

www.victoriacollege.edu/whatsyourstory

What's your story?



2008-2009 Student Handbook

THE VICTORIA COLLEGE

THE VICTORIA COLLEGE
MAIN CAMPUS
2200 E. RED RIVER
VICTORIA, TX 77901
361-573-3291
877-843-4369

THE VICTORIA COLLEGE
CALHOUN COUNTY CENTER
900 N. VIRGINIA ST.
PORT LAVACA, TX 77979
361-553-4316

THE VICTORIA COLLEGE
GONZALES CENTER
424 E. SARAH DEWITT
GONZALES, TX 78629
830-672-6251

Start here. Go far.



Call Us Anytime

The Victoria College Main Campus361-573-3291
	toll free 877-843-4369
Gonzales Center	830-672-6251
Calhoun County Center	361-553-4316

College Central **.361-582-2569**

ADMINISTRATIVE OFFICES

Admissions/Records	361-572-6408
Bookstore	361-572-6430
Business Office	361-582-2554
Cafe Espresso	361-582-2460
Child Care Assistance	361-572-6426
Computer Help Desk	361-582-2509
Continuing Education	361-582-2528
Convenience Store (The Cove)	361-582-2471
Counseling	361-572-6405
Distance Education	361-572-6481
Financial Aid	361-572-6415
High School Programs	361-582-2543
Human Resources	361-582-2404
K.E.Y. Center - Student Support Services	361-582-2414
Library	361-572-6420
Museum of the Coastal Bend	361-582-2511
Security/Campus Police	361-582-2406
Sports Center	361-572-6433
Student Center	361-572-6440
Tech-Prep	361-485-6802
Testing	361-582-2589
Title V Office	361-582-2455
Tutoring Center	361-572-6473

ACADEMIC DIVISIONS

Division of Academic Foundations	361-582-2438
Division of Allied Health & Public Service	361-572-6497
Division of Humanities and Fine Arts	361-582-2576
Division of Science, Mathematics, and Physical Education	361-582-2438
Division of Social and Behavioral Sciences	361-582-2530
Division of Career & Technical Education	361-572-6467

HEALTH CAREERS AND PUBLIC SERVICES PROGRAMS & CAREER AND TECHNICAL EDUCATION

Associate Degree Nursing	361-572-6435
Business Management	361-582-2448
Commercial Truck Driving	361-582-2590
Computer Information Systems	361-582-2449
Early Childhood Development	361-582-2549
Electronics/Instrumentation	361-582-2506
Emergency Medical Services	361-572-6417
Firefighting	361-572-6417
Medication Aide/Insurance Coding	361-572-6446
Medical Assisting/Nursing Assistant	361-572-6446
Medical Lab Technology	361-572-6455
Police Academy	361-572-6426
Process Technology	361-582-2526
Professional Office Technology	361-582-2579
Respiratory Care	361-572-6417
Vocational Nursing	361-582-2545
Welding	361-572-6471

Also available for deaf, hard-of-hearing, and speech-impaired TDD users through Relay Texas by calling 1-800-RELAYTX.

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This information is available in alternate formats upon request.

This handbook contains policies, regulations, and procedures in existence at the time this publication went to press. The College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal laws and regulations. This handbook is for informational purposes only and does not constitute a contract.

- The Victoria College reserves the right to cancel classes due to lack of enrollment and change class times and instructors as needed.

- The Victoria College is an Equal Opportunity Employer. The Victoria College does not discriminate on the basis of national origin, race, color, religion, age, gender, disability, or Veteran status. It is our policy to comply fully with the nondiscrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

2008-2009 Calendar

Fall 2008

August 18Faculty Return to Campus/Convocation
 August 20Registration
 August 22Last Day to Register Without Penalty
 August 25Late Registration Begins
 August 25Classes Begin
 August 26Last Day to Add Classes/Register
 September 1Labor Day Holiday - College Closed
 September 10Official Reporting Date (12th class day)
 October 13-15Second 8-week Fast Track Registration
 October 17Mid-semester
 October 31Last Day to Drop with W or Q
 November 27-28Thanksgiving Holidays - College Closed
 December 8Final Exams Begin
 December 12End of Fall Semester Classes
 December 16College Closes for Break

Spring 2009

January 5Administration Offices Open
 January 12Faculty Return to Campus/Convocation
 January 14Registration
 January 16Last Day to Register Without Penalty
 January 19MLK Day - College Closed
 January 20Late Registration Begins
 January 20Classes Begin
 January 21Last Day to Add Classes/Register
 February 4Official Reporting Date (12th class day)
 March 9-11Second 8-week Fast Track Registration
 March 13Mid-semester
 March 16-20Spring Break
 April 3Last Day to Drop with W or Q
 April 10Good Friday - College Closed
 May 11Final Exams Begin
 May 16Commencement

Interim Session

See Summer 2009 ScheduleRegistration
 May 18Classes Begin
 May 25Memorial Day Holiday - College Closed
 June 1Final Exams

Summer 2009

First Session

May 25Memorial Day Holiday - College Closed
 May 27, 28, 29 & June 1Registration
 June 1Last Day to Add Classes/Register
 June 2Classes Begin
 June 19Last Day to Drop with W or Q
 (6-week Classes)
 July 1Last Class Day (6-week Classes)
 July 2Final Exams (6-week Classes)
 July 2Last Day to Drop with W or Q
 (8-week Classes)
 July 3July 4th Holiday Observed- College Closed
 July 22-23Final Exams (8-week Classes)

Second Session

July 1,2Registration
 July 2Last Day to Add Classes/Register
 July 6Classes Begin
 July 24Last Day to Drop with W or Q
 August 5Last Class Day
 August 6Final Exams

**Calendar dates are subject to change.
 See course schedules or www.victoriacollege.edu**



Student Services

Admission and Records

College Central and the Admissions and Records offices are located in the Administration Building. For transcripts, residency information, enrollment verification, graduation applications, name and address corrections, go to College Central or call 361-582-2569.

Registration Checklist				
	New Students (no prior college) 7 STEPS	New Students (other college experience) 6 - 7 STEPS	Former VC Students 4 - 7 STEPS	Current Students 3 - 4 STEPS
1. Complete VC application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable
2. Have high school transcripts/GED sent to the Admissions Office at VC	<input checked="" type="checkbox"/>	Not Applicable	Not Applicable	Not Applicable
3. Have college transcripts sent to the Admissions Office. Bring another copy to advising session. <i>(Transfers with fewer than 12 hours must also provide an official high school transcript or GED.)</i>	Not Applicable	<input checked="" type="checkbox"/>	? If Applicable	Not Applicable
4. Determine TSI status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	? Call 572-6408 if unsure	Not Applicable
5. Meet with a counselor or advisor	<input checked="" type="checkbox"/>	? If unsure	? If necessary or if requested by VC	? If necessary
6. Select classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Meet with counselor or faculty advisor if unsure.	<input checked="" type="checkbox"/> Meet with counselor or faculty advisor if unsure.
7. Register when eligible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Pay by deadline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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? Speed up the process by filing your application online. Visit our website at www.victoriacollege.edu/admissions/appadmis.html and follow the instructions. Your application will be in the system 1-2 days after you hit the send key.				

Online @ www.victoriacollege.edu

A student may register using the WEB registration if the following requirements are met:

1. Have passing scores on file on all parts of an assessment test or are exempt.
2. Have no holds on record (Admissions, Library, Parking, etc.).
3. Are a returning VC student or a transfer student who has completed the application process **one week** prior to registration.
4. Are in good academic standing—not on scholastic probation.

If all the requirements are met:

1. Register and make schedule changes for credit courses from a computer with Internet Explorer version 5 or greater.
2. Personal Identification Numbers (PIN) will be selected by students with their initial computer transaction. This number will be used as a security measure each time a transaction takes place and should be known only by the student.
3. Visit www.victoriacollege.edu and look under the heading "Online Services" on the right-hand side and click on Web Registration/Grade Reports.

The 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.

Payment of Tuition and Fees

College Central

Payment of tuition and fees

During early advisor-assisted registration, the fee statement produced by the counselor is taken to **College Central** (Admin. Building) for payment of fees. During regular registration, the fee statement is produced in the Technology Center and is taken to the **College Central** area in the Technology Center for payment. Students using web registration should refer to directions in the computer labs as well as information found in the course schedule.

Once fees have been paid, students may request a free parking decal by providing the license number of the vehicle to be parked on campus. A parking decal is required for all students whether taking day or evening classes.

New Student Orientation

New Student Orientation

New Student Orientation is a course 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 freshmen, and freshmen transfers with less than 12 semester credit hours, are required to participate in New Student Orientation.

The New Student Orientation course includes one day on-campus and an online component. While on-campus, students meet with counselors, other Student Services staff, college administrators and faculty to learn about college services and programs, policies and procedures, core curriculum and degree programs. The online component includes information about the library, student organizations, campus activities, and additional campus resources. Participants are granted access to the online component of New Student Orientation for five days after the on-campus component.

Once a student completes both the on campus and the online component he/she will receive one semester hour for New Student Orientation.

Specific information on New Student Orientation dates and times is listed in the VC schedule and online at www.victoriacollege.edu/newstudentorientation.

In order to participate in New Student Orientation students must:

1. Complete a Victoria College Application for Admission
2. Submit assessment scores (unless exempt) and
3. Submit an official high school transcript.

Once students have completed these admission requirements, registration can be completed in The Victoria College Counseling Services Office or through web registration (if eligible).

For additional information about New Student Orientation, please call 361-572-6405

Testing Information

Assessment and Testing

Texas Higher Education Assessment (THEA)

The Texas Success Initiative, which became effective at The Victoria College with the Spring 2004 semester, took the place of TASP with passage of Senate Bill 286 of the 78th Texas Legislative session. This legislation requires that students attending Texas public colleges and universities are assessed by a state-approved test in the areas of reading, math, and writing to ensure that basic skills are met before enrolling in college-level courses. This requirement extends to both full-time and part-time students. Performance on the assessment test will not be used as a condition of admission.

ASSESSMENT EXEMPTIONS

The following categories of students do not have to take an assessment test:

- Students who have graduated with an Associate or Bachelor degree, from a Texas public college or university are considered exempt.
- Students who have successfully completed college level course work may be granted based on college level coursework from a private or out-of-state college or university.
- Students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of the Reserves.

Students who have ACT, SAT, TAAS, or exit-level TAKS scores meeting standards listed below:

1. **ACT** - composite score of 23 or higher with individual math and/or English scores of no less than 19. Scores can be no more than five years old.
2. **SAT** - Composite score of 1070 with no less than 500 on verbal and/or 500 on math. Scores can be no more than five years old.
3. **TAAS** - Scale scores of TLI-89 or higher in reading, TLI-86 or higher in math, and 1770 or higher in writing. TAAS scores can be no more than three years old.
4. **TAKS** (Exit-level) - Scale scores of 2200 on Mathematics section and/or 2200 on English Language Arts with a writing subsection score of at least 3. TAKS scores can be no more than 3 years old.

The purpose of the THEA test is to ensure that students enrolled in Texas public colleges and universities possess basic skills in the areas of reading, writing, and mathematics. The (THEA) requirement extends to both full-time and part-time students.

Performance on the THEA will not be used as a condition of admission. For more information on exemptions and waivers refer to the 2008-2009 college catalog.

College Placement Testing

QUICK THEA/COMPASS

Students can take all 3 sections of the Quick THEA or COMPASS tests on scheduled dates. The entire fee must be paid at the time of registration. Students can register online or at **College Central**. Students are allowed 5 hours to complete the Quick THEA exam. Test results are typically returned in 7 - 10 business days. Students must wait 30 calendar days before re-testing.

The COMPASS exam is a computer based adaptive exam and can take 3 hours to complete. Results are given immediately after completion. Student must wait 30 days before retesting. Payment can be made online or at College Central.

Payment for all exams, Quick THEA and COMPASS, guarantees your seat.

Quick THEA Testing Dates/COMPASS Testing Dates

All dates and times are subject to change. Contact the Testing Center at 361-582-2589, 361-582-2403, 361-572-6480, Counseling Services at 361-572-6405 or visit the Testing Center website at www.victoriacollege.edu/testingcenter.

Note: All tests will be administered at the The Victoria College Main Campus Testing Center located in Room 201 of the Continuing Education Center Building unless otherwise noted.

