

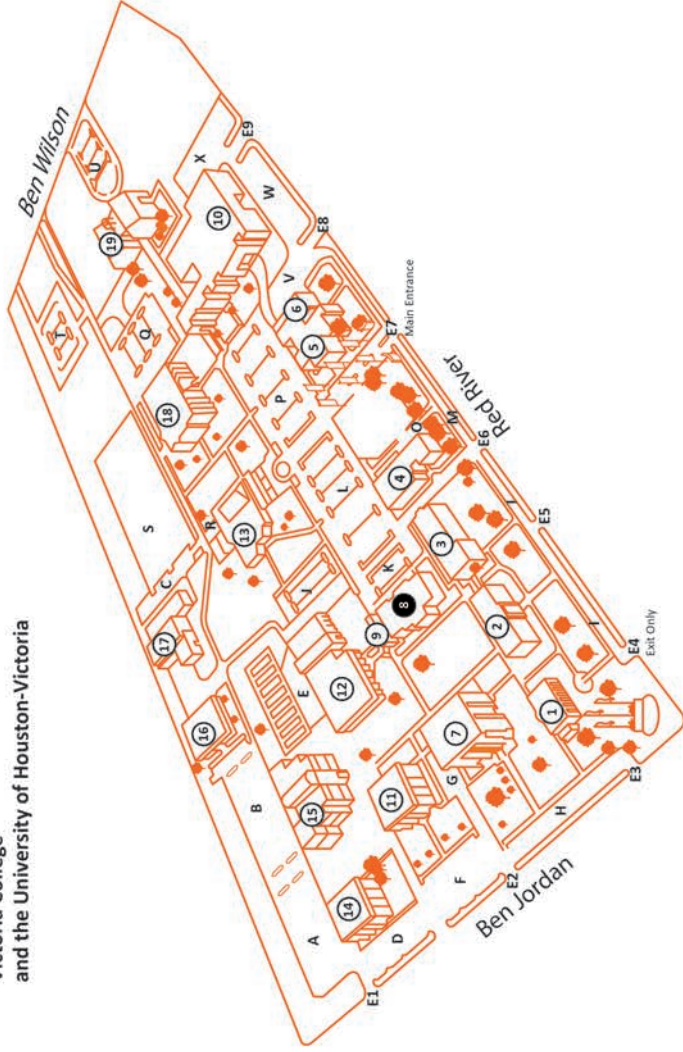


Student
Handbook
2012-2013

VICTORIA
COLLEGE

CAMPUS MAP

Victoria College
and the University of Houston-Victoria



Victoria College

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

University of Houston-Victoria

18. UHV West
19. UHV Center

Parking

A - X Student, Employee, and Visitor Parking
Student and Visitor parking is allowed in any unmarked space. No permit is required.

Reserved spaces (Yellow curb) require employee permit (\$25 fine per violation)

Students and visitors may use reserved spaces after 5:00 p.m.

Handicap spaces (Blue curb) require state-issued permit, (\$50 fine per violation)

E - Entrances

VICTORIA
COLLEGE

Victoria College Student Handbook

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This handbook contains policies, regulations, and procedures in existence at the time this publication went to press. It is reviewed annually, and changes are made 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.

Terms To Know

Individuals entering college for the first time probably will hear a number of words and phrases that are strange to them. These are the terms which apply to college and university activities. They are common to institutions of higher learning throughout the country.

At Victoria College, some of the terms you will need to know immediately are:

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

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

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

College: When capitalized, the term "College" means Victoria College.

College Official: Includes any person employed by Victoria College while performing assigned administrative or professional responsibilities.

College Premises: Includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College

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 unless the course is designated as Academic Foundations.

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

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

Curriculum: A group of required courses leading to a degree or certificate; also refers to course offerings of a college as a whole

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

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

Hold: Refers to the indicator placed on a student's official record, preventing registration and/or issuance of a transcript until the student meets the requirements of the College office placing the indicator on the account

Installment Plan: A method available to pay tuition and fees. Under the plan, one half of the tuition and fees must be paid at the time of registration. For the fall and spring semesters, the balance is due in two payments. For summer, the balance is due in one payment. There is a \$20 service fee to use the installment plan.

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

Member of the College Community: Includes any person who is a student, visitor, faculty, staff member, College official, or any other person employed by the College.

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

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

Placement Test: See Assessment

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

Semester: An academic term of study of 16 weeks, which is half of a 9-month school year. There are also 14-week terms in fall and spring, two 5-week summer terms, 8-week fast track terms in both fall and spring, and a 2-week interim session immediately after the spring semester.

Student: Any person taking any credit or noncredit course(s) offered by the College

Transcript: A copy of a student's academic record

Transfer Course: Any course offered that is listed in *The Community College General Academic Course Guide Manual*, which is available at <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>

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

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

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

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

Semester 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, S, SA, SB, SC, Q, U, or UF is earned will not be counted as hours attempted for the purpose of GPA calculation.

VC Cumulative Grade Point Average: The VC cumulative grade point average will be calculated, excluding Academic Foundations courses. This GPA will be used for graduation purposes.

Mission

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

Associate Degrees and Certificates – Programs leading to the Associate of Arts, Associate of Science, Associate of Applied Science, and Certificates that meet the needs of the students and communities within our service area.

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

Career & Technical Education – Credit courses and programs designed to satisfy local and regional employer demands and meet individuals' workforce training needs.

Academic Foundations – Compensatory education courses consistent with open-admission policies designed to prepare students effectively for success in college-level studies.

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

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

Student Support – Services and activities that support student success, including academic guidance and counseling services.

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

Values

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

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

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

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

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

Accreditation

Victoria College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Victoria College.

Documentation of Victoria College's accreditation is located in the office of the Vice President of Instruction and may be reviewed by all interested parties.

Interested constituents may contact the Commission on Colleges to learn about the accreditation status of the institution for alleged noncompliance with a standard or requirement. The Commission is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Victoria College and not to the Commission's office.

Victoria College
2200 E. Red River
Victoria, Texas 77901

(361) 573-3291
toll free (877) 843-4369
fax (361) 572-6419
VictoriaCollege.edu

Statement of Nondiscrimination

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, or limited English proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

The Director of Human Resources is the equal employment opportunity coordinator for compliance with the Civil Rights Act of 1964, as amended, including the Pregnancy Discrimination Act of 1978, the Age Discrimination in Employment Act of 1967 as amended, the Rehabilitation Act of 1973 (Sections 503, 504), Title IX of the Education Amendment of 1972, Americans with Disabilities Act of 1990 as amended in 2011, Immigration Reform and Control Act (1986), Texas Commission on Human Rights Act (1983), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Texas Statutes 6252-14-V.A.T.S. and 6252-16-V.A.T.S., Executive Order 11246 and 11758, the Family and Medical Leave Act, and the Genetic Information Nondiscrimination Act (GINA) of 2008

Family Educational Rights & Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.
3. The right to file a complaint with the US Department of Education concerning alleged failures by Victoria College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office: US Department of Education; 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Disclosure of a student's confidential education records requires prior written consent of the student (unless disclosure is permitted under certain exceptions to FERPA set forth in Section 99.31 of the FERPA Regulations). A student's written consent may be obtained by using completing the FERPA Release Form on the web or available at the Welcome Center.

Academic Divisions

Division of Academic Foundations

Babette Lowe, Dean

(361) 582-2438

Division of Allied Health

LeAnn Wagner, Dean

(361) 572-6497

Division of Arts, Humanities, and Social Sciences

Cindy Buchholz, Dean

(361) 582-2576

Division of Career & Technical Education

Betsy Crane, Dean

(361) 572-6467

Division of Science, Mathematics, & Physical Education

Jerry Hamilton, Dean

(361) 485-6824

Student Services Offices

Student Services is comprised of various offices that provide programs, services, and resources to promote a positive campus environment focused on enhancing student development and support learning.

For the most up-to-date information, please refer to the Victoria College website at www.victoriacollege.edu.

Admissions & Records and Welcome Center

Admissions & Records (361) 485-6841

Welcome Center (361) 485-6841

The Admissions & Records Office/Welcome Center provides an array of services from the admission application to graduation.

The Welcome Center is a one-stop location for:

- Admissions information
- Credit by exam
- Grade information
- Graduation
- Noncredit & testing information
- Residency determination
- Tech Prep credit
- Transcript requests
- Student information changes (name, address, etc)
- Verification of enrollment

Hours of operation are Monday through Thursday from 7:30 am until 6:00 pm and from 7:30 am until 5:00 pm on Friday. Summer hours vary.

Advising & Counseling Services

(361) 572-6405

advisorhelp@victoriacollege.edu

Advising & Counseling Services provides quality services to students in the areas of career counseling, academic advising, New Student Information Sessions, personal counseling, veterans advising, and support services for students with disabilities. Students are encouraged to become acquainted with the advising staff and to take advantage of educational, career and personal counseling services. These services are available to all students, both on campus and off campus, upon request. This department is responsible for providing information regarding:

- Assessment
- Academic advising
- Counseling
- New Student Information Sessions
- Personal counseling
- Recruiting
- Support services for special populations
- Tutoring services
- Veterans' services

The Advising & Counseling Services Office is located in the Student Services Building, Room 105. Advisors are available Monday through Thursday from 7:30 am until 6:00 pm and on Friday from 7:30 am until 5:00 pm. Summer hours vary.

Additional Advising & Counseling Services:

Career & Transfer Services

www.victoriacollege.edu/careerservices

For students who are searching for a vocation, major, or specific area of interest or are interested in transferring to another community college or university, a visit to the Career & Transfer Services Advisor is recommended.

