will be subject to investigation by the Vice President of Student Services and subject to sanctions as outlined in Article I, Section 1.5. In addition, the student may lose the privilege of paying by check for any College expense.

- **Installment Payments:**

A student who fails to make installment payments by the due dates specified on the installment contract will be assigned a \$25.00 late fee for each missed payment date. A delinquent account may be referred to a collection agency, in which event the student will be responsible for attorney's fees, court costs and any other associated fees.

A hold will be placed on the records on any student who is delinquent in their financial obligations to the College. Future credit and non-credit registration and official transcript requests will be denied until all obligations are met.

# PART II – STUDENT RIGHTS & RESPONSIBILITIES REGARDING ACADEMIC RELATIONSHIPS

## ARTICLE V STUDENT RIGHTS

### 5.1 Information About Course Content

Students have the right to be informed in reasonable detail, in writing, at the first or second class meeting with the assigned instructor about the general nature of the course and to expect the course to correspond generally to its official description.

### 5.2 Information About Course Grading Criteria

Students have the right to be informed, in writing, at the first or second class meeting with the assigned instructor about the criteria to be used in evaluating student performance and to expect the criteria to be followed. If factors, such as absences or late work, will be considered in determining grades, students should be so informed in writing at the first or second class meeting.

### 5.3 Contrary Opinion

Students have the right to express dissenting views with the information or views presented in the classroom without being penalized.

### 5.4 Academic Evaluation

Students have the right to receive grades based upon a fair and just evaluation of performance as measured by the standards announced by the instructor at the first or second class meeting. Grades determined by anything other than the instructor's good-faith judgment based on such standards are improper. Among irrelevant considerations are race, color, religion, age, sex, disabling condition, parental status, marital status, national origin, political affiliation or activities outside the classroom which are unrelated to course work.

### 5.5 Academic Records

Students have the right to confidential academic records. Such records are released only for use by College personnel for required purposes such as

academic advising and determination of financial aid eligibility. The release of student records for off-campus use, such as the release of transcripts, may occur only with the student's knowledge and consent, where required by law or subpoenae duces tecum.

## DISPOSITION OF CASES INVOLVING ALLEGED VIOLATIONS OF THE ACADEMIC RIGHTS OF STUDENTS

### 6.1 Academic Appeal Process

The student must go to the instructor or staff members where the alleged problem originated. An attempt will be made to resolve the matter fairly and informally at this level. The conference must take place within 10 instructional weekdays of the incident which generated the complaint.

If the student is not satisfied with the outcome of the informal conference, he/she may fill out the Instructional Complaint/Appeal Form. This form must be submitted to the appropriate Dean as soon as possible and no later than ten days after the first class day of the next semester. Students shall specify which of the five rights have been violated. A copy of the form available at [www.victoriacollege.edu/studenthandbook](http://www.victoriacollege.edu/studenthandbook).

### Responsibility of Student

<b>Step 1:</b>	Within 10 days, student must attempt to resolve the matter with the instructor or staff member. If <b>resolved</b> , no further action is needed.
<b>Step 2:</b>	<b>Matter Unresolved</b> Student files Instructional Complaint/Appeal Form, no later than 10 days after the first class day of the next semester, with the appropriate Dean. Students must specify which of the 5 academic rights have been violated.

<b>Step 3:</b>	Dean attempts to resolve matter with student and faculty or staff member. <b>Matter Resolved – No further action</b> <b>Matter Unresolved – Dean refers matter to the Vice President of Instruction</b>
<b>Step 4:</b>	Vice President of Instruction reviews appeal. <b>Final Decision</b>

## 6.2 Student Rights During the Appeals Process

Students shall have the right of class attendance and participation during the consideration of any appeal only when approved by the Vice President of Instruction.

## ACADEMIC OFFENSES

### 7.1 Plagiarism

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research or self-expression. In cases in which students feel uncertain about a question of plagiarism, they are obliged to consult the instructor on the matter prior to submitting any work. When students submit work purported to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment, they are guilty of plagiarism.

### 7.2 Cheating

Cheating includes, but is not limited to, students wrongfully giving, taking or presenting any information or material with the intent of aiding themselves or others with any academic work.

### 7.3 Sanctions for Academic Offenses

The following sanctions may be given to students who are found guilty of committing an academic offense:

- Any grade on the paper or examination in which the offense occurs.
- Any grade for the course in which the offending paper or examination was submitted.

- Forced withdrawal from the course in which the offense occurred.
- Forced withdrawal from the program of the division in which the offense occurred.
- Suspension: forced withdrawal from the College for a specified period of time.
- Dismissal: permanent forced withdrawal from the College.

## DISPOSITION FOR CASES OF ALLEGED ACADEMIC OFFENSES

### 8.1 Responsibilities of the Instructor

Within seven working days of finding a student guilty of cheating or plagiarism, an instructor may choose to do one or more of the following:

- Assign any grade to the paper or examination involved and so notify the student in writing.
- Assign any grade for the course in which the offending paper of examination was submitted and so notify the student in writing.
- Recommend that the student be dropped from the course in which the offense occurred. Such a recommendation shall be made to the Division Dean. If agreement occurs, the Dean shall so recommend to the Vice President of Instruction and send copies to the instructor and the student.
- Recommend that the student be dropped from a program of a division. Such a recommendation shall be made to the Division Dean and to the Division Dean of the student's program, if different. If agreement occurs, the Deans shall so recommend to the Vice President of Instruction and send copies to the instructor and the student.
- Recommend suspension or dismissal from the College. Such a recommendation shall be made to the Division Dean. If agreement occurs, the Dean shall so recommend to the Vice President of Instruction and send copies to the instructor and the student.

### 8.2 Responsibility of the Vice President of Instruction

The Vice President of Instruction shall consider recommendations for dropping the student from the class or program of a division or suspension or dismissal of the student from the College. The Vice President shall notify the student of the charge and the evidence against the student and solicit the student's response. The Vice President shall render a decision and report in writing the decision to the Dean of the instructor's Division, the instructor and the student. If the Vice President concurs on a recommendation of suspension or expulsion from the College, the Vice President shall take the necessary action.