SUMMER II 2008 - QUICK THEA

Monday, June 02, 2008	8:30 AM
Monday, June 16, 2008	1:00 PM
Tuesday, June 17, 2008 (Gonzales Center)	9:00 AM
Monday, June 30, 2008	8:30 AM

SUMMER II 2008 - COMPASS

Thursday, June 26, 2008	1:00 PM
Saturday, June 28, 2008	8:30 AM

FALL 2008 - QUICK THEA

Monday, July 07, 2008	8:30 AM
Wednesday, July 09, 2008	8:30 AM
Monday, July 14, 2008	1:00 PM
Thursday, July 17, 2008	8:30 AM
Thursday, July 17, 2008 (Gonzales Center)	9:00 AM
Monday, July 21, 2008	1:00 PM
Wednesday, July 23, 2008	1:00 PM
Wednesday, July 30, 2008	1:00 PM
Thursday, July 31, 2008	8:30 AM
Saturday, August 02, 2008	8:00 AM
Monday, August 04, 2008	1:00 PM
Thursday, August 07, 2008	1:00 PM
Saturday, August 09, 2008	8:00 AM
Monday, August 11, 2008	8:30 AM
Wednesday, August 13, 2008	8:30 AM
Thursday, August 14, 2008	1:00 PM

FALL 2008 - COMPASS

Monday, July 28, 2008	1:00 PM
Wednesday, August 06, 2008	1:00 PM
Monday, August 18, 2008	1:00 PM
Wednesday, August 20, 2008	8:30 AM

SPRING 2009 - QUICK THEA

Monday, September 15, 2008	1:00 PM
Monday, September 29, 2008	8:30 AM
Monday, October 13, 2008	1:00 PM
Thursday, October 23, 2008 (Gonzales Center)	9:00 AM
Monday, November 03, 2008	8:30 AM
Saturday, November 08, 2008	8:00 AM
Wednesday, November 12, 2008	1:00 PM
Tuesday, November 25, 2008 (Gonzales Center)	9:00 AM
Wednesday, December 03, 2008	8:30 AM

SPRING 2009 - COMPASS

Wednesday, November 05, 2008	8:30 AM
Monday, November 10, 2008	1:00 PM
Monday, December 01, 2008	1:00 PM
Wednesday, December 10, 2008	8:30 AM
Monday, January 05, 2009	1:00 PM
Wednesday, January 07, 2009	1:00 PM

SUMMER I 2009 - QUICK THEA

Thursday, January 29, 2009	1:00 PM
Monday, February 02, 2009	8:30 AM
Monday, March 02, 2009	8:30 AM
Monday, March 16, 2009	1:00 PM
Thursday, March 19, 2009 (Gonzales Center)	9:00 AM
Monday, April 13, 2009	1:00 PM
Thursday, April 23, 2009 (Gonzales Center)	9:00 AM

SUMMER I 2009 - COMPASS

Wednesday, April 22, 2009	1:00 PM
Wednesday, May 13, 2009	1:00 PM
Monday, May 18, 2009	1:00 PM
Wednesday, May 27, 2009	8:30 AM

SUMMER II 2009 - QUICK THEA

Monday, June 01, 2009	8:30 AM
Monday, June 15, 2009	1:00 PM
Thursday, June 18, 2009 (Gonzales Center)	9:00 AM
Monday, June 29, 2009	8:30 AM
Monday, July 20, 2009	1:00 PM
Thursday, July 23, 2009 (Gonzales Center)	9:00 AM

SUMMER II 2009 - COMPASS

Saturday, June 20, 2009	8:00 AM
Wednesday, June 24, 2009	1:00 PM

Payment and registration is required for all testing. Students may register in advance at **College Central** or by Online Registration. The test fee should be paid the same day at **College Central** or with an acceptable credit card when registering online. **College Central** is located in the Administration Building. To register online, visit www.victoriacollege.edu/testingcenter and follow the directions given. For additional questions call 361-582-2403 or 361-572-6480. The cost of the COMPASS test is \$30 and the cost of the Quick THEA test is \$40. There are no refunds on testing fees.

What to bring:

- Photo identification (driver's license or student ID, for example),
- Social Security number
- Paid fee receipt from the **College Central** or the web.

If you have a disability and require a special accommodation(s) in taking a COMPASS test, please complete a "Request for Accommodation" form, which is available in the Counseling Services Office. If the accommodation is not requested at least one week in advance of the test date we, the College, cannot guarantee the availability of the accommodations. Documentation may be required. Testing accommodations for the Quick THEA are not provided through the college. You may contact National Evaluation Systems to schedule testing accommodations through them at 1-512-926-0743.

Certificate Assessment

Students enrolling in certificate programs with selective admissions requirements are required to take THEA, Quick THEA, or the COMPASS (in the areas of reading, writing, and math) prior to entry. Students enrolling in certificate programs with non-selective admissions requirements are also required to take THEA, Quick THEA, or the COMPASS test prior to entry. Failure to pass the test will not deny students entry into the program but will require students to be advised concerning developmental education as appropriate.

Please consult with the Victoria College Counseling Services for additional information.

Questions and Answers About the THEA Test

Q. What happens if I do not meet the minimum score on one or more parts of the assessment test?

- A. The Victoria College faculty, staff, and administration are committed to the success of every student enrolled at Victoria College. Academic courses and some career and technical courses at Victoria College require students to demonstrate appropriate reading, writing, and/or mathematics skills prior to enrollment in those courses. When students need additional preparation to transition into college-level courses, Victoria College requires them to enroll in a Developmental Education Program (DEP).

The Victoria College provides two levels of academic foundation courses for those students enrolled in a DEP in writing and reading and three levels for those students enrolled in a DEP where additional preparation is needed in mathematics. Students are assigned to a level based on their THEA or COMPASS scores (or other state-approved placement exams). Students enrolled in a DEP can progress from Level I to Level II by earning a grade of C or higher in their level I courses. Students enrolled in writing and/or reading Level II courses can progress to college-level courses by earning a grade of B or higher in their Level II courses. For students enrolled in a DEP that includes mathematics, it is possible to progress to college mathematics, statistics or level III after successful completion of a level II course with the grade of a B or higher. Level III is required in order to demonstrate readiness for college algebra, and must be completed with a C or higher. (It is possible for students to be placed in Level I courses in one area and Level II courses in another.) Grades in these courses will be used in calculating the grade point average that will be used for determining financial aid warning/suspension status. These grades are not used for graduation purposes and the courses do not apply to the number of credits required for a degree or certificate.

Students who are not college ready in two or more areas will be required to enroll in a Strategic Learning class as part of their DEP.

Please refer to the Required Testing section of this catalog for additional information about the Texas Success Initiative and college readiness.

Q. What is the best time to take assessment?

- A. It is in your best interest to take assessment as early as possible, preferably toward the end of your senior year in high school or in the summer prior to fall enrollment in college. If you pass all sections you will not be restricted in the types of courses you may take. If you do not pass all sections and are required by Victoria College's TSI policy enroll in developmental courses, you will subsequently have a better opportunity for success in your college-level courses.

Q. How do I get my THEA scores sent to Victoria College?

- A. The THEA registration fee (\$40) includes the cost of sending your score report to three colleges or universities. When you register, you should select the three digit code number 367 to identify Victoria College.

Q. How do I obtain a registration bulletin for the THEA?

- A. High school counselors have copies available. They may also be obtained at The Victoria College **College Central**, Counseling Services, and Admissions and Records located in the Administration Building. The Tutoring Center and the KEY Center located in the Continuing Education Center have copies as well. Registration is also available online at www.thea.nesinc.com.

Q. Where and when can I take the THEA exam? How much does it cost?

- A. The Victoria College is a test site for all exams; other sites are listed in the THEA registration brochure. Since seating for the exam is limited, early registration for the THEA increases your opportunity for taking the exam at Victoria College rather than at sites in other Texas cities. See page 7 for dates and times. The fee for the Quick Thea is \$40.

Q. What if I do not have the required fee for the THEA exam or if I need assistance in preparing for the exam?

- A. Study guides for THEA preparation are available for purchase in the Victoria College bookstore and are on reserve in the College Library. Free tutoring is also available in the Tutoring Center, CEC100 and the KEY Center, CEC108. THEA reviews are given weekly, and the dates will be posted on the VC website, on bulletin boards around campus, and in the weekly campus bulletin. A limited number of THEA Fee Waiver Vouchers are available to cover the cost of exam registration for students who qualify. These waivers do not cover the cost of study guides or of late registration fees. Please call the Financial Aid Office at 361-572-6415 for additional information about fee waivers.

Q. What if I need more information about THEA?

- A. Contact Counseling Services (361-572-6405) if you need more information. Remember, you must take the THEA before you can enroll in credit courses unless you are TSI complete or waived.

THE VICTORIA COLLEGE

What's your story?

Student Success Stories

"Helping put a smile on my patient's face while taking care of his or her everyday health needs is something I look forward to doing everyday for the rest of my life! Victoria College is helping make that dream come true!"

-Holly Dornak
ADN Grad '08



"Thank you for supporting Dual Credit students. Your Dual Credit courses allowed me to take freshman classes at my high school at less expense than a four year college. Your Dual Credit Scholarship helped me financially with tuition. I truly enjoyed taking college courses through Victoria College and received a wonderful first impression of learning on the college level."

-Darrell Wagner
VC Dual Credit Student

"After a year and a half of taking basics at Victoria College, I gained an interest in the chemical industries. Growing up just 10 miles from a few major plants were also key factors in pursuing this degree. I feel that I have a better knowledge of how these plants operate and what goes into running a clean and safe operation. I also gained a new respect for the active process technicians and what they go through in their everyday duties. This Process Technology degree will now give me the opportunity to pursue a good paying job and to enjoy life."

-Paul Benavides II
VC Grad '07



"I choose to earn my undergraduate degrees at VC because of the wonderful atmosphere and academic instruction that is available. The campus is beautiful, and the courses are intriguing. The VC campus is also a convenient location for those students such as me who commute from out of town."

-Joy Sixtos
VC Grad '07



We Are Here to Help.

College Central

Location: Administration Building

Hours: 7:30 a.m. to 6:00 p.m. (M - Th)

7:30 a.m. to 4:00 p.m. (F)

Contact: 361-582-2569

College Central hosts a variety of primary services for students that includes, but is not limited to the following service areas:

- Admissions Information
- Financial Aid Information
- Parking Decals
- Student Payments
- Testing Information
- Transcript Requests
- General Information

College Central is a new area of Student Services. This new area of the College is a conscious institutional endeavor to redesign processes, systems, and performance to respond appropriately to our students' needs, which will allow us to become more student-centered and provide improved customer service.

Admissions & Records

Location: Administration Building, Room 107

Hours: 8:00 a.m. to 4:30 p.m. (M - Th)

8:00 a.m. to 4:00 p.m. (F)

Contact: 361-572-6408

Admission and Records is responsible for providing the following services:

- Admissions Information
- Student Information Changes (name, address, etc.)
- Transcript Requests
- Residency Determination
- Credit by Exam
- Grades
- Tech Prep Credit
- Graduation
- Verification of Enrollment
- Non-credit and/or testing registration

These services are not an all inclusive list. Many of these services can be fulfilled in **College Central**.

Counseling Services

Location: Administration Building, Room 105

Hours: 8:00 a.m. to 6:00 p.m. (M - Th)

8:00 a.m. to 4:00 p.m. (F)

Contact: 361-572-6405

counselorhelp@victoriacollege.edu

www.victoriacollege.edu/counselingservices

Counseling Services is responsible for providing:

- tutoring
- assessment
- career counseling
- educational counseling
- orientation
- personal counseling
- recruiting
- support services for special populations

These services are available to all students (on-campus and off-campus) upon request. Students are encouraged to become personally acquainted with the counseling staff and to take advantage of available services.

Testing Center

Location: Continuing Education Center, Room 201

Hours: 8:00 a.m. to 8:00 p.m. (M - Th)

8:00 a.m. to 4:00 p.m. (F)

7:00 a.m. to 1:00 p.m. (Sat)

Contact: 361-582-2589

www.victoriacollege.edu/testingcenter

All testing by appointment. Please contact the Testing Center at 582-2589 or testingcenter@victoriacollege.edu to schedule an appointment.

The Victoria College is a test center for the following:

- THEA
- DANTES
- ACT
- GED
- COMPASS
- GRE Subject Exams
- Quick THEA
- NET
- SAT
- CLEP
- ASE
- Correspondence Exams.

For current test dates, visit The Victoria College website at www.victoriacollege.edu/testing. For additional information concerning registration for one of the above tests, please phone (361) 582-2403. If you need information on specific Victoria College testing requirements, please call (361) 582-2589.

Child Care Assistance

Location: Administration Building, Room 108.

Hours: 8:00 a.m. to 4:30 p.m. (M - Th)

8:00 a.m. to 4:00 p.m. (F)

Contact: 361-572-6402

www.victoriacollege.edu/childcareassistance

To apply for assistance in child care cost students must:

- 1) complete the Application for Child Care Assistance
- 2) schedule an appointment with the Child Care Coordinator
- 3) have completed the Victoria College financial aid process
- 4) have registered or intend to for the upcoming semester.

Information and applications for the 2008-2009 academic year are available in the Financial Aid Office. Assistance is based on the availability of Victoria College funds, student financial need, individual student assessment, program of study, and number of hours.