- Career exploration
- Career fairs
- Career preparation workshops
- Off-campus employment opportunities
- University and community college transfer requirements

Disability Services

Disability support services are arranged on an individual case-by-case basis for qualified students with a documented disability. Services may include:

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

Prospective students who may qualify should contact Advising & Counseling Services at (361) 582-2400 at least one month prior to registration. Supporting documentation may be required. A Disability Support Services Student Handbook is available in the Advising & Counseling Services Office or at <http://www.victoriacollege.edu/disabilitysupportservices>. Students with disabilities who feel that their rights have been violated have the right to file a grievance. The procedure for doing so is outlined in the Disability Support Services Student Handbook.

Karen Friedel,
Disability Services Advisor
(361) 572-6411

Director of Advising & Counseling Services,
Title IX, Section 504 Coordinator
(361) 572-6414

Financial Aid Office

(361) 572-6415

finaid@victoriacollege.edu

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

- Complete a Free Application for Federal Student Aid online at www.fafsa.ed.gov.
- Complete a Student Information Sheet and a Satisfactory Academic Progress Acknowledgement form, both available in the Financial Aid Office or on the Pirate Portal.
- If selected for verification, additional documentation is required.
- Submit a high school transcript or GED to the Admissions & Records Office.
- Receive a financial aid award letter
- Log in to the Pirate Portal and accept the Financial Aid award.

Scholarships and grants can be used for tuition, fees, books, and supplies. If loan funds will be required, an additional form can be obtained from the Financial Aid Office and the file processed before a student can use the funds for tuition, fees, books, and supplies.

Important things to remember:

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

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

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

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

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

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

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

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

Childcare Assistance

Limited childcare assistance is available through a federal grant and is restricted to students enrolled in allied health or career and technical programs of study. The Financial Aid Office can provide more information regarding the Childcare Assistance Program. Applications are available in the Financial Aid Office or in the Pirate Portal. Students are encouraged to submit applications as early as possible. For more information, visit www.victoriacollege.edu/childcareassistance.

Federal Work-Study

Victoria College is participating in the Federal Work-Study program during the 2012-2013 school year. For students to participate in the program, they must be eligible to receive Federal Financial Aid. For more information and/or an application, contact the Financial Aid Office or the Human Resources Office.

Scholarships

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

Student Loans

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

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

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

The Financial Aid Office is located in the Student Services Building. The hours are from 7:30 am until 6:00 pm Monday through Thursday and from 8:00 am until 5:00 pm on Friday. Telephone and live chat assistance are available from 6:00 pm until 8:00 pm Monday through Thursday. Financial Aid counselors are available in the evenings by appointment only. Summer hours may vary. For more information, visit www.victoriacollege.edu/financialaidscholarships.

KEY Center – Student Support Services

(361) 582-2414

key@victoriacollege.edu

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

The services provided by the KEY Center include:

- Academic advising and degree planning
- Career counseling and exploration through job shadowing, career planning, and other resources
- Computer and study area designated for KEY Center members
- Financial Aid assistance to help guide students through steps to secure grants and scholarships
- Financial literacy programs to empower students with information on money management
- Mentoring program pairing a student with a VC instructor, staff member, or student to help establish a solid support system
- Resources and equipment for successful study habits
- Transfer assistance for students who plan to continue their education beyond Victoria College
- Tutoring program designated for KEY Center members which includes individual and group assistance

Payment Office

(361) 485-6840

The Payment Office is located in the Student Services Building.

Services include:

- Payments
- Installment Plans

Pre-College Programs and Recruitment

(361) 485-6823

precollegeprograms@victoriacollege.edu

Pre-College Programs is responsible for providing the following services:

- Information and assistance with admissions and financial aid forms for prospective students
- Classroom presentations at elementary, middle, and high schools
- Programs to assist students with college preparation
- Campus tours
- Informational booths and presentations at community events, organizations, and businesses
- Dual credit and early admissions information

Pre-College Programs provides college information and outreach services to all prospective students.

Student Activities & Student Center

(361) 572-6440

Student.Activities@victoriacollege.edu

Campus student activities are designed to give students the opportunity for self-expression and leadership development to provide recreation and to increase interest in academic courses.

Opportunities for entertainment include:

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

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

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

Testing Center

(361) 582-2589

testingcenter@victoriacollege.edu

The Testing Center provides academic skills assessment and testing for online courses and administers selected licensure and/or certificate examinations.

All testing is by appointment only. Please contact the Testing Center at (361) 582-2589 or testingappointments@victoriacollege.edu to schedule an appointment.

Victoria College is a testing center for the following:

- ACT
- Castle World Wide
- CLEP

- COMPASS
- Correspondence Exams
- DET
- DSST
- GED
- Quick THEA
- SAT
- SAT Subject Exams
- TSA
- USPS

Students can register for tests and verify test dates at www.victoriacollege.edu/testingcenter.

Tutoring Centers

(361) 572-6473

tutorhelp@victoriacollege.edu

VC's Tutoring Centers provide a supportive learning environment that includes well-trained tutors and a variety of resources which can help students meet their educational goals. Free tutoring services and study areas are available for enrolled VC students at the following locations:

- Main Tutoring and Study Center in Johnson Hall, Room 106
- Reading Room Johnson Hall, Room 104
- Science Tutoring Center Health Sciences Center, Room 121C
- VC Gonzales Center
- VC Calhoun County Center

Schedules are posted on the Tutoring Center web page, which can be accessed in the Pirate Portal.

Additional resources include handouts, a variety of textbooks, and an online InFoRack which provides a selection of downloadable handouts to online students needing assistance after hours or to those students unable to come to campus.

Veterans' Services

(361) 572-6462

advisorhelp@victoriacollege.edu

The Veterans' Services Office is located in the Advising & Counseling Services Office in the Student Services Building. Victoria College is approved by the Texas Workforce Commission programs under Title 38 of the U.S. Code to train veterans for degree and certificate programs.

Veterans' Benefits

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

- Veterans are encouraged to contact a Veterans Affairs (VA) Certifying Official at least six weeks prior to registration. A request for certification must be completed each semester in order for classes to be certified to the VA for payment.
- Certifying officials are located in the Veterans' Services Office, the Advising & Counseling Services Office, and the Admissions & Records Office.
- VA funding is paid directly to Victoria College based on coursework. Vouchers are issued for bookstore charges.
- Degree plans must be approved by the VA.

Tuition Assistance Programs for Army National Guard

Information regarding Federal Tuition Assistance can be obtained at www.virtu-alarmy.com or by contacting the Education Services Office at (512) 782-5512/DSN: 954/5515. E-mail inquiries should be sent to education.office@tx.ngb.army.mil. For information regarding State Tuition Reimbursement, contact the helpdesk via e-mail at helpdesk@tx.ngb.army.mil. State tuition pays in-state tuition plus mandatory fees only and will not pay for online classes. State Tuition Reimbursement is subject to the availability of funds. Exemptions for tuition assistance are handled directly at the Victoria College Payment Office. No paperwork is required at the Veterans' Advising Office.

Hazlewood Act

Students interested in using Hazlewood benefits must contact the Veterans' Services Advising & Counseling Services Office (361) 572-6462 at least six weeks prior to registration.

- Complete a new application each semester.
- A tuition waiver is provided - it must be used at the time of registration. It will not be retroactively applied.
- The following documents are required to apply for the Hazlewood Act:
 - o Hazlewood application
 - o Copy of the DD-214
 - o A letter of Eligibility for Education Benefits received directly from the Department of Veterans Affairs

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

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

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

Veterans' Work-Study

Eligible veterans can apply for Veterans' work-study by contacting the Veterans' Services Office and completing an application. Positions are limited and an interview is required.

Student Resources

Bookstore

The Victoria College Bookstore, located in the Student Center, serves the students, faculty, and staff of both Victoria College and the University of Houston-Victoria. Books, supplies, and other related course materials may be purchased at the Bookstore. Regular hours are maintained Monday through Friday. Additional hours are posted for registration periods or special events.

Insurance

The College has no insurance to cover student injuries. Students are encouraged to obtain their own insurance. Students participating in sports club activities are required to provide evidence of insurance. Information regarding student insurance and application forms can be obtained from the Advising & Counseling Services Office, the Welcome Center, the Sports Center, the Student Activities Office, or the Vice President of Student Services Office.

Internet Access and E-Mail Service

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

Student Computer Labs

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

Student Employment

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

Student Identification Cards

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

VC/UHV Library

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

Library Hours:**Fall and Spring Semesters**

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

Summer Sessions

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

A schedule of hours between semester and sessions is posted at the library entrance. Additional information regarding library services and resources is available at <http://vcuhvlibrary.uhv.edu>.

Victoria College Centers

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

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

Victoria College Admissions Regulations

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

Online Registration

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

- Admissions process completed to include Apply Texas application, transcripts, and test scores
- No holds on record (Admissions, Library, Parking, Financial Aid, etc.)
- In good academic standing - not on enforced withdrawal

If the requirements are met:

Acquire a User ID and password at <https://helpdesk.victoriacollege.edu/bansam/>. The user ID and password are required to access the Pirate Portal and should be known only by the student.

Register and make schedule changes, pay tuition and fees, and check grades by utilizing the Pirate Portal from the Victoria College homepage. Payments can also be made online, or a fee statement can be printed to take to the Payment Office if the student does not wish to pay online.

Payment of Tuition and Fees

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

New Student Information Sessions (NSIS)

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

Who wants to be a Tutor?

