Victoria College
Student Handbook
2026-2027

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.

Please Note

Information in Victoria College's 2026-2027 Student Handbook is accurate as of May 1, 2026.

Accreditation

Victoria College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Victoria College also may offer credentials and certificates at approved degree levels. Questions about the accreditation of Victoria College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Statement of Nondiscrimination

Victoria College is an equal opportunity institution and provides educational and employment opportunities without discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status, genetic information or other legally protected class. In accordance with the Americans with Disabilities Act as amended and Section 504 of the Vocational Rehabilitation Act of 1973, Victoria College provides accommodations as required by law to afford equal educational opportunities to all people. The ADA/Title IX/504 Coordinator can be reached at (361) 572-6463 or Terri.Kurtz@VictoriaCollege.edu. For more information or to request accommodation services for students, contact the Disabilities Services Specialist at (361) 572-6411 ~~or~~ Marlene.Schiffbauer@VictoriaCollege.edu. For persons who are deaf, hard of hearing, or have speech impairments, please contact the Disabilities Services Specialist at (361) 572-6411 ~~or~~ Marlene.Schiffbauer@VictoriaCollege.edu. Upon request, the Victoria College catalog can be converted to an accessible format for vision or print-oriented disabilities..

Family Educational Rights & Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords 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). Information may be disclosed to the parents only by obtaining the student's written consent to do so. FERPA Authorization setup is available through the student's Pirate Portal.

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VC Mission, Vision, & Values

Vision

Our Community, Our College: Improving Lives, Strengthening Communities

Empowering each student to achieve excellence in an environment that cultivates personal relationships among students, faculty, and staff.
Being the catalyst for educational attainment, economic growth, and cultural enrichment in partnership with business, industry, community groups, and all levels of education.

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 & 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.

Developmental Education – 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 & 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.

Terms To Know

These are the terms which apply to college and university activities. They are common to institutions of higher learning throughout the country.

Academic Advisor: VC staff member of the Advising & Counseling Services Office, whose goal is to assist students with academic planning and degree requirements.

Academic Intervention: Students are placed on academic intervention when their cumulative GPA drops below 2.0 after being on good standing.

Academic Recovery: Students who are on academic intervention and fail to increase their cumulative GPA to a 2.0 or higher at the end of the semester will be placed on academic recovery.

Academic Term: A length of time in which a course is taught. Academic terms can vary in length (e.g. 2 weeks, 5 weeks, 8 weeks, or 16 weeks). Students may register for several different academic terms within one semester.

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

Admissions: The process of applying for entrance to Victoria College for undergraduate studies or vocational training.

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

Catalog: A document published annually which includes policies and procedures, courses of study, degrees and certificates offered, admission and enrollment procedures, financial aid, student life and activities, and a variety of other information students need to know.

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 that is owned, used, or controlled by the College.

Course: The organized subject matter in which instruction is offered within a given period of time. Courses can either be for credit or can be designated as noncredit.

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

Credit Hours: Courses taken in college are measured in terms of credit hours. To earn credit hours, a student must attend a class for one classroom hour (usually 50 minutes) per week for the whole semester (usually 16 weeks).

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 rather than a course which is required.

Enrollment: The procedure by which students choose classes each semester. It also includes the assessment and collection of fees.

Full-Time Student: A student who takes 12 or more credit hours during a semester.

Grade Point Average: Determined by dividing the total grade points earned by hours attempted. Credit hours for 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 cumulative GPA calculation.

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

Learning Assistance: Free services which provide additional academic assistance for all students.

Major: The specific subject area in which a student determines to devote the most effort in college; 24-30 semester hours of work in a specific subject are usually required. Half or more of these courses usually are in the junior and senior year at a four-year college or university.

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 for students wanting 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. No college credit is granted for these courses.

ORD (Official Reporting Date): The twelfth class day of a 16-week term, the sixth class day of an 8-week term, and the fourth class day of a 5-week term. Classes of varying lengths are prorated accordingly.

Part-Time Student: A student who takes 11 or fewer hours during a semester.

Payment Plan: A method available to pay tuition and fees. To secure enrollment students must either enroll in a payment plan or pay in full by the time classes begin. Two options are available during the fall and spring semesters: the first requires one half of the tuition and fees paid at the time of registration, while the second requires paying one third of the tuition and fees paid at the time of registration. The remaining balance for each plan is due in two payments. For summer, the balance is due in one payment. During certain early registration periods, the College will offer a payment plan that requires one fourth down and three payments. There is a $20 service fee to use the payment plan.

Pirate Portal: A secure, personalized gateway where VC students can access important College information, check email, access online courses, register for courses, check grades, and more.

Prerequisite: A defined set of criteria that must be met to enter a program or take a course.

Registration: The process where students sign up or enroll in applicable courses towards their academic pursuits.

Satisfactory Academic Progress (SAP): Used to define successful completion of coursework to maintain eligibility for student financial aid. Students must maintain established minimum standards in the areas of GPA, completion rate, and maximum time frame to be eligible for Federal Title IV funds (any of the federal student aid funds).

Semester: An academic term within the academic school year typically lasting 16 weeks or the combination of both summer sessions typically lasting 10 weeks collectively.

Schedule of Classes: Designated courses offered each semester which includes classes by department, course number, class days and times, building names and room numbers, and the instructors' names.

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

Support Services: A collection of comprehensive nonacademic student support services such as the food and clothing pantry, transportation assistance, and various counseling services.

Syllabus: An outline of the important information about a course. Written by the instructor, it usually includes important dates, assignments, expectations, and policies specific to that course.

Texas Core Curriculum: Passed by the Texas Legislature in 1987, the Texas Core Curriculum is a 42-semester-credit-hour curriculum for all undergraduate students in Texas. The elements include six core objectives and nine common component areas.

Texas Success Initiative Assessment (TSIA): A Texas-legislated assessment in English language arts and reading (ELAR) and mathematics used to place students into appropriate entry-level coursework.

Transcript: A student's academic record.

Transfer Course: Any course offered that is listed in *The Community College General Academic Course Guide Manual.*

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

Tuition & 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.

Academic Divisions

Academic Support and Student Success

Babette Lowe, Dean
(361) 582-2438
Babette.Lowe@VictoriaCollege.edu

Allied Health

Darla Strother, Dean
(361) 582-2551
Darla.Strother@VictoriaCollege.edu

Arts, Humanities, and Social Sciences

Jacob Flores, Dean
(361) 582-2576
Jacob.Flores@VictoriaCollege.edu

Career and Technical Education

James Martinez, Dean
(361) 572-6449
James.Martinez@VictoriaCollege.edu

College Access and Community Partnerships

Bridgette Marshall, Dean
(361) 582-2552
Bridgette.Marshall@VictoriaCollege.edu

Science, Mathematics, Engineering, and Physical Education

Matthew Weiler, Dean
(361) 573-3291 ext. 3432
Matthew.Weiler@VictoriaCollege.edu

Student Services

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 supporting learning. For the most up-to-date information, refer to the Victoria College website at www.VictoriaCollege.edu.

Admissions & Recruitment

Admissions

Student Success Center, Suite 102
(361) 485-6841
Admissions@VictoriaCollege.edu
www.VictoriaCollege.edu/Admissions

The Admissions Office and the Welcome Center provide services regarding admissions to Victoria College and the management of student information and academic records:

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

Recruitment

Student Success Center, Suite 104
(361) 582-2400
Recruitment@VictoriaCollege.edu

Recruitment 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

Recruitment provides college information and outreach services to all prospective students.

Advising & Counseling Services

Student Success Center, Suite 104
(361) 582-2400
AdvisorHelp@VictoriaCollege.edu
www.VictoriaCollege.edu/AdvisingCounselingServices

Advising & Counseling Services provides quality services to students in the areas of career counseling, academic advising, transfer planning, mental health counseling, veterans advising, services for students with disabilities, and support services for non-academic issues such as food and clothing needs.

Students are encouraged to become acquainted with the Advising & Counseling Services staff to take advantage of all available resources. These services are available to all currently enrolled students. This department is responsible for providing information regarding:

- Academic advising
- Career preparation
- Clothing closet
- Disability services
- Food pantry
- Mental health counseling
- Support services
- Transfer planning
- Veterans services

Additional Advising & Counseling Services:

Career Services

Student Success Center, Suite 203
(361) 573-3291 ext. 3207
www.VictoriaCollege.edu/CareerServices

The goal of Career Services is to educate and assist students with decisions regarding their career and options available to them at Victoria College.

Students can receive assistance with:

- Building an online professional presence via LinkedIn
- Exploring career options
- Deciding on a career
- Revising resumes and cover letters
- Preparing for interviews

Victoria College also offers opportunities for employers such as:

- Recruitment events on campus
- Job shadowing, internships, and apprenticeship partnerships
- Annual career fair

Counseling Services

Student Success Center, Suite 205
(361) 582-2431
AdvisorHelp@VictoriaCollege.edu
www.VictoriaCollege.edu/CounselingServices

Victoria College strives to assist students by minimizing educational hurdles while maximizing personal development and success through a variety of student services. Counseling services are provided to our students in a private and confidential environment by a licensed counselor on a short-term basis for a variety of issues.

Victoria College's Counseling Services offer free mental health counseling by a licensed counselor to all currently enrolled students. A licensed counselor is a person that has the education and real-life experience to address mental or emotional distress for students.
These issues may include:

- Anxiety
- Chemical dependency
- Depression
- Family or relationship issues
- Grief and loss
- Other personal or college-related issues
- Eating disorders

Students who need long-term counseling or whose issues extend beyond the scope of the VC Counseling staff will be referred to an outside agency within the community. All costs incurred by referrals are the responsibility of the student. Victoria College and the Counseling staff are dedicated to students and their success.