Disability Services

Location: Administration Building, Room 105.

Hours: 8:00 a.m. to 6:00 p.m. (M - Th)

8:00 a.m. to 4:00 p.m. (F)

Contact: email elma.saenz@victoriacollege.edu

jose.sanchez@victoriacollege.edu

361-572-6406 or 361-582-2457

www.victoriacollege.edu/disabilitysupportservices

Services may include:

- priority registration
- adapted testing
- note-taking assistance
- reader services
- special parking provisions
- information and referral
- special equipment/equipment adaptation

Services are arranged on an individual case-by-case basis for qualified persons with learning, physical or other disabilities. Prospective students who may qualify are encouraged to contact Jose Sanchez or Elma Saenz at least one month prior to registration for services to be coordinated. Current students should request services as early as possible to ensure that approved services are in place when the semester begins. Documentation may be required.

Student Computer Access

The Victoria College provides computers for student use and offers a variety of computer network capabilities, including internet access, electronic mail, and a wide selection of applications.

There are several computer labs located across the campus:

- Technology Center
- Student Center
- Academic Building
- Johnson Hall
- Language Building
- Continuing Education Center

The following buildings offer wireless network access:

- Academic Building
- Continuing Education Center
- Student Center
- Technology Center

Each student is automatically issued an e-mail address. Information concerning e-mail access, and student computer support may contact the Helpdesk at helpdesk@victoriacollege.edu or 361- 582-2509.

Tutoring Center - Need a tutor?

Location: Tutoring Center - Continuing Education Center 100
Reading Room - Continuing Education Center 102
Hours: 7:30 a.m. to 5:00 p.m. (M-Th)
7:30 a.m. to 2:00 p.m. (F)
Contact: 361-572-6473
tutorhelp@victoriacollege.edu
betty.east@victoriacollege.edu
www.victoriacollege.edu/tutoringcenter

The Victoria College offers free tutoring services to all Victoria College students. The Center has tutors on duty to cover academic courses in:

- English
- Computer Sciences
- Math
- Social & Behavioral Sciences

Tutoring is also available in several other locations:

Math - Johnson Hall 209
Science - Science Building 102
Reading/Writing Center - Language Building 102.

Tutoring schedules are posted on the VC Website and copies are available in the Center. Students who need assistance in other areas can make arrangements for a tutor. Students in the distance education centers can email tutors documents and ask questions.

The Center is also a study room for students to use for individual or group sessions. A TV/VCR is available to view videos, and materials and aids such as computer tutorials and handouts are there to help in the explanation of assignments.

Special study groups are formed each semester to help students practice the basic skills of reading, writing, and math to help pass assessment or placement tests such as the THEA, COMPASS, and NET tests.

Students who wish to work as tutors are encouraged to apply early each semester for these paid positions. Tutors must have an instructor's recommendation and receive training each semester to ensure the quality of support services offered.

The Victoria College has added SMARTHINKING as an additional tutoring service that supplements on-campus courses, distance education courses and our campus tutoring centers. Students can easily access SMARTHINKING from any computer that has Internet access by going to the Pirate Portal on the VC homepage and connecting to live tutors, making SMARTHINKING a virtual learning assistance center. The service provides online tutoring 24 hours a day, 7 days a week and also has an online writing lab where tutors critique and return essays within 24 hours, using virtual whiteboard technology. SMARTHINKING tutors assist students one-on-one by working in real-time, and students can also submit questions or essays for a next day response or pre-schedule online appointments. SMARTHINKING e-structors include professional tutors with strong backgrounds in tutoring/teaching, and most e-structors have a Masters degree or Ph.D. in their field.

Career and Transfer Center

Location: Administration Building, Room 105.
Hours: 8:00 a.m. to 6:00 p.m. (M - Th)
8:00 a.m. to 4:00 p.m. (F)
Contact: 361-582-2429
alvinette.jefferson@victoriacollege.edu
jose.sanchez@victoriacollege.edu
www.victoriacollege.edu/careerservices 361-582-2457

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

The Center's mission is to provide students who are searching for a vocation, major, specific competencies, or area(s) of interest with a central resource and continuing support to meet their educational and career goals.

The Center provides all students information on employment opportunities through off-campus job listings, open table recruitment, annual career fair, and transfer admissions day.

K.E.Y. Center- Student Support Services

Location: Continuing Education Center 107
Hours: 8:00 a.m. - 6:00 p.m. (M, T, & Th)
8:00 a.m. - 5:00 p.m. (W)
8:00 a.m. - 4:00 p.m. (F) (no tutoring)
Contact: 361-582-2414
kim.smith@victoriacollege.edu
www.victoriacollege.edu/keycenter

The services provided by the K.E.Y. Center include:

- Supplemental instruction and individualized/group tutoring in many courses
- Transfer assistance to students who plan to continue their education beyond a certificate or associate degree program
- Career exploration through utilization of career resource handbooks, and the MyPlan program
- Financial aid and scholarship assistance to students requiring help with the paperwork process
- Academic counseling through course and degree advisement
- Cultural and educational enrichment activities and workshops
- Referrals to campus and community resources
- Personal counseling

The K.E.Y. Center is one of the distinct outreach Federal TRIO Programs targeted to serve and assist students in overcoming obstacles to post-secondary education. The goal of the KEY Center is to increase the retention, graduation, and transfer rates of the students that it serves. The program is funded to serve 160 enrolled Victoria College students annually. The students served consist of economically disadvantaged, first-generation college students, and/or students with disabilities.

Student Activities & Student Center

Location: Student Center, Room 120.
Hours: 8:00 a.m. to 4:30 p.m. (M-Th)
8:00 a.m. to 4:00 p.m. (F)
Contact: 361-572-6440

Campus student activities are designed to give students:

- the opportunity for self-expression
- to increase interest in academic courses
- to provide recreation.

Student activities provided to students are:

- big screen TV
- pool tables
- tennis courts
- horseshoe and washer pits
- sand volleyball court

Inside the Student Center students will find:

- campus bookstore
- The Cove which includes a Subway
- 250-seat dining area
- meeting rooms
- computer lab
- Student Government Office

Clubs and Student Organizations

The Student Activities Office is the central location for information concerning campus organizations. All students are invited to visit the Student Activities Office website at pirates.victoriacollege.edu/clubs or to stop by the office and pick up a current listing of campus organizations and decide which club or organizations best suits their interests.

Club Membership Information

To be a member of an officially sanctioned extracurricular organization in the student life of The Victoria College, an individual must be registered in good standing as a student in the college. Specific prerequisites for membership in an officially sanctioned organization, and for holding office in such a group, are determined by the constitution and by-laws of the group, those documents having been approved by the Vice President of Student Services, Student Life Committee, and the Student Activities Director of The Victoria College. Copies of each organization's constitution are maintained in the Student Activities Office.

NOTE: SUMMER HOURS

The Victoria College posts all summer hours after the spring semester. Please refer to www.victoriacollege.edu.

Need help paying for college?

FINANCIAL AID SERVICES

Financial Aid

The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 4:00 p.m.

Students who need help paying for college are encouraged to visit The Victoria College Financial Aid Office, call 361-572-6415, or email finaid@victoriacollege.edu to see what is available and to determine eligibility. The Financial Aid staff will make every effort to assist students in obtaining the necessary funds to attend college. A variety of state and federal funds are available to assist eligible students. An enrollment of at least half-time status (six or more credit hours) is recommended for students to be eligible for most programs.

Steps to Apply for Financial Aid

1. Must be enrolled and attending classes that pertain to their degree plan each semester as part of The Victoria College financial aid eligibility requirements.
2. Complete a Free Application for Federal Student Aid form (FAFSA), and a Student Information Sheet (all forms are available in the Financial Aid Office). If selected for verification, additional documents are required.
3. Must submit a copy of final high school academic transcript or GED passing scores to the Admissions & Records Office prior to the disbursement of any federal funds.
4. Receive award letter
5. Activate Your Financial Aid - After you register for classes, you must activate your financial aid at **College Central**. Only the Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), scholarships, and Texas Public Education Grant (TPEG) monies can be used for tuition, fees, books, and supply charges. Loan funds are not available for initial payment of tuition and fees.
IMPORTANT: If you have been awarded sufficient financial aid (Pell, SEOG, TPEG, Scholarships) to pay all registration fees, your award(s) will be used to pay those fees automatically on the due date.

Things to Know

1. **Apply Early** - Students relying on financial aid for payment during Early Registration must have applied by **the following Financial Aid Deadlines below**, and have final approval (an award letter) from the Financial Aid Office prior to registering.
2. **Avoid Out-of-Pocket Expenses** - Students without an award letter from the Financial Aid Office must be prepared to pay from personal funds.
3. **Money for Books** - Students wishing to use financial aid for bookstore charges may do so after they have completed registration and paid for all of their charges or have set up a payment plan at **College Central**.

4. **What happens if I withdraw?** Please be advised that students who execute a complete withdrawal from The Victoria College, before the dates below may be responsible for the repayment of all financial aid. Payment of tuition and fees originally covered by financial aid that are not refundable within The Victoria College refund policy may also be owed.

A federal refund policy will apply to all students receiving Federal Title IV funding and withdrawing 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 you have 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 you received less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

Veterans Benefits

The Montgomery GI Bill (Ch 30, Ch 1606, Ch 1607), VEAP, Ch 35, and Ch 31

Veterans are admitted on the same basis as other students. The Victoria College is approved by the Texas Workforce Commission programs taken under Title 38 of the US Code. The VA Certifying Officials are located in both Counseling Services and College Central offices.

Students seeking veteran's educational benefits must:

1. Contact a VA Certifying Official at least six weeks prior to their registration period.
2. All benefit recipients (excluding Chapter 31 and Hazelwood) are required to pay their educational costs up front. Funding from the Veteran's Administration will be paid directly to students by the Veteran's Administration Office.
3. Eligible veterans receive monthly payments for their entitlement based on the coursework for which they enroll.
4. The Veteran's Administration requires that veterans follow a declared degree plan that is approved by the VA. It is the students responsibility to verify with the VA Counselor in Counseling Services that the degree plan they have declared is a VA approved degree plan.

Hazelwood Act

Students interested in using Hazelwood benefits for registration are recommended to contact the Financial Aid Office at The Victoria College at least six weeks prior to their initial registration.

The Hazelwood Act information sheets and applications are available in the Financial Aid Office. A new Hazelwood Application must be completed each semester. The Hazelwood Act provides a tuition waiver, so it must be used at the time of registration. It will not be retroactively applied.

The following documents are needed to apply for the Hazelwood Act benefits:

- Hazelwood Application
- Copy of the DD-214
- Letter of denial from the VA regarding other educational benefits availability. Student should contact the VA at 1-800-827-1000 and ask the VA to provide a Hazelwood letter.

Veterans' Work-Study Program

Eligible veterans can apply for this benefit by contacting the Admissions & Records Office and filling out an application for Veterans' Work-Study. Positions are limited and an interview is required.

FEDERAL WORK-STUDY

The Victoria College is participating in the Federal Work-Study program during the 2008-2009 school year. All students interested in participating in the FWS program for this year must first apply for Financial Aid and have received an award letter from The Victoria College Financial Aid Office. For additional information, please stop by the Financial Aid Office. Applications are available in the Human Resources Office.

STUDENT EMPLOYMENT

The Victoria College offers student assistant work positions to students who do not qualify for the Federal Pell Grant or Federal Work Study programs. Students must take a minimum of 6 credit hours during a long semester, 3 credit hours during the summer semester, and maintain a 2.0 GPA to be eligible to work on campus. For more information about requirements, job openings, or an application for employment, contact the Human Resources Office.

Insurance

The College has no insurances for student injuries. Students are encouraged to obtain their own insurance. Information and /or applications on student insurance plans can be obtained from the Counseling Office, College Central, Student Activities office or the Vice President of Student Services Office in the Administration Building.

Student Activities

STUDENT ACTIVITIES

Campus student activities are designed to give students the opportunity for self-expression, to increase interest in academic courses, and to provide wholesome recreation. All students are invited to pick up a current listing of campus organizations and decide which best suits their interests or visit www.victoriacollege.edu/studentactivitiesorganizations.

In addition, the Student Center also provides students with a diversion from studies with a big screen television and pool tables. The location of the Student Center is in the middle of campus and it also houses the campus bookstore, a convenience store, a 250 seat dining area, meeting rooms, a student computer lab, the Student Government Association office, and the Student Activities office. Please visit Elaine Everett-Hensley, Student Activities Director in the Student Center, call 361-572-6440 for information.

Administrative Services

ADMINISTRATIVE SERVICES

Administrative Services includes Auditoriums Rental, the Bookstore, Business Office, Campus Security, Food Services, Human Resources, Maintenance, Purchasing, and Technology Services.