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

Frequently Asked Questions

Where do I get:	<p>A copy of the College Catalog</p> <p>A copy of the Class Schedule</p> <p>A copy of my transcript</p> <p>Change</p> <p>A student ID Card</p>	<p>Welcome Center or the Pirate Portal</p> <p>Pirate Portal</p> <p>Welcome Center or the Pirate Portal</p> <p>Payment Office or the Bookstore</p> <p>VC/UHV Library, first floor circulation desk</p>
How do I:	<p>Contact Instructor</p> <p>Get my grades</p> <p>Learn about campus events</p> <p>Post an upcoming event on the website</p> <p>File a complaint or concern</p>	<p>See class syllabus for instructions on how to best contact the instructor.</p> <p>Log in to the Pirate Portal Grade reports can also be requested at the Welcome Center or Admissions & Records Office</p> <p>Log in to the Pirate Portal</p> <p>Contact Marketing & Communications at (361) 582-2416</p> <p>Refer to page 28 of this handbook</p>
What should I do:	<p>If I miss classes because of accident or illness</p> <p>When I'm ready to graduate</p> <p>If I lock my keys in my car or have a dead battery</p>	<p>Contact your instructors to discuss the possibility of making up work. Depending on the severity of the situation, dropping the course might be an option.</p> <p>Complete an application for graduation in the Welcome Center or Admissions & Records Office</p> <p>Contact Campus Security by dialing 3-911, (361) 220-1391 or (361) 582-2580. They will help you contact a locksmith, service station or wrecker service.</p>
Can I:	<p>Sell my books back to the bookstore</p>	<p>The bookstore will purchase books on an as-needed basis. The buy-back amount is up to half the purchase price of the current wholesale price.</p>

Scholastic Probation, Enforced Withdrawal and Satisfactory Academic Progress

Academic Scholastic Probation

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

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

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

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

successfully in a previous semester.

Transfer Students

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

Academic Enforced Withdrawal

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

Students placed on enforced withdrawal:

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

Enforced Withdrawal Appeal Process

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

Satisfactory Academic Progress (SAP) Policy

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

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

Satisfactory Academic Progress is measured with the following standards:

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

Quantitative Standard – 67% Completion Rate: The quantitative standard is used to measure a student’s pace in a program. Pace is measured by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. The student must complete at least 67% of the cumulative hours attempted, including foundational classes. Attempted hours also include any classes with a grade of F, W, S, SA, SB, SC, T, UF, I, and Q. Transfer credits accepted by the institution towards a student’s program are included in the attempted and completed hours and will be used in the pace calculation. Completed hours

are those a student has registered for and received a grade sufficient for graduation.

Maximum Time Frame - Maximum time frame is measured by dividing the number of credit hours the student has attempted by the number of credit hours required to complete the student’s program of study. If the student will exceed 150% by the end of the program, the student will be placed on suspension. The time frame requirement applies to certificate programs as well as associate degrees and applied science degrees. All courses attempted, including transfer courses and courses with a grade of F, W, S, SA, SB, SC, T, U, UF, I, and Q, will be included in this calculation.

Some examples are:

Program Requirement Hours	Maximum Time Frame Percentage	Attempted Hours Permitted
60	150%	90
45	150%	67
32	150%	48

FAILURE TO SATISFY MINIMUM STANDARD

Financial Aid Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at the end of a payment period and will be allowed to continue to receive aid for one payment period. Financial Aid Warning may be assigned without an appeal or other action by the student; thus, warning status can be granted automatically.

Financial Aid Probation is a status assigned to a student who fails to make Satisfactory Academic Progress for a subsequent payment period and who has appealed and has had eligibility for aid reinstated. A student on Financial Aid Probation may receive Title IV funds for one payment period. At that point, the student must

meet the school's SAP standards or the requirements of the established individual academic plan to maintain Title IV eligibility.

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

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

The rules provide appeal procedures for students who do not make SAP based upon the death of a relative of the student, an injury or illness of the student, or other special circumstances.

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

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

A student who has been granted an appeal and is on Financial Aid Probation will be evaluated at the end of the payment period, and the Financial Aid Office will determine if the student has either come into compliance with SAP standards or is following the requirements of the academic plan he/she submitted as part of the appeal process. A student who meets SAP will become an eligible student once again.

A student following the academic plan submitted as part of his/her appeal but not yet in full compliance with all the SAP components will remain on Financial Aid Probation and will continue to be monitored by the Financial Aid Office.

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

THE APPEAL MAY BE APPROVED ONLY IF

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

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

SUSPENSION

Students on probation who do not meet SAP standards and/or who have not followed the submitted academic plan will be ineligible for Title IV funding and will need to pay for classes on their own. Students can apply for Title IV aid once they meet SAP standards. No subsequent appeal process exists.

It is understood that a student on suspension for maximum time frame, GPA, and/or pace may meet SAP standards in the GPA and/or pace component but never meet SAP standards in regard to maximum time frame. A student who has been on probation for the maximum time frame, GPA, and/or pace who does not follow his/her plan and does not meet SAP will be placed on suspension. This student is not eligible to appeal until he/she has met the eligibility component in the GPA and/or pace component and also paid for at least 6 semester credit hours at his/her own expense. Simply paying for classes on one's own does not guarantee the right for financial aid eligibility. It will only allow the student the right to appeal.

If the student pays for the 6 semester credit hours at his/her own expense and is SAP eligible for the GPA and/or pace component, he/she will be allowed to **appeal**. The student must meet SAP requirements in GPA and pace components before being eligible to appeal. If in subsequent semesters, a student on probation for maximum time frame, GPA, and/or pace does not maintain SAP, he/she will be placed on suspension again, and the same criteria will apply with the exception that the student must now pay for 12 hours at his/her own expense.

If a student does not follow his/her plan after this probation period, he/she will not be allowed to appeal at any point in time. He/she will remain on Financial Aid Suspension. This will be the final status.

Additional Information:

1. Financial Aid recipients who withdraw or stop attending classes before completing at least 60% of the semester may have to pay back a portion of their grant and/or loan money. This is known as a Return to Title IV calculation (R2T4). This includes all W's, Q's, U's, UD, UF, and F's. The amount of financial aid that the student has earned up to the withdrawal date is determined by a specific federal formula. A maximum of 30 foundational hours may be taken and paid with Title IV funds.
2. A student on warning or probation will not be eligible for any TPEG funds.

Campus Police

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

Crime/Emergency Reporting

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

Questions or suggestions can be directed to Campus Police at police@victoriacollege.edu.

Crime Prevention Suggestions

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

- Always lock your vehicle and place all valuables, such as cameras, stereos, computers, etc., in the trunk or out of sight.
- Engrave or inscribe your driver's license number on all valuables that you bring to campus. Record all serial numbers and complete descriptions of property and keep a list in a safe place.
- Never leave books or other items unattended.
- Watch for suspicious persons and activity. Take note of physical descriptions involving suspicious persons and vehicles. Notify Campus Police/Security for an investigative follow-up.
- Employees who leave their office unattended should always lock the door.
- Do not loan College keys to anyone.
- When classrooms or offices are vacated for the day, turn off the lights, close and lock the door prior to departure.
- Get acquainted with fellow students and co-workers. Be aware of persons who do not belong in designated areas.
- If criminal incidents or offenses are discovered, contact Campus Police/Security.
- Notify Campus Police if unattended packages or backpacks are observed in an area for an unusually long period of time.
- Students and employees can request Campus Security to escort them to their vehicles at any time.

Security of and Access to Facilities

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

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

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

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

offenders have registered for classes at Victoria College, go to www.victoriacollege.edu/sexoffenders and click on the link to the Texas Sex Offender Database. For additional information regarding registered sex offenders on campus, contact the Police & Campus Safety Office. Please see the Convicted Sex Offender Regulation. For more information, see page 49.

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

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

Gang-Free Zones
Texas Education Code
In accordance with Texas Education Code Section 51.973, when criminal acts* as listed in Texas Penal Code 71.02, are committed by gang member(s) on or within 1,000 feet of the property owned, rented or leased by Victoria College, the resulting prescribed punishment will automatically be enhanced to the next level for individuals 17 years of age or older.
*Texas Penal Code: www.statutes.legis.state.tx.us/Docs/PE/htm/PE.71.htm#71.02

Sexual Harassment & Discrimination

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.

Sexual Harassment

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

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

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

Harassment

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

Disposition for Cases of Complaints of Discrimination and Harassment

Complaint Procedure

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

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

Complaints by Students against Student

- If the complaint is found to have merit, the Affirmative Action Officer will have the authority to recommend or impose sanctions.
- If the complaint is found not to have merit, the Affirmative Action Officer may dismiss the case.
- Either party may appeal the findings of the Affirmative Action Officer to the Discipline Committee. The Appeal Form is available at http://www.victoriacollege.edu/images/files/studentservices/appeal_form.pdf

Complaints by Students Against Staff or Faculty Members

- If the complaint is found to have merit, appropriate disciplinary action will be recommended by College authorities.
- The accused (staff or faculty member) may appeal this finding by following the Complaint Procedure, located in the Victoria College Employee Handbook

Upon completion of the investigation, the Affirmative Action Office will notify the student of the outcome of the investigation. In cases of alleged discrimination or harassment, a student whose complaint has been found not to have merit may appeal, in writing, directly to the President who shall uphold or reject the appeal and notify the student within 10 days. A student whose appeal was denied by the President may appeal in writing to the Board of Trustees in sufficient time for the matter to be included on the agenda of the next regular Board meeting following the President's decision. The decision of the Board shall be final.

Freedom from Retaliation or Reprisal

All students have the right to make good faith complaints of discrimination or harassment without fear of retaliation or reprisal. Any student, who feels that they are being subjected to any form of retaliation or reprisal because of their complaint, is entitled to file a complaint with the Affirmative Action Officer as outlined above. While 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.

Rights of Students

Right of Admission and Access

- **Admissions**

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

- **Financial Aid**

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

- **Use of Facilities and Services**

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

Right of Privacy

- **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.