Disability Services

Student Success Center, Suite 104
Disability Support Services (DSS)
Disability Support Specialist, Marlene Schiffbauer
(361) 572-6406
Marlene.Schiffbauer@VictoriaCollege.edu

Section 504/ADA Coordinator, Terri Kurtz
(361) 582-2459
Terri.Kurtz@VictoriaCollege.edu

www.VictoriaCollege.edu/DisabilityServices

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

- Information and referrals
- Note-taking assistance
- Reader services
- Special equipment and equipment adaptation
- Special parking provisions
- Testing accommodations

Prospective students who may qualify should contact Advising & Counseling Services at (361) 572-6411 at least one month prior to registration. Supporting documentation may be required. The Disability Support Services Student Handbook is available in the Advising & Counseling Services Office or at www.VictoriaCollege.edu/DisabilityServices. 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*.

Support Services

Student Success Center, Suite 104
(361) 582-2578
AdvisorHelp@VictoriaCollege.edu
www.VictoriaCollege.edu/SupportServices

The Support Services staff provides and coordinates non-academic student support services in an effort to assist students in completing their academic and professional goals.
The following services may be available, either on campus or through community partnerships:

- Assistance with application for federal programs (ACP, SNAP, TANF, WIC)
- Childcare assistance
- Citizens Convenient Care at Victoria College
- Clothing closet/ clothing vouchers
- Food pantry - JP's Market/food bank
- Foster care information
- Health, vision, dental, medication referral assistance
- Housing & utilities
- Mental health counseling referrals
- Personal hygiene resources
- Transportation assistance or referrals

Please note: Some services may have an associated cost.

Victoria College has identified Madelyne Tolliver and Brittani Cervantez to serve as foster care liaisons for students formerly in the conservatorship of the Texas Department of Family and Protective Services (DFPS) under Texas Education Code (TEC) section 51.9356. The foster care liaisons serve a critical role in bridging the gap between the students who want to pursue a college education and those who have the support needed to complete their degree.

Foster Care Liaisons

1. Provide information to foster care alumni regarding support services.
2. Inform foster care alumni of the resources available at Victoria College.
3. Provide any other relevant information to assist foster care alumni with meeting their educational goals.

CARE Team

The Campus Assessment Response and Education (CARE) Team engages in proactive and collaborative approaches to identify, assess, and mitigate risks associated with students exhibiting concerning behaviors or thoughts. The Victoria College CARE Team respects the autonomy of the campus community but also takes actions to preserve students` individual rights by intervening in the least intrusive manner in the presence of safety concerns. Finally, the safety of the campus community is a responsibility shared by CARE Team and all members of the Victoria College campus community.

Veterans Services

Student Success Center, Suite 104
Veterans Services Specialist, Bailey Koebrick
(361) 572-6462
Bailey.Koebrick@VictoriaCollege.edu
www.VictoriaCollege.edu/VeteransServices

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 are described in detail in the VC Catalog.

Veterans' Lounge: Student Success Center, Room 201

In a continued effort to support veterans and their dependents, Victoria College established the Veterans' Lounge. Services provided in the Veterans' Lounge include:

- Referral to veteran-specific community services to support civilian transition
- Workshops focused on career selection and degree planning, financial aid assistance, and transfer processes to support student success at Victoria College and beyond.
- Available meeting space for veteran clubs, initiatives, and community building efforts.
- Free laptop usage and available study space.
- Lounge area with entertainment options and access to amenities such as a microwave, refrigerator, and coffee maker.

Financial Aid Office

Student Success Center, Suite 105
(361) 572-6415
FinancialAid@VictoriaCollege.edu
http://www.VictoriaCollege.edu/FinancialAid

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:

- Apply for admissions
- Complete a Free Application for Federal Student Aid at https://studentaid.gov/
- Supply additional documentation if selected for verification
- Submit an official high school transcript with graduation date to the Admissions Office
- Receive financial aid award notification
- Log in to the Pirate Portal and accept the terms and conditions once a financial offer has been posted.

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. When the file is processed, the student can use the loan funds for tuition, fees, books, and supplies.

Child Care Assistance

Student Success Center, Suite 105
(361) 572-6415
FinancialAid@VictoriaCollege.edu
www.VictoriaCollege.edu/FinancialAid

To apply for assistance with child care costs, students must:

- Apply every academic year to be considered for child care assistance.
- Have completed the Victoria College financial aid process.

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

Victoria College and The YMCA of the Golden Crescent have teamed up to offer discounted childcare to Victoria College students. For more information, please contact the YMCA at (361) 575-0511.

KEY Center- Student Support Services

Johnson Hall, Room 101
(361) 582-2414
KEY@VictoriaCollege.edu
www.VictoriaCollege.edu/KeyCenter

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, a Federal TRIO program, is to retain, motivate, and graduate income-eligible, first generation students, and/or students with disabilities. The mission of the KEY Center 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 faculty, staff, 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

Payments Center

Student Success Center, Suite 106
(361) 485-6840
Payments@VictoriaCollege.edu
www.VictoriaCollege.edu/Payments

The Payments Center is responsible for providing the following services:

- Payments

- Test registration & payments
- Payment plans
- Student identification cards

Student Life & Student Success Center

Student Success Center, Suite 112
(361) 485-6838
StudentLife@VictoriaCollege.edu
www.VictoriaCollege.edu/StudentLife

Campus student activities are designed to:

- Give the students the opportunity for self-expression
- Increase interest in academic courses
- Provide recreation

Amenities provided to students include:

- Board Games
- Foosball
- Outdoor Games
- Ping Pong
- PlayStation
- Pool
- X-Box

Two gaming pods: The Student Life Gaming Pod is a versatile, tech-friendly space where students can connect video gaming equipment for casual play or small tournaments. It also doubles as a collaborative study area, allowing groups to plug in devices and use the large display for projects, presentations, or shared screen work. Designed for both fun and focus, the pod encourages connection and community.

These are all available in the Student Life Office located in the Student Success Center, Suite 112. A valid driver's license or state issued ID is required to check out items.

Clubs and Student Organizations

The Student Life Office in the Student Success Center, Suite 112 is the central location for information concerning campus organizations. All students are invited to visit the Student Life Office website at www.VictoriaCollege.edu/StudentLife or to stop by the office and pick up a current listing of campus organizations and decide which club or organizations best suit their interests.

Club Membership Information

To be a member of an officially sanctioned extracurricular organization in the student life of Victoria College, an individual must be registered in good standing as a student in the College. Specific prerequisites for membership and holding office are determined by the constitution and bylaws of the organization, which have been approved by the Vice President of Student Services, Student Life Committee, and the Student Life Director of Victoria College. Copies of each organization's constitution are maintained in the Student Life Office.

Phi Theta Kappa

The Zeta Gamma Chapter of Phi Theta Kappa, the national honorary scholarship society for junior colleges, was chartered in February 1947. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of the junior colleges of the United States. Each semester, a faculty advisor and the registrar survey all available candidates and recommend for membership those students whose grade point average indicates superior scholastic achievement (grade point average of 3.50 or higher on 12 or more hours of associate degree coursework), who have demonstrated qualities of leadership and integrity, and are pursuing an associate or higher degree. To graduate with the Phi Theta Kappa honors, students must maintain a 3.0 cumulative GPA.

National Society of Leadership and Success (NSLS)

The NSLS is the nation's largest leadership honor society. Students are selected by their college for membership based on either academic standing or leadership potential. Candidacy is a nationally recognized achievement of honorable distinction.

In addition to honorable distinction, the NSLS provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country. Members are able to list their affiliation on all statements of personal accomplishment, including their resume.

Membership provides access to benefits including scholarships and awards, exclusive on-campus events, employer recruitment through an online job bank and discounts on computers, textbooks, grad school prep courses, insurance and much more. Each semester, invitations are sent out to students with a grade point average of 2.75 or higher and 6-36 credit hours.

Student Government

Student Success Center, Room 116
(361) 485-6831
Student.Government@VictoriaCollege.edu

Victoria College's Student Government Association (SGA) is an elected body whose purpose is to represent the entire student body in all aspects of student life. The Student Life Director serves as an advisor to the Association. The primary responsibilities of the Association are to conduct a student body election, plan student activities, and be involved in issues concerning the welfare of the students.

Role in Institutional Decision Making

The Student Government Association serves as the official liaison between the student body and college administration. It serves as the mechanism for student participation in institutional decision making. Please see the Victoria College Student Handbook for a complete description of the role of the Student Government Association.

Officers and Club Representatives

To be eligible for an officer position, a student must have attended VC for one semester and completed 12 hours, except two of the four at-large representatives, who may have less than 12 hours. In addition, one representative from each official campus club or organization shall select a Student Government Representative at the beginning of the school year. The club representative may be a freshman or a sophomore.

Testing Center

Student Success Center, Suite 201
(361) 582-2589
TestingCenter@VictoriaCollege.edu
www.VictoriaCollege.edu/TestingCenter

The Testing Center provides academic skills assessment and testing for online courses and administers selected licensure and/or certification examinations. Special testing accommodations are available for students who meet eligibility criteria.

Information on testing times are available at www.VictoriaCollege.edu/TestingCenter. Please contact the Testing Center if additional information is needed.

Victoria College is a testing center for the following:

- ACT
- ALEKS
- ATI TEAS
- CLEP
- Correspondence Exams
- Departmental Exams
- DSST Credit By Exam
- GED
- PearsonVUE IT bundle (Amazon Web Services, Cisco, Microsoft, Oracle, etc.)
- SAT
- TCOLE Testing
- TCFP Certification
- TDA (Texas Department of Agriculture) licensing exams including: Private Agriculture Pesticide Applicator License, Commercial Pesticide Applicator License and Weights & Measures Service Technician
- Testing for Online Courses
- TExES Certification
- TSI Assessment 2.0 (TSIA2)

ASE Certification Testing is being offered at VC's Emerging Technology Complex. For more details, call (361) 582-2528.

Student Resources

Student Computer Access

Victoria College provides computers for student use and offers a variety of computer network capabilities, including Internet access, email, and a wide selection of applications.