Campus Security and Crime Statistics

The 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. Because of that concern, security measures are employed to ensure that all persons on campus enjoy their time at Victoria College as free as possible from any threats to their safety or well-being.

The Victoria College has been fortunate not to experience a significant number of serious criminal incidents. All campus employees and students must remember that they have the primary responsibility for their own safety and security.

Reporting Crimes and/or Emergencies

The Victoria College employees and students should report crimes and/or major emergencies according to the following procedures:

Campus Police should be notified by calling the Department of Police and Campus Safety. The police office number is 582-2406 or ext. 2406 from a campus telephone and the campus security office is 582-2580, or ext. 2580 from a campus telephone. The duty telephone numbers are 220-1391 or 220-1389. 3-911 can also be called from all campus telephones to reach the on duty officer.

If contact with Campus Police / Security is unsuccessful, please contact city emergency services at 911.

Call 911 (9-911 from a campus telephone). This will bring local police, EMS, and fire department officers on campus providing immediate assistance. Callers should specify the nature and location of the crime or emergency and should provide other applicable information.

The Department of Police and Campus Safety may also be contacted by e-mail at police@victoriacollege.edu.

Security of and Access to Facilities

Campus Security Officers maintain the security of the buildings by securing the locks and reporting any defective locking mechanisms to the Maintenance Department for repairs. Campus Security Officers also note and report defective lighting equipment.

The Maintenance Department maintains the College buildings with a concern for safety and security. Maintenance personnel will respond promptly to repair broken locks, windows, and defective lighting equipment. 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 Law Enforcement

The Victoria College employs state licensed police officers who work throughout the campus from 7:30 a.m. to 10:00p.m., Monday through Friday. Victoria College police officers are commissioned peace officers as defined by the requirements of the Texas Commission on Law Enforcement Officers and Standards. Within our peace officer's primary jurisdiction, a peace officer commissioned under Texas Education Code Chapter 51 Sec. 203 is vested with all the powers, privileges, and immunities of peace officers. The Victoria College Police also 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 institution of higher education.

The Victoria College also employs uniformed Campus Security Officers. Campus Security Officers take an active role in parking enforcement, building access control, escorts, and enforcement of college rules and regulations. Victoria College Security Officers do not have the authority to execute an arrest, however they do have direct communication with campus police.

Security Officers work the campus from 6:00 a.m. to 11:00 pm, Monday—Friday 7:00am—7:00pm on Saturdays, and from 10:00am to 6:00 p.m. on Sunday. In addition, Campus Security personnel work in the Student Center at other times when meetings or events are scheduled in the Student Center.

911 should be contacted if Campus Police / Security personnel are unavailable.

Crime Awareness and Prevention Programs

Students: The Victoria College students are informed in detail about Campus Security policies and procedures during freshman orientation classes. In addition, copies of the Victoria College Campus Security Crime Statistics are distributed to all students during all registration periods and information can be accessed on the web at <http://www.victoriacollege.edu/campuspolice>.

Employees: Copies of the Victoria College Campus Security and Crime Statistics brochure are distributed annually to all employees and can also be accessed on the web page address that follows.

Students and Employees: If a trend of serious or illegal incidents are recorded by Campus Police personnel, then crime alert bulletins may appear in the College FYI e-mail. This is to inform employees and students to watch for and report similar activities. All students and employees are encouraged to become safety conscious and to develop habits, which if employed, will help to safeguard both personal and college property.

The following are crime prevention suggestions:

- Always lock your vehicle and place all valuable items such as stereo, cameras, etc., in the trunk and out of sight.
- Engrave your driver's license number on all valuables that you bring on to campus. Record all of your serial numbers and complete description of your property, and keep them 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 offices should always lock their door and post a sign designating their expected return time.
- Do not loan college keys to anyone.
- When classrooms are vacated for the day, turn off lights, close and lock the door prior to departure.
- Get acquainted with 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 or observed in an area for an unusually long period of time.
- Campus Security is available to provide escorts to vehicles any-time for students and employees.

ALL vehicles parked on campus must display a current Victoria College or University of Houston-Victoria decal. The decal must be placed on: (1) the back window on the driver's side; (2) the back bumper on the driver's side; or (3) on a plastic decal hanger available in the Bookstore and **College Central**.

Clery Act Report

The Jeanne Clery Act is the landmark federal law, originally known as the Campus Security Act that requires all institutions of higher education colleges and universities throughout the United States, to disclose information about crime on and around their respective campuses.

The Department of Police and Campus Safety in accordance with the requirements of the Clery Act compiles and publishes the annual security report by October 1st of each year. Statistics for the report are obtained from the Victoria College Police Department, Victoria Police Department, Hallettsville Police Department, Cuero Police Department and Gonzales Police Department. The Victoria College provides Vocational Nursing Training programs in Hallettsville, Cuero and Gonzales and as such, incidents occurring on those campuses must be included in the annual report. In the near future, The Victoria College will have a core campus in Gonzales known as the Victoria College Gonzales Center which will offer academic classes. There will also be a campus in Port Lavaca called the Victoria College Calhoun County Center. In the future both of these facilities will be included in the annual reports as well, with statistics for the Port Lavaca campus being obtained from the Port Lavaca Police Department.

A copy of the report may be viewed on the web page at: <http://www.victoriacollege.edu/images/files/police/TheVictoriaCollegeCampusSecurityReport.pdf> or a copy may be obtained in the Police and Campus Safety Office (Academic 210) during normal business hours.

Campus Crime Brochure

The Department of Police and Campus Safety publishes an annual campus Crime Brochure which is given to students during Freshman Orientation as part of their new student welcome pack. The brochure is available to the entire campus community year round and may be obtained in the Admissions Office, at **College Central**, the office of The Vice President of Student Services, and in the Department of Police and Campus Safety offices in the Academic Building Room 210. The brochure also may be obtained from one of the many literature stands located throughout campus buildings.

Timely Warning Notice and Access to Information

The 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, an informational notice will be reported to students and employees. Electronic mail (e-mail) is the primary preferred method of communicating such a warning. Each student enrolled and each employee of the College has an assigned college e-mail account. For this reason, students and employees are reminded and encouraged to check their e-mail account daily for news and notices.

Public Crime Log

The Victoria College maintains a Public Crime Log which contains a record of all criminal incidents reported to Campus Police. This log may also contain references to reports of other non-criminal safety or risk related incidents and not just those required by this report. The Crime Log is required at a minimum to contain the nature, date, time and general location of each crime as well as its disposition of known. Incidents are required to be added to the Crime Log within two (2) business days 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 in the Campus Police & Safety Office in the Academic Building (Room #210).

The log is available for viewing from 8:00am – 5:00pm during normal business hours.

Campus Sex Crimes Prevention Act (CSCPA)

CSCPA is a federal law that requires institutions of higher education to issue a statement advising the campus community on where information regarding registered sex offenders may be obtained. This information is provided by law enforcement agencies to the Department of Public Safety. The Victoria College makes it available through our website at: www.victoriacollege.edu/police/crime.html.

Law enforcement authorities 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. The Victoria College prepares and retains an Institution of Higher Education Sex Offender Notification Form (CR-35IHE) for all registered sex offenders that notify the Victoria College Police Department of their intent to attend classes.

To determine what registered sex offenders have registered for The Victoria College, click on the following link to the Texas Department of Public Safety Registered Sex Offender website. (records.txdps.state.tx.us/) You will be taken to the DPS Records Page.

Click on "Public Sex Offender Search". On the next page, on the right hand side you will find a box listing several available search methods, with the bottom one being "Higher Education". Click on "Higher Education". On the next page is information explaining how the information on registered sex offenders may be used with certain caveats that are incumbent on the end user. At the bottom of that page you must click on the "I have read the Web Site caveats and agree to the terms" to proceed to the next page. On the next page you will be presented with a drop down menu in the center of the page listing all colleges and universities in Texas. Highlight "Victoria College, The" to view the registered offenders that you may find on our campus. On that page you may click on any of the listed names to receive information pertaining to that person including a photograph.

For additional information about Registered Sex Offenders on campus contact the Victoria College Police Department at 2200 E. Red River – A210, (361) 582-2406.

Illegal Drugs or Alcohol

The Victoria College specifically prohibits the use, possession, or distribution on College property of illegal drugs and alcohol. Violators are subject to the following actions:

- Criminal sanctions which may include citations, arrests, and prosecution as provided by state statutes.
 - Disciplinary actions as described in the Victoria College Code of Student Conduct in the Student Handbook.
- Campus Police and Security strictly enforce all laws and College Regulations pertaining to illegal drugs and alcoholic beverages on campus.

Off-Campus Student Organizations

The Victoria College does not recognize student organizations at off-campus sites which are not regulated by the Crime Awareness and Campus Security Act of 1990.

Internet Access and Electronic Mail Services

Internet access and electronic mail is available to all Victoria College students from a variety of locations around the campus. Access is also available from home, for students who have the appropriate computer, communications software, and modem equipment. All students are issued a personal e-mail address, which they must activate. These services will enable students to communicate with faculty members via e-mail, access Victoria College Library holdings, and use the Internet as a research tool. Detailed procedures for activating e-mail addresses and accessing Internet services are available from the lab attendants in the various computer labs on campus or from the Computer Center located in Technology Center. We strongly encourage all students to take advantage of these services and to become proficient Internet users. For more information, please call Susie Terry at 361-582-2505.

Institutional Services

The Victoria College/UH-V Library

The VC/UHV Library serves students at Victoria College and UH-Victoria. The Library is located in a three-story building on the west side of the campus. The Library has a collection of 218,000 volumes, 240,000 print and non-print state and federal government documents, over 3,700 journal subscriptions, and 7,600 audio-visual items.

Library Services and Locations

First Floor

- Student ID Cards
- Circulation Desk and Reserve Collection
- Reference Desk
- On-Line Library Catalog
- Public Access Microcomputers & Databases

Second Floor

- Periodicals
- Newspapers
- Texas and U.S. Documents
- Interlibrary Loan

Third Floor

- Main Book Collection
- Children's Books
- Local History Room

Lower Level / Basement

- Archives and Special Collections

Media Library

- Audiovisual Materials
- Textbook Collection
- Public Access Microcomputers & Databases

Library Computers

Computers for accessing the online catalog and the Library's electronic resources are available on the first floor of the Library. The online catalog can be used to locate materials in the VC/UHV Library and the Victoria Public Library.

Library Hours

Fall and Spring Semesters

Monday - Thursday	7:45 a.m. - 10:00 p.m.
Friday	7:45 a.m. - 5:00 p.m.
Saturday & Sunday	1:00 p.m. - 6:00 p.m.

Summer Terms

Monday - Thursday	7:45 a.m. - 8:00 p.m.
Friday	7:45 a.m. - 5:00 p.m.
Saturday	Closed
Sunday	1:00 p.m. - 6:00 p.m.

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

Study Space / Conference Rooms

Student study space is available in the Library. Individual students, clubs, or organizations may reserve the third floor Conference Rooms in the Library for meetings or group study by visiting the Library reference desk.

Library Web Page

Additional information in library services and resources are available on the library's web page: <http://vcuhvlibrary.uhv.edu>.

Student identification cards

Following registration, returning students will need to have their ID cards validated by presenting their tuition receipts in the Library. ID cards will be made for new students in the Library after registration and fee payment.

Frequently Asked Questions

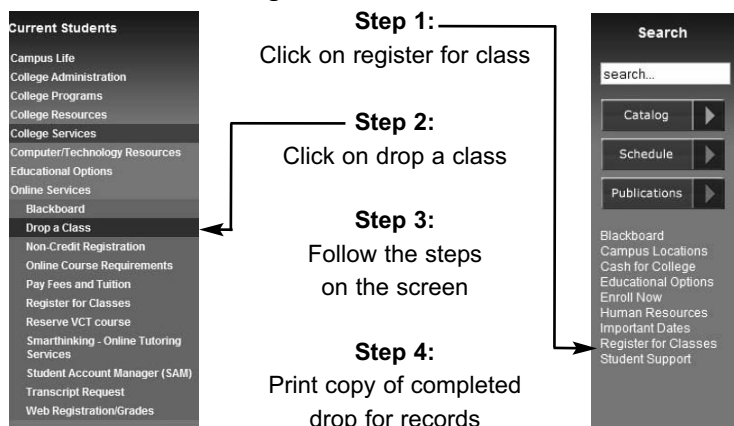
How do I add a class?

Students who wish to add a course(s) after paying fees must do so by the date printed in the College catalog and/or in the official class schedule. Course additions may be initiated in Counseling Services or through Web registration for those eligible. Adding a course(s) is considered to be a schedule change. A \$5 fee is charged for each schedule change (as well as additional tuition/lab fees for courses) initiated by the student through the last day for refunds each semester/term.

How do I drop a class?