- **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.

- **Counseling Records**

A student's test data and records 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 requests, 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.

- **Permanent Education Records**

Permanent education records of both credit and non-credit courses are maintained in the Admissions & Records Office. The permanent record contains the following:

- Student's name
- Social Security number
- Address
- Telephone number
- Gender
- Date of birth
- Mode of Admission
- Placement test scores
- Academic work undertaken
- Grades and grade points earned
- Scholastic standing
- Degrees and/or certificates awarded

Student records are strictly confidential. Records are released only to individual students to whom they belong, to other colleges and universities at the request of the student or to legal entities under a court-ordered subpoena. Student records are accessible to counselors, administrative staff and faculty for the purpose of academic advising. It is the policy of the Registrar to release students' telephone numbers upon request, unless specifically instructed not to do so. The numbers are released to accommodate frequent requests by faculty and students; telephone numbers are rarely requested from off-campus individuals.

- **Directory Information**

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

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

The College reserves the right, under the Family Education Rights and Privacy Act, to publish this information and routinely furnishes it to loan agencies, insurance companies, prospective employers, family members, etc.

- **Student Demographic & Education Data & Social Security Number**

Student demographic data and information about education, training and employment will be organized by Social Security number. The College will routinely compile reports based on student data for use in program planning and evaluation, and will furnish required reports to the federal and state governments, all of which will be based on aggregate data. No student will be identified in any report by individual Social Security number. Students have a right to request, in writing, that the information they are required to provide to Victoria College be withheld from the statistical analysis described above. To request exemption from statistical analysis, complete the Withholding of Directory Information form available in the Admissions & Records Office or at www.victoriacollege.edu/images/files/student-services/withholding_of_directory_information.pdf

Students who do not want certain directory information released may instruct the Registrar to flag their records accordingly by completing and submitting to the Admissions & Records Office, a Withholding of Directory Information form.

- **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.

- **Nonacademic Information**

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

- **Electronic Privacy**

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

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. See page 34 for information regarding the appeals process. The appeals form is available at www.victoriacollege.edu/images/files/student-services/appeal_form.pdf

Right of Free Expression

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

- The student must act in an orderly and peaceful manner
- The student must not, in any way, interfere with the proper functioning of the College
- The student must not violate any item cited in the Code of Student Conduct

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:

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

Right of Peaceful Assembly

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 it is not in violation of the Freedom of Speech and Assembly Regulation.

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

Students who feel that their rights, as outlined above, have been violated, have the right to file a grievance with the Vice President of Student Services within 30 calendar days of the occurrence of a violation.

Student Complaint/ Grievance Procedure

Victoria College encourages students to resolve complaints informally through discussion among those individuals concerned with the complaint. In the case where this process fails to bring about a satisfactory resolution, the student may submit a written complaint by completing the Student Complaint Form, located at www.victoriacollege.edu/images/files/student_services/student__complaint_form.pdf and submitting the form to the appropriate academic dean or department director. If the student needs assistance determining the appropriate dean or director, the Office of the Vice President of Student Services, located in the Student Services Building, is available to assist.

The Student Complaint Form may be submitted to the Office of the Vice President of Student Services or e-mailed to ComplaintsAndAppeals@victoriacollege.edu or to the appropriate vice president, dean or director. If the complaint is submitted electronically, the student will be notified that it has been received within 24 hours. Upon review of the complaint, the process to resolve the complaint will be initiated.

Code of Conduct

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

The Victoria College Discipline System

The Board of Trustees delegates the responsibility for student discipline to the President of the College. The Vice President of Student Services is the administrator designated by the President of the College to be responsible for the administration of the Student Code of Conduct.

Non-Academic Misconduct

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

Prohibited Acts of Non-Academic Misconduct

1. Actions Against Members of the College Community

- Interference, coercion, disruption or reckless behavior which impedes, impairs or disrupts the College mission, processes, or functions or which endangers others or interferes with the rights of others;
- Harassment, including, but not limited to, sexual or racial harassment, via any means, including through e-mail. "Harassment" is conduct that creates an intimidating, hostile, or offensive environment, that is persistent or extreme and is reasonably likely to cause intimidation such that it interferes with or adversely affects the person(s)'s educational, learning or work environment;
- Abusive, drunken, violent or excessively disruptive behavior. A student engages in "drunken" behavior

when he or she is intoxicated after the consumption of alcoholic beverages to the degree that the student may endanger himself or herself, or another person. "Abusive" behavior is behavior that is aggressive, coercive or controlling, destructive, harassing, intimidating, isolating, and threatening toward another person(s), such that it interferes with or adversely affects the person(s)'s educational, learning or work environment;

- Lewd, indecent or obscene behavior. "Obscene" behavior is defined by Texas Penal Code §43.21;
- Hazing in any form. "Hazing" is defined by Texas Education Code §37.151.

2. Abuse of the Discipline System

- Knowingly giving false testimony or other evidence at any official hearing of the College or knowingly giving false information to any faculty or staff members acting in the performance of their duties;
- The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions;
- Bribing any College employee. "Bribing" or "bribery" is the offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of a College employee in the discharge of his or her professional duties;
- Violation of conditions imposed in connection with one or more of the sanctions enumerated in the Code of Student Conduct

3. Alcohol, Drugs and Narcotics

- Use, possession, or distribution of alcohol or illegal drugs in violation of the College's regulation on drugs and alcohol or in violation of state or federal law;

4. Failure to Comply

- Failure to comply with directions or College officials acting in the performance of their duties;

5. Financial Irresponsibility

- Passing a worthless check to the College or to a member of the College community acting in an official capacity. A "worthless check" is a check submitted for the payment of money where there are insufficient funds in or on deposit with the bank or other drawee for the payment in full of the check or order, as well as all other checks or orders outstanding at the time of issuance;

6. Firearms, Weapons and Explosives

- Possessing a firearm, ammunition, illegal knife, club, explosives, or a chemical dispensing device. A "firearm" is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. An "illegal knife" is a knife with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown; a dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; a sword; a switchblade; a butterfly knife; or a spear. A "club" is an instrument that is specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes, but is not limited to, the following: a blackjack, a nightstick, a mace, or a tomahawk;

7. Providing False Information

- 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;

8. Theft, Damage, or Unauthorized Use

- Possessing stolen property;
- Defacing, disfiguring, damaging, or destroying public or private property;
- Stealing any item of tangible or intangible public or private property;
- Lifting, taking, or acquiring possession of, without permission, of any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the College community (including the theft of instructors' or other students' books and/or material for resale to the Bookstore);
- Unauthorized access to or misuse of College computers, computing programs or service, and/or failure to comply with Victoria College Computer Use Regulations;

9. Unauthorized Entry, Possession, or Use

- Unauthorized entry or use of College facilities in violation of College policy or local, state, or federal law;

10. Violation of Federal, State, or Local Law

- The threat or commission of physical violence against any person;
- The commission of acts which constitute a violation of local, state, or federal law, which interfere with, are detrimental to, or incompatible with the College's educational mission as set forth in its mission statement, policies, rules, and regulations;

11. Violation of Published College Policies, Rules, or Regulations

- Acts of misconduct which interfere with, are detrimental to, or incompatible with, the College's educational mission, as set forth in its mission statement, policies, rules, and regulations.

Special Notice Regarding Non-Academic Misconduct and Local, State, and Federal Law Enforcement Authorities

In addition to the acts of misconduct specified herein, the minimum standards of individual conduct required by local, state and federal penal statutes are both expected and required of every student attending the College. Students may be disciplined by the College for violating any such standards of conduct on the campus or off of the campus in any of the following situations: when the incident occurs in connection with an institution-oriented activity, or when the incident has a substantial connection to the interests of the College in maintaining an orderly educational process, even if the student is or may be penalized by government authorities for the same act. A student who admits to, or is found to have engaged in, conduct prohibited by these standards, as determined through the College investigation and appeal process, may be subject to discipline, even if no charges are brought by the government, or if the student enters a plea bargain, or if the student is granted deferred adjudication.

Definitions

The following definitions apply to and should be read in conjunction with the Prohibited Acts of Nonacademic Misconduct:

- 1. College Property:** “College Property” refers to the Victoria College campus and all of the physical units of operation and resources owned by Victoria College. As such, internet access, telephones, and other telecommunication devices owned and managed by Victoria College and used in the commission of an act of misconduct results in the misconduct being defined as having occurred “on College property” regardless of where the offense is committed.
- 2. Members of College Community:** All College students, employees, trustees, contractors, visitors, and guests are defined as “members of the College Community”.
- 3. Possessing, possession, or possess:** A student is in “possession”, “possesses”, or is found to be “possessing” any item, article, thing, or object prohibited by the prohibited acts of nonacademic misconduct when the item, article, thing, or object is in the student’s vehicle, on their person, or in a backpack, briefcase, tote bag, or any other carry all case, or otherwise under his/her control. The student need not be the owner of the item, article, thing, or object.

The Disciplinary Process

Upon receipt of a complaint or information regarding a student's alleged violation of the College's nonacademic misconduct rules, the Vice President of Student Services (VP) shall investigate allegation(s) and determine if the student violated the disciplinary rules. The Vice President will follow the process set forth below.