There are several computer labs located across the campus:

- Health Sciences Center
- Technology Center
- Language Building, Room 104
- Student Success Center - Learning Labs

These buildings offer wireless network access:

- Academic Building
- Allied Health Building
- Betsy Wright Building
- College Services & Training Building
- Continuing Education Center
- Fine Arts Building
- Health Sciences Center
- Johnson Hall

- Language Building
- Sports Center
- Student Success Center
- Technology Center
- William Wood Building

Each student is automatically issued an email address. Students can access their login and password for the Pirate Portal at https://helpdesk.victoriacollege.edu/bansam3. Information concerning email access and student computer support may be obtained by contacting the Help Desk at HelpDesk@VictoriaCollege.edu or (361) 582-2509.

Student Identification Cards & Badges

General use identification (ID):

To obtain a student ID to use at campus events, in the Testing Center, Library, Sports Center, and Campus Store, and to receive discounts at local establishments, students should take their tuition receipt and photo ID to the Payments Center in the Student Success Center, Suite 106. ID cards must be re-validated each semester.

Special Admission Program Badges:

Students enrolled in the Law Enforcement Academy, Emergency Medical Services, Vocational Nursing, Associate Degree Nursing, Physical Therapist Assistant, and Respiratory Care programs and those taking continuing education allied health-related courses should take their tuition receipt and photo ID to the Allied Health Building, Room 100 to obtain a student badge. Badges must be re-validated every academic year.

To replace an ID or badge, students will be charged a Card Replacement Fee of $5.00.

Success Coaching

Student Success Center, Suite 303
(361) 582-2438
www.VictoriaCollege.edu/SuccessCoaching

In Success Coaching, students and coaches develop working relationships through one-on-one meetings. Coaches use a variety of tools to help students improve their time management, study strategies, focus, and motivation.

Success coaches provide the following services to students:

- Help facilitate a successful transition to Victoria College
- Help students establish priorities and set goals
- Demonstrate various study strategies
- Demonstrate strategies for organizational management
- Encourage use of daily schedules and routines
- Support students through various decision-making processes
- Increase awareness of procrastination and identify ways to get back on track
- Identify strategies for breaking down projects into manageable and achievable tasks
- Assist with exam preparation and test-taking strategies
- Introduce campus resources

Success Coaching is a requirement for all Victoria College students who are on academic intervention and academic recovery.

To find out more information and sign up for success coaching, please call (361) 582-2438 or stop by the Student Success Center, Suite 303. Walk-ins are welcome.

Learning Labs

(361) 572-6473
LearningLab@VictoriaCollege.edu
www.VictoriaCollege.edu/LearningLab

Main Campus

Student Success Center, Suite 303

Learning Assistance Sessions

Learning assistance sessions are designed to promote a supportive environment by providing learning assistance and a variety of resources to help students meet their educational goals.

Learning Lab hours are posted online at www.VictoriaCollege.edu/LearningLab. . The Learning Labs offer face-to-face and virtual assistance. Additional resources include computers, printers, textbooks, and handouts. For additional information, please contact the Learning Lab by phone or email.

Students who wish to work as Learning Assistants are encouraged to apply early each semester for these paid positions. Learning Assistants must have two instructor recommendations and work to achieve College Reading and Learning Association (CRLA) certification to ensure the quality of support services offered.

Other Resources

Campus Store

The Campus Store, located in the Student Success Center, serves the students, faculty, and staff of Victoria College. Books, supplies, and other related course materials may be purchased at the Campus Store. 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.

Internet Access & Email Service

Internet access and email are available to all Victoria College students from a variety of locations around campus. Email is also available from home for students who have Internet access. These services will enable students to communicate with faculty members via email, access the library, and use the Internet as a research tool. All students are issued a college email address. The College strongly encourages students to take advantage of Internet access and email services and to become proficient Internet users. For more information, call (361) 582-2509 or email HelpDesk@VictoriaCollege.edu.

Wireless network access is available in the following buildings: Academic Building, Allied Health Building, Betsy Wright Building, College Services and Training Building, Continuing Education Center, Emerging Technology Complex, Fine Arts Building, Health Sciences Center, Language Building, Sports Center, Student Success Center (under construction), Student Success Center, Technology Center, and William Wood Building.

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 6 credit hours during a long semester, 3 credit hours during the summer semesters, 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 at (361) 582-2529. Students on an F-1 Visa must receive prior approval from the Primary Designated School Official, contact Admissions & Records at (361) 485-6841.

VC Library

The Victoria College Library is located on the third floor of the Student Success Center. Computer workstations provide access to the Internet, library electronic databases, and a selection of Microsoft Office applications. Other library features include study rooms, Markerspace, study carrels and tables, leisure reading areas, and a copier. The college librarian and other library staff are available to assist in locating information and using the library's resources. Interlibrary Loan is available to all students, faculty, and staff to help them acquire the materials they need. The library also has a full program of bibliographic instruction to help students learn to do quality research and citations. Library hours are Monday-Friday, 8 a.m. to 5 p.m. Evening and weekend hours are available at the UHV Library located on Ben Wilson. A schedule of hours during non-class time is posted at the library entrance when applicable. Additional information regarding library services and resources is available at www.VictoriaCollege.edu/VCLibrary.

Victoria College Gonzales Center

Victoria College's Gonzales Center offers workforce training to help local students earn industry-recognized credentials and certificates in the following pathways.

- Health Careers: Medical Assisting, Nurse Aide, and Pharmacy Technician
- Industrial Trades: Electrical; EPA Technician; Heating, Ventilation, Air Conditioning, & Refrigeration (HVACR); Plumbing; Truck Driving; and Welding

In addition to workforce training, the VC Gonzales Center offers:

- • Free GED preparation and English as a Second Language courses
- • Computer literacy classes
- • Testing for standardized tests such as GED, ATI, TEAS, and TSI exams

For students pursuing associate or bachelor's degrees, Victoria College offers a wide range of flexible online classes.

Victoria College Admissions Regulations

Victoria College is an open admissions institution under the authority of the Texas Administrative Code Title 19 and 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 VictoriaCollege.edu/Catalog.

Online Registration

A student may register using online registration if these requirements are met:

1. Scores are on file on all parts of an assessment test or students are exempt.
2. There are no holds on record (admissions, library, parking, etc.).
3. The student is a returning VC student or a transfer student who has completed the application process and is eligible to register.
4. Student does not need to register in a developmental education course.

A username and password can be retrieved through the Pirate Portal once the application process has been completed. For assistance with login and password retrieval, contact the Help Desk at (361) 582-2509. This login information will be used as a security measure each time a transaction takes place and should be known only by the student.

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 Center 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.

Pirate Orientation & Campus SaVE Act

Pirate Orientation is designed to familiarize students with resources that are key to their success and learn about their responsibilities as a VC student. Pirate Orientation also includes the Campus SaVE Act training that provides students with training on topics such as rape, acquaintance rape, domestic violence, dating violence, sexual assault, a nd stalking.

- First time freshman, first time transfer, and dual credit students are required to participate in Pirate Orientation.
- Pirate Orientation must be completed prior to registration.
- Pirate Orientation is online, and students will receive an email in their VC account with information on how to complete the virtual orientation.

Frequently Ased Questions

Where do I get:

- **View the VC Catalog:** *VC* website > Getting Started > Catalog
- **A copy of my class schedule:**
  - Welcome Center
  - Pirate Portal > Student Dashboard > Student Schedule
- **A copy of my transcript:**
  - Welcome Center
  - *VC* website > Students > Transcript Request
  - Pirate Portal > Student Dashboard > Official Transcript link
- **Change:** Payments Center
- **A student ID Card:** Payments Center

How do I:

- **Contact instructors:** See class syllabus for instructions on how to best contact the instructor.
- **Get my grades:**
  - Pirate Portal > Student Home Page > Student Dashboard > View Grades link
  - Canvas > My Institutions > My Grades
- **Learn about campus events:** https://Visit.VictoriaCollege.edu
- **Pay for my classes with my financial aid:** Your authorized aid is used to offset any charges to your account. Always verify you have more authorized aid than charges due by clicking on the Payments folder > My Account. Click on the actual term to bring up the Account Detail by Term page.
- **File a complaint or concern:** Refer to page 25 of this handbook

What should I do:

- **If I miss classes because of accident or illness:** 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.
- **When I'm ready to graduate:** Complete an application for graduation at www.VictoriaCollege.edu/Graduation
- **If I lock my keys in my car or have a dead battery:** Contact Campus Security by dialing 3-911, or (361) 220-1391. They will help you contact a locksmith, service station, or wrecker service.

Can I:

- **Sell my books back to the Camps Store:** The Campus Store will purchase books on an as-needed basis. The buy-back amount is up to half the purchase price of the current wholesale price.

Academic Standing

Students at Victoria College are expected to maintain a cumulative grade point average of 2.0 or above. A cumulative grade point average is determined by considering all Victoria College courses a student has taken every semester, except those courses in which grades of Q, W, S, SA, SB, SC, U, or UF were received. Students with a cumulative GPA of 2.0 or above are in good standing.

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 Intervention

Students are placed on academic intervention when their cumulative GPA drops below 2.0 after being on good standing.

Requirements for students on academic intervention:

- Attend six Success Coaching sessions
- Engage with a Learning Assistant for support at least once per week

Students on academic intervention who do not achieve a cumulative GPA to a 2.0 or higher at the end of the semester will transition to academic recovery.

Academic Recovery

Requirements for students on academic recovery:

- Attend six Success Coaching sessions
- Engage with a Learning Assistant for support at least once per week
- Meet with assigned Academic Advisor twice within the semester

1. Students on academic recovery who do not achieve a cumulative GPA of 2.0 or higher by the end of the semester, but earn a semester GPA of 2.0 or higher, will remain on academic recovery. These students will be eligible to return to Victoria College the following semester.
2. 2.Students on academic recovery who do not achieve a cumulative and semester GPA of a 2.0 or higher will remain on academic recovery with additional requirements. A hold preventing registration will be placed on their account until the student meets with the Dean of Academic Support and Student Success. As a reminder, students will be dropped from all courses if they have not met with the Dean by the Monday of the week before classes start.
    a. Additional Requirements:
        i. Meet with the Dean of Academic Support and Student Success once before the semester starts and again after midterm grades post.
        ii. Limit to 1-2 classes
        iii. Attend (4) Student Success Sessions

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. Title IV funds include Pell Grant, SEOG, Direct Loans, and Federal Work Study.