### 8.3 Rights of the Student

The student may appeal either the fact of guilt or the severity of the sanction if the sanction is suspension or dismissal by following the following process:

<b>Reduction in Grade</b>	Within 30 days, student must complete the Instructional Complaint/Appeal Form and file it with the Division Dean in which the offense occurred.
<b>Withdrawal from Course, Suspension or Dismissal</b>	Within 10 calendar days of notification of forced withdrawal from the course or division, the student must complete the Instructional Complaint/Appeal Form and file it with the Division Dean in which the offense occurred.

The student shall have the right of class attendance and participation during the consideration of any appeal only when approved by the Vice President of Instruction.

### 8.4 Student Appeals Committee for Academic Matters Responsibilities

Upon receipt of the student appeal, the Chair of the Student Appeals Committee for Academic Matters shall invite the instructor, Division Dean and Vice President of Instruction to file a statement with the Committee. The committee will then convene, review the appeal and any statements and then decide by majority vote whether to hear the case or not. The Committee must hear all cases in which a student has appealed suspension or dismissal.

If the Committee hears the case because of some question about the fact of the student's guilt, it shall convene promptly after receiving the completed Instructional Complaint/Appeal Form.

In the case of dropping the student from a course or program, if the Committee hears the case because of an appeal of the severity of the sanction, it shall recommend an appropriate sanction to the Vice President of Instruction.

When the Committee hears a case in which the instructor and the Vice President have recommended suspension or expulsion, it may concur with the instructor and the Vice President and recommend that the sanction be imposed. If the Committee does not agree that such sanction be imposed, it shall return its decision and its recommendation of appropriate sanction to the Vice President, who shall consult with the Division Dean and the faculty member as to the appropriate sanction.

#### Composition

The Appeals Committee shall consist of six members: two full-time students elected by the Student Government Association and four full-time faculty members, elected at large. The Chair of the Committee must be a faculty member and will be appointed by the Committee. In addition, there shall be two student alternates and two faculty alternates who shall be selected on the same basis as the regular members.

All members of the Student Appeals Committee for Academic Matters and/or their alternates shall be expected to meet within 48 hours after notice from the Chair.

# PART III – COLLEGE POLICIES AFFECTING STUDENTS

## ARTICLE VI VICTORIA COLLEGE COMPUTER USE POLICIES AND RELATED REGULATIONS

### 9.1 Computer Use Rights

- 9.11 A computer user's access to computing and information resources shall not be denied or removed without just cause.
- 9.12 The right to access includes the right to appropriate training and tools required to effect access, within the constraints of the resources available at the College.
- 9.13 All computer users shall have the right to be informed about personal information that is being and has been collected about them and have the right to review and correct that information. Personal information about a user shall not be used for other than the express purpose of its collection.
- 9.14 The constitutional concept of freedom of speech applies to computer users.
- 9.15 All computer users have ownership rights over their own intellectual works.

### 9.2 Computer Users' Responsibilities to Abide by Victoria College Computer Use Policies and Related Regulations

- 9.21 It shall be each computer user's responsibility to abide by Victoria College Computer Use Policies and all related regulations.
- 9.22 It shall be each computer user's personal responsibility to actively pursue needed resources, to recognize when information is needed and to be able to find, evaluate and effectively use information.
- 9.23 It shall be each computer user's personal responsibility to recognize and honor the intellectual property of others.

9.24 Since electronic learning is based upon the integrity and authenticity of information, it shall be each computer user's personal responsibility to be aware of the potential for, and possible effects of, manipulating electronic information; to understand the fungible nature of electronic information; and to verify the integrity and authenticity, and assure the security of information compiled or used.

9.25 Each computer user, as a member of the electronic community of learners, is responsible to all other users in that community to respect and value the rights of privacy for all; to recognize and respect the diversity of the population and opinion in the community; to behave ethically; and to comply with legal restrictions regarding the use of information resources.

9.26 Each user, as a member of the electronic community of learners, is responsible to the community as a whole to understand what information technology resources are available, to recognize that the members of the community share them and to refrain from acts that waste resources or prevent others from using them.

### 9.3 Victoria College Rights

- 9.31 Victoria College has the right to restrict computer access exclusively to faculty, staff and students who agree to abide by Victoria College Computer Use Policies and all related regulations, which are subject to change without notice.
- 9.32 Victoria College has the right to access all information stored on College computers.
- 9.33 Victoria College has ownership rights over the intellectual works it creates.
- 9.34 Victoria College has the authority to allocate resources in accordance with its institutional mission.
- 9.35 Victoria College has the authority to restrict Internet access provided through the College's equipment.

9.36 Victoria College has the right to fully enforce all disciplinary procedures, as outlined in Part I, against students who violate Victoria College Computer Use Policies and/or related regulations. Victoria College reserves the right to report computer law violations to law enforcement officials.

#### **9.4 Victoria College Responsibilities**

9.41 Victoria College has the responsibility to provide all computer users with legally acquired computer resources (hardware, software, networks, databases, etc.) in all instances where access to, or use of, the resources is an integral part of active participation in the electronic community.

9.42 Victoria College has the responsibility to develop, implement and maintain security procedures to insure the integrity of individual and institutional files. The College shall not be responsible for loss of data or interference with files resulting from its efforts to maintain the privacy and security of the College computer facilities.

9.43 Victoria College has the responsibility to treat electronically stored information as confidential. The institution shall treat all personal files as confidential, examining or disclosing the contents only when authorized by the owner of the information, approved by the appropriate institutional official, or required by local, state or federal law and/or regulation.

9.44 Victoria College has the responsibility to train and support faculty, staff and students to effectively use information technology. Training includes skills to use the resources, to be aware of the existence of data repositories and techniques for using them and to understand the ethical and legal uses of the resources.

#### **9.5 Regulations Governing Student Use of Victoria College Computing Resources**

Students are required to agree to abide by the following rules and regulations governing computing resources at Victoria College:

9.51 The student is the only person who may use resources (User ID and Passwords) that have been assigned to him/her.

9.52 Students are not to share passwords with others. If a student suspects that someone may have discovered his/her password, it is the responsibility of the student to change the password immediately. Students are encouraged to select a password that is uncommon and are urged to change passwords frequently. If others gain access to students' accounts, it will be assumed that it is done with permission from the student.