Preliminary Investigation and Determination of Sanctions

Step 1	Investigation The VP investigates the alleged violation(s) of disciplinary rules and determines if a violation was committed
Step 2	Preliminary Findings and Student Response No Violation – No further action Violation Committed – The VP notifies the student of the allegation(s) and evidence upon which the preliminary findings are based and solicits the student's response. The student is allowed 10 business days in which to respond. In providing a response, the student may identify witnesses, documentation, and any other evidence the student deems relevant to the allegation(s). The student may also request a meeting with the VP before the expiration of the 10 days in which he or she has to respond. The right of the student to appeal will not be affected by the student's failure to respond to the allegations.
Step 3	Determination of Sanction(s) No Violation Committed – No further action Violation Committed – VP determines appropriate sanction. No later than 10 business days from receipt of the student's response, the student is advised in writing of the VP's final findings and notice of sanction to be imposed following the student's response.
Step 4	Imposition of Sanctions If the VP determines that a sanction not subject to appeal should be imposed, the sanction will be implemented immediately. If the VP determines that a sanction subject to appeal should be imposed, the student may appeal before imposition of the sanction, in writing, to the Discipline Committee within five business days of receipt of the VP's final findings and notice of sanction(s).

Sanctions

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

Sanction	Definition
Warning	Student verbally cautioned that continuance or repetition of specified conduct may be cause for other disciplinary action. This sanction is not subject to appeal.
Reprimand	A written warning of continuance or repetition of specified conduct. A reprimand becomes part of student's disciplinary record and is not subject to appeal.

<p>Probation</p>	<p>Probation is the exclusion of a student from participation in privileges or extracurricular College activities. Probation can also include compliance with special conditions, such as counseling.</p> <p>If a student, while on probation, violates any of the terms of the probation, or violates the Student Code of Conduct while on campus or in relation to College-sponsored activities, the student shall be subject to further disciplinary actions in the form of suspension or dismissal. A probationary sanction may be subject to appeal, depending on the nature of the probation imposed. In the event it is determined that the student may appeal a probationary sanction, the student may appeal the probationary sanction to the Discipline Committee within five business days of receiving notice from the VP.</p>
<p>Suspension</p>	<p>Forced withdrawal from the College for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus if set forth in the notice of suspension.</p> <p>If a student, while on suspension, violates the Code of Student Conduct while on campus, or in relation to College-sponsored activity as determined after the opportunity for a hearing, the student shall be subject to further disciplinary action in the form of dismissal. Students may appeal a sanction of suspension to the Disciplinary Committee within five business days of receipt of the VP's final findings and notice of sanction(s).</p>
<p>Dismissal</p>	<p>Exclusion from the campus and termination of student status for an indefinite period. The conditions of reconsideration for readmission will be specified at the time of the dismissal.</p> <p>A sanction of dismissal can be appealed to the Disciplinary Committee within five business days of receipt of the VP's final findings and notice of sanction(s).</p>
<p>Monetary</p>	<p>When personal or public property has been stolen, defaced, disfigured, damaged, or destroyed, disciplinary action will include an appropriate monetary reimbursement for compensatory damages, in addition to any other sanctions which might be imposed. Students may appeal a sanction of monetary reimbursement to the Discipline Committee within five business days of receipt of the VP's final findings and notice of sanction(s).</p>
<p>Emergency Temporary Suspension & Removal</p>	<p>In cases of misconduct where the student's acts are such that a clear and present danger exists with regard to the safety of persons or property or when conditions justify a reasonable belief that the student has willfully disrupted the orderly operation of the College and that the student's presence on campus will constitute a substantial and material threat to the orderly operation of the campus, the President of the College, or the President's designee, may impose upon any student such temporary sanctions to suspend the student and prohibit the student from having any presence on the campus prior to the completion of the appeal process. In these cases of temporary suspension and prohibition from presence on campus, prior to completion of the appeal process, the student shall be notified by the President, or the President's designee, of the temporary suspension along with a brief statement of the misconduct resulting in the temporary suspension. The student shall also be informed of his or her right to commencement of a hearing no later than three days from the date of the student's request for appeal.</p>

Appeals Process

The appeals process rests with the Discipline Committee. The decision of the Discipline Committee is final except in cases where a student has been subjected to an emergency temporary suspension and removal. Students subjected to an emergency temporary suspension and removal may proceed with appeals to the President of the College and the Board of Trustees after appeal to the Discipline Committee.

Students who have been recommended by the Vice President of Student Services for imposition of a sanction(s) subject to appeal shall not have the sanction(s) imposed unless the sanction(s) requested by the Vice President of Student Services, or other sanction(s) selected during the appeal process, are upheld upon completion of the appeal process.

In the case of students placed on emergency temporary suspension and prohibited from presence on campus pending appeal, all deadlines identified in the appeals processes shall be compressed, with agreement of the student, in order to insure the prompt completion of the appeal process as soon as practicable.

Appeal to the Discipline Committee

- There shall be a Discipline Committee with appellate jurisdiction over the decisions in cases involving alleged violations by students of the College's disciplinary offenses if the decision imposed by the Vice President of Student Services comprises a sanction subject to appeal.
- The Discipline Committee shall have the authority to determine the issue of guilt in those cases appealed to it. The Committee shall convene promptly after receiving the student's notice of appeal.
- The Discipline Committee shall be comprised of five faculty members; five additional members shall serve as alternates. The Chair of the Committee shall convene meetings of the Committee at such times and places as necessary to carry out its duties. All Committee members must be present to hear a case. In the event the full Committee cannot be convened within five business days, the alternate members will serve to ensure a timely hearing.
- 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.

Discipline Committee Appeal Process

Step 1	Upon receipt of the student's notice of appeal, the Discipline Committee shall give prompt notice to the student and the Vice President of Student Services that a hearing has been scheduled by providing the date, location, and time for the hearing. The hearing shall be held within 10 business days of the student's notice of appeal to the Discipline Committee, unless the parties mutually agree to a delay.
Step 2	Five business days prior to the scheduled hearing, the Vice President of Student Services shall forward to the Chair of the Discipline Committee the complete record of the matter, including the investigative file, student response, findings, and recommendations. Upon hearing and review, such record may be considered by the Discipline Committee in reaching a decision.
Step 3	Five business days prior to the date on which the hearing will be held, the Vice President of Student Services and the student shall meet to exchange documents to be utilized during the hearing and exchange the names of any witnesses who may be relied upon, including a written general statement of the nature of each witness.
Step 4	<p>The Hearing General Rules</p> <ul style="list-style-type: none"> • The hearing shall be conducted privately unless the student requests that it be open. If the hearing is conducted privately, only the Vice President of Student Services, the student and their representatives/advocates, and witnesses may be present. • Witnesses may be excluded from the hearing until it is their turn to present evidence upon the request of either the student or the Vice President of Student Services. • The student and the Vice President of Student Services may each be represented by a person/advocate designated in writing to advise them during the hearing, but representatives/advocates are not required. If either or both parties choose to be represented, then notice, at least two (2) business days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative/advocate. Any representative/advocate hired by the student shall be at the student's expense. During the hearing, the parties may be advised by and confer with their representatives/advocates, but only the parties may address the panel and cross-examine the witnesses. <p>Conduct of the Hearing:</p> <ul style="list-style-type: none"> • The Vice President of Student Services shall present such proof by documents or testimony in support of his/her position. • The student may cross-examine any witnesses offered by the Vice President of Student Services. • The student may present such witness testimony or documents to support the student's position or to rebut that of the Vice President of Student Services. • The Vice President of Student Services may cross-examine any witnesses offered by the student and offer rebuttal witness testimony or documents to any of the student's witnesses. • Closing arguments may be made by each party. • The hearing shall be tape recorded.

Step 5	Five business days after completion of the hearing, the Chair of the Discipline Committee shall notify the Vice President of Student Services and the student, in writing, of the Discipline Committee's findings regarding the student's guilt as to the alleged violations of the nonacademic misconduct rules, and whether the sanction requested by the Vice President of Student Services should be imposed. The decision of the Discipline Committee is final, except in cases where an emergency temporary suspension and removal has been imposed.
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Appeals to the President and Board of Trustees

A student who has been subjected to an emergency temporary suspension may appeal, in writing, to the President within five business days of receipt of the Discipline Committee's findings. The President shall review the record and uphold or reject the Discipline Committee's decision and so notify, in writing, the Discipline Committee, Vice President of Student Services, and the student within 10 business days of receipt of the student's appeal.

A student whose appeal was denied by the President may appeal in writing to the Board of Trustees in sufficient time for the matter to be included on the agenda of the next regular Board meeting following the President's decision. The decision of the Board shall be final.

Student Rights & Responsibilities Regarding Academic Relationships

Student Rights

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.

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.

3. Contrary Opinion

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

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. Academic Records

Students have the right to confidential academic records. Such records are released only for use by College personnel for required purposes such as academic advising and determination of financial aid eligibility. The release of student records for off-campus use, such as the release of transcripts, may occur only with the student's knowledge and consent, where required by law or subpoenae duces tecum.

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

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

Step 1	<p>Initiation of Complaint – Informal Meeting</p> <p>Within 10 business days of the occurrence of event or act triggering the complaint, the student shall first attempt to resolve the matter by meeting with the instructor or staff member alleged to have engaged in the violation of the student's rights.</p> <p>If the matter is resolved, no further action is needed. If the matter is unresolved, the student shall proceed to Step 2.</p>
Step 2	<p>Formal Complaint</p> <p>In those cases where a student complaint cannot be resolved by the Informal Meeting at Step1 , a student shall file an Instructional Complaint/Appeal Form with the appropriate Dean, no later than 10 business days after the first class day of the next semester following the occurrence of the event or act triggering the complaint.</p>
Step 3	<p>Review by Dean</p> <p>The Dean will review the student's complaint and attempt to resolve the matter with the student and faculty or staff member. The Dean shall meet with the student, and the student will be given an opportunity to provide any/all information he or she feels is relevant to the complaint. The Dean shall also meet with the faculty or staff member and allow the faculty or staff member an opportunity to respond to the complaint. The Dean shall conduct any necessary investigation and then attempt to resolve the matter, if possible, and provide a decision in writing to the parties.</p> <p>If the matter is resolved, no further action shall be taken, and the matter will be closed.</p> <p>If the matter is unresolved, the Dean shall refer the matter to the Vice President of Instruction for appellate review and forward the entire student complaint file.</p>
Step 4	<p>Appeal to Vice President of Instruction</p> <p>The Vice President of Instruction shall receive from the Dean the entire student complaint file for review. The Vice President of Instruction shall review the entire student complaint file and issue a decision in writing to all parties no later than 10 business days from receipt of the student complaint file.</p> <p>The decision of the Vice President of Instruction shall be final.</p>

Student Responsibilities

Students have a responsibility and obligation to be fully acquainted and comply with published rules, regulations, and policies of the College regarding academic conduct.

