



Victoria College  
Student Handbook  
2017-2018

**Addendum**

## Revision Throughout the Student Handbook

Reference to Interim Dean of Student Services

Replace Interim Dean of Student Services with Dean of Student Services

### Revision Page 5

Add office of the SACSCOC Liaison contact information to accreditation information

#### Accreditation

Victoria College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees. Contact the Southern Association of Colleges and Schools 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 SACSCOC Liaison 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 Street  
Victoria, Texas 77901

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

For information on Victoria College's accreditation, please contact Dr. Patricia Rehak, SACSCOC Liaison at (361) 485-6843 or Patricia.Rehak@VictoriaCollege.edu.

### Revision Page 34

Revised Academic Misconduct Disciplinary Process

#### Academic Misconduct Disciplinary Process

Upon discovery of a suspected incidence of cheating, plagiarism, and/or failure to comply with course/program requirements, the instructor must, within five (5) days of the discovery, inform the student in writing that a charge of academic misconduct has been made and that a sanction may be imposed. The sanction may include any grade of the paper or examination in which the offense occurred or any grade for the course in which the offending paper or exam was submitted. In cases of "Failure to Comply with Course or Program Requirements," sanctions may include withdrawal from the program. The instructor must inform the student of his/her right to appeal and to which Dean or Director the appeal must be directed. The student will then have ten (10) business days, from receipt of the instructor's notice of charge and right to appeal, in which to notify the Dean or Director of his/her intention to appeal.

#### Appeal Process for Imposition of Sanction(s) for Cheating, Plagiarism, and/or Failure to Comply with Course/Program Requirements

|               |   |
|---------------|---|
| <b>Step 1</b> | <p><b>Notification</b></p> <p>Within ten (10) business days of receipt of notice of charge and right to appeal by the instructor, the student must notify the Dean or Director of the charges made and their attempt to appeal and arrange to meet with the Dean of Director to discuss the allegation(s). Upon meeting with the Dean or Director, the student must furnish documentation and any other evidence relevant to the case.</p>  |
| <b>Step 2</b> | <p><b>Investigation/Review</b></p> <p>Within three (3) business days of meeting with the student, the Dean of Director will meet with the instructor to confirm whether or not a violation was actually committed and to discuss the appropriateness of the sanction or possible sanctions to be imposed.</p>   |
| <b>Step 3</b> | <p><b>Findings and Student Response</b></p> <p><b>No Violation</b> – Within three (3) business days after meeting with the instructor, the Dean or Director will notify the student of the findings and that the sanction will be reversed that no sanction will be imposed.</p> <p><b>Violation Committed</b> – Within three (3) business days after meeting with the instructor, the Dean of Director will notify the student that a violation and sanction have been confirmed or that a violation has occurred and a sanction will be imposed. A letter notifying the student of the violation and the sanction imposed will be sent to the student's home address. In the same letter, the Dean or Director will also inform the student of his/her rights to appeal the decision. The student is allowed ten (10) business days, from receipt of the letter, in which to respond. The student may also request a meeting with the Vice President of Instruction before the expiration of the ten (10) business days in which he/she has to respond. Within five (5) business days of receiving the student response, the Dean will meet with the Vice President of Instruction to discuss the allegations, consider the evidence, and rule on the sanction.</p> |
| <b>Step 4</b> | <p><b>Validation of Sanction(s)</b></p> <p><b>No Violation Committed</b> – Within three (3) business days after the meeting with the Dean or Director, the VP of Instruction will notify the student that the sanction will be reversed.</p> <p><b>Violation Committed</b> – Within three (3) business days after meeting with the Dean or Director, the Vice President of Instruction will notify the student, in writing, of the findings and that the sanction has been confirmed.</p>   |
| <b>Step 5</b> | <p><b>Imposition of Sanctions</b></p> <p>If the Vice President of Instruction determines that a sanction not subject to appeal should be imposed, the sanction will be implemented immediately.</p> <p>If the Vice President of Instruction determines that a sanction subject to appeal should be imposed, the student may appeal in writing to the Student Appeals Committee for Academic Matters within five (5) business days of receipt of the Vice President's final findings and confirmation of sanctions(s).</p>   |

## **Revision Page 54**

### **Service and Comfort Animal Policy**

Victoria College and the Disability Services Office staff are committed to complying with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 related to the use of service animals by students with disabilities.

Subject to certain restrictions, a service animal will be allowed to accompany a student with disabilities into any areas of the College to which a student without disabilities or other members of the public or invitees would ordinarily have access, including, but not limited to, public dining areas.

For questions regarding the use of service and comfort animals, or to read the policy in its entirety, please visit the Disability Services Office located in Advising & Counseling Services.