9.53 Students will be held responsible for all activity for the resources assigned to them and for destructive or illegal activities conducted on their account.

9.54 Students are not to transmit computer viruses to College computers.

9.55 Students are not to modify any College-owned computer hardware or software or to load any software on College-owned computer equipment. The only exception to these rules is for classes that specifically require such activities and, if required, are to be conducted only with the express prior knowledge and permission of the class instructor.

9.56 Students cannot be paid, or otherwise commercially profit, from the use of any College-provided computing resource or from any output produced using it. Students may not:

- Post chain letters from which they hope to profit.
- Run a business on College-owned computers.

9.57 Students are not to use any College-provided resources to do something illegal, threatening or deliberately destructive; not even as a joke. Victoria College vigorously enforces its computer use regulations.

- Ignorance is no excuse. Refer to <http://www.utexas.edu/policies/computercrimes.html> for information about computer crimes and the law.

- Students will not be exempt from the law because they are “just a student” or they were “playing around.”
- Students who are also employed by the College may be disciplined both as a student and as an employee.

9.58 Students should be civil and not send rude or harassing email. If someone asks that email not be sent to him/her, students should comply immediately. Failure to do so could result in a complaint being filed.

9.59 Students who feel they are being harassed through email should file a complaint the same as for in-person harassment.

9.60 Students should use resources appropriately. Messages should only be sent to recipients who are affected by the information contained within. Examples of inappropriate use of resources include:

- Sending a message at random to a large number of news-groups or recipients
- Attempting to inconvenience someone by sending them a large number of messages

9.61 Students should always be careful of copyright infringement, even if the work does not contain a copyright notice.

9.62 Students should never try to circumvent log-in procedures on any computer system or otherwise gain access where they are not allowed. The College tracks all computer usage and evidence of any of these infractions is documented in the College’s computer security system. Offenses will be investigated by the Vice President of Student Services. Possible sanctions include Warning, Reprimand, Probation, Suspension, Dismissal and Monetary Reimbursement. Offenses may also result in criminal charges.

## **ARTICLE VII STUDENT ROLE AND RESPONSIBILITY IN INSTITUTIONAL DECISION-MAKING**

### **10.1 Statement of Student Role and Responsibility in Institutional Decision-Making**

The Student Government is the official liaison between the student body and the College administration and serves as the mechanism for student input into institutional decision making. The Student Government comprises representatives and officers elected at-large and representatives elected from official campus organizations.

It is the responsibility of the Student Government to represent the entire student body, to give thoughtful consideration to student concerns, to present recommendations to the Administrative Council for consideration and to communicate decisions affecting students to the entire student body. Recommendations may be presented for Administrative Council consideration at the request of a simple majority of the Student Government. Recommendations shall be in written form and shall be presented to the Administrative Council through the Vice President of Student Services.

The Administrative Council shall consider all recommendations and inform the Student Government of its decision(s). The Administrative Council may confer with members of the Student Government prior to making a decision. The Administrative Council may, from time to time, request that the Student Government consider various matters deemed by the Council to require review by the student body.

## **ARTICLE VIII SEXUAL HARASSMENT & DISCRIMINATION POLICY**

### **11.1 Freedom from Discrimination and Harassment**

All students have the right to a learning environment free from discrimination and harassment based on sex, race, color, national origin, age, religion, disabling condition, veteran's status or limited English proficiency.

### **11.12 Sexual Harassment**

Sexual harassment is a type of sexual discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and is, therefore, prohibited at Victoria College.

By definition, sexual harassment involves the unwelcome introduction of sexual activities or comments into the workplace or classroom. Unwelcome sexual advances and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct becomes a term or condition of employment or academic achievement.
- submission to, or rejection of, the conduct is used as a basis for employment or academic decisions regarding the individual, or
- the conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile or offensive working or academic environment. Victims of sexual harassment can include students and employees of both sexes.

### **11.13 Harassment**

Harassment is defined as extreme or outrageous acts or communications that are intended to harass, intimidate or humiliate students or employees on account of sex, age, religion, disabling condition, Veteran's status, race, color or national origin and that cause them to suffer severe emotional distress or impede the learning process. Harassment is expressly prohibited and any student or employee who engages in such conduct is subject to disciplinary action.

## **DISPOSITION FOR CASES OF COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

### **11.2 Complaint Procedure**

Students who feel they have been discriminated against based on one or more of the above-cited factors are entitled to file a complaint as outlined in the following procedure:

- Contact Terri Kurtz, Affirmative Action Officer, in the Academic Building room 104.
- Each complaint will be investigated as promptly and thoroughly as possible.
- If the investigation indicates that discrimination has occurred, prompt and appropriate action will be taken to end the discrimination.
- In the case of allegations of discrimination involving disabling conditions, the monitor for College compliance with the Americans with Disabilities Act will participate in all proceedings.

### Complaints by Students against Students

- If the complaint is found to have merit, the Affirmative Action Officer will have the authority to recommend or impose sanctions as described in Section 1.5.
- If the complaint is found not to have merit, the Affirmative Action Officer may dismiss the case.
- Either party may appeal the findings of the Affirmative Action Officer to the Discipline Committee.

### Complaints by Students Against Staff or Faculty Members

- If the complaint is found to have merit, appropriate disciplinary action will be recommended by College authorities.
- The accused may appeal this finding by following the procedures outlined in the College Grievance Policies for Faculty and Staff, located in the faculty and staff handbook. The handbook can be viewed by visiting the website at <http://www.victoriacollege.edu/employ-eehandbook>

### Freedom from Retaliation or Reprisal

All students have the right to make good faith complaints of discrimination or harassment without fear of retaliation or reprisal. Any student, who feels that they are being subjected to any form of retaliation or reprisal because of their complaint, is entitled to file a complaint with the Affirmative Action Officer as outlined above. While The Victoria College is committed to providing a learning environment free from discrimination or harassment, the College recognizes that false accusations may harm the party accused. Accordingly, any person who knowingly makes a false complaint of discrimination or harassment, will be subject to disciplinary action.