Prohibited Acts of Academic Misconduct

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.

2. Cheating

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

Sanctions for Prohibited Academic Misconduct

The following sanctions may be given to students who are found guilty of engaging in an act(s) of prohibited academic misconduct:

- Any grade on the paper or examination in which the offense occurs.
- Any grade for the course in which the offending paper or examination was submitted.
- Forced withdrawal from the course in which the offense occurred.
- Forced withdrawal from the program of the division in which the offense occurred.
- Suspension: forced withdrawal from the College for a specified period of time.
- Dismissal: permanent forced withdrawal from the College.

Disciplinary Process for Prohibited Acts of Academic Misconduct

Step 1	Responsibility of the Instructor <p>Within seven business days of finding a student guilty of cheating or plagiarism, an instructor may choose to do one or more of the following:</p> <ul style="list-style-type: none">• Assign any grade to the paper or examination involved and so notify the student in writing. The Division Dean and the Vice President of Instruction shall be notified of the instructor's finding and the assigned grade.• Assign any grade for the course in which the offending paper or examination was submitted and so notify the student in writing. The Division Dean and the Vice President of Instruction shall be notified of the instructor's finding and assigned grade.• Recommend that the student be dropped from the course in which the offense occurred. Such a recommendation shall be made to the Division Dean. If agreement occurs, the Dean shall so recommend to the Vice President of Instruction and send copies to the instructor and the student.• Recommend that the student be dropped from a program of a division. Such a recommendation shall be made to the Division Dean and to the Division Dean of the student's program, if different. If agreement occurs, the Deans shall so recommend to the Vice President of Instruction and send copies to the instructor and the student.• Recommend suspension or dismissal from the College. Such a recommendation shall be made to the Division Dean. If agreement occurs, the Dean shall so recommend to the Vice President of Instruction and send copies to the instructor and the student.
Step 2	Responsibility of the Vice President of Instruction <p>The Vice President of Instruction shall consider notifications of grading sanctions, recommendations for dropping the student from the class or program of a division, or suspension or dismissal of the student from the College. The Vice President of Instruction shall notify the student of the charge and the evidence against the student, solicit the student's response, and meet with the student upon the student's request. In providing a response, the student may identify witnesses, documentation, and any other evidence the student deems relevant to the allegation(s). The Vice President of Instruction shall render a decision and report in writing the decision to the Dean of the instructor's Division, the instructor and the student within 10 business days of receiving the student's response. If the Vice President of Instruction concurs on a recommendation of suspension or expulsion from the College, the Vice President of Instruction shall take the necessary action.</p>

Appeals Process

The student may appeal the finding of facts regarding guilt and/or the sanction imposed by proceeding with the following process:

Step 1	Filing Appeal <ul style="list-style-type: none">• Reduction in Grade: In cases where a student's finding of guilt has resulted in a reduction in grade, the student shall complete the Appeal Form and file it with the Division Dean in which the offense occurred, within 30 calendar days of receipt of notice from the Vice President of Instruction that the recommended sanction has been upheld.• Withdrawal from Course, Suspension or Dismissal: Within 10 business days of receipt of notice from the Vice President of Instruction that the recommended sanction has been upheld, the student shall complete the Appeal Form and file it with the Division Dean in which the offense occurred.
Step 2	Review by Committee for Academic Matters <ul style="list-style-type: none">• The Division Dean receiving the student's Appeal Form shall forward the student's Appeal Form and the entire file regarding the alleged academic misconduct to the Chair of the Student Appeals Committee for Academic Matters within three business days of receipt of the student's Appeal Form.• Upon receipt of the student appeal, the Chair of the Student Appeals Committee for Academic Matters shall invite the student, instructor, Division Dean and Vice President of Instruction to file a statement with the Committee. The committee will then convene, review the appeal and any statements, and then decide by majority vote whether to formally review the case or not. The Committee must formally review all cases in which a student has appealed suspension or dismissal.• If the Committee formally reviews the case, it shall convene promptly after receiving the completed Appeal Form.• When the Committee formally reviews a case, it may concur with or reverse the instructor's and Vice President's findings of fact regarding guilt and/or the recommended sanction(s). If the Committee concurs with the findings of fact regarding guilt, but does not agree that such sanction be imposed, it shall return its decision and its recommendation of an appropriate sanction to the Vice President, who shall consult with the Division Dean and the faculty member as to the appropriate sanction.• Composition: The Appeals Committee shall consist of six members: two students elected by the Student Government Association and four full-time faculty members, elected at large. The Chair of the Committee must be a faculty member and will be appointed by the Committee. In addition, there shall be student and faculty alternates.• 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.• During a formal review, the Appeals Committee shall meet with the student, instructor, and the Vice President and request additional information where it deems appropriate.• The Appeals Committee shall render a decision in writing within 15 business days of convening.• The decision of the Appeals committee is final.

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.

The College As Supervisor of Student Organizations

Supervision of Student Organizations

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

Types of Organizations, Membership, Registration, and Advisors

Types of Organizations

- Student Government Association
- Honor Societies
- Specialty or Discipline-Related Clubs

Membership

- 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.
- Student organizations may involve students from other educational institutions to attend meetings as guests, with the approval of the advisor. However, no Victoria College funds shall be expended for the substantial benefit of such guests.

Registration

- 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.
- The registration of any student organization is at the discretion of the Vice President of Student Services, is subject to 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 of

Student Services may set forth. Such criteria shall be established and published by the Vice President of Student Services and made uniform for all similar types of organizations.

- Potential faculty and staff advisors will be invited to meet with the Student Life Committee or the Director of Student Activities to review the general guidelines and expectations of the College.
- All College clubs are required to establish a constitution and bylaws at the time of registration. Examples of existing club constitutions will be provided for the benefit of new clubs and their advisors.

Fundraising and Fiscal Affairs

- All student organization events and fundraising activities must be approved by the faculty/staff advisor(s) of the organization, by the Director of Student Activities and by the Vice President of Student Services. Such activities must be conducted in compliance with all College policies and regulations and the funds used in accordance with generally accepted principles of ethical use of public funds. Funds may be used to support community services, charities, and service projects deemed worthwhile by student organizations and College officials. Funds may also be used to support student travel and expenses associated with official club or organizational obligations, as well as for limited social activities for the clubs, as deemed appropriate by the College advisor and in compliance with College policies. Student organizations that wish to conduct fundraising activities should follow the following procedures:
 - Complete the Victoria College Request for Student Activity Form and obtain the appropriate signatures. These forms may be obtained from the Student Activities Office, club advisors or downloaded from Pirate Portal.
 - Submit the approved form online or to the Director of Student Activities who will keep the original and return one copy to the club advisor(s).

A club whose fundraising activities request is denied may appeal in writing to the College President, utilizing the Appeal Form located at www.victoriacollege.edu/images/files/studentservices/appeal_form.pdf

Advisors

Each student organization must have at least one faculty or staff advisor who will serve at his/her own request. The Director of Student Activities will be the advisor for Student Government. Advisors must be interested in the purposes of the organization and be willing to assume the responsibilities cited below:

- Give guidance and counsel to the officers and members in carrying out the purposes of the organization.
- Meet with the members of the organization at their regular meetings.
- Assume overall responsibility for day-to-day supervision and activities of the organization.
- Ensure that activities of the organization adhere to all College regulations and procedures.
- Ensure the organization members adhere to all College regulations and procedures when engaged in organization and College related activities, whether on campus or off campus.
- Ensure that organization members who do not comply with College regulations who engage in organizational activity are subject to College disciplinary procedures as outlined in the Victoria College Code of Student Conduct.

Disciplinary Offenses of Student Organizations

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

- Knowingly electing, appointing or retaining as an officer or committee chairperson any student who is on academic probation, financially delinquent to the College or under any disciplinary sanction which prohibits the student from holding office.
- Organizing, sponsoring, implementing, or conducting programs or activities which are excessively disruptive such that they detrimentally interfere with or adversely affect the educational or learning environment of the College, which are violations of College regulations or local, state, or federal law, or which contain lewd, indecent, or obscene conduct or expression as defined in the prohibited acts of student nonacademic misconduct.
- Incurring financial obligations on behalf of the College.
- Disciplinary offenses defined in the Student Code of Conduct.

Sanctions

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

Right of Appeal

Within 10 business days of receipt of notice that the Vice President of Student Services has refused or canceled the registration of an organization, or has refused to authorize or has canceled a fundraising event, the officers of the organization shall be given the right to appeal in writing to the College President. The President's decision will be final.

Student Role and Responsibility in Institutional Decision Making

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 is comprised of representatives and officers elected at-large and representatives elected from official campus organizations.

It is the responsibility of the Student Government to represent the entire student body, to give thoughtful consideration to student concerns, to present recommendations to the Administrative Council for consideration, and to communicate decisions affecting students to the entire student body.

