

# Student Handbook 2012-2013 Addendum

## Revision Page 15

### NEW STUDENT INFORMATION SESSION (NSIS)

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 a New Student Information Session prior to registration. For New Student Information Session dates and times, visit [www.victoriacollege.edu/newstudentinformationsession\\_2](http://www.victoriacollege.edu/newstudentinformationsession_2)

## Revision Page 17

### SCHOLASTIC PROBATION

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

A student who is enrolled for six or more semester hours (credit) **and** fails to make a 2.0 semester/term grade point average **will** be placed on scholastic probation.

The semester/term grade point average will be determined by considering all courses taken except those courses in which grades of Q, W, S, SA, SB, SC, U or UF were received. **Students on scholastic probation may remove their probationary status by** taking six or more **semester credit hours** and earning a semester/term GPA of 2.0 or above.

**Students placed on scholastic probation will be required to enroll in SDEV 0301 or EDUC 1300 if the course has not been completed 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.

## Revision Page 38

### Complaints Regarding Violations of Student Academic Rights Student Complaint and Appeal Process

In those cases where a student alleges his or her rights have been violated, the student shall follow the process set forth below:

<b>Step 1</b>	<b>Initiation of Complaint – Informal Meeting</b> Within 10 business days of the occurrence of event or act triggering the complaint, the student shall first attempt to resolve the matter by meeting with the instructor or staff member alleged to have engaged in the violation of the student's rights.
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	If the matter is resolved, no further action is needed. If the matter is unresolved, the student shall proceed to Step 2
<b>Step 2</b>	<b>Formal Complaint</b> In those cases where a student complaint cannot be resolved by the Informal Meeting in Step 1, a student shall file an Student Complaint Form with the appropriate Dean no later than 10 business days after the first class day of the next semester following the occurrence of the event or act triggering the complaint.
<b>Step 3</b>	<b>Review by Dean</b> the Dean will review the student's complaint and attempt to resolve the matter with the student and faculty or staff member. The Dean shall meet with the student, and the student will be given an opportunity to provide any/all information he or she feels is relevant to the complaint. The Dean shall also meet with the faculty or staff member and allow the faculty or staff member an opportunity to respond to the complaint. The Dean shall conduct any necessary investigation and then attempt to resolve the matter, if possible, and provide a decision in writing to the parties. If the matter is resolved, no further action shall be taken, and the matter will be closed. If the matter is unresolved, the Dean shall refer the matter to the Vice President of Instruction for appellate review and forward the entire student complaint file.
<b>Step 4</b>	<b>Appeal to Vice President of Instruction</b> The Vice President of Instruction shall receive from the Dean the entire student complaint file for review. The Vice President of Instruction shall review the entire student complaint file and issue a decision in writing to all parties no later than 10 business days from receipt of the student complaint file. The decision of the Vice President of Instruction shall be final.

#### **Addition Page 39**

#### **DISMISSAL FROM SPECIAL ADMISSIONS PROGRAMS**

Students may be removed at any time from any special admissions program for not attaining or demonstrating designated benchmarks as outlined in each program's student handbook.

Students may appeal the decision by following the appeal process outlined in the Student Handbook.

The appeal form is available at:

[http://www.victoriacollege.edu/images/files/student-services/appeal\\_form.pdf](http://www.victoriacollege.edu/images/files/student-services/appeal_form.pdf)

#### **Revision Page 54**

#### **FREEDOM OF SPEECH AND ASSEMBLY**

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 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 of 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 regulations. Due to prior scheduled bookings, there are no guarantees for space and time availability.

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

## **Revision Page 55**

### **INTELLECTUAL PROPERTY POLICY**

Student intellectual property is treated in the same manner as intellectual property of faculty and staff. Ownership of student projects that are the result of individual initiative with incidental use of College facilities and resources resides with the student. If the student is working on a project initiated and funded by Victoria College, ownership resides with the College. Student grievances alleging that a student's intellectual rights have been abridged are addressed by the student grievance process as outlined on page 28 of this handbook. The Intellectual Property Policy can be viewed in its entirety at [http://www.victoriacollege.edu/images/files/use\\_of\\_copyrighted\\_materials\\_and\\_intellectual\\_property\\_policies.pdf](http://www.victoriacollege.edu/images/files/use_of_copyrighted_materials_and_intellectual_property_policies.pdf)

## **Revision Page 58**

### **USE OF COPYRIGHTED MATERIALS POLICY**

#### **Exclusive Rights**

Employees and students of the college shall comply with the provisions of the United States Copyright Law. The owner of a copyright has the exclusive rights to reproduce, distribute, perform or display the copyrighted work or to authorize such reproduction, distribution, performance or display by others.

Individuals, students, or student organizations who violate this policy will be subject to discipline by the College, up to and including disbanding of student organizations and expulsion of students. The detailed policy is available at [http://www.victoriacollege.edu/images/files/use\\_of\\_copyrighted\\_materials\\_and\\_intellectual\\_property\\_policies.pdf](http://www.victoriacollege.edu/images/files/use_of_copyrighted_materials_and_intellectual_property_policies.pdf)

## **Addition**

### **POSTING REGULATION**

Students, student organizations, faculty and staff requesting posting of information (i.e. announcements, flyers, posters, etc.) must obtain permission from the Director of Student Activities and the Student Center whose office is 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 Boards**

Designated location for non-college related postings, located in the Student Center, Academic Building and the Student Services Building

#### Posting Guidelines

- Victoria College events and announcements must have the Victoria College word mark.
- 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.
- Materials must not be obscene, libelous or directed to incite or produce imminent lawless actions or to be likely to invite or produce such action.