## **ARTICLE IX CONVICTED SEX OFFENDER POLICY**

The Texas Code of Criminal Procedure Article 62.153 requires each person who is required to register as a sex offender, and who intends to attend classes at the Victoria College to register with the College's Police Department at least seven (7) days prior to reporting to any College location. In addition, College policy also requires that any person who is required to register as a sex offender or who otherwise has any restrictions that would prohibit the person from being in proximity to individuals under the age of 18 must, prior to registering for any class, meet with the College's Vice President of Student Services to discuss all applicable limitations. A person seeking to be enrolled as a student must first be approved by the Student Services Department before completing the registration process. The College reserves the right to remove from any class any such person who fails to meet with the Vice President of Student Services prior to registering for class. Persons covered by this policy must meet with the Vice President of Student Services prior to each time the person registers for classes at the College (e.g., once per semester).

## **ARTICLE X EQUAL OPPORTUNITY POLICY**

### **12.1 Equal Opportunity Policy**

Victoria College does not discriminate against any person in employment, promotion or educational opportunity because of race, color, creed, religion, age, sex, marital status, beliefs, national origin, disabling condition, veteran's status or limited English proficiency. The College subscribes to the provisions of Title IX of the Educational Amendment with respect to equal opportunities for men and women in its educational program and encourages students to investigate non-traditional careers.

## **ARTICLE XI POLICY ON DRUG AND ALCOHOL ABUSE**

### **13.1 Policy on Drug and Alcohol Abuse**

The Drug-Free Schools and Communities Act of 1986 (amended in 1989) requires the adoption and implementation of a program to prevent illicit use of drugs and the abuse of alcohol by students and employees. Victoria College is committed to maintaining a safe, healthy, lawful and productive working and educational environment for all employees and students. Studies have shown that substance abuse increases potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor morale and damage to the College's reputation. It is the intent of Victoria College to provide an environment conducive to study and work through upgrading the mental and physical health of the total College community.

### **13.12 Definition and Prohibition**

An "illegal drug" is any drug or controlled substance which is:

- Not legally obtainable or
- Is legally obtainable but was not legally obtained

The term "illegal drug" includes all illegal drugs, dangerous drugs and controlled substances defined and listed in Articles 4476-15 (Texas Controlled Substances Act) Vernon's Texas Civil Statutes. The College

prohibits the unlawful manufacture, sale, distribution, dispensation, possession, use or consumption of controlled substances, inhalants and/or alcohol in the workplace or educational environment. An individual need not be legally intoxicated to be considered “under the influence” of a controlled substance or alcohol.

### 13.13 Education

Victoria College will include the subject of illegal drug and alcohol abuse in New Student Orientation and in employee training programs. The comprehensive information may be in the form of pamphlets, in-house newsletters, speakers, audio-visuals, etc. Victoria College avails itself of the opportunity for educational programs through several local agencies.

### 13.14 Scope

This policy applies to all students and employees of Victoria College, as well as College visitors, contractors and all other persons occupying space in and around office buildings, facilities or grounds over which it has custody and control including, but not limited to, rentals and leasing of auditorium and classroom spaces.

### 13.15 Information Services

Victoria College recognizes that alcoholism and drug dependency are “illnesses” and will provide information to any employee or student seeking assistance when behavioral problems begin to affect an employee’s work or a student’s academic performance and these appear to be the result of drug or alcohol abuse. The individual may be referred to the Director of Advising & Counseling Services for information on drug and alcohol dependency and/or to local community professionals and service agencies. Employees may be allowed to use accumulated leave for the purpose of treatment or rehabilitation. Benefits eligible employees may contact the Human Resources Department for information on the behavioral health coverage that is included in the employee health plan. The employee or student shall be responsible for any cost and/or fees incurred for professional services. Information or medical

records provided the College by an employee or student concerning a personal diagnosis or treatment will be kept confidential.

### 13.16 Condition of Employment and Enrollment

As a condition of employment and/or enrollment with the College, or as a condition of receiving or continuing to receive a federal grant or any other form of financial assistance, each person affected shall abide by the terms of the requirements and prohibitions set out in this policy and shall notify the College President, in writing, of any criminal drug statute conviction for a violation occurring in the workplace or educational environment no later than five (5) days after such conviction. Within thirty (30) days of receiving notice from an employee, grant recipient, or otherwise receiving actual notice of a conviction for criminal drug statute violation occurring in the workplace or educational environment, the College shall either:

Take appropriate action against the employee or student to and possibly including termination or require the employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program.

### 13.17 Notification

Each employee, to include full-time and part-time, and all students, shall be given a copy, or provided access to a web version, of the college’s policy on drugs and alcohol.

### 13.18 Biennial Review

The College will review this policy’s effectiveness and implement changes that are needed to enforce such policies.

**ARTICLE XII  
POLICY ON COMMUNICABLE  
DISEASE, INCLUDING AIDS**

**14.1 Policy on Communicable Disease,  
Including AIDS**

**14.11 Purpose**

The 71st Texas Legislature determined that workplace guidelines are necessary to assure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected. The Board of Victoria College acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the College shall emphasize educating employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility and concern for the individual as well as for employees and students. In addition, this policy defines and addresses other communicable diseases which from time to time arise in the college among students and employees.

**14.12 Scope**

This policy and related administrative procedures apply to all employees and students of the College.

**14.13 Definition**

In this policy and its procedures, communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to a susceptible host and as further defined in the Communicable Disease Prevention and Control Act, Article 4419b-1 V.A.T.S. Communicable diseases include, but are not limited to, mumps, rubella, influenza, mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex, sexually transmitted diseases and infectious meningitis. In this policy and procedures, HIV infection includes AIDS, AIDS-Related Complex and a positive test for the antibody to human immunodeficiency virus.

**14.14 Philosophy**

The College's decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical judgment which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

**14.15 Nondiscrimination**

<b>Students:</b>	No student will be required to cease attending Victoria College or participating in the College functions solely on the basis of diagnosis of a communicable disease. If a review of the facts demonstrates that a student is unable to perform as required or presents health risk to himself/herself or the College community, a decision shall be made regarding the student's attendance at the College.
<b>Employees:</b>	An employee who has a communicable disease will be treated in the same manner as other employees who have other illnesses or injuries. If it is determined that an employee is unable to perform assigned duties, or a significant portion thereof, or poses a threat to the health or safety of himself/herself or others, a decision shall be made regarding the employee's presence at work and employment status.