Recommendations may be presented for Administrative Council consideration at the request of a simple majority of the Student Government. Recommendations shall be in written form and shall be presented to the Administrative Council through the Vice President of Student Services.

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

College Regulations Affecting Students

Attendance

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

Instructor-Initiated Withdrawals (Drops)

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

- **Must** drop a student who has not logged into an online class or physically attended a face-to-face or hybrid class prior to the ORD. Instructors must initiate ORD drops by the published deadlines.
- **Cannot** drop a student with an average of D/UD or better, after following the established division retention practices.
- **May**, at their discretion, drop a student who is not passing without consultation with the student when absences exceed 20% of the scheduled class meetings. For classes that include a separate laboratory, a student may be dropped when absences exceed 20% of the laboratory meetings or 20% of the lecture meetings.
- **Must** drop a student who is not passing when absences exceed 40% of the scheduled class meetings unless said excessive absences accrue after the 65% drop rate.
- **Cannot** drop a student after 65% of class instruction has been completed.

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

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

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

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

Children on Campus

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

Computer Use Regulations

Computer Use Rights

- A computer user's access to computing and information resources shall not be denied or removed without just cause.
- The right to access includes the right to appropriate training and tools required to affect access, within the constraints of the resources available at the College.
- 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.
- The constitutional concept of freedom of speech applies to computer users.
- All computer users have ownership rights over their own intellectual works.

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

- It shall be each computer user's responsibility to abide by Victoria College Computer Use Regulations.
- 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.

- It shall be each computer user's personal responsibility to recognize and honor the intellectual property of others.
- 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, and to understand the fungible nature of electronic information; and to verify the integrity and authenticity, and assure the security of information compiled or used.
- 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.
- 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.

Victoria College Rights

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

- Victoria College has the right to fully enforce all disciplinary procedures, as outlined in Part I, against students who violate Victoria College Computer Use Regulations. Victoria College reserves the right to report computer law violations to law enforcement officials.

Victoria College Responsibilities

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

Regulations Governing Student Use of Victoria College Computing Resources

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

- The student is the only person who may use resources (user ID and passwords) that have been assigned to him/her.
- Students are not to share passwords with others. If a student suspects that someone may have discovered his/her password, it is the responsibility of the student to change the password immediately. Students are encouraged to select a password that is uncommon and are urged to change passwords frequently. If others gain access to students' accounts, it will be assumed that it is done with permission from the student.
- Students will be held responsible for all activity for the resources assigned to them and for destructive or illegal activities conducted on their account.
- Students are not to transmit computer viruses to College computers.
- Students are not to modify any College-owned computer hardware or software or to load any software on College-owned computer equipment. The only exception to these rules is for classes that specifically require such activities and, if required, are to be conducted only with the express prior knowledge and permission of the class instructor.
- Students cannot be paid, or otherwise commercially profit, from the use of any College-provided computing resource or from any output produced using it. Students may not:
 - Post chain letters from which they hope to profit.
 - Run a business on College-owned computers.

- Students are not to use any College-provided resources to do something illegal, threatening or deliberately destructive; not even as a joke. Victoria College vigorously enforces its computer use regulations.
 - Ignorance is no excuse. Refer to www.utexas.edu/policies/computer-crimes.html for information about computer crimes and the law.
 - Students will not be exempt from the law because they are “just a student” or they were “playing around.”
 - Students who are also employed by the College may be disciplined both as a student and as an employee.
- Students should be civil and not send rude or harassing e-mail. If someone asks that e-mail not be sent to him/her, students should comply immediately. Failure to do so could result in a complaint being filed.
- Students who feel they are being harassed through e-mail should file a complaint the same as for in-person harassment.
- Students should use resources appropriately. Messages should only be sent to recipients who are affected by the information contained within. Examples of inappropriate use of resources include:
 - Sending a message at random to a large number of news-groups or recipients
 - Attempting to inconvenience someone by sending them a large number of messages
- Students should always be careful of copyright infringement, even if the work does not contain a copyright notice.
- Students should never try to circumvent log-in procedures on any computer system or otherwise gain access where they are not allowed. The College tracks all computer usage and evidence of any of these infractions is documented in the College’s computer security system. Offenses will be investigated by the Vice President of Student Services. Possible sanctions

include Warning, Reprimand, Probation, Suspension, Dismissal and Monetary Reimbursement. Offenses may also result in criminal charges.

Communicable Diseases, Including AIDS

Victoria College acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This practice is intended to educate employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility and concern for the individual. This practice also defines and addresses other communicable diseases among employees and students.

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 susceptible host and as further defined in the Communicable Disease Prevention and Control Act. 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. HIV infection includes AIDS and AIDS-Related Complex and a positive test for the antibody to human immunodeficiency virus.

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.

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 demonstrates that a student is unable to perform as required or

presents a 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. Reasonable accommodations will be made for qualified employees with disabilities, if the college can make such accommodation without undue hardship.

Confidentiality

Any medical documentation or information provided by an HIV-infected employee to personnel and/or supervisors must be considered confidential and private information and must not be disclosed to any other person unless that person has a demonstrated business-related need to know the information. The College will take appropriate disciplinary action against any employee who makes an unauthorized disclosure of any medical information regarding an employee or student.

Education

The college shall develop and maintain a comprehensive educational program (speakers, pamphlets, in-house newsletters, audio visuals, etc.) regarding HIV infection for students and employees. The program shall address current medical opinions concerning the nature of HIV infection and its symptoms, methods of transmission, types of behavior which increase the risk of transmission of the disease, preventive measures for avoiding infection, and most importantly, responsible and humane treatment of persons with the disease. The Human Resources Office will make available upon request an educational pamphlet about the methods of transmission and prevention of HIV infection.

Convicted Sex Offenders

The Texas Code of Criminal Procedure Article 62.153 requires each person who is required to register as a sex offender, and who intends to attend classes at the Victoria College, to register with the College's Police Department at least seven days prior to reporting to any College location.

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

Drug and Alcohol Abuse

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 the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor morale and damage to the College's reputation. It is our intent to provide a better place to study and work through upgrading the mental and physical health of the total College community.

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 Chapter 481 of the Texas Health and Safety Code (Texas Controlled Substances Act). 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. Victoria College employees are prohibited from reporting to work or performing work related duties while under the influence of illegal drugs or alcohol. An individual need not be legally intoxicated to be considered “under the influence of a controlled substance or alcohol.”

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

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 Advising & Counseling Services for information on Drugs/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 Office 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 to the college by an employee or student concerning a personal diagnosis or treatment will be kept strictly confidential.

Reporting Convictions of Drug Violations

As a condition of employment and/or student enrollment with Victoria 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 reporting requirements and prohibitions set forth below, by the Drug Free Workplace Act.

According to the Act, in regards to employment, all employees are required to 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 days after such conviction. The Human Resources Department of the college is required to notify the appropriate federal agency within 10 days after receiving notice from the employee of a conviction under the criminal drug statutes.

As a condition of employment and/or student enrollment, the College is required to take appropriate disciplinary action, up to and including termination and/or expulsion, against the employee or student within 30 days of receiving notice of conviction for a criminal drug statute violation occurring in the workplace or educational environment.

Reasonable Suspicion

During employment, if Victoria College has reasonable suspicion that an employee is under the influence, while at work, due to suspected use of illegal drugs and/or misuse of prescription drugs or alcohol, the employee will be required to submit to a drug/alcohol test. Appropriate test detection levels will determine “under the influence”. Victoria College may use a positive test result for drugs and/or alcohol to determine discipline up to and including termination of employment. Refusal to submit to such a required test may also result in termination.

Notification

Each employee and all students shall be given a copy, or provided access to a web version of the college’s regulation on drug and alcohol.

Emergency Procedures

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

Potential emergency situations include:

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

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

Campus Police are responsible for providing security for all buildings on 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 other information that may be applicable. The caller should then notify Campus Security of the situation by calling (361) 220-1391, as well as one of the Vice Presidents.

The decision to close the campus will be communicated to students, faculty and staff within minutes via a number of methods, including e-mail, text messages and recorded calls to home, office and cell phones. In order to receive campus alerts, it is important to update all contact information in the Pirate Portal. Please visit www.victoriacollege.edu/emergencies to learn how to update contact information.

Severe Weather

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

Fire

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

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

Bomb Threat

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

Armed Individual on Campus

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

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

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

Injury or Illness

General guidelines:

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

Location of First Aid Kits, Eye Wash Stations & Safety Showers

	First Aid Kits	Eye Wash Equipment	Safety Showers
Academic Building	X Room 107 and Room 210		
Allied Health	X Throughout entire building	X Rooms 120 and Room 121	X Rooms 120 and Room 121
Calhoun County Center	X Main Office and Wilkins Industrial Training Center	X Wet Lab Room 17 and Wilkins Industrial Training Center	X Wet Lab Room 17
College Services & Training Building	X Work Area		
Gonzales Center	X Biology and Chemistry Labs	X Biology and Chemistry Labs	X Biology and Chemistry Labs
Health Sciences Center	X	X	X
Johnson Hall	X Room 100		
Language Building	X Suite 100		
Library	X 1st floor Circulation Desk		
Sports Center	X Gym Storage Area		
Student Center	X Room 120A		
Student Services Building	X Welcome Center		
Technology Center	X Room 107		
William A. Wood Building	X Room 119	X PTEC and Welding Labs	X PTEC Lab

First Aid kits contain Band-Aids, large and small bandages, tape, gloves and a one-way valve equipped CPR mask and CPR instruction card.