Financial Aid SAP standards are not the same as the Victoria College Academic Standards.

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.

NECESSARY REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

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 Office. Students must maintain a cumulative GPA of at least 2.0. This will not include any developmental classes.

Quantitative Standard – Students must complete 67% of their cumulative attempted hours. This number will not be rounded up or down. The quantitative standard is used to measure a student's pace in a program. A student may be on pace for the semester but not be on pace when calculating the cumulative hours. 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. Keep in mind attempted means all the hours a student registered for, even those for which he/she may have received any of the following grades: W, F, FX, S, SA, SB, SC, T, U, UD, UF, I and Q. Completed means those hours for which a student has registered and received a grade sufficient for graduation. Developmental coursework is included in this calculation as well as transfer credits accepted by Victoria College.

Maximum Time Frame – Victoria College is a two year public community college with certificate and associate degree programs. Students must complete their program of study within 150% of the length of the program. 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 Financial Aid suspension. The time frame requirement applies to certificate programs, as well as associate degree and applied science degrees. Transfer course work accepted by Victoria College and courses with a grade of F, FX, W, S, SA, SB, SC, T, U, UD, UF, I and Q will be included in the calculation.

Some examples of maximum time frame are:

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

FAILURE TO MEET MINIMUM REQUIREMENTS

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. There is no warning period for maximum time frame.

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.

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES
Students who do not meet the qualitative and/or quantitative measurements of the Satisfactory Academic Progress due to circumstances beyond their control may submit an appeal to the Office of Financial Aid. Satisfactory Academic Progress Policy.

- SAP measurements:
- GPA – Minimum cumulative GPA at least 2.0
- PACE – Minimum overall completion rate of 67%
- Timeframe (MAX) –Total attempted credit hours exceed 150% of program length

How to appeal:
- Complete the Satisfactory Academic Progress Appeal form: www.VictoriaCollege.edu/FinancialAidForms.
- Attach a letter outlining the situation which affected your academic performance and the dates of your circumstances, and what you will do differently to ensure academic success if your appeal is approved. Failure to include an explanation will result in your appeal being denied.

Students receiving Financial Aid awards must have their academic plan updated and current within Degree Works to receive Financial Aid funds. It is encouraged that all students create a Plan of Completion with their Academic Advisor. All changes must be made before the Official Report Date (ORD) of the active semester.

The Priority Appeal Submission Deadline is the Friday prior to the Committee's meeting (2nd Tuesday of the month). Students will be notified of the outcome via their Pirate Portal email by the Wednesday after the committee's meeting.

If the appeal is approved:
- The student will be placed on Financial Aid Probation/PLAN.
- The students' progress will be evaluated at the end of each semester and the student must meet the Satisfactory Academic Progress minimum requirements to determine whether they will continue to be eligiblefor Title IV funds.

If the appeal is denied, a student can submit a 2nd appeal to the Office of Financial Aid with additional paperwork that was not submitted with the first appeal.

NOTE: The 2nd appeal will only be reviewed at the end of each, Fall, Spring, and Summer terms. All appeals will be reviewed before the start of the entering semester, and this decision is final. For further details regarding the dates, please contact the financial aid office.

ADDITIONAL INFORMATION
- Financial Aid recipients who withdraw from classes or stop attending classes before completing at least 60 percent of the semester may have to pay back a portion of their grant and/or loan money. The 60 percent completion rate will be determined by the attendance as submitted by the instructors. This is known as a Return to Title IV calculation (R2T4). This includes all grades of W, Q, U, UD, UF, F, and FX. The amount of financial aid that the student has earned up to the last attendance date is determined by a specific federal formula.
- A maximum of 30 developmental hours may be taken and paid for with Title IV funds.
- Students may not receive federal aid for courses that were previously taken and passed beyond the first retake. Repeat courses still count toward the student's attempted hours for Financial Aid purposes. Other restrictions may apply in regard to repeat courses. Check with the Financial Aid Office for clarification.
- Pell Lifetime Limits – the Department of Education limits the student's eligibility for Pell Grant to 600 percent or 12 full-time awards.
- Loan Aggregate Limits – the Department of Education limits loan awards based on student status: dependent/independent, undergraduate/graduate.
- A student must be in Good, Warning, or Plan status to receive institutional scholarships or childcare assistance.

Police & Campus Safety

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 & Campus Safety 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 Police & Campus Safety.

Crime/Emergency Reporting

Police & Campus Safety can be contacted by calling:
- Main Campus: (361) 220-1391
- Zelda L. Allen School of Nursing– Hallettsville: (361) 220-1391
- VC Gonzales Center: (361) 220-1391
- VC Emerging Technology Complex Security: (361)220-1391

If contact with Police & Campus Safety 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 Police & Campus Safety at Police@VictoriaCollege.edu.

Acts of Violence or Threats of Violence

Victoria College promotes a safe, secure, nonviolent environment for all students. Acts of violence and threats of violence are not acceptable and are prohibited, including but not limited to the following:

- Intentionally causing physical injury to self or another person;
- Engaging in behavior that creates a risk of physical injury to self or another person (e.g., stalking);
- Brandishing or using a firearm, weapon, or other devices in violation of law and the College's policy;
- Pattern of physical or emotional bullying and/or intimidation;
- Intentionally damaging property;
- Threatening to cause injury to self or another person to damage property;
- Engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- Engaging in behavior that creates a reasonable fear of injury to self or others;
- Expressing suicidal or homicidal ideations or making threats of harm to yourself or others; and/or
- Any other conduct viewed as threatening, harassing, or destructive to property.

Please note, the above-listed conduct is prohibited on college property, within college facilities, at any college-sponsored event, while engaged in any educational or athletic activities, and while traveling in College-owned or leased vehicles.

Consequences of Policy Violation(s):

- Students who violate this policy will be subject to disciplinary action as outlined in the Student Handbook. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required by the Vice President of Student Services, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
- If, at any time, the College determines that violators of this policy are a significant threat to the safety of college constituents and, as a result of that determination, VC may ban violators from campus for an appropriate period of time.
-

Reports of Threats or Acts of Violence

Any and all threats or acts of violence should be reported immediately to the campus police department by calling (361) 220-1391, emailing Police@VictoriaCollege.edu, or by utilizing the "Report an Incident" link on the VC home. For immediate emergency assistance: call 911 or (9-911 from a campus telephone).

Crime Prevention Suggestions

All 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 Police & Campus Safety for an investigative follow-up.
- 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 Police & Campus Safety.
- Notify Police & Campus Safety if unattended packages or backpacks are observed in an area for an unusually long period of time.
- Students can request Police & Campus Safety to escort them to their vehicles at any time.

Lost & Found Property

If you lose an item, and you believe it was lost inside a building, contact personnel in the building's offices first, then contact Police & Campus Safety in the Academic Building. If Security does not have the item(s), contact the Student Life Office in the Student Success Center, Suite 112. If the item was lost outside, or if you are unsure where it was lost, contact Police & Campus Safety.
If you find an item, please turn it into Police & Campus Safety or the Student Life Office.

Found items:

- Items of lost property found on the Victoria College's main campus should be forwarded to VC Police/Security (VCPD) or the Student Life Office in the Student Success Center, Suite 112 located on Main Campus.
  Items of lost property found on the Victoria College campus should be returned to its rightful owner, if the owner can be identified and located. If the owner's identity is unknown, the property should be forwarded to the Student Life Office (SLO) in the Student Success Center, Suite 112 for safekeeping.
- Items of lost property found on the Victoria College Gonzales Center should be forwarded to the center office or Gonzales Center Security.
- Items of lost property found on the Victoria College Zelda L. Allen School of Nursing Center in Hallettsville should be forwarded to the Center Administrative Assistant.
- Items of lost property found on the Victoria College Emerging Technology Complex should be forwarded to the Security desk.
- Items of lost property found at the Victoria College Leo J. Welder Center for Performing Arts should be forwarded to the front box office which will in turn report such items to Campus Security. These items may be left at the box office in order to give the owner time to claim such items.
- Items of lost property found at any other Victoria College location should be forwarded to the instructor or administration who in turn will report the found item to Campus Security. If VC Security is notified of an item, courtesy should be given to also follow up if the item is recovered by the owner or as to the final disposition of the property if it is not turned over to VC Security.

Retention Period:

Property will be retained for a period of time not to exceed (90) days. During this time efforts will be made to identify and locate the owner, if at all possible. Items deemed by the Student Life Director or Campus Police/Security to be of high value will be forwarded to the Police & Campus Safety Office for safekeeping in locked storage.

At the end of (90) days, if the owner has not been identified and the property has not been claimed, it will be disposed of in a manner deemed suitable by the Victoria College Purchasing Department. Property may be sold, contributed to another organization, used on campus or discarded as trash. Any proceeds from the sale of unclaimed property will be deposited into the College's general fund bank account.

Found currency/coin may be returned to the finder, after a period of (90) days, if the owner has not come forward to claim it.

It is the responsibility of students and/or other persons who have lost their property to contact the Student Life Office in regards to all lost property.

Security of and Access to Facilities

Students 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 Success 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.

Access to college facilities and equipment must be overseen by a college employee during hours of instruction and non-instruction or provided through a college-approved rental and use agreement.

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 & Campus Safety Department, the Victoria Police Department, Hallettsville Police Department, and the Gonzales Police Department. A copy of the report can be viewed at www.VictoriaCollege.edu/CampusPoliceSecurity or a copy can be obtained in the Police & Campus Safety Office, Academic Building, Suite 210, during normal business hours.

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 Police & Campus Safety authorities of their impending presence. Victoria College prepares and retains an Institute of Higher Education Sex Offender Notification for all registered sex offenders that notifies the Police & Campus Safety Department of their intent to attend classes.