#### 14.16 Reasonable Accommodation

The College shall offer reasonable accommodation to both students and employees who are infected with a communicable disease. Generally, reasonable accommodation will not require expenditure of additional funds.

#### 14.17 Confidentiality

Based on the Federal Privacy Act, the Texas Commission on Human Rights Act and the Texas Communicable Disease Prevention and Control Act, any medical documentation or information provided by an HIV-infected student or employee to personnel and/or supervisors must be considered confidential and private information. As such, employers are forbidden by law to disclose this information without the student or employee's knowledge and consent, except as provided by law. (Communicable Disease Prevention and Control Act, Section 9.03, as amended by SB 959).

#### 14.18 Education

The College shall develop and maintain a comprehensive educational program, speakers, pamphlets, in-house newsletters and audio-visuals regarding HIV infection for students and employees. The program shall address current medical opinions concerning the nature of HIV infection and its symptoms, methods of transmission, types of behavior which increases the risk of transmission of the disease, preventative measures for avoiding infection and, most importantly, responsible and humane treatment of persons infected with the disease.

All students receive an educational pamphlet about the methods of transmission and prevention of HIV infection during New Student Information Sessions. Additional copies may be obtained in Counseling Services.

The curricula of Nursing and other Allied Health programs, as well as social work degree programs, will include information about the methods of transmission and prevention. Also, the curricula of these same programs will give attention to the physical, emotional and psychological stress associated with care of patients with terminal illnesses.

## ARTICLE XIII

### TOBACCO USE POLICY

#### 15.1 Tobacco Use Policy

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. Tobacco use is prohibited in all College facilities. In addition to College facilities, smoking is prohibited on all College grounds and in parking lots. Campus Police and Security will issue tickets for smoke and tobacco violations. Any student repeatedly in violation of this policy will be issued a City citation and/or referred to the Vice President of Student Services for disciplinary action.

## ARTICLE XIV

### TRAFFIC POLICY

#### 16.1 Parking Policy

Parking is provided free to Victoria College students and visitors. Victoria College faculty and staff will be issued employee parking decals. State issued parking permits are required to park in handicapped parking spaces. Student decals are not required.

#### 16.11 Employee Decals

All vehicles parked on campus by staff and faculty must be registered with the VC Payment Center. Vehicles are not considered registered until decals are properly displayed. The decal must be located at one of the following locations:

- Back window on driver's side
- Back bumper on driver's side
- Affixed on a clear plastic rearview mirror hanger. Hangers are sold in the Victoria College bookstore.

### 16.12 Parking Violations and Fees

Parking in Faculty/Staff Reserved Space	\$25
Parking in Handicapped Space	\$50
Parking in Fire Lane	\$50
Parking in Visitor's Space	\$25
Parking on Median	\$25
Parking on Grass	\$25
Blocking Traffic Lane	\$25
Other (Miscellaneous violations not listed)	various

16.13 Payment of Vehicle Violation Tickets  
All Victoria College vehicle violation tickets must be paid at the VC Payment Center during regular office hours or mailed to:  
Victoria College  
Payment Center – Parking  
2200 East Red River  
Victoria, TX 77901

16.14 Failure to Pay Vehicle Violation Tickets  
A hold will be placed on the records of any student with unpaid parking violations. Future registration and/or transcript requests will be denied until the violation(s) is paid.

16.15 Appeals of Vehicle Violations  
Vehicle violation appeals may be made by completing an appeal form. Appeal forms are located in the Welcome Center and in the Student Activities Office. A Vehicle Violation Appeals Committee will review the appeal and determine the outcome. No appeal will be considered until the ticket is paid. If the violation is overturned by the Appeals Committee, the fine payment will be refunded to the student.

16.16 Student Notification of Vehicle Regulations  
Students are notified in writing of vehicle regulations at the time of registration and are responsible for adhering to these regulations. Failure to have knowledge of the regulations will not be considered a valid appeal for a vehicle violation.

Excessive vehicle violations, regardless of paid status, will result in disciplinary action under the authority of the College Discipline System, Article I.

16.17 Towing of Vehicles  
Victoria College Department of Police & Campus Safety is authorized to remove or impound motor vehicles from College property at the owner's/operator's expense under the following circumstances:

- Vehicles parked illegally in fire lanes, handicapped or restricted parking spaces, on the grass or median, or any area in which the vehicle may impede entrance to or exit from any building, grounds or roadway by any pedestrian or authorized vehicle.
- Unregistered, uninsured or abandoned vehicles
- For safety reasons
- Vehicles which have been issued multiple parking citations

Vehicles will be towed and impounded off-campus by a local towing company.

The company that tows or impounds the vehicle will be determined based on the rotating wrecker list maintained by the local law enforcement agency. Impound fees and storage fees will be determined by the policy of the individual towing company. The responsibility for finding a legal parking space rests with the motor vehicle operator. **Lack of space is not considered a valid excuse for violation of parking regulations.**

## **ARTICLE XV SECURITY POLICY**

### **1.71 Security Policy**

17.11 Victoria College employs licensed peace officers and non-licensed security officers to enforce penal statutes and laws, to assist students and to enforce College regulations. Campus police officers have full authority of state police officers as granted by Texas Education Code, Chapter 51. Police and security personnel have the authority to enforce all traffic policies and to assist the Vice President of Student Services and other officers of the College with the investigation of alleged violations of College policy cited in Article I.

17.12 Victoria College Campus Police and Security personnel make every attempt to safeguard students and their property on the College campus. Students should not leave valuables in their vehicles, in the Sports Center or anywhere out of their control.

The College is not responsible for theft of student property. Although police and security officers may assist persons in need of help, students must remember that they have the primary responsibility for their own safety and security.

## **ARTICLE XVI ATTENDANCE POLICY**

### **18.1 Attendance Policy**

18.11 The College encourages all students to attend class. Faculty members are not obligated to provide opportunities for students to make up missed assignments and tests as a result of a student's absence from class.