On or before the last day of late registration use:

Web: www.victoriacollege.edu



In Person:

Step 1: Stop by the Counseling Office in Administration Building #105

Step 2: Complete Drop Form

Step 3: Drop processed (Obtain copy from counselor)

By Email:

Counselorhelp@victoriacollege.edu

Please provide in your email to counseling:

Your name, Social Security Number, Class, Reason, and Phone #

By Fax: (361) 582-2525

Please provide in a written request:

Your name, Social Security Number, Class, Reason, and Phone #

By Mail: 2200 E. Red River St, Victoria TX 77901

Please provide in a written request:

Your name, Social Security Number, Class, Reason, and Phone #

Beginning with the 2007 -2008 year academic year, students enrolling in a college or university for the first time may not drop a total of more than six courses for other than a good cause. (Refer to the 2008-09 Catalog for more details.)

If you are dropping for "Good Cause", please be sure to include documentation supporting this type of drop.

Dropping a class at this time is considered a schedule change. A \$5.00 fee is charged for each schedule change initiated by the student through the last day for refunds.

What is the meaning of enforced withdrawal?

Students on scholastic probation, who take six or more semester hours (credit and/or developmental) but earn below a 2.0 semester/term G.P.A. in the 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. Students placed on enforced withdrawal have the right to appeal for readmission through the Director of Counseling Services.

How do I appeal enforced withdrawal?

	Timeline/Response
<p>Student</p> <p>↓</p> <p>Counseling Services Secretary</p> <p>↓</p> <p>Director of Counseling Services</p>	<p>No later than two working days (M-F) prior to the date of regular registration submit a letter of appeal to the Counseling Services Office.</p> <p>The letter should contain:</p> <ol style="list-style-type: none"> 1. a current mailing address 2. a current phone number, and 3. your social security number.
<p>Director of Counseling Services</p> <p>↓</p> <p>Counseling Services Secretary</p>	<p><u>Appeal denied</u> - Student notified in writing. No further right of appeal.</p>
<p>Director of Counseling Services</p> <p>↓</p> <p>Counseling Services Secretary</p> <p>↓</p> <p>Student</p>	<p><u>Appeal to be considered</u> - Student contacted by phone or e-mail to set up a personal interview.</p>
<p>Director of Counseling Services</p> <p>↓</p> <p>Student</p>	<p><u>Readmission granted</u> - Agreement of Understanding for Appeal of Academic Suspension signed.</p>

What is scholastic probation?

Students enrolled in Victoria College are expected to make a semester/term grade point average of 2.0 on all work attempted. A student who enrolls for six or more semester hours (credit and/or developmental) and fails to make a 2.0 semester/term grade point average will be placed on scholastic probation. The semester/term grade point average is determined by considering all courses taken except those courses in which grades of W, S, or U are received. Transfer students are admitted on scholastic probation if they are on probation from their former school or if they do not meet the standards stated above during the last semester in attendance at their former school. Students placed on scholastic probation may remove their probationary status by enrolling in six or more semester hours (credit and/or developmental) and earning a semester/term G.P.A. of 2.0 or above.

Where do I go to get a College catalog?

Catalogs may be obtained at **College Central** in the Administration Building or the Bookstore in the Student Center.

Where can I obtain a copy of the current Schedule of Classes?

You can obtain the current Schedule of Classes at **College Central**, Admissions and Records, Counseling Services and Vice President of Student Services' Office, Administration Building; or by visiting an information area at various locations on campus. You can also access the schedule at www.victoriacollege.edu.

How do I contact a faculty member and, in particular, a part-time faculty member who does not have an office on campus?

Ask your instructors during the first week of class how they prefer to be reached. You may also call the campus switchboard (573-3291) and the operator will connect you with the correct departmental secretary. Messages for evening instructors may be left by calling the evening school office at 573-3291 after 4:30 p.m.

What if I'm going to be out of school for a week or so because of an accident or illness?

Contact your instructor(s) immediately and make arrangements to make up the work. The instructor will discuss the situation with you at that time and determine if the severity of the accident or illness will warrant dropping the course.

How do I get my grades?

Final grades are made available on the Victoria College website www.victoriacollege.edu at the end of each term/semester. Students will use their SAM username and password to login. There is a link on the Web Registration page for new students to obtain their SAM username and password. Grade reports are no longer mailed to students unless a request is made in **College Central** or Admissions and Records 361-572-6408.

Where do I go to have a copy of my transcript sent to another school and what is the cost?

Go to **College Central** in the Administration Building, or visit the website at <http://www.victoriacollege.edu/admissions/transreq.html>. Official transcripts will be issued with proper I.D. at the student's request, subject to certain conditions. There is no fee for transcripts.

What do I need to do when I am ready to graduate?

Fill out an application for graduation in **College Central** or Admissions and Records in the Administration Building, or call 572-6407.

What are student I.D. cards used for and must they be updated?

The I.D. cards are used to check out library materials and to verify enrollment. The cards are issued at the circulation desk, first floor of the library, and must be updated each semester.

Do I need to buy a parking permit?

Parking permits are required if you intend to park on the Victoria College campus. Pick up a permit at **College Central** when paying registration fees. The first permit is free; additional permits are \$2.00 each. Please see Article XIII for complete parking information.

Can I sell my books back to the Bookstore?

The Victoria College Bookstore will purchase books on an as-needed basis for either half the purchase price or the current wholesale price depending on the needs of the bookstore. Please check the bookstore for the hours of operation.

How do I find out about campus events?

Visit the Victoria College website at www.victoriacollege.edu and click on News and Upcoming Events.

Can I have something posted on the News and Upcoming Events calendar on the web and if so, how?

Announcements are posted on the calendar provided they are College-related. Contact the Marketing & Communications Department in the College Services Training Building or email kimberly.haschke@victoriacollege.edu.

What do I do if I lock my keys in my car or have a dead battery?

Contact Campus Security by dialing 3-911, 220-1391 or 582-2580. They will help you contact a locksmith, service station or wrecker service. In many cases, personal automobile insurance will provide some financial assistance for these types of problems.

Where can I get change?

You can get change from the **College Central** in the Administration Building or the Bookstore in the Student Center.

WORDS AND TERMS TO KNOW

Academic Probation: A student who attempts six (6) or more semester hours and who earns a grade point average (GPA) below 2.0 in any semester/term is placed on Academic Probation.

Admission: The process of filling out forms, filing documents, and taking tests prior to actual registration.

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 Load: The number of semester hours a student is permitted to schedule in a given semester.

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 used to refer 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. (See the Victoria College Catalog.)

Grade Point Average: The grade point average 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. There is a \$20 service fee to use the installment plan. Under this plan, one-half of the tuition and fees must be paid at the time of registration with the balance due in two payments for fall and spring semesters and one payment for summer semesters. 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 30 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 four-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.

Placement Test: A test used to determine a student's skill levels in math, English, and reading. The results are used to help students select courses for which they have the necessary skills to succeed.

Semester: An academic term of study of 16 weeks, which is half of a nine-month school year. There are also two five-week summer terms.

Semester Hour: The term given to credit or non-credit that is allowed for courses taken. A class that meets one hour a week for 16 weeks carries one semester hour. Most classes meet three times a week, however, and award the student three semester hours. An additional hour is awarded for some laboratory courses. Semester hour(s) may be either credit or non-credit.

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.

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 provided for all students, including one-on-one tutor sessions, computer and video tutorials, and special sessions for a variety of assessment and placement test, such as NET, CAT, etc.

Computer Resources For You

Regulations Governing Student Use of Victoria College Computing Resources

The Victoria College is pleased to offer a variety of computing resources to students. These resources include individual e-mail addresses, Internet access, computer labs, a variety of software, and training. We encourage students to become proficient users of computing resources because we believe that these skills are critical to academic and career success. With these privileges come responsibilities. Students are required to abide by Victoria College Computer Use Policies and Regulations. These Policies and Regulations are located in the Victoria College Student Handbook, are posted in computer labs, and are on the College web page. Students are required to agree to abide by them prior to receiving computer privileges. If you have questions, please feel free to contact Technology Services.

1. You are the only person who may use resources (User ID and Passwords) that have been assigned to you.
2. Do not give your password to anyone else, even to your friends or others whom you trust. If you suspect that someone may have discovered or guessed your password, change it immediately. Since you are encouraged to select a password which is uncommon and are urged to change your password frequently, it will be assumed that anyone other than you who gains access to your account has done so with your permission.
 - You will be held responsible for all activity for the resources assigned to you.
 - You will be held responsible for destructive or illegal activities conducted on your account.
3. You cannot be paid or otherwise commercially profit from the use of any College-provided computing resource or from any output produced using it. You may not:
 - Post advertisements for products that you sell or wish to sell
 - Post chain letters from which you hope to profit
 - Run a business on College-owned computer
4. Never use any College-provided resources to do something illegal, threatening, or deliberately destructive-not even as a joke.
 - Ignorance is no excuse. Read Computer Crimes and Law. <http://www.utexas.edu/policies/computercrimes.html>
 - You cannot be exempt from the law because you are "just a student" or you were "playing around."
 - If you are a student who is also employed by the College, you may be disciplined both as a student and as an employee.
5. Be civil. Do not send rude or harassing e-mail.
 - If someone asks you to stop sending them e-mail, then stop. If you fail to do so, a complaint can be filed against you and you can be disciplined according to College policy (see Victoria College Student Handbook).
 - If you are being harassed through e-mail, you may file a complaint just as you would due to in-person harassment.
6. Use resources appropriately. Send messages only to recipients who are probably interested. 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
7. Do not falsify e-mail or news-group postings. This is forgery and can result in criminal penalties as well as disciplinary action.
 - All messages must correctly identify the sender
 - All electronic mail messages should be treated as private communications unless the author has explicitly made them available to others
8. Be careful of copyright infringement. Copyright laws for online information are still evolving, but duplicating other people's text or graphics on your Web page can get you into trouble, even if the work did not contain a copyright notice.
9. Never try to circumvent log-in procedures on any computer system or otherwise gain access where you are not allowed. This is not acceptable under any circumstances and will always result in disciplinary action.

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 under the authority of Part I, Article I (The College Discipline System), Sections 1.2 v (see Victoria College Student Handbook). Possible College sanctions include Warning, Reprimand, Probation, Suspension, Dismissal, and Monetary Reimbursement. Offenses may also result in criminal charges.

All About VC

Mission

The Victoria College is a multipurpose open-access public community college serving Victoria and the surrounding counties. Its mission is to create and provide high-quality educational programs and services which fulfill the needs of the individual and the community for intellectual growth, workforce training, and cultural and personal enrichment.

I. The College will use the traditional classroom and distance education technologies to provide the following credit and non-credit educational programs.

- **University Transfer** - Academic courses applicable to the baccalaureate degree which effectively meet the educational needs of students planning to transfer to a university and ensure that all College associate degree graduates are competent in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

- **Workforce Education** - Workforce education designed to satisfy local and regional employer demands, meet effectively individuals' workforce training needs, and ensure that all College associate of applied science degree graduates are competent in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

- **Developmental Education** - Developmental education courses designed to prepare students effectively for success in college-level studies.

- **Continuing Education** - Continuing education courses that effectively fulfill business, industry, and individual needs for quick response preparatory, supplemental, or professional development training.

- **Adult Education** - Adult education, basic skills, and English as a second language instructional programs that effectively accomplish these specific educational needs of our adult constituency.

II. The College will provide all educational and administrative support services that are necessary to effectively promote its mission and to ensure all students have the opportunity to pursue their higher education goals.

III. The College will provide opportunities to enhance the community's quality of life through intellectual and cultural events.

Goals

As Victoria College works to effectively accomplish its day-to-day operations and to pursue initiatives designed to address strategic issues, it will continuously strive to achieve the following goals.

1. **Outreach:** Victoria College outreach initiatives* will increasingly improve access to College educational programs and student services. (*Recruiting, dual-credit, distance education, and adult education programs; related grant initiatives; and cultural events)

2. **Retention:** Victoria College will improve student retention and increase the numbers of its students who persist until they successfully complete their educational program, transfer to a university, and/or enter the workforce.

3. **Excellence:** Victoria College will strive for excellence in all instruction and services provided.

4. **Efficiency:** Victoria College will continue to be a good steward of entrusted resources, look for new ways to streamline processes, and accomplish more with the same or fewer resources.

5. **Service:** Victoria College faculty and staff will make every effort to be courteous and provide timely service to all students and fellow staff members.

The Victoria College Centers

The Victoria College Gonzales Center is located 424 E. Sarah DeWitt in Gonzales, Texas. This center was opened in collaboration with the City of Gonzales and the Gonzales Economic Development Corporation. It includes state-of-the-art classrooms and laboratories, interactive television, a computer lab, 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 on line settings.