Public Crime Log

Victoria College maintains a Public Crime Log which contains a record of all Clery crimes reported to Police & Campus Safety. The log may also contain references to reports of other non-criminal safety or risk-related incidents. The 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 Crime Log is available for review in the Police & Campus 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 Police & Campus Safety personnel, a crime alert bulletin will be issued.

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, veterans 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.

Sexual Violence

Students are also protected by federal law from sexual violence, which is another form of gender-based discrimination. Sexual violence includes sexual assault, domestic violence, dating violence, and stalking. If a student has experienced sexual violence either on or off campus, a complaint procedure and information regarding assistance can be found in the Victoria College Policy Prohibiting Sexual Violence. The policy can be accessed at www.VictoriaCollege.edu/StudentServices.

Reporting Sexual Assault and other Sexual Misconduct

Students and employees are encouraged to report instances of sexual assault and sexual misconduct. The anonymous Sexual Assault/ Sexual Misconduct Reporting Form is available online.

Please Note: Completing the sexual assault and sexual misconduct anonymous reporting form does not constitute a police report. If you are experiencing an emergency, please call 911 or 9-911 from a campus telephone.

The Title IX Coordinator for Victoria College is Terri Kurtz. She can be reached at (361) 572-6463.

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 Terri Kurtz, Affirmative Action Officer, in the Betsy Wright Building.
- 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 coordinator for college compliance with the Americans with Disabilities Act will participate in all proceedings.

Complaints by Students Against Students

- 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: www.VictoriaCollege.edu/StudentServices.

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 may appeal this finding by following the procedures outlined in the Complaint Procedure, Section 1.2.4 of the *Employee Handbook*. The Complaint Procedure can be accessed at www.VictoriaCollege.edu/StudentServices.

Upon completion of the investigation, the Affirmative Action Office will notify the student of the outcome of the investigation.

Freedom from Retaliation or Reprisal

Any student has the right to make a good faith complaint of discrimination or harassment without fear of retaliation or reprisal. Any student who feels that he or she has been subjected to any form of retaliation or reprisal because of his or her complaint is entitled to file a complaint with the Affirmative Action officer as outlined above.

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 of the College who shall uphold or reject the appeal and notify the student within 10 days. A student whose appeal is denied by the President may appeal in writing to the Board of Trustees in sufficient time for the matter to be included on the agenda of the next regular Board meeting following the President's decision. The decision of the Board shall be final.

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 on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, veterans status, or limited English proficiency. The 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 and primary instructional purposes or create undue security or maintenance concerns.

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 Dean's staff acting as the Dean'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 of Student Services 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.
- **Assessment Records:** A student's test data and record 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 noncredit courses are maintained in the Admissions and Records Office. The permanent record contains the following:
    - Student's name
    - Social Security number
    - Address
    - Telephone number
    - Gender
    - Date of birth
    - Mode of admission
    - 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 practice 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
    - honors and awards
    - full and part-time status
    - enrollment and withdrawal verifications
    - student classification
    - most recent previous institution attended
    - participation in officially recognized activities and sports
    - weight and height of members of athletic teams
    - student ID Number
    - student VC Email Address

The College reserves the right, under the Family Education Rights and Privacy Act, to publish this information and routinely furnishes it to loan agencies, insurance companies, prospective employers, family members, etc. Students are responsible for informing the Admissions & Records Office in writing each semester if the above information is not to be released.

- **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 www.VictoriaCollege.edu/ AdmissionsRecords from statistical analysis, complete the Withholding of Directory Information form available in the Admissions and Records Office or at www.VictoriaCollege.edu/Admissions. 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 and 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 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 policies or regulations. 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 policies or regulations.
- **Web Privacy Policy** : View the Web Privacy Policy at www.VictoriaCollege.edu/WebPrivacyPolicy

Rights of the Accused

A student accused of a disciplinary violation shall have the right to present his or her 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 25 for information regarding the appeals process. The appeals form is available at www.VictoriaCollege.edu/StudentServices.

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
- Must not, in any way, interfere with the proper functioning of the College
- Must not violate any item cited in the Code of Student Conduct

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. Students are free to engage in such activities in public, outdoor areas of the Victoria College campus that are common and accessible to all students without prior approval.

Victoria College retains the right to relocate activities that create noise disturbances that substantially interfere with the opportunity of students to obtain an education; substantially interfere with vehicular or pedestrian traffic; block ingress or egress to College buildings; conflict with a previous College planned activity; present an unreasonable danger to the health or safety of individuals; are prohibited by local, state, or federal law; or prevent fire protection, law enforcement, or emergency medical service providers from access to areas on campus. The sponsoring student organization or group assumes all responsibility for compliance with local, state, and federal laws. Any request for an exception to, or modification of, this regulation shall be directed to the Office of the Vice President of Student Services.

Requirements for Governor Greg Abbott's Executive Order GA44

Antisemitic speech and acts on campus will be subject to discipline as described in board policy and the student handbook, up to and including expulsion from the college. See local policies DIAB, FFDB, FLA, and FLB. Campus PD will monitor gathering areas on the campus for signs of antisemitic speech or behavior by any individual or group. "Antisemitism means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities." This definition was adopted by the State of Texas in Section 448.001 of the Texas Government Code.

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, member, or student without restricting that employee, member, 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.

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 the 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 subpoena duces tecum.

Student Complaint Procedure

Complaints: In this policy, the terms "complaint" and "grievance" shall have the same meaning.
Other Complaint Processes: Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with the relevant complaint process:

- Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See page 22]
- Complaints concerning retaliation relating to discrimination and harassment. [See page 22]
- Complaints concerning disciplinary decisions. [See page 25]
- Complaints concerning general Academic concerns. [See page 25]

Victoria College encourages students to discuss their concerns with the appropriate instructor or campus administrator who has the authority to address a student concern. Concerns should be addressed as soon as possible to allow early resolution at the lowest possible administrative level.

Students who feel that their rights, as outlined, have been violated have the right to file a complaint as set forth below. Students may submit a complaint by completing the electronic Student Appeal and Complaint form located at www.VictoriaCollege.edu/StudentServices. Students may also submit a complaint by hand-delivery, email, fax, or US mail. Complaints should be submitted within 10 business days of the alleged violation.

The Office of the Vice President of Student Services will ensure that student complaints are submitted to the appropriate dean or campus administrator. If the student needs assistance with determining who the appropriate dean or director is, then the Office of the Vice President of Student Services, located in the Student Success Center is available to assist. Please note that all timelines will be strictly enforced.

The Student Appeals and Complaint form may also be emailed to VPofStudentServices@VictoriaCollege.edu or to the appropriate dean or director. The student will receive a confirmation email once the complaint form is submitted by the student. Upon review of the complaint, the process to resolve the complaint will be initiated.

- **Step 1: Initiation of Complaint-Informal Meeting**
  Students should work to resolve their complaint first by meeting with the instructor or staff member alleged in the event or act. This meeting should take place within ten (10) business days of the occurrence of the event or act. There are circumstances where the initial complaint can be submitted directly to the Vice President of Student Services for non-academic matters or the Executive Vice President-Chief Academic Officer for academic matters.
  If the matter is resolved, no further action is needed. If the matter is unresolved, then the student shall proceed to step 2.
- **Step 2: Formal Complaint**
  Students shall submit a student complaint form when a complaint cannot be resolved by the informal meeting in step 1. The Student Appeal and Complaint form should be filed with the appropriate Academic Division Dean with any supporting documentation no later than ten (10) business days after the first class day of the next semester following the occurrence of the event or act triggering the complaint.
  If the matter upon which the complaint is based involves a non-academic matter, the complaint shall be forwarded by the Academic Division Dean to the Vice President of Student Services for resolution.
- **Step 3: Review by Vice President of Student Services or Academic Division Dean**
  - **Vice President of Student Services (Non-Academic Matters)**
    The Vice President of Student Services will review the student's complaint and attempt to resolve the matter with the student and faculty or staff member. The Vice President of Student Services shall meet with the student, and the student will be given an opportunity to provide any information he or she has that is relevant to the complaint. The Vice President of Student Services shall also meet with the faculty or staff member and allow the faculty or staff member an opportunity to respond to the complaint. The Vice President of Student Services shall conduct an investigation to resolve the complaint. A decision will be provided in writing for all parties involved within ten (10) business days from receipt of the student complaint. If the matter is resolved, then no further action shall be taken and the matter will be closed. The decision of the Vice President of Student Services is final with regards to non-academic matters.

- **Academic Division Dean (Academic Matters)**
  The Academic Division Dean will review the student's complaint and attempt to resolve the matter with the student and faculty. The Academic Division Dean shall meet with the student, and the student will be given an opportunity to provide any or all information he or she has that is relevant to the complaint. The Academic Division Dean shall also meet with the faculty or staff member and allow the faculty or staff member to respond to the complaint. The Academic Division Dean shall conduct an investigation and then attempt to resolve the matter. A decision will be issued in writing by the Academic Division Dean to all parties within ten (10) business days of the student complaint. If the matter is resolved, then no further action shall be taken and the matter will be closed. If the matter is unresolved, then the Academic Division Dean shall refer the matter to the Executive Vice President-Chief Academic Officer for appellate review and forward the entire file.

- **Step 4: Appeal to Executive Vice President-Chief Academic Officer**
  The Executive Vice President-Chief Academic Officer shall receive from the Academic Division Dean the entire student complaint file for review. The Executive Vice President-Chief Academic Officer shall review the entire student complaint file and issue a decision in writing to all parties no later than ten (10) business days from receipt of the student complaint file. The decision of the Executive Vice President-Chief Academic Officer is final with regards to academic matters.

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 and the Executive Vice President-Chief Academic Officer are the administrators designated by the President of the College to be responsible for the administration of the Student Code of Conduct in their respective areas.

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, or off-campus or at non-College sponsored activities where the commission of acts, which constitute a violation of local, state, or federal law, interfere with, are detrimental to, or incompatible with the College's educational mission as set forth in its mission statement, policies, and regulations. Students have a responsibility and obligation to be fully acquainted and comply with published rules, regulations, and policies of the College.