18.12 If a student stops attending class, it is the student's responsibility to withdraw from the class. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class.

18.14 Policy Regarding Absences for Military Service

- Pursuant to Section 51.9111 of the Texas Education Code, students who are called to active military service and

are unable to attend classes or other required activities (i.e. examinations) because of such active service, will be excused for the absences or failure to engage in the required activities. However, the maximum period for which a student may be excused shall be no more than 25% (twenty-five percent) of the total number of class meetings or the contact-hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.

- A student will not be excused from classes or required activities under this policy unless the student notifies Victoria College and his/her instructor of the active duty and provides a copy of the orders. The coursework completed by a student prior to being called to active duty will be retained.

- Upon return from active military service, students excused from absences and activities under this policy will be given a copy of the course syllabus or other instructional plan and shall be provided a reasonable time to complete an assignment or take an examination. The time to complete an assignment or take an examination will be determined by the student's instructor. However, the period of time provided should be at least a period twice the duration of their leave (i.e. on leave of one week, student will be given two weeks to complete the assignment). A student who is excused will not be penalized for the absence as long as the required coursework is completed in the reasonable time determined by the instructor.

Students who feel that this policy has been violated should immediately contact the division dean for the course or courses in which they are enrolled. Alleged violations will be resolved in accordance with Part II, Article V, Section 5.4 of the Victoria College Code of Conduct.

## ARTICLE XVII FREEDOM OF SPEECH AND ASSEMBLY POLICY

Victoria College honors the rights of free discussion and expression, peaceful picketing and demonstrations, and the right to petition and assemble peacefully, as long as no violation of the Code of Student Conduct Section 1.4 occurs.

Students planning such assemblies on the College campus must seek approval one week (7 days) in advance from the Student Activities and Student Center Director. Picketing is not permitted inside campus buildings. Sufficient notice is necessary to allow the Director to identify a place and time, and to coordinate the assembly, if necessary, with the Campus Police. Information detailing the planned activities must be provided to the Student Center and Student Activities Director prior to approval of the assembly. Victoria College retains the right to establish reasonable time, place and manner regulations and the right to exclude activities that violate reasonable campus rules or substantially interfere with the opportunity of students to obtain an education. The sponsoring student organization or group assumes all responsibility for compliance with local, state and federal laws and with College policies. Due to prior scheduled bookings, there are no guarantees on space and time availability.

Any request for an exception to, or modification of, this policy shall be directed to the office of the Vice President of Student Services.

## ARTICLE XVIII POSTING POLICY

Students, student organizations, faculty and staff requesting posting of information (i.e. announcements, flyers, posters, etc.) must obtain permission from the Student Activities and Student Center Director located in the Student Center. Information will not be posted without prior approval by the Marketing and Communications Department. Permissible postings will be stamped with an expiration date in the designated locations by Student Center staff. The earliest they will be posted is 14 days prior to the event.

The following areas are specifically designated for posting and advertising purposes:

### • **Bulletin Boards**

Academic Building, Allied Health, Continuing Education, Fine Arts, Health Science Center, Johnson Hall, Language Building, Sports Center, Student Center, Student Services, Technology Center, VC/UHV Library and William Wood Building

### • **Public Bulletin Board**

designated location for non-college related postings, located in the Student Center

Posting Guidelines:

- Postings must be placed only in approved areas by Student Center staff.
- Postings may not be attached to any vehicle parked on campus.
- Improperly posted signs will be removed and discarded without notice.
- A maximum of one sign per announcement/event/topic, etc. per designated location.
- Translations must accompany signs written in languages other than English.
- Material must not be obscene, libelous or directed to incite or produce imminent lawless action or is likely to invite or produce such action.

## **ARTICLE XIX CHILDREN ON CAMPUS POLICY**

### **19.1 Children on Campus Policy**

19.11 Unsupervised children are not permitted on Victoria College campus. Parents may not bring their children to class, tutoring, the Testing Center and/or study areas. Children may not be left unattended while parents are in class. Children are welcome to accompany their parents to campus while the parents conduct College business, such as admission or financial aid related matters. However, parents are always responsible to ensure that their children are supervised.

## **ARTICLE XX EMERGENCY PROCEDURES POLICY**

### **20.1 Emergency Procedures Policy**

These safety and security policies and procedures have been established in an attempt to protect lives and property during times of emergencies. These policies and procedures are to be followed in the event of an emergency situation.

Potential emergency situations include:

- fire
- bomb threat
- armed individual on campus
- severe weather alert
- injury or illness

All college employees and students are vital to the success of an emergency plan. The policies and procedures have been distributed to all college employees and students in an effort to stress the importance of campus-wide participation in following the steps involved in any given emergency.

Campus Police are responsible for providing security for all buildings on Victoria College campus, to patrol parking areas and to provide assistance to anyone on campus in need of help. Although police and security officers will strive to assist persons in need of help, employees and students must remember that they have the primary responsibility for their own safety and

security. Victoria College employees and students are advised to call 911 in the event of a major emergency. This will bring campus police, EMS, fire department official and local police as needed. Local police provide support for Campus Police and Security personnel. The caller should specify the nature of the emergency, the location and other information that may be applicable. The caller should then notify Campus Security of the situation by calling 361-220-1391, as well as one of the Vice Presidents.

### **Severe Weather**

An emergency decision to dismiss classes or close the campus will be made by the President when weather or other conditions pose a potentially serious threat to the health or safety of the College's students and employees. The President will make the decision after consultation with appropriate College personnel and representatives of public health or safety agencies. In most situations, the College will close if Victoria Independent School District and the University of Houston-Victoria close. The decision to close the campus means that all scheduled classes and activities (both day and night) are cancelled.

The decision to close will be communicated to the local and surrounding counties' television and radio stations as follows:

Victoria	KAVU Texas Radio KXTN KVIC 95 KPLV KAMG KIXS K107 KHMC Radio KVLT K-Lite Radio KZ105
Bay City	KVLG KBUK
Corpus Christi	KVRT Public Radio
LaGrange	KOIX
Gonzales	KCTI
Sequin	KWED

### Fire

In the event of a fire, the following steps should be taken:

- Notify the fire department by dialing 911 or, if using a campus phone, dial 9-911.
- Notify Campus Police, the President or one of the Vice Presidents.
- Use the fire alarm in the room, if available.
- Be available to advise the fire department of the type of, and location of, the fire.
- Follow the exit signs posted in each classroom for best possible routes for leaving the building.