The Victoria College Calhoun County Center is located at 900 N. Virginia St. This center was opened in collaboration with Calhoun County Independent School District in an effort to provide workforce training for employees and staff of area plant facilities as well as members of the Calhoun County Community. A variety of credit and non-credit classes, including adult education classes, are offered in classroom, ITV and on line settings. The center is equipped with state-of-the-art classrooms, interactive television, science labs, a computer lab, a buildings trade lab and faculty and staff offices.



The Victoria College INSTRUCTIONAL COMPLAINT/APPEAL FORM

Any student wishing to initiate a complaint about instruction, instructor or grades should complete this form and bring it either to the instructor or to the instructor's supervisor (department head/division chair/vice-president).

Upon final disposition, copies of the completed form will be distributed to the student initiating the complaint, the instructor, the instructor's supervisor and Vice-President of Instruction. An official copy should be on permanent file in the office of the Vice-President of Instruction.

COURSE: SEMESTER: DATE:

INSTRUCTOR:

COMPLAINT/APPEAL BROUGHT BY:

NATURE OF COMPLAINT/APPEAL:

SUPPORTING INFORMATION:

(Use other sheets as needed)

ACTION REQUESTED *(please be specific):*

Reviewed By: _____

Date: _____

Reviewed By: _____

Date: _____

Reviewed By: _____

Date: _____

DECISION:

DIVISION CHAIR: _____

Date: _____

VICE-PRESIDENT
OF INSTRUCTION: _____

Date: _____

This form must be submitted to the appropriate Division Chair as soon as possible and no later than ten days after the first class day of the next semester. See Student Handbook Policy, Article V Guidelines, 6.1, 6.2, and 6.3 on page 31 for more detailed information.

THE VICTORIA COLLEGE

Code of Conduct Student rights and responsibilities

The rules, procedures, rights and 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 comprises rules, procedures, rights, and responsibilities governing nonacademic relationships. Part II comprises rules, procedures, rights, and responsibilities governing academic relationships. Part III comprises College policies that affect students. Many of the rules and procedures contained in Part I are derived from these policies.

PART I RULES, PROCEDURES RIGHTS, AND RESPONSIBILITIES GOVERNING NONACADEMIC RELATIONSHIPS

ARTICLE I THE COLLEGE DISCIPLINE SYSTEM

Section

1.1 Authority of the President of Victoria College

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

1.2 Disciplinary Offenses

1.21 Offenses as defined below are punishable disciplinary offenses.

- a. Interference, coercion, disruption, or reckless behavior which impedes, impairs, or disrupts College missions, processes, or functions, or which endangers others or interferes with the rights of others on College property;
- 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 and racial harassment;
- j. Violation of conditions imposed in connection with one or more of the sanctions enumerated in Section 1.71 through 1.77;
- k. Abusive, drunken, violent, or excessively noisy behavior or expression on College property;
- l. Lewd, indecent, or obscene behavior on College property;
- m. The threat or commission of physical violence against any person present on College property;
- n. The commission of acts which constitute a violation of local, state, or federal law on College property;
- o. Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property;
- p. Failure to comply with directions of College officials acting in the performance of their duties;

- q. The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions;
- r. Stealing any item of tangible or intangible public or private property on College property;
- s. Possessing a firearm, ammunition, illegal knife (including switchblade or butterfly knives) club, explosive, or a chemical dispensing device on College property;
- t. 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, (this includes the theft of instructors' or other students' books and/or materials for resale to the Bookstore);
- u. Bribing any College employee;
- v. 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, located in Article VI;
- 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.

1.3 College Policy Regarding Students and Local Authorities

1.31 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 Section 1.21 a, 1.21 n, or 1.7 of the Code of Student Conduct.

- 1.32 The College will not undertake to act as a collection agency for landlords, retail stores, magazine and book companies, etc.
- 1.33 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, 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 The Role of the Vice President of Student Services**
- 1.41 When the Vice President, after investigation into an alleged violation of the disciplinary rules, believes a student has committed a disciplinary offense defined in Section 1.2 or 3.3, the Vice President shall notify the student of said offense and the evidence against the student, and solicit the student's response, which shall be either oral or in writing, and which must be received within 30 calendar days from receipt of the notification of said offense. If the student's response is not received within the 30-day period, the Vice President may proceed with disciplinary action. The right of the student to appeal such disciplinary action will not be affected by his failure to respond to the allegations.
- 1.42 The Vice President shall determine whether the student violated the disciplinary rules and assess an appropriate sanction if necessary. If the Vice President proposes a sanction of suspension or dismissal, the student may appeal to the Discipline Committee by filing a written appeal within 10 days of receiving written notice of the sanction.
- 1.43 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 Section 2.28, Freedom from Discrimination, and Section 2.29, Freedom from Retaliation and Reprisal, to determine whether it contains merit.

- a. If the Vice President decides that it does, the Vice President shall attempt to settle the case to the

Vice President's satisfaction and that of the student. The Vice President's decision, regarding both merit and disposition of the complaint, shall be final.

- b. Allegations of violations of Section 2.28, Freedom from Discrimination and Harassment, and Section 2.29, Freedom from Retaliation and Reprisal, should be referred directly to the Affirmative Action Officer, Ms. Mary Smith who is located in the Administration Building. (Please see Section 1.54.)
- 1.44 The Vice President may recommend policies or practices that should be terminated, modified, or initiated to the Academic Council and the Student Government, for review. The Academic Council and/or the Student Government may subsequently make recommendations to the Administrative Council for final consideration. Individuals or groups who wish to recommend such changes should submit requests to the Vice President of Student Services.

1.5 The Discipline Committee

- 1.51 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 1.2, if the decision imposed by the Vice President of Student Services comprises suspension or dismissal.
- 1.52 Authority
- The Discipline Committee shall have the authority to determine the issue of guilt in those cases appealed to it pursuant to Section 1.42 (limited to cases of suspension and dismissal). The Committee shall convene promptly after receiving the written appeal. The Committee shall 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 and to present witnesses or other evidence. After receiving evidence and argument, the committee shall render its decision promptly.

1.53 Composition

The Discipline Committee shall comprise five faculty members; five additional faculty members shall serve as alternates.

- a. The Chair of the Discipline Committee shall convene meet-

ings of the Committee at such times and places as necessary to carry out its duties. The Vice President of Student Services (and/or the Affirmative Action Officer) will furnish the Committee 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 member(s) will serve to ensure a timely hearing.

- b. 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.

1.54 Disposition of Cases of Student Complaints of Discrimination or Harassment

Allegations of Discrimination or Harassment Based on Sex, Race, Color, National Origin, Age, Religion, Disabling Condition, Veteran's Status, or Limited English Proficiency.

Any student complaint of discrimination based on one or more of the above-cited factors should be filed with the Affirmative Action Officer, Ms. Mary Smith, who is located in the Administration Building. Privacy of both the student and accused (whether student, faculty, or staff member) will be respected to the extent permitted under the law. Gender of either party is irrelevant. The Affirmative Action Officer will investigate each complaint, and may designate two unbiased staff or faculty members to assist in the investigation. The investigation will be conducted as promptly and thoroughly as possible. If the investigation indicates that discrimination has occurred, the Affirmative Action Officer will take prompt and appropriate action to end the discrimination. In the case of allegations of discrimination involving disabling conditions, the College staff member responsible for monitoring College compliance with the Americans with Disabilities Act, Patsy Freeman, will also participate in all proceedings.

(1) Complaints by Students against Students - If the complaint is found to have merit, the Affirmative Action Officer shall have the authority to recommend or impose sanctions as described in Section 1.7. If the com-

plaint is found not to have merit, the Affirmative Action Officer may dismiss the case. Either party may appeal the finding of the Affirmative Action Officer to the Discipline Committee.

(2) Complaints by Students Against Staff or Faculty Members - If the complaint is found to have merit, appropriate disciplinary action will be recommended by appropriate 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.

1.6 Appeals

1.61 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 ten days.

1.62 A student who has been recommended for suspension or dismissal by the Discipline Committee may remain in school only upon the approval of the Vice President of Student Services.

1.63 Appeals in Cases of Alleged Discrimination or Harassment

A student whose complaint has been found by the Affirmative Action Officer and other investigators not to have merit may appeal directly to the President, who shall uphold or reject the appeal and so notify the student within ten days. A student whose appeal is 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.

1.7 Sanctions

1.71 Warning

The Vice President of Student Services or the Vice President's authorized representative may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action. A warning is not appealable.

1.72 Reprimand

A written admonition shall become a part of the student's disciplinary record. A reprimand is not appealable.

1.73 Probation

Probation shall be defined as exclusion from participation in privileges or extracurricular College activities and/or compliance with special conditions, such as counseling, as set forth in the notice of probation, for a specified period of time. If a student, while on probation, violates any of the terms set forth in the notice of probation or violates the Code of Student Conduct while on campus, or in relation to a College-sponsored activity as determined by the Vice President, the student shall be subject to further discipline in the form of suspension or dismissal. Probation is not appealable, except in a case where violation of probation results in suspension or dismissal.

1.74 Suspension

Suspension shall be defined as 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 any of the terms set forth in the notice of suspension or violates the Code of Student Conduct while on campus, or in relation to a College-sponsored activity as determined after the opportunity for a hearing, the student shall be subject to further discipline in the form of dismissal.

1.75 Dismissal

Dismissal shall be defined as 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 dismissal. A student who is dismissed for an offense cited in Section 1.2, Disciplinary Offenses, may be readmitted to the College only with the specified approval of the Vice President of Student Services.

1.76 Monetary Reimbursement

In cases where personal or public property has been stolen, defaced, disfigured, damaged, or destroyed, the disciplinary sanction shall also include an appropriate monetary reimbursement for compensatory damages.

1.77 State of Emergency

The President of the College, or in the President's absence, the Vice President of Arts & Sciences, the Vice President of Student Services, the Vice President of Business & Administrative Services or Vice President of College Advancement & External Affairs, may declare that a state of emergency exists on the campus. The declaration of a state of emergency shall be made when, in the judgment of the President or the President's designee, conditions are such that 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.

In the event of a declaration of a state of emergency, the President 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.

ARTICLE II RIGHTS OF STUDENTS

Section

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. Please see the Victoria College Catalog for complete admission information.

2.12 Financial Aid

An applicant for, or a recipient of, financial aid (including grants, loans, Work-Study, college employment, 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

The 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 Counseling Services shall be kept confidential, except for use by College personnel, unless the student consents in writing to have it revealed to a designated person or institution. Without such release, no information will be revealed except to College personnel, or to comply with legal compulsion, except when there is a clear and imminent danger to an 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, sex, date of birth, mode of admission, placement test scores, academic work undertaken, grades and grade points earned, scholastic standing, and 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 to 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/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) involved, 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 Nonacademic Information

Information about a student's or a student organization's political or social views or beliefs which faculty, staff, or administrators acquire in the course of their work as instructors, advisors, counselors, or supervisors is to be kept confidential. Students may waive the protection of this

Section by granting express permission to the relevant faculty, staff, or administrator.

2.26a 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- and part-time status, enrollment and withdrawal verifications, student classification, and 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 Student Demographic and Education Data and 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.

2.28 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. Students who feel they have been discriminated against based on one or more of the above-cited factors are entitled to file a complaint according to the procedures outlined in Section 1.54.

Definitions

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, it is a form of sex discrimination that 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 (1) submission to the conduct becomes a term or condition of employment or academic achievement, (2) submission to or rejection of the conduct is used as a basis for employment or academic decisions regarding the individual, or (3) 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 of both sexes.

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.

2.29 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 according to the procedures outlined in Section 1.54. While 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.

2.2a Peaceful Assembly

The Victoria College honors the 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 1.21 occurs (see detailed policy on page 37)

2.2b Electronic Privacy Statement

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:

- a. The student must act in an orderly and peaceful manner.
- b. The student must not in any way interfere with the proper functioning of the College.
- c. The student must not violate any item cited in Section 1.2, 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; and
- b. discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, 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 to File a Grievance Based Upon Denial of Any Rights Outlined in the Victoria College Code of Student Conduct, Student Rights and Responsibilities, Part I, Article II, Sections 2.1; 2.2; 2.3; 2.4; 2.5; or Part III

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 procedures.

- a. Students who wish to file a grievance should file a Student Complaint of Denial of Rights Form with the Vice President of Student Services, within 30 calendar days of the occurrence of a violation.
- b. The Vice President of Student Services will investigate the complaint and take appropriate action.

**ARTICLE III
THE COLLEGE AS SUPERVISOR OF
STUDENT ORGANIZATIONS**

Section

3.1 Supervision of Student Organizations

3.11 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 advisors to provide support for student organizations. Faculty 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 invite 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 advisors will be invited to meet with the Student Life Committee to review the general guidelines and expectations for College clubs.
- 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 club constitutions will be provided for the benefit of new clubs and their advisors.

