



Handbook & Planner 2011-2012

Addendum

**VICTORIA
COLLEGE**

Revisions and updates as of October 18, 2011

Page 23: ARTICLE I VICTORIALCOLLEGE DISCIPLINE SYSTEM

Revision:

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 shall investigate allegation(s) and determine if the student violated the disciplinary rules. The Vice President shall notify the student of said offense and the evidence against the student and solicit the student's response, either oral or written. Upon receipt of the student's response and determination of violation of disciplinary rules, the Vice President may impose sanctions. The student's response must be received within 5 calendar days from the receipt of the notification of said offense. If the student's response is not received, the Vice President may proceed with disciplinary action if necessary. The right of the student to appeal such disciplinary action will not be affected by the student's failure to respond to the allegations.

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 1.4a, 1.4m or 1.5 of the Code of Student conduct.

1.4 Disciplinary Offenses

The actions listed and defined below are punishable disciplinary offenses and are 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 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
- g. Defacing, disfiguring, damaging or destroying public or private 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, including through e-mail, and including sexual or racial harassment
- j. Abusive, drunken, violent or excessively noisy behavior or expression
- k. Lewd, indecent or obscene behavior
- l. The threat or commission of physical violence against any person present

- m. The commission of acts which constitute a violation of local, state or federal law
- 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 official 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
- r. Possessing a firearm, ammunition, illegal knife (including switchblade or butterfly knives), club, explosive or a chemical dispensing device
- 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

The Vice President of Student Services shall determine whether a violation of disciplinary rules has occurred and assess an appropriate sanction if necessary. Possible sanctions for violation of disciplinary rules are as follows:

Sanction	Definition
Warning	Student verbally cautioned that continuance or repetition of specified conduct may be cause for other disciplinary action. This sanction is not subject to appeal.
Reprimand	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.

Probation	<p>Exclusion from participation and privileges or extracurricular College activities. Can also include compliance with special conditions, such as counseling.</p> <p>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.</p>
Suspension	<p>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.</p> <p>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.</p> <p>Students may appeal a sanction of suspension to the Disciplinary Committee within 10 days.</p>

Dismissal	<p>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.</p> <p>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.</p> <p>A sanction of dismissal can be appealed to the Disciplinary Committee within 10 days.</p>
Monetary Reimbursement	<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>State of Emergency</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.</p> <p>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>
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Page 26: ARTICLE II RIGHTS OF STUDENTS

Revision:

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 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.

Page 43: ARTICLE XIV TRAFFIC POLICY

Revision:

16.11 Employee Decals

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

- Back window on driver's side
- Back bumper on driver's side
- Affixed on a plastic rearview mirror hanger. Hangers may be obtained in Human Resources

Page 44: ARTICLE XIV TRAFFIC POLICY

Revision:

16.15 Appeals of Vehicle Violations ARTICLE XIV

TRAFFIC POLICY

15.16 Appeals of Vehicle Violations

Vehicle violation appeals may be made by completing an appeal form within 30 days of the parking violation. No appeal will be considered until the ticket is paid. After 30 days, an appeal will not be accepted. Appeal forms are located at the Welcome Center and in the Student Activities Office. A Vehicle Violation Appeals Committee will review the appeal and determine the outcome. If the violation is overturned by the Appeals Committee, the fine payment will be refunded to the student.

Page 45: ARTICLE XVI ATTENDANCE POLICY

Revision:

18.1 Attendance Policy

Attendance will be taken for every class meeting. The method by which attendance is taken will be determined by the faculty member and clearly outlined in the class syllabus. Regular and prompt class attendance is expected of every student. A student's absence means that the student is not able to participate in the class.

Instructor-Initiated Withdrawals (Drops)

While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors

- **must** drop a student who has not logged into an online class or physically attended a face-to-face or hybrid class prior to the ORD. Instructors must initiate ORD drops by the published deadlines.
- **cannot** drop a student with an average of D/UD or better, after following established division retention practices,
- **may** at their discretion drop a student who is not passing without consultation with the student when absences exceed 20% of the scheduled class meetings. For classes that include a separate laboratory, a student may be dropped when absences exceed 20% of the laboratory meetings or 20% of the lecture meetings.

- **must** drop a student who is not passing when absences exceed 40% of the scheduled class meetings unless said excessive absences accrue after the 65% drop date.
- **cannot** drop a student after 65% of class instruction has been completed.

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.

18.13 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.

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.

Page 50: ARTICLE XXI IMMUNIZATION POLICY

Addition:

21.13 Effective 1/1/2012, Senate Bill 1107 requires all entering college students provide evidence of receiving immunization for bacterial meningitis.

Students who feel that this policy has been violated should immediately contact the division