### Bomb Threat

In the event that a bomb threat is received, the College will be evacuated immediately using the best possible routes for leaving the buildings. Students and employees should take all personal belongings, such as coats and backpacks.

### Armed Individual on Campus

Anyone having positive knowledge that an armed person is present on campus should immediately call 911 to alert police of the situation. Be prepared to provide the following information:

- Location of the armed person
- How the person is armed, i.e. rifle, pistol, bomb, knife
- Purpose, if known, of the armed person
- A complete description of the individual
- Whether or not any shots have been fired
- Your name and where you can be located if police need additional information

After notifying the police, notify Campus Police, the President and one of the Vice Presidents.

### Injury or Illness

General guidelines:

- Students who sustain injuries or experience illness are encouraged to contact their personal physician for follow-up care.
- If a student witnesses an accident, they should contact a College employee immediately who, in turn, will contact security or one of the Vice Presidents to assist in implementing the appropriate procedures.
- Students are asked not to provide transportation for injured or ill persons. However, if students choose to do so, they do so at their own risk and liability.
- Contact Student Services to make arrangements for a family member to be notified to transport them for medical attention.
- Students should not hesitate to call EMS in the event of a serious illness or accident.

**Location of First Aid Kits**

First Aid kits containing Band-Aids, large and small bandages, tape, gloves and a one-way valve equipped CPR mask and CPR instruction card are available at the following locations:

**First Aid kits**

Locations for First Aid kits are:

**Academic Building**

Room 107 & Room 210

**Allied Health Building**

Entire Building

**Calhoun County Center**

Main Office

Wilkins Industrial Training Center

**Fine Arts Building**

Room 114

**Health Sciences Center**

Biology & Chemistry Labs

**Gonzales Center**

Biology & Chemistry Labs

**Johnson Hall**

Room 100

**Language Building**

Suite 100

**Library**

1st floor Circulation Desk

**Maintenance Building**

Work Area

**Sports Center**

Gym Storage Area

**Student Center**

Room 120A

**Student Services Building**

Welcome Center

**Technology Center**

Room 107

**Wood Vocational Building**

Room 119

**Eye Wash Equipment**

Locations for eye wash equipment are:

**Allied Health**

Rooms 120 & 121

**Calhoun County Center**

Wet Lab – Room 17

Wilkins Industrial Training Center

**Gonzales Center**

Biology & Chemistry Labs

**Health Sciences Center**

Biology & Chemistry Labs

**Wood Vocational Building**

PTEC & Welding Labs

**Safety Showers**

Safety showers are located in the following places:

**Allied Health**

Rooms 120 & 121

**Calhoun County Center**

Wet Lab – Room 17

**Gonzales Center**

Biology & Chemistry Labs

**Health Sciences Center**

Biology & Chemistry Labs

**Wood Vocational Building**

PTEC Lab

## **ARTICLE XXI IMMUNIZATION POLICY**

### **21.1 Immunization Policy**

- 21.11 The Board of the Texas Department of Health and Victoria College strongly recommend that College students receive adequate immunization prior to admission for diphtheria, rubeola, rubella, mumps and tetanus.
- 21.12 Students enrolled in Allied Health programs are required by state law to be immunized against these diseases.

## **ARTICLE XXII TRAVEL POLICY**

### **22.1 Travel Policy**

- 22.11 Personal Liability Insurance Requirement  
Victoria College recognizes that employees and students occasionally use personal vehicles while engaged in College-related activities on campus and in the local area. All persons who use their vehicles while conducting College business or while traveling to any college-sponsored activity or any registered student organization activity shall, prior to engaging in the above described activities:
- carry appropriate automobile insurance.
  - provide the Vice President of Services or the Vice President of Instruction with a copy of their driver's license and proof of liability insurance.
- College does not provide insurance for student use of personal automobiles. All drivers and passengers must abide by the safety standards listed below
- 22.12 Reimbursement for Costs of Using Personal Vehicles Mileage costs related to any significant use of personal vehicles to conduct College-related business may be reimbursed upon approval of appropriate divisions or departments.

### **22.2 Student Travel**

- 22.21 Students as Drivers for College-Related Activities  
A driver who is transporting one or more students of Victoria College to an activity or event that is located more than 25 miles from campus and that is organized or sponsored either by the College or by a student organization, must comply with the following requirements:
- a. The student driver must be currently employed by Victoria College.
  - b. The driver must hold a valid driver's license for the vehicle to be driven and must provide the Vice President of Student Services or the Vice President of Instruction with a copy of the driver's

license and a proof of liability insurance prior to transporting any students. A driver of a commercial motor vehicle must have a commercial driver's license.

c. The driver may not transport students unless he or she has an acceptable driving record.

#### 22.22 Other Drivers for College-Related Activities

A driver who is transporting one or more students to an activity or event that is located more than 25 miles from campus and that is organized or sponsored either by the College or by a student organization registered at the institution must comply with the following requirements:

a. The driver must hold a valid driver's license for the vehicle to be driven and must provide the Vice President of Student Services or the Vice President of Instruction with a copy of the driver's license and a proof of liability insurance prior to transporting any students. A driver of a commercial motor vehicle must have a commercial driver's license.

b. The driver may not transport students unless he or she has an acceptable driving record.

#### 22.23 Students as Passengers in Motor Vehicles Involved in College-Related Activities

##### a. Purchase of Personal Injury and Personal Effects Insurance

Where rental vehicles are used to transport students, the personal injury and personal effects insurance must be purchased as a part of the vehicle rental agreement regardless of the mode of transportation. For student drivers or rental vehicles, all of the above requirements related to student drivers apply.

b. Student Consent and Release Form  
Each student who travels by motor vehicle (or any form of transportation) to participate in a College-related activity, including, but not limited to, academically related field trips or courses, competitions or contests, or non-academic activities, must execute a copy of the Consent and Release Form.

c. Student Passenger Responsibilities  
Student passengers are responsible for their own safety. Student passengers should arrange transportation that is consistent with their personal expectations regarding safety. At any point during their transport, either to or from a College-related activity or registered student organization activity, student passengers should exercise their own personal judgment regarding the safety of their transport before riding in any vehicle.