Prohibited Acts of Misconduct

1. **1.Academic Misconduct**

- **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.
- **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.
- **Failure to Comply with Course/Program Requirements:** Students enrolled in courses offered within the College's various areas of study are provided standards of classroom conduct within the course syllabus at the discretion of the course instructor. Additionally, students enrolled in a selective admissions program are provided with a handbook(s) that sets forth rules and regulations that detail a student's responsibilities and conduct within the program. In both cases, the standards of conduct are specifically related to, and intended to ensure compliance with, the academic requirements and goals of the course or program. Students must adhere to these conduct guidelines as well as those outlined in the *VC Student Handbook Code of Conduct*. Students found guilty of violating course or program specific rules and regulations, as outlined in each program's student handbook, may be subject to academic misconduct sanctions to include possible withdrawal from the program.

2. **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 email. "Harassment" is conduct that creates an intimidating, hostile, or offensive environment that is persistent or extreme and reasonably likely to cause intimidation such that it interferes with or adversely affects the person(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) educational, learning, or work environment.
- Lewd, indecent, or obscene behavior. "Obscene" behavior is defined by Texas Penal Code §43.21;
- Hazing: To view the Board policies associated with this section, visit https://pol.tasb.org/Policy/Code/1189?filter=FLBC
  - Prohibition of Hazing: Hazing is prohibited at Victoria College, on Victoria College property, or while attending Victoria College-sponsored activities on or off campus. The following information is taken from the Texas Education Code Chapter 37, Subchapter F, Section 51.936 of the Texas Higher Education Code, and Board policy FLBC (LEGAL).
  - Definition of Hazing: "Hazing" means any intentional, knowing, or reckless act occurring on or off a Victoria College campus by one (1) person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:
    - 1. is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

        - 2 involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
        - 3. involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by number 5 below, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
        - 4. is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code; or
        - 5. involves coercing, as defined by Section 1.07, Texas Penal Code, the student to consume:
            - A. a drug; or
            - B. an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Texas Penal Code.
    - Definition of Student: For the purpose of this policy, "student" means any person who:
        - 1. is registered in or in attendance at an educational institution;
        - 2. has been accepted for admission at the educational institution where the hazing incident occurs; or
        - 3. intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
    - Definition of Organization: For the purpose of this policy, "organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association (NCAA) or National Junior College Athletic Association (NJCAA) competition, or a service, social, or similar group, whose members are primarily students.
    - Personal Hazing Offense: A person commits an offense if the person:
        - 1. engages in hazing;
        - 2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
        - 3. recklessly permits hazing to occur; or
        - 4. has firsthand knowledge of the planning of a specific hazing incident involving a student at Victoria College, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Vice President of Student Services or other appropriate Victoria College official.
    - Organization Hazing Offense: An organization commits an offense if the organization:
        - 1. condones or encourages hazing; or
        - 2. if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
    - Hazing Report: Not later than the 14th day before the first (1st) class day of each fall and spring semester, the Vice President of Student Services Office will distribute to each student enrolled at Victoria College a summary of the hazing provisions and an electronic link to a copy of the report on hazing committed on or off campus by an organization registered with or recognized by Victoria College. The report will include information regarding each disciplinary action taken by Victoria College against an organization for hazing and each conviction of hazing under Section 37.153, Texas Higher Education Code by an organization during the three (3) years preceding the date on which the report is issued or updated, including:
        - 1. the name of the organization disciplined or convicted;
        - 2. the date on which the incident occurred or the citation was issued, if applicable;
        - 3. the date on which Victoria College's investigation into the incident, if any, was initiated;
        - 4. a general description:
            - A. of the incident;
            - B. the violations of Victoria College's Student Code of Conduct or the criminal charges, as applicable;
            - C. the findings of Victoria College or the court; and
            - D. any sanctions imposed by Victoria College, or any fines imposed by the court, on the organization; and
        - 5. the date on which Victoria College's disciplinary process was resolved or on which the conviction became final.

    To view Victoria College's most recent hazing report, contact the Vice President of Student Services Office at (361) 582-2516 or visit VictoriaCollege.edu/VicePresidentOfStudentServices

3. Alcohol, Drugs, and Narcotics

- Use, possession or distribution or alcohol or illegal drugs in violation of the College's regulation on drugs and alcohol, or in violation of state or federal law.
- Use, possession, or distribution of non-alcoholic beer or other associated mock-alcohol beverages on campus which disrupts the College mission, processes, or functions.

View Victoria College's Alcohol and Drug Use Policy at https://pol.tasb.org/Policy/Code/1189?filter=FLBE.

4. Failure to Comply

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

5. Financial Responsibility

- 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, location restricted knife, club, explosives, chemical dispensing device other than a small chemical dispenser sold commercially for personal protection, or other item in violation of Texas Penal Code Chapter 46.
- Violating the Victoria College Institutional Policy on handguns located in the *Board Policy CHF*.

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. A location restricted knife is a knife with a blade over five and one-half inches. 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, a blackjack, a nightstick, a mace, or a tomahawk.

View Victoria College's Policy at https://pol.tasb.org/Policy/Code/1189?filter=FLB.

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. Student 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 Conduct.

9. 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, without permission, possession 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 Campus Store).
- Unauthorized access to or misuse of College computers, computing programs or service, and/or failure to comply with Victoria College Computer Use Regulations.

10. Unauthorized Entry or Use

- Unauthorized entry or use of College facilities in violation of College policies or regulations or in violation of local, state, or federal law.

11. 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 the mission statement, policies, rules, and regulations.

12. 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 Nonacademic 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, 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 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 misconduct when the item, article, thing, or object is in the student's vehicle, on his/her person, or in a backpack, briefcase, tote bag, or any other carry-all case, or otherwise under their control. The student need not be the owner of the item, article, thing, or object.

Academic Misconduct Disciplinary Process

When a student has been suspected of cheating, plagiarism, and/or failure to comply with course/program requirements, the instructor must, within five business days of the discovery, inform the student in writing that a charge of academic misconduct is being made and that a sanction is being imposed. The sanction may include any grade on 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 also inform the student of his/her right to appeal and to which Dean or Director to make the appeal. The student will then have five 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 Concerning Sanction(s) for Cheating, Plagiarism, and/or Failure to Comply with Course/Program Requirements

Step 1: Notification
Within five (5) business days of receiving the notice of charge and right to appeal by the instructor, the student must notify the Dean or Director of the charges made and intent to appeal and arrange to meet with the Dean or 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.

Step 2: Investigation/Review
Within five (5) business days of meeting with the student, the Dean or Director will meet with the instructor to confirm whether or not a violation was actually committed and to discuss the appropriateness of the sanction.

Step 3: Findings and Student Response
No Violation: Within five (5) business days after meeting with the instructor, the Dean or Director will notify the student that the sanction has been reversed.
Violation Committed: Within five (5) business days after meeting with the instructor, the Dean or Director will notify the student that the violation did occur and that the sanction will be upheld and will send a confirmation letter to the student's home address. In that letter, the Dean or Director will also inform the student of his/her right to appeal the decision.

Step 4: Appeal of Dean Decision
Within five (5) business days from receipt of the letter, the student may request a meeting with the Executive Vice President-Chief Academic Officer if he/she wishes to appeal the dean's decision. Within five (5) business days of meeting with the student, the Executive Vice President-Chief Academic Officer will either overturn or uphold the sanction. The Executive Vice President-Chief Academic Officer will notify the student in writing of the Executive Vice President-Chief Academic Officer's decision. If the Executive Vice President-Chief Academic Officer upholds the sanction, the student may appeal in writing to have the Student Appeals Committee for Academic Matters review the sanction.

Appeal to Student Appeals Committee for Academic Matters

Step 1
Within five (5) business days of receiving notification from the Executive Vice President-Chief Academic Officer, the student may complete the appeal form and send it to the Dean of the division in which the offense occurred. The appeal form is available at www.VictoriaCollege.edu/StudentServices.

Step 2
Within five (5) business days of receiving the appeal form, the Division Dean will forward the student's appeal form and the entire file regarding the alleged academic misconduct to the Chair of the Student Appeals for Academic Matters Committee.

Step 3
The Chair of the Student Appeals for Academic Matters Committee will invite the student, the instructor, the Division Dean, and the Executive Vice President-Chief Academic Officer to file statements with the committee. The committee will then decide by majority vote whether or not to formally review the case. The committee must formally review the cases in which a student has appealed suspension or dismissal.

Step 4
If the committee formally reviews the case, it will convene within five (5) business days after reviewing the completed appeal form. When the committee reviews a case, it may concur with or reverse the instructor's and Executive Vice President-Chief Academic Officer's findings of fact regarding the guilt and/or the recommended sanction(s). If the committee concurs with the findings of fact regarding guilt but does not agree with the imposed sanction, it will return its decision and its recommendation of an appropriate sanction to the Executive Vice President-Chief Academic Officer, who will inform the Division Dean and the faculty member of the decision. The student will have the right of class attendance and participation during the consideration of any appeal only when approved by the Executive Vice President-Chief Academic Officer.

Composition of Student Appeals Committee
Possible sanctions for violations of disciplinary rules or for prohibited acts of misconduct are as follows:

The Student Appeals for Academic Matters Committee will 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 will be two student and faculty alternates.

- All members of the Student Appeals for Academic Matters Committee and/or their alternates will be expected to meet within five business days after notice from the Chair.
- During a formal review, the committee will meet with the student, the instructor, and the Executive Vice President-Chief Academic Officer and request additional information where it deems appropriate.
- The committee will render a decision in writing within 15 business days of convening.
- The decision of the committee is final.

Non-Academic Disciplinary Process
Upon receipt of a complaint or information regarding a student's alleged violation of the college's misconduct rules, the Vice President of Student Services shall investigate allegation(s) and determine if the student violated any disciplinary rules.