3.233 Student organizations must be registered before they may use College facilities or property. The Vice President of Student Services, with the approval of the President, shall promulgate regulations governing the use of College facilities by student organizations. These regulations may be obtained in the office of the Director of Student Activities, located in the Student Center.

3.24 Fundraising and Fiscal Affairs

3.241 All student organization fundraising activities must be approved by the faculty 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, or other service projects deemed worthwhile by student organizations and by 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 determined appropriate by the College advisor, and in compliance with College policies. Student organizations that wish to conduct fundraising activities should follow the procedures outlined below:

- a. Complete the Victoria College Student Organization Fundraising Activity Permission Request Form and obtain the appropriate signatures. These forms may be obtained from the Student Activities Office or from club advisors.
- b. Submit the approved form to the Director of Student Activities, who will keep the original and return one copy to the club advisors
- c. A club whose fundraising activity request is denied may appeal as outlined in Section 3.5.

3.242 All student organizations are required to conduct their fiscal affairs within the constraints of the funds allocated by the College and by supplemental funds obtained through approved fundraising efforts. All supplemental funds must be deposited with **College Central**. Organizational expenditures must comply with College purchasing procedures.

3.25 Advisors

3.251 Each student organization must comply with the following requirements for advisors upon submission of an application for registration:

- a. The Director of Student Activities shall be the advisor of the Student Government.
- b. Every Victoria College student club shall have a faculty advisor; all faculty advisors shall serve at their own request.

3.252 The definition and responsibilities of student organization advisors are as follows:

- a. A advisor is a faculty or staff member who is interested in the purposes of the organization and who is willing to assume the responsibilities cited below.
- b. Advisor responsibilities include:
 - (1) giving guidance and counsel to the officers and members in carrying out the purposes of the organization;
 - (2) meeting with the members of the organization at their regular meetings;
 - (3) assuming overall responsibility for day-to-day supervision and activities of the club or organization;
 - (4) ensuring that activities of the organization adhere to all College policies and procedures;

- (5) ensuring that organization members adhere to all College policies and procedures when engaged in organization- and College-related activities, whether on campus or off campus (including College-related travel); and
- (6) ensuring that organization members who do not comply with College policies when engaged in organizational activity, on or off campus, are subject to College disciplinary procedures as outlined in Article I of the Victoria College Code of Student Conduct - Student Rights and Responsibilities.

3.26 Club/Organization Web Page Policy

- 3.261 Student organizations that wish to have web pages must conform to the following guidelines:
- a. The club/organization must display the following disclaimer: "The information, ideas, and opinions expressed within the web pages of the (club organization name) are the property of their authors and may not be necessarily shared by Victoria College. While Victoria College is not responsible for the content of these web pages, if you have any concerns about the content, please contact the Student Activities Director at elaine.hensley@victoriacollege.edu/"
 - b. The Contents of the organization's home page and any sites to which it may link should conform to the policies in the Victoria College Code of Student Conduct (Article III). Failure to abide by these policies will result in the removal of the link to the organization's home page from the Student Activities site.
 - c. The organization's home page should supply the following:
 - (1) A link to the Student Activities home page: <http://www.victoriacollege.edu/studentactivitiesorganizations>.
 - (2) A link to the Victoria College home page: <http://www.victoriacollege.edu>
 - (3) The name of the person responsible for the page and the e-mail address to which comments may be sent. The person may be the advisor or one of the clubs officers.
 - (4) Date of last review

3.27 Establishing Student Organization Web Pages

- a. The club must fill out the Student Organization Web Page Registration Form. These are located in the Student Activities Office.
- b. The club must turn in a link to their web page or a disk with web page information.
- c. The club must obtain approval from the club advisor, Student Activities Director, Vice President of Student Services, and the Student Life committee before linking to the Student Activities web page.
- d. In the event that inappropriate information is displayed or linked to the web page, the organization will lose all web page privileges until such information is corrected.
- e. If no action is taken within 5 days, the club will lose web page privileges for one semester, effective immediately.
- f. To reinstate web page privileges the club must have a written appeal supported by the advisor. This appeal will be turned into the Student Activities Director. The Director, Vice President of Student Services, and the Student Life Committee will have 30 days to decide whether to reinstate privileges.
- g. The person responsible for the web page will be responsible for adhering to all College computer policies and guidelines, copyright laws, and ethics as stated in the Victoria College Student Handbook, Part III, Section 9.

College disciplinary procedures as outlined in Article I of the Victoria College Code of Student Conduct - Student

3.3 Offenses of Student Organizations

Offenses defined below are punishable when committed by members of student organizations or their visitors or invitees:

- 3.31 Possessing or consuming alcohol or illegal drugs on College property;
- 3.32 Hazing in any form;

- 3.33 Interference, coercion, or disruption which impedes, impairs, or disrupts College missions, processes, or functions, or interferes with the rights of others on College property, or the rights of other registered student organizations;
- 3.34 Conduct which is disorderly, abusive, drunken, violent, or excessively noisy;
- 3.35 Discrimination against any person because of race, color, creed, religion, age, sex, marital status, beliefs, national origin, disabling condition, Veteran's status, or limited English proficiency;
- 3.36 Knowingly electing, appointing, or retaining as an elected or appointed officer or committee chairperson any student on academic probation, financially delinquent to the College (in accordance with Article IV), or under any disciplinary sanction which prohibits the student from holding such office;
- 3.37 Organizing, sponsoring, implementing, or conducting programs or activities which are disorderly, which are violations of law or College regulations, or which contain lewd, indecent, or obscene conduct or expression;
- 3.38 Incurring financial obligations on behalf of the College;
- 3.39 Any violation of College rules or policies which apply to registered student organizations or their use of College facilities or property; and
- 3.40 Any violation of 1.21 x, whether on or off campus.

3.4 Sanctions

- 3.41 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

- 3.51 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 of an organization, the officers or proponents of such organization shall be given the right to appeal in writing to the College President, whose decision shall be final.

ARTICLE IV STATEMENT OF FINANCIAL DELINQUENCY

Section

4.1 Student Responsibility

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

4.2 Unmet Financial Obligations

- 4.21 The Business Office will notify students of returned checks. The Registrar will be notified of any unpaid balances that are considered delinquent.
- 4.22 A student who pays tuition with a check that is subsequently returned by the bank will be notified and given reasonable opportunity to resolve this matter. If the obligation is not met by the date stipulated in the notification letter(s), the student will be withdrawn from classes and the Registrar will be notified. The check will be turned over to the District Attorney's office. In addition, the student may lose the privilege of paying by check for any College expense, including, but not limited to, tuition, fees, books, fines, and food.
- 4.23 The Registrar will be notified of any student who has an unpaid obligation to the College, regardless of the age of the debt.
- 4.24 After the Registrar has been so notified, the Registrar shall not allow the delinquent student to register, receive a transcript, transfer credits, be readmitted to the College, or receive the graduation diploma which certifies the degree earned until the office or department declaring the delinquency notifies the Registrar that the obligation has been met.

- 4.25 A student who passes a worthless check to the College for any purpose other than tuition, such as for bookstore or food services purchases, to cash a check, or to pay a traffic violation fine, is also subject to disciplinary procedures, as specified in Article I, Section 1.2e. Such violations will be subject to investigation by the Vice President of Student Services (see Article I, Section 1.4) and subject to sanctions as outlined in Article I, Section 1.7. The check will be turned over to the District Attorney's office and the student may lose the privilege of paying by check for any College expense, including, but not limited to, tuition, fees, books, fines, and food.

- 4.26 A student who fails to make installment payments by the due dates specified on the installment contract will be assessed a \$25.00 late fee for each missed payment date. Failure to pay all tuition, fees, and assessed late fees by the end of the semester will result in the student being turned over to a collection agency. The agency will assess a collection fee. A hold is placed on the records of any student who owes the College money. Future registrations and transcript requests will be denied until all monies have been paid.

PART II RULES, PROCEDURES RIGHTS, AND RESPONSIBILITIES GOVERNING ACADEMIC RELATIONSHIPS

ARTICLE V GUIDELINES

Section

- 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.

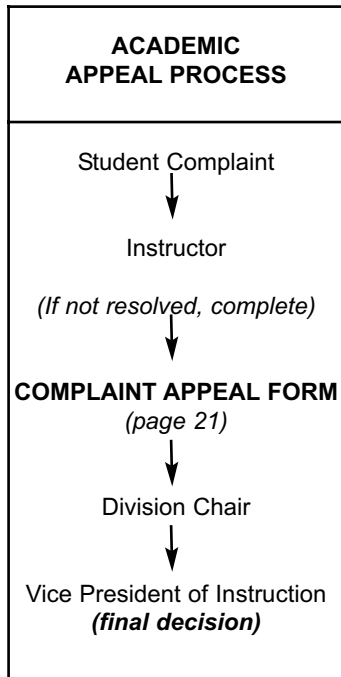
5.5 Academic Records

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 by subpoena duces tecum.

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

Section

6.1 Responsibilities of the Student



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 Division Chair 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 cited above has been violated. A copy of the form is provided on page 21 or at www.victoriacollege.edu/collegeforms located under Instructional Services Forms.

6.2 Responsibilities of the Division Chair and Vice President

After receiving the Instructional Complaint/Appeal Form, the Division Chair shall then attempt to resolve the matter to the satisfaction of the student and the instructor. If this effort is unsuccessful, the Division Chair shall refer the matter to the Vice President of Instruction, who shall make the final decision.

6.3 Student Rights During the Appeals Process

In cases of academic rights, 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

Section

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.

Plagiarism includes reproducing someone else's work, whether it be from a published article, chapter of a book, or a paper from a friend. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work submitted as one's own. Students must acknowledge all outside sources of information. Making simple changes while leaving intact the organization and thoughts of others is plagiaristic. Plagiarism does not, however, extend to those ideas which are so generally and freely circulated as to be part of the public domain.

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:

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

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

DISPOSITION FOR CASES OF ALLEGED ACADEMIC OFFENSES

Section

8.1 Responsibility 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:

- a. Assign any grade to the paper or test involved and so notify the student in writing.
- b. Assign any grade for the course in which the offending paper or examination was submitted and so notify the student in writing.
- c. Recommend that the student be dropped from the course in which the offense occurred. Such a recommendation shall be made to the Division Chair; if agreement occurs, the Division Chair shall so recommend to the Vice President of Instruction and send copies to the instructor and the student.
- d. Recommend that the student be dropped from a program of a division. Such a recommendation shall be made to the Division Chair and to the Division Chair of the student's program (if different); if agreement occurs, the Division Chair shall so recommend to the Vice President of Instruction and send copies to the instructor and the student.
- e. Recommend suspension or dismissal from the College. Such a recommendation shall be made to the Division Chair; if agreement occurs, the Division Chair 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 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 chair of the instructor's division and/or the chairperson of the division in which the student is enrolled in a program, to the instructor, and to 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

a. The student may appeal:

- (1) the fact of guilt;
- (2) or the severity of the sanction if the sanction is suspension or dismissal.

b. This appeal must be filed by completing the Instructional Complaint/Appeal Form and given to the Division Chair in which the offense occurred:

- (1) within 30 calendar days of the student's notification of the grade if the penalty has been a reduction in grade;
- (2) or within ten calendar days of notification of forced withdrawal from the course or division, or of recommendation for suspension or dismissal.

c. 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 Responsibilities of the Student Appeals Committee for Academic Matters

Upon receipt of the student appeal, the Chair of the Student Appeals Committee for Academic Matters shall invite the instructor, Division Chair, 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, except that it 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.

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, in the case of dropping the student from a course or program. If the Committee decides not to hear the case, the student has no further right of appeal.

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 of suspension or dismissal 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 Chair and the faculty member as to the appropriate sanction.

COMPOSITION OF THE STUDENT APPEALS COMMITTEE FOR ACADEMIC MATTERS

The Appeals Committee shall consist of six members; two full-time students elected by the Student Government Association, and four full-time faculty elected at large. The Chair of the committee must be a faculty member and will be appoint-

ed by the Committee. In addition, there shall be two student alternates and two faculty alternates who shall be selected on the same basis and with the same requirements 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

Section

9.1 Computer User 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 to 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. Please see Section 2.2, Right of Privacy.
 - 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 (attribute) 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 (see Section 9.54).

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 of learners.

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 regulations.

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

Victoria College is pleased to offer a variety of computing resources to students. These resources include individual e-mail addresses, Internet access, dial-in access, computer labs, a variety of software, and training. We encourage students to become proficient users of computing resources because we believe that these skills are critical to academic and career success. With these privileges come responsibilities. Students are required to abide by Victoria College Computer Use Policies and Regulations. These Policies and Regulations are located in the Victoria College Student Handbook, are posted in computer labs, and are on the College web page. Students are required to agree to abide by them prior to receiving computer

privileges. If you have questions, please feel free to contact Technology Services.