#### 22.24 Safety Standards for All Drivers

a. All drivers who are transporting one or more enrolled students, either to or from any College-related activity, including any registered student organization activity, shall ensure that the number of passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt. In addition, all relevant laws will be adhered to during the duration of the trip.

b. Drivers of one or more students presently enrolled at the Victoria College who are traveling to or from a College-related activity, including a registered student organization activity, that is located more than 25 miles from the Victoria College campus, shall not drive fatigued or under the influence of any medication or other substance that would impair the driver's ability to drive safely.

c. All drivers are encouraged to read the tips for safe driving, which can be obtained from the Director of Student Activities or the Vice President of Student Services at the Victoria College.

# Year at a Glance

## Victoria College Calendar, 2011- 2012

### Holiday Schedule - College Closed

September 5	Labor Holiday	March 12 – 16	Spring Break
November 21 – 25	Thanksgiving Holidays	April 6	Good Friday
December 16 - January 2	Winter Break	May 28	Memorial Day Holiday
January 16	MLK Day	July 4	July 4th Holiday

### Fall 2011

#### Fall 2011 16-Week Schedule

August 15	Faculty Meeting
August 17	Registration
August 19	Last Day to Register
August 22	Classes Begin
August 23	Last Day to Make Schedule Changes
September 7	Official Reporting Date
October 14	Mid-Semester
October 28	Last Day to Drop with a W or Q
December 12	Final Exams Begin
December 16	End of Fall Semester

#### Fall 2011 14-Week Schedule

September 16	14-Week Classes Begin
September 19	Official Reporting Date
October 28	14-Week Classes Mid-Semester
November 4	Last Day to Drop with a W or Q
December 12-15	Final Exams

#### Fall 2011 5-Week Schedule

August 22	<b><u>First 5-Weeks Begins</u></b>
August 25	Official Reporting Date
September 6	First 5-Weeks Mid-Semester
September 13	Last Day to Drop with a W or Q
September 26	Final Exams first 5-Weeks

#### Fall 2011 8-Week Schedule

August 22	<b><u>First 8-Weeks Begins</u></b>
August 29	Official Reporting Date
September 16	First 8-Weeks Mid-Semester
September 23	Last Day to Drop with a W or Q
October 13-14	Final Exams First 8-Weeks
October 10-12	Second 8-Weeks Registration
October 17	<b><u>Second 8-Weeks Begins</u></b>
October 24	Official Reporting Date
November 11	Second 8-Weeks Mid-Semester
November 18	Last Day to Drop with a W or Q
December 15-16	Final Exams Second 8-Weeks

September 27	<b><u>Second 5-Weeks Begins</u></b>
September 30	Official Reporting Date
October 12	Second 5-Weeks Mid-Semester
October 18	Last Day to Drop with a W or Q
October 31	Final Exams Second 5-Weeks

November 1	<b><u>Third 5-Weeks Begins</u></b>
November 4	Official Reporting Date
November 16	Third 5-Weeks Mid-Semester
November 29	Last Day to Drop with a W or Q
December 12	Final Exams Third 5-Weeks

## Spring 2012

### Spring 2012 16-Week Schedule

January 2	Administration Offices Open
January 9	Faculty Meeting
January 11	Registration
January 13	Last Day to Register
January 17	Classes Begin
January 18	Last Day to Make Schedule Changes
February 1	Official Reporting Date
March 9	Mid-Semester
March 30	Last Day to Drop with a W or Q
May 7	Final Exams Begin
May 11	End of Spring Semester
May 12	Commencement

### Spring 2012 14-Week Schedule

January 30	14-Week Classes Begin
February 10	Official Reporting Date
March 23	14-Week Classes Mid-Semester
April 5	Last Day to Drop with a W or Q
May 7 – 10	Final Exams

### Spring 2012 5-Week Schedule

January 17	<b><u>First 5-Weeks Begins</u></b>
January 20	Official Reporting Date
February 1	First 5-Weeks Mid-Semester
February 7	Last Day to Drop with w W or Q
February 20	Final Exams first 5-Weeks

### Spring 2012 8-Week Schedule

January 17	<b><u>First 8-Weeks Begins</u></b>
January 24	Official Reporting Date
February 10	First 8-Weeks Mid-Semester
February 17	Last Day to Drop with a W or Q
March 8 – 9	Final Exams First 8-Weeks
March 5 – 7	Second 8-Weeks Registration
March 19	<b><u>Second 8-Weeks Begins</u></b>
March 26	Official Reporting Date
April 16	Second 8-Weeks Mid-Semester
April 20	Last Day to Drop with a W or Q
May 10 – 11	Final Exams Second 8-Weeks

February 21	<b><u>Second 5-Weeks Begins</u></b>
February 24	Official Reporting Date
March 7	Second 5-Weeks Mid-Semester
March 20	Last Day to Drop with a W or Q
April 2	Final Exams Second 5-Weeks
April 3	<b><u>Third 5-Weeks Begins</u></b>
April 9	Official Reporting Date
April 19	Third 5-Weeks Mid-Semester
April 24	Last Day to Drop with a W or Q
May 7	Final Exams Third 5-Weeks

## Summer 2012

May 30	Classes Begin
July 18-19	Final Exams (8-week classes)
August 2	End of Summer Session

See Summer 2012 Schedule for details.

Calendar dates are subject to change.

See catalog addendum located at [www.victoriacollege.edu/catalog](http://www.victoriacollege.edu/catalog).









# Food & Drinks on Campus



*located in the Student Center*



*located in the Health Sciences Center*



*located in the Technology Center*

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# Explore the arts

right *here* on the VC campus.

Each semester Victoria College offers a variety of fine arts and cultural events free of charge for everyone to enjoy.

Music & Choral Concerts

Art Exhibits

Drama Productions

Lyceum Series

Museum of the Coastal Bend

View the VC Events Calendar at [www.victoriacollege.edu](http://www.victoriacollege.edu) for all the details.

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