Financial Delinquency

Student Responsibility

The College expects students to be financially responsible and not be delinquent in financial obligations to the College. A student who passes a worthless check, to include electronic transactions, to the College will be notified and given an opportunity to resolve the matter. If the obligation is not met by the date stipulated in the notification letter, the student will be withdrawn from classes and the check will be turned over to the District Attorney's office. The student may be subject to disciplinary procedures. Such violations will be subject to investigation by the Vice President of Student Services and subject to sanctions. In addition, the student may lose the privilege of paying by check for any College expense.

A student who fails to make installment payments by the due dates specified on the installment contract will be assigned a \$25.00 late fee for each missed payment date. A delinquent account may be referred to a collection agency, in which event the student will be responsible for attorney's fees, court costs and any other associated fees. A hold will be placed on the records on any student who is delinquent in their financial obligations to the College. Future credit and non-credit registration and official transcript requests will be denied until all obligations are met.

Freedom of Speech and Assembly

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

Students planning such assemblies on the College campus must seek approval one week (7 days) in advance from the Student Activities and Student Center Director. Picketing is not permitted inside campus buildings. Sufficient notice is necessary to allow the Director to identify a place and time, and to coordinate the assembly, if necessary, with the Campus Police.

Information detailing the planned activities must be provided to the Student Center and Student Activities Director prior to approval of the assembly. Victoria College retains the right to establish reasonable time, place and manner of regulations and the right to exclude activities that violate reasonable campus rules or substantially interfere with the opportunity of students to obtain an education. The sponsoring student organization or group assumes all responsibility for compliance with local, state and federal laws and with College regulations. Due to prior scheduled bookings, there are no guarantees for space and time availability.

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

Immunization Requirements

Effective January 1, 2012, Senate Bill 1107 requires all entering college students provide evidence of receiving immunization for bacterial meningitis. Unless exempted as noted below, entering students must comply with this requirement.

- All first-time students of an institution of higher education on private or independent institution of higher education. This includes dual enrollment students regardless of where or how they are taking classes for credit from Victoria College
- All students who are transferring from any institution of higher education to Victoria College
- All students who previously attended an institution of higher education, including Victoria College, and who are enrolling or re-enrolling in Victoria College following a break in enrollment of at least one fall or spring semester.

You are EXEMPT from this requirement if:

- You will be age 30 or older on the first day of classes of the semester in which you are enrolling at Victoria College
- You will be enrolled only in online or distance education courses. This

exemption does not apply to dual enrollment students regardless of where or how they are taking classes for credit from Victoria College

- You cannot take the vaccine because of medical reasons. To prevent your registration for classes from being affected, you must submit specific, acceptable documentation to substantiate this reason.

The Board of the Texas Department of Health and Victoria College strongly recommend that college students receive adequate immunization prior to admission for diphtheria, rubella, mumps and tetanus.

Students enrolled in Allied Health programs are required by state law to be immunized against these diseases.

Intellectual Property

Student intellectual property is treated in the same manner as intellectual property of faculty and staff. Ownership of student projects that are the result of individual initiative with incidental use of College facilities and resources resides with the student. If the student is working on a project initiated and funded by Victoria College, ownership resides with the College. Student grievances alleging that a student's intellectual rights have been abridged are addressed by the student grievance process as outlined on page 28 of this handbook

Security

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

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.

Tobacco Use

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

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

Traffic/Parking

Parking

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

Parking Violations and Fees

Parking in Faculty/	
Staff Reserved Space	\$25
Parking in Handicapped Space	\$50
Parking in Fire Lane	\$50
Parking in Visitor's Space	\$25
Parking on Median	\$25
Parking on Grass	\$25
Blocking Traffic Lane	\$25
Other	various

Payment of Vehicle Violation Tickets

All Victoria College vehicle violation tickets must be paid at VC Payment Office during regular office hours or mailed to:

Victoria College
Payment Office
2200 East Red River
Victoria, TX 77901

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/are paid.

Appeals of Vehicle Violations

Vehicle Violation appeals may be made by completing an appeal form within 30 days of the parking violation. No appeal will be considered until the ticket is paid. After 30 days, an appeal will not be accepted. Appeal forms are located at the Welcome Center, in the Student Activities Office, and at www.victoriacollege.edu/images/files/student-services/parking_violation_appeal_request.pdf

A Vehicle Violation Appeals Committee will review the appeal and determine the outcome. If the violation is overturned by the Appeals Committee, the fine payment will be refunded to the student.

Student Notification of Vehicle Regulations

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

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

Towing of Vehicles

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

- Vehicles parked illegally in fire lanes, handicapped or restricted parking

spaces, on the grass or median, or any area in which the vehicle may impede entrance to or exit from any building, grounds or roadway by any pedestrian or authorized vehicle.

- Unregistered, uninsured or abandoned vehicles
- For safety reasons
- Vehicles which have been issued multiple parking citations

Vehicles will be towed and impounded off-campus by a local towing company. The company that tows or impounds the vehicle will be determined based on the rotating wrecker list maintained by the local law enforcement agency. Impound fees and storage fees will be determined by the policy of the individual towing company.

The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of parking regulations.

Travel

Personal Liability Insurance Requirement

Victoria College recognizes that employees and students occasionally use personal vehicles while engaged in College-related activities on campus and in the local area. All persons who use their vehicles while conducting College business or while traveling to any college-sponsored activity or any registered student organization activity shall, prior to engaging in the above described activities:

- carry appropriate automobile insurance.
- provide the Vice President of Student Services or the Vice President of Instruction with a copy of their driver's license and proof of liability insurance.

Victoria College does not provide insurance for student use of personal automobiles. All drivers and passengers must abide by the safety standards.

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.

Student Travel

Students as Drivers for College-Related Activities

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

- The student driver must be currently employed by Victoria College.
- The driver must hold a valid driver's license for the vehicle to be driven and must provide the Vice President of Student Services or the Vice President of Instruction with a copy of the driver's license and a proof of liability insurance prior to transporting any students. A driver of a commercial motor vehicle must have a commercial driver's license.
- The driver may not transport students unless he or she has an acceptable driving record.

Other Drivers for College-Related Activities

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

- The driver must hold a valid driver's license for the vehicle to be driven and must provide the Vice President of Student Services or the Vice President of Instruction with a copy of the driver's license and a proof of liability insurance prior to transporting any students. A driver of a commercial motor vehicle must have a commercial driver's license.
- The driver may not transport students unless he or she has an acceptable driving record.

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

• Purchase of Personal Injury and Personal Effects Insurance

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

• Student Consent and Release Form

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

• 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.

Safety Standards for All Drivers

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

Use of Copyrighted Materials Policy Exclusive Rights

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

Individuals, students, or student organizations who violate this policy will be subject to discipline by the College, up to and including disbanding of student organizations and expulsion of students. The detailed policy is available in the Employee Handbook.

Year at a Glance

Victoria College Academic Calendar, 2012- 2013

Important Dates:		Start	Last day to Drop	Finals	
Labor Day	Sept 3	Fall - Fast Tracks			
Thanksgiving Holidays	Nov 19-23	14 Week	Sept 4	Nov 5	Dec 10-13
Winter Break	Dec 16-Jan 1	1st 8 Week	Aug 20	Sept 21	Oct 12
Martin Luther King, Jr. Day	Jan 21	2nd 8 Week	Oct 15	Nov 26	Dec 14
Spring Break	Mar 11-15	1st 5 Week	Aug 20	Sept 14	Sept 24
Good Friday	Mar 29	2nd 5 Week	Sept 25	Oct 16	Oct 29
Memorial Day	May 27	3rd 5 Week	Oct 30	Nov 27	Dec 10
Independence Day	July 4	Spring - Fast Tracks			
Commencement Ceremony	May 11	14 Week	Jan 28	Apr 8	May 6-9
Summer 2013 Summer Hours		1st 8 Week	Jan 14	Feb 18	Mar 8
College Closed on Fridays		2nd 8 Week	Mar 18	Apr 22	May 10
		1st 5 Week	Jan 14	Feb 6	Feb 18
Fall 2012		2nd 5 Week	Feb 19	Mar 19	Apr 1
Faculty Meeting	Aug 13	3rd 5 Week	Apr 2	Apr 23	May 6
Registration	Aug 15, 16, 17				
Classes Begin	Aug 20	Summer 2013 - Interim Session			
Schedule Changes	Aug 20, 21	Classes Begin			May 13
Official Reporting Date	Sept 5	Official Reporting Date			May 14
Mid-Semester	Oct 12	Last Day to Drop			May 22
Last Day to Drop	Oct 30	Final Exams			May 30
Final Exams	Dec 10-13	Summer 2013 - First Session			
End of Semester	Dec 14	Classes Begin			June 5
		Official Reporting Date			June 11
Spring 2013		Official Reporting Date/ 8-week			June 13
Admin. Offices Open	Jan 2	Last Day to Drop (5 week)			June 24
Faculty Meeting	Jan 7	Final Exams (5 week)			July 3
Registration	Jan 9, 10, 11	Last Day to Drop (8 week)			July 9
Classes Begin	Jan 14	Final Exams (8 week)			July 24, 25
Schedule Changes	Jan 14, 15	Summer 2013 - Second Session			
Official Reporting Date	Jan 30	Classes Begin			July 8
Mid-Semester	Mar 8	Official Reporting Date			July 11
Last Day to Drop	Apr 3	Last Day to Drop			July 24
Final Exams	May 6-9	Final Exams			Aug 5
End of Semester	May 10				



Food & Drinks on Campus



located in the Student Center



located in the Health Sciences Center



located in the Technology Center

**VICTORIA
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Explore the arts

right here on the VC campus.

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

Music & Choral Concerts

Art Exhibits

Lyceum Series

Museum of the Coastal Bend

View the VC Events Calendar at www.victoriacollege.edu for all the details.

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