9.51 You are the only person who may use resources (User ID and Passwords) that have been assigned to you.

9.52 Do not give your password to anyone else, even to your friends or others whom you trust. If you suspect that someone may have discovered or guessed your password, change it immediately. Since you are encouraged to select a password that is uncommon and are urged to change your password frequently, it will be assumed that anyone other than you who gains access to your account has done so with your permission.

- You will be held responsible for all activity for the resources assigned to you.
- You will be held responsible for destructive or illegal activities conducted on your account.

9.53 Do not transmit computer viruses to College computers. A computer virus is defined as an unwanted computer program or other set of instructions inserted into a computer's memory, operating system, or program that is specifically constructed with the ability to replicate itself or to affect the other programs or files in the computer by attaching a copy of the unwanted program or other set of instructions to one or more computer programs or files.

9.54 Do not modify any College-owned computer hardware or software. Do not load software on any College-owned computer equipment. The only exceptions to these two rules are 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.

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

- Post advertisements for products that you sell or wish to sell
- Post chain letters from which you hope to profit
- Run a business on College-owned computer

- 9.56 Never 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. Read Computer Crimes and Law. <http://www.utexas.edu/policies/computercrimes.html>
 - You cannot be exempt from the law because you are “just a student” or you were “playing around.”
 - If you are a student who is also employed by the College, you may be disciplined both as a student and as an employee.
- 9.57 Be civil. Do not send rude or harassing e-mail.
- If someone asks you to stop sending them e-mail, then stop. If you fail to do so, a complaint can be filed against you and you can be disciplined according to College policy.
 - If you are being harassed through e-mail, you may file a complaint just as you would due to in-person harassment.
- 9.58 Use resources appropriately. Send messages only to recipients who are probably interested. 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
- 9.59 Do not falsify e-mail or news-group postings. This is forgery and can result in criminal penalties as well as disciplinary action.
- All messages must correctly identify the sender
 - All electronic mail messages should be treated as private communications unless the author has explicitly made them available to others
- 9.60 Be careful of copyright infringement. Copyright laws for online information are still evolving, but duplicating other people’s text or graphics on your Web page can get you into trouble, even if the work did not contain a copyright notice.
- 9.61 Never try to circumvent log-in procedures on any computer system or otherwise gain access where you are not allowed. This is not acceptable under any circumstances and will always result in disciplinary action. 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 under the authority of Part I, Article I (The College Discipline System), Sections 1.2 v (see Victoria College Student Handbook). Possible College sanctions include Warning, Reprimand, Probation, Suspension, Dismissal, and Monetary Reimbursement. Offenses may also result in criminal charges.

(These regulations were adapted, with permission, from “Looking for Trouble?” published January 3, 1997, by Academic Computing and Instructional Technology Services, The University of Texas at Austin.) <http://www.utexas.edu/cc/docs/gen22.html>

ARTICLE VII STUDENT ROLE AND RESPONSIBILITY IN INSTITUTIONAL DECISION-MAKING

Section

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(s). 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 RIGHT OF PRIVACY

Section

11.1 Right of Privacy

11.11 Student Records
Student records are maintained in Admissions and Records and 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 released under any circumstances may instruct the Registrar to flag their records accordingly.

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 college statistical analysis, but not from externally-required reports. Requests for Exemption from Statistical analysis may be obtained from the Admissions and Records Office.

11.12 Please see Section 2.2, Right of Privacy, for complete information on Victoria College privacy regulations.

**ARTICLE IX
EQUAL OPPORTUNITY POLICY**

Section

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 X
POLICY ON DRUG AND ALCOHOL ABUSE**

Section

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 (1) not legally obtainable or (2) 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.

13.12a Education

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

13.13 Scope

This policy applies to all students and employees of the 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.

13.14 Information Services

The 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 Counseling Services for information on Drug/Alcohol 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

13.15 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 a 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 (1) take appropriate action against the employee or student to and possibly including termination, or (2) require the employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program.

13.16 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.

13.17 Biennial Review

The college will review this policy's effectiveness and implement changes that are needed to enforce such policy.

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

Section

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

Students: 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 demonstrate 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.

Employees: 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).

It must be emphasized that anyone who breaches the HIV-infected employee's rights has committed a serious offense. This breach may be cause for litigation, resulting in both civil and criminal penalties.

Employees are advised of the possibility of disciplinary actions for refusing to work with or teach an HIV-infected individual.

14.18 Education

The College shall develop and maintain a comprehensive educational program, speakers, including, for example, 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, or transmission, types of behavior which increase the risk of transmission of the disease, preventive 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 at freshman orientation. Additional copies may be obtained in Counseling Services, Administration Building.

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 XII

TOBACCO USE POLICY

Section

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. The Victoria College has set up two designated sites, plus the parking lots, for smoking: 1. Sidewalk area under live oaks just north of the Academic building. 2. Off to the west of the sidewalk north of the Student Center. Campus Police and Security will be issuing tickets similar to VC parking tickets with the same fine structure. Any student repeatedly smoking within 12 feet of a building will be issued a City citation.

ARTICLE XIII

TRAFFIC POLICY

Section

16.1 Parking Policy

16.11 Decals

All vehicles parked on campus by students, staff and faculty MUST be registered with the Victoria College **College Central**. 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, which is sold in the bookstore.

The first decal is provided free and additional decals are available for \$2.00 per decal. Decals are valid for one academic year-Fall through Summer II. All decals and permits are available from the Victoria College **College Central**.

16.12 Decals for Students with Disabilities

Decals for students with disabilities are available by furnishing verification of disability status. Both the regular parking decal and the disability decal are required to be displayed on the vehicle if parked in other than a designated disabled space. Those vehicles parked in a designated disabled space only require the disability decal.

16.13 Temporary Parking Permits

Temporary parking permits are available at no cost to visitors to the campus and to students temporarily driving a borrowed or rented vehicle. The temporary permits are issued for a maximum period of two weeks.

16.14 Vehicle Violations

Parking:

- a. parking in designated restricted area (Reserved, Visitor, Handicapped, Red Zone);
- b. obstructing walkway or traffic flow;
- c. no valid current decal or decal improperly displayed;

Traffic:

- a. failure to stop at stop signs or for pedestrians in crosswalk, and
- b. unsafe driving or endangering others.

16.15 Vehicle Violation Fees

Parking Violations:

*First Ticket	\$ 5.00
*Second Ticket	\$10.00
*Third Ticket	\$15.00
Any Additional	\$25.00 each**

Fire Zone	\$25.00 each
Handicapped	\$25.00 each

Traffic Violations:

First Moving Violation	\$25.00
Additional Traffic Violations	\$25.00**

*Number of tickets accumulates Fall through Summer II

**Possible removal of privilege of parking on campus or dismissal from the College or University.

16.16 Payment of Vehicle Violation Tickets

All Victoria College vehicle violation tickets must be paid in the Victoria College **College Central** (Administration Building) during regular office hours, or mailed to this address:

The Victoria College
College Central - Parking
2200 East Red River
Victoria, TX 77901

16.17 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.

16.18 Appeals of Vehicle Violations

Vehicle violation appeals may be made by completing an appeal form, located at **College Central** in the Administration Building, and the Student Activities Office in the Student Center. The Vehicle Violations Appeals Committee will review the appeal and determine the outcome. No appeal will be considered until all tickets are paid.

16.19 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.

16.20 Excessive vehicle violations, regardless of paid status, will result in disciplinary action under the authority of the college discipline system, Article I.

ARTICLE XIV SECURITY POLICY

Section

1.71 Security Policy

17.11 Victoria College employs licensed peace officers and non-licensed security officers to enforce penal statutes and laws, and to assist students and to assist in the enforcement of College policies.

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 traffic policies and to assist the Vice President of Student Services and other officers of the College in investigating 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 XV ATTENDANCE POLICY

Section

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. Excessive absences from class may result in a grade of F.

18.12 If a student stops attending class, it is the student's responsibility to withdraw from the class. If the 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 The Victoria College makes no distinction between excused and unexcused absences. Therefore, the faculty member may count all absences except when prohibited by State law or statute.

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 The Victoria College and his 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 one week – given two weeks to complete 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.

Failure to complete the required coursework within the prescribed time may affect the student's grade or result in withdrawal from the course or courses.

Students who feel that this policy has been violated should immediately contact the division chair for the course or courses in which they are enrolled. Alleged violations will be resolved in accordance with Part II of The Victoria College Code of Student Conduct. Please refer to Part II of The Victoria College Code of Student Conduct for more information on the dispute resolution process.

ARTICLE XVI FREEDOM OF SPEECH AND ASSEMBLY POLICY

Student Handbook Policy, Article II Rights of Students, 2.2a.: The 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 Student Handbook Policy Section 1.21 occurs.

Picketing is not permitted inside campus buildings or outside the designated freedom of speech area (northwest side of Student Center). Recognized student organizations planning such assemblies on the College campus must seek approval a week (7 days) in advance from the Student Activities and Student Center Director. Sufficient notice is necessary to allow the Director to identify a place, 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, federal laws, and 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, Student Services.

ARTICLE XVII 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 & 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, Administration, Allied Health, Language, Johnson Hall, Science, Technical, and William Wood buildings
- Portable Bulletin Boards – located in various campus areas
- Student Center Bulletin Board – designated location for non-college related postings

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 and is likely to invite or produce such action.

ARTICLE XVIII CHILDREN ON CAMPUS POLICY

Section

19.1 Children on Campus Policy

19.11 Unsupervised children are not permitted on the Victoria College campus. Parents may not bring their children to class, tutoring 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 XIX EMERGENCY PROCEDURES POLICY

Section

20.1 Emergency Procedures Policy Introduction

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 and 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 officers are generally scheduled to be on duty from 7:30am to 10:00pm, Monday through Friday. They work overlapping shifts. Campus security officers are on duty from 6:00 a.m. until 11:00 p.m. Monday through Friday, 7:00am to 7:00pm on Saturdays, and 10:00am to 6:00pm on Sundays. Their primary duties are to provide security for all buildings on the 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 officials 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 provide other information that may be applicable. The caller should then notify campus security (220-1391) and of one of the Vice Presidents, of the situation.

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. The media to be notified:

Victoria

KAVU
Texas Radio KTXN
KVIC 95 & KPLV & KAMG
KIXS & K107 Radio
KHMC Radio
KVLV K-Lite Radio
KZ105

Bay City

KVLG/KBUK
Radio

LaGrange

KOIX

Corpus Christi

KVRT Public

Gonzales

KCTI

Seguin

KWED

Injury or Illness

General Guidelines

- Students who sustain injuries or experiences 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 a student chooses 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

A first aid kit containing Band-Aids, large and small bandages, tape, gloves, one-way valve equipped mask and CPR card are located at the following locations:

Administration Building - **College Central**

Academic Building - Room 107
Campus Police / Security Office –
Academic Building -
Room 210

Allied Health Building - Room 109

Fine Arts Building - Room 114

Johnson Hall - Room 100

Language Building - Suite 100

Library - 1st floor circulation desk

Maintenance Building - Work Area

Science Building - Rooms 106 and 203C

Sports Center Building - Gym

Storage Room

Student Center - Room 101D

Technical Building - Room 107

Wood Vocational Building - Room 119

Eye Wash Equipment

Eye wash equipment is located in the following locations:

Allied Health Building - Room 121

Science Building - Rooms 103, 105, 204, 205, 207, and 208

Wood Vocational Building - PTEC and Welding Labs

Safety Showers

Safety showers are located in the following locations:

Allied Health Building - Room 121

Science Building - Rooms 105, 106, 204, 207, and 208

Wood Vocational Building - PTEC Labs

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 security, 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, but do not interfere with their work.
- 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. You should take all your 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 security (220-1391), the President, or one of the Vice Presidents.

ARTICLE XX IMMUNIZATION POLICY

Section

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 XXI TRAVEL POLICY

Section

22.1 Travel Policy

22.11 Personal Liability Insurance Requirement
The 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 carry appropriate automobile insurance and shall provide the Vice President of Student Services Office or the Vice President of Instruction with a copy of their driver's license and proof of their liability insurance prior to engaging in the above described

activities. The 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.

22.13 Modes of Transportation
Modes of transporting students shall include, but not be limited to, cars, vans, buses, and airplanes.

22.2 Student Travel

22.21 Students as Drivers for College-Related Activities
A driver who is transporting one or more students of The 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 registered at the institution must comply with the following requirements:

- a. The student driver must be currently enrolled at The Victoria College.
- b. The driver must hold a valid driver's license appropriate for the vehicle to be driven and must provide the Vice President of Student Services Office or the Vice President of Instruction Office 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 of The 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 registered at the institution must comply with the following requirements:

- a. The driver must hold a valid driver's license appropriate for the vehicle to be driven and must provide the Vice President of Student Services Office or the

Vice President of Instruction Office 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 of 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.
- 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 offices of either the Student Activities Director or the Vice President of Student Services at The Victoria College.