The Vice President of Student Services will follow the process set forth in the student handbook. In the event the student or the Vice President of Student Services requires an extension of time to meet a deadline set forth herein, a request for an extension of time shall be forwarded to the President with a specification of the number of days requested and an explanation of the basis for the request.

Step 1: Notification
The Vice President of Student Services is notified of the alleged violation(s) of disciplinary rules and regulations.

Step 2: Investigation/Review
The Vice President of Student Services investigates the alleged violation(s) of disciplinary rules and determines if a violation has been committed. The Vice President of Students Services is allowed ten (10) business days to conduct an investigation of an alleged code of conduct violation.

Step 3: Preliminary Findings and Student Response
The Vice President of Student Services notifies the student, in writing, of the allegation(s) and evidence upon which the preliminary findings are based and solicits the student's response.
The student is allowed ten (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 Vice President of Student Services before the expiration of the ten (10) business 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 4: Determination of Sanction(s)
No Violation Committed: No further action
Violation Committed: The Vice President of Student Services determines an appropriate sanction(s). No later than ten (10) business days from receipt of the student's response, or expiration of time in which the student has to respond, the student is advised in writing of the Vice President of Student Services final findings and notice of sanction to be imposed.

Sanctions
A transcript notation will be added to a student's transcript in accordance with TEC §51.9364, when a student is ineligible to re-enroll at Victoria College based on reason that is not academic or financial. A student may request that the notation be removed if the student becomes eligible to re-enroll. If a student withdraws while a disciplinary matter is in progress that could declare the student ineligible to re-enroll, then the college will still complete the disciplinary process. Possible sanctions for violations of disciplinary rules or for prohibited acts of misconduct are as follows:

- **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 advising the student that continuance or repetition of specified conduct may result in other disciplinary action. A reprimand becomes part of student's disciplinary record and is not subject to appeal.
- **Probation**: 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.
  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 must submit the appeal to the Discipline Committee within five (5) business days of receiving notice from the Vice President of Student Services.
- **Suspension**: Forced withdrawal for a specified period of time which may include the following:
  - Forced withdrawal from the course in which the offense occurred.
  - Forced withdrawal from all classes.
  - Forced withdrawal from the program of the division in which the offense occurred.

  Suspension may result in termination of student status and all related privileges and activities, and exclusion from the campus if set forth in the notice of suspension. If a student, while on suspension, violates the Code of Student Conduct while on campus, or in relation to a College- sponsored activity as determined after the opportunity for a hearing, the student shall be subject to further disciplinary action in the form of dismissal.
  Students may appeal a non-academic misconduct sanction of suspension to the Disciplinary Committee within five (5) business days of receipt of the Vice President of Student Services' final findings and notice of sanction(s). Students may appeal an academic misconduct sanction of suspension to the Student Appeals Committee for Academic matters within five (5) business days of receipt of the Vice President of Student Services' final findings and notice of sanction(s).
- **Dismissal**: 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.
  A non-academic misconduct sanction of dismissal can be appealed to the Disciplinary Committee within five (5) business days of receipt of the Vice President of Student Services' final findings and notice of sanction(s).
- **Monetary**: 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 (5) business days of receipt of the Vice President of Student Services' final findings and notice of sanction(s).
- **Emergency Temporary Suspension & Removal**: 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 (3) days from the date of the student's request for appeal.
- **Complete Withdrawal:** In cases where a student initiates a complete withdrawal from the College prior to the completion of the disciplinary process, the Vice President of Student Services retains discretionary authority to continue or terminate the disciplinary proceedings. In cases where the Vice President of Student Services terminates proceedings, the Vice President of Student Services shall impose conditions for the student's readmission if the basis for the original allegations of misconduct involved violence, threats of violence, abuse, or harassment. Returning students for whom conditions are imposed may appeal the conditions for readmission to the Discipline Committee as provided on page 25 of the *Student Handbook*.

Non-Academic 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.

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 Discipline Committee shall convene within 10 days after receiving the student's notice of appeal.
- The Discipline Committee shall be comprised of five (5) faculty members; five (5) 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. Five committee members must be present to hear a case.
- In the event the full Committee cannot be convened within ten (10) 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.
- At the conclusion of the hearing, the committee member selected as chairperson shall assume the responsibility of collecting all evidentiary materials used by the committee. These materials, as well as the recording of the hearing, shall be returned to the Vice President of Student Services.

Discipline Committee Appeal Process for Non-Academic Misconduct

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 ten (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 (5) 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 (5) 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

The Hearing General Rules

- 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 appropriate Vice President.
- The student and the Vice President of Student Services may each be represented by a person/advocate designated in writing to advise and/or represent them during the hearing for the purpose of examining and cross-examining witnesses and addressing the panel, 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.

Conduct of the Hearing:

- 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 his/her 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 testimony or documents to any of the student's witnesses.
- Closing arguments may be made by each party.
- The hearing shall be recorded

Step 5

Five (5) 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 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.

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 (5) business days of receipt of the findings by the Discipline Committee or Student Appeals Committee for Academic Matters. The President shall review the record and uphold or reject the decision of the Student Appeals Committee for Academic Matters or Discipline Committee and so notify, in writing, the Discipline Committee or Student Appeals Committee for Academic Matters, the Executive Vice President-Chief Academic Officer or the Vice President of Student Services, and the student within ten (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.

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 Life shall have responsibility for the day-to-day supervision of Student Government and shall work closely with 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.
- Student organizations may invite students from other educational institutions to attend meetings as guests, with the approval of the advisor. However, no Victoria College funds shall be expended for the substantial benefit of such guests.

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 Life.
- 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 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 to Student Life 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.
  Victoria College shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

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 Life, 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 these procedures:
    - Complete the Student Club Meeting or Event Request. These forms can be accessed in the Pirate Portal/Resources/Student Life or at the Student Life Office, Student Success Center Suite 112.
    - Submit a Club/Organization Business Solicitation Form if seeking community donations.

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/StudentServices.

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 Life 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.
- Ensure that activities of the organization adhere to all College policies, regulations, and procedures.
- Ensure the organization members adhere to all College policies, 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 policies, regulations, and procedures while engaging 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 intervention, 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 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 ten (10) business days of receipt of notice that the Vice President of Student Services has refused or cancelled the registration of an organization, or has refused to authorize or has cancelled 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 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 the 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

In general, attendance is defined as being physically present in a face-to-face class and/or the face-to-face portion of a hybrid class at the time attendance is taken. For online classes, attendance is defined as activity in the class a minimum of one time per week.

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.

Attendance records will be submitted electronically to the appropriate Division Dean on the last day of the course.
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.
Students who miss class due to participation in authorized College activities will not be penalized if the sponsoring organization provides written notification of the absence to the instructor in advance of the absence. Nor will dual-credit students be penalized for missing class due to a high school-related activity if they provide written notification to the instructor prior to the absence. Written notification is required prior to an absence to create a plan for missed work. The student must have ample opportunity to make up the work, as determined by the instructor. The instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. In the event of a disagreement over what constitutes "ample opportunity" and a reasonable amount of time, the dean will have final ruling. Students enrolled in selective admissions programs must follow specific program policies

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 may drop students under the following conditions:

Pre-ORD (Official Reporting Date)

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.

Post-ORD (Official Reporting Date)

An instructor **cannot** drop a student with an average of D/SC or better.
Instructors **may** at their discretion drop a student who is not passing without consultation with the student when absences accrued from the first day of class exceed the equivalent of two weeks of the class meetings. For classes that include a separate laboratory, a student may be dropped when absences exceed two weeks of the laboratory meetings or two weeks of the lecture meetings. For classes that don't meet for the traditional 16-week term, an equivalent number of contact hours will be used (i.e. 6 hours for a traditional 3-hour course). Additional division retention practices may be required.

An instructor **cannot** drop a student after 12 weeks of class instruction has been completed for the traditional 16-week term. For classes that don't meet for the traditional 16-week term, an equivalent number of contact hours will be used (i.e. 36 hours for a traditional 3-hour course).

This practice applies to all modes of instruction. Pursuant to Section 51.9111 of the Texas Education Code, active duty military personnel who provide copies of official orders verifying a call to active duty are exempt from the above practice. Interested parties should refer to the Student Handbook for additional information.

Under special circumstances, an instructor **may** drop a student sooner than outlined above if the special circumstances are clearly noted in the syllabus or program handbook and have been approved in advance by the appropriate Division Dean. Selective admission programs define their attendance and instructor-initiated withdrawal procedures in their syllabi and program handbooks.

Instructors will initiate withdrawals by completing the Instructor Initiated Drop Form located on the Faculty Home Page in the Pirate Portal. The grade at the time of the drop and the last day of attendance must be included on the electronic drop form.

Instructors will set their own make-up policy as outlined in the course syllabus for work missed due to absence(s).

This practice applies to all modes of instruction. Pursuant to Section 51.9111 of the Texas Education Code, active duty military personnel who provide copies of official orders verifying a call to active duty are exempt from the above practice. Please see the *Victoria College Student Handboo*k for the policy regarding absences for military service.

The Executive Vice President-Chief Academic Officer can make exceptions to the above rules.

Absences for Military Service

- Pursuant to Section 51.9111 of the Texas Education Code, students who are called to active military service and are unable to attend classes or other required activities (i.e. examinations) because of such active service, will be excused for the absences or failure to engage in the required activities. However, the maximum period for which a student may be excused shall be no more than 25% (twenty-five percent) of the total number of class meetings or the contact- hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.
- A student will not be excused from classes or required activities under this regulation unless the student notifies Victoria College and his/her instructor(s) 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 Student Conduct.

Excused Absences for Religious Holy Days

For observance of a religious holy day, students may take an examination or complete an assignment scheduled for that day within a reasonable time if:

The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day no later than the 15th day after the first day of the semester. (In accordance with Texas Education Code 5.1.911).

The notice must be in writing and must be delivered by the student either:
a. personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor; or
b. by certified mail, return receipt requested, addressed to the instructor of each class.

Protections for Pregnant and Parenting Students (SB 412)

In compliance with SB 412, students who miss class for reasons related to pregnancy, childbirth, or resulting medical issues will be allowed

- to make up missed assignments or assessments,
- additional time to complete assignments in the same manner as is allowed for a student with a temporary medical condition, and
- access to materials and recordings or lectures for missed classes.

Students needing an incomplete-leave of absence (I) for parenting issues or pregnancy-related problems may receive up to 120 days to complete course work. Students requesting an incomplete-leave of absence should communicate this need to their instructor(s). An incomplete-leave of absence not completed within the date noted on the agreement form will be changed to an "F" or "UF".

The parenting liaison for Victoria College is ~~Bobby Cubriel, Director of Advising, Counseling, & Support Services~~ Christy Henry, Support Services Specialist. She can be reached at ~~Robert.Cubriel@VictoriaCollege.edu~~ Christy.Henry@VictoriaCollege.edu or ~~(361) 572-6406~~ (361) 582-2578.
College regulations specify that only students who have registered for the class and who are listed on the official class rolls may attend a class. Students not listed on official class rolls may not attend classes; nor may students who have withdrawn or who have been withdrawn attend classes.

Children on Campus

Unsupervised children are not permitted on the Victoria College campus. Parents may not bring their children to class, the Testing Center, or study areas. Parents may bring their children to the designated Parent Study Lab located in the Learning Lab suite 303 in the Student Success Center. 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 admissions 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 as outlined below.
- 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; 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 and all related 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 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 the permission of 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.
    - 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 email. If someone asks that email not be sent to him or her, students should comply immediately. Failure to do so could result in a complaint being filed.
- Students who feel they are being harassed through email 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 anyone 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 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 guideline is provided to educate students concerning AIDS, and to assure that each case of AIDS is managed individually with sensitivity, flexibility, and concern for the individual.

Communicable disease means an illness due to an infectious agent, or its toxic products, from a reservoir to a 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, AIDS-Related Complex, and a positive test for the antibody to human immunodeficiency virus.

Decisions concerning a person who has a communicable disease shall be based upon current and well-informed judgment which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person balanced with identifiable risks, and available alternatives to respond to a student 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, presents a health risk to himself/herself or the College community, a decision shall be made regarding the student's attendance at the College.

Confidentiality

Any medical documentation or information provided by an HIV-infected student to college personnel must be considered confidential and private information and must not be disclosed to any other person unless that person has a demonstrated 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 a 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. 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 of 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.

Concealed Carry Handgun Policy

On January 23, 2017, the VC Board of Trustees approved the Institutional Policy on Handguns in accordance with Texas Government Code Section 411.2031 (d-1). The Board Policy CHF became effective August 1, 2017.

Policy Statement

A license holder may carry a concealed handgun, as defined by Texas Government Code Chapter 411, on the campus and premises of Victoria College unless prohibited by state or federal law, or this policy.

Reason for Policy

This policy is required by Texas Government Code Section 411.2031 (d-1).

Definitions

- **License Holder**: a person authorized to carry a handgun pursuant to Texas Government Code Chapter 411.
- **Assigned Work Space**: an office or workspace assigned solely for the use of the employee.
- **Campus**: all land and buildings owned or leased by Victoria College, including but not limited to:
    - **Main Campus:** (Red River Street, Victoria)
    - **Emerging Technology Complex:** (Lone Tree Road, Victoria)
    - **Leo J. Welder Center for the Performing Arts:** (Main Street, Victoria)
    - **Liberty Street Industrial Training Center:** (Liberty Street, Victoria)
    - **Gonzales Center:** (St. Paul Street, Gonzales)

  For purposes of this policy, the Victoria College campus and premises **does not include** locations where Victoria College may sponsor classes or activities but which are not owned or leased by Victoria College, including but not limited to: **Zelda L. Allen School of Nursing** (Lavaca Medical Center, Hallettsville)
- **Premises**: a building or portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.

Provisions

The President of the College established this policy after consulting with Victoria College students, staff and faculty about the nature of the student population, specific safety considerations, and the uniqueness of the campus environments, as required by Texas Government Code Section 411.2031 (d-1).

1. This policy was reviewed by the Board of Trustees as required by Texas Government Code Section 411-2031 (d-1).
2. A license holder under Chapter 411 Texas Government Code may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of premises of Victoria College, unless prohibited by state or federal law, or this policy. Employees who are license holders are permitted to store a handgun in their assigned work space as long as the gun is secured and concealed.
   A license holder is **prohibited** from carrying a handgun in the following premises
    i. Any premises that would be prohibited under state or federal law.
    ii. Premises in which a disciplinary investigation, hearing, or appeal for academic or non-academic misconduct is taking place and is being conducted by a Vice President or their designee, or by the Vice President of Student Services, or by the Discipline Committee as defined in the *Victoria College Student Handbook*, provided effective notice is provided under Section 30.06, Texas Penal Code.
    iii. Any premises where the college, as directed or approved by the president of the college as necessary for campus safety, gives effective notice on a temporary basis.
3. The open carrying of handguns is prohibited everywhere on campus, with the exception of licensed peace officers.
4. Third-parties that rent or lease a premise from Victoria College may determine if and under what circumstances a person is permitted to carry a handgun. If a lessee places restrictions on the right to carry a handgun on the leased premises, the lessee must provide effective notice under Section 36.06, Texas Penal Code.
5. A license holder is responsible for complying with all applicable state and federal laws.

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 Victoria College to register with the College's Department of Police & Campus Safety at least seven days prior to reporting to any College location.

In addition, College regulations also require 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 Vice President of Student Services to discuss all applicable limitations. 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 once per semester prior to registering for classes.

Drug and Alcohol Abuse

Victoria College is committed to maintaining a safe, healthy, and lawful educational environment for all 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 learn 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. 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 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 student seeking assistance when behavioral problems, which appear to be the result of drug or alcohol abuse, begin to affect academic performance. Students may be referred to Advising & Counseling Services for information regarding drugs/alcohol or to local community professionals and service agencies. The student will be responsible for any cost incurred for professional services. Information or medical records provided to the College by a student concerning a personal diagnosis or treatment will be kept strictly confidential.

Reporting Convictions of Drug Violations

As a condition of 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.

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

Notification

All students shall be given a copy, or provided access to a web version, of the College regulation regarding drugs 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 regulations and 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 students are vital to the success of an emergency plan. The regulations and procedures have been distributed to all students in an effort to stress the importance of campus-wide participation in following the steps involved in any given emergency.

The Department of Police & Campus Safety is 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, students must remember that they have the primary responsibility for their own safety and security. Victoria College 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 Victoria College Police & Campus Safety personnel. The caller should specify the nature of the emergency, the location, and other information that may be applicable.

The caller should then notify Police & Campus Safety 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 within minutes via a number of methods, including email, 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 consulting 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 Police & Campus Safety, the President, or 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 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 exiting the buildings. Students should take all personal belongings, such as coats and backpacks.

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

Academic Building

- First Aid & Stop The Bleed Kits: Cabinet near AED

Administration Building

- First Aid & Stop The Bleed Kits: Cabinet near AED

Allied Health Building

- First Aid & Stop The Bleed Kits: Cabinet near AED
- Eye Wash Equipment: Room 100
- Safety Showers: Rooms 120 and 121

College Services & Training Building

- First Aid & Stop The Bleed Kits: Cabinet near AED
- Eye Wash Equipment: Room 104A

Emerging Technology Complex – Industrial Training Center

- First Aid & Stop The Bleed Kits: Cabinet near AED
- Eye Wash Equipment: Rooms 121, 122, 123, 124, 125, and 126
- Safety Showers: Rooms 121, 122, 123, 124, 125, and 126

Gonzales Center

- First Aid & Stop The Bleed Kits: Cabinet near AED
- Eye Wash Equipment: Biology & Chemistry Labs and Gonzales Workforce Training Building
- Safety Showers: Biology & Chemistry Labs and Gonzales Workforce Training Building

Health Sciences Center

- First Aid & Stop The Bleed Kits: Cabinet near AED
- Eye Wash Equipment: Biology & Chemistry Labs
- Safety Showers: Biology & Chemistry Labs

Johnson Hall

- First Aid & Stop The Bleed Kits: Cabinet near AED

Language Building

- First Aid & Stop The Bleed Kits: Cabinet near AED

Liberty Street Industrial Training Center

- First Aid & Stop The Bleed Kits: Cabinet near AED
- Eye Wash Equipment: Warehouse
- Safety Showers: Warehouse

Sports Center

- First Aid & Stop The Bleed Kits: Cabinet near AED

Student Success Center

- First Aid & Stop The Bleed Kits: Cabinet near AED

Technology Center

- First Aid & Stop The Bleed Kits: Cabinet near AED

William Wood Building

- First Aid & Stop The Bleed Kits: Cabinet near AED
- Eye Wash Equipment: Welding Labs
- Safety Showers: PTAC 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.

Illegal Weapon on Campus

Anyone having positive knowledge that a person is in possession of an illegal weapon 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 Police & Campus Safety, the President, and one of the Vice Presidents.

Injury or Illness General Guidelines:

- Students who sustain injuries or experience illness should contact a College employee for assistance in completing an accident/injury report. Students are also 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 Police & Campus Safety 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 injured or ill students for medical attention.
- Students should not hesitate to call EMS in the event of a serious illness or accident.

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. 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 of any student who is delinquent in his/her financial obligations to the College. Future credit and noncredit registration and official transcript requests will be denied until all obligations are met.

Immunizations

Bacterial Meningitis (Senate Bill 1107) Effective January 1, 2012

During the 82nd Texas Legislative session, Senate Bill 1107 was passed. This bill requires all **new students, transfer students, and returning students** who have had a fall or spring semester break in their attendance at an institution of higher education to provide proof of bacterial meningitis vaccination (or a booster dose). The bacterial meningitis vaccination must have been given during the **preceding five year time period and at least 10 days prior to the first day** of the semester. A student will not be able to register for classes without providing proof of the bacterial meningitis vaccine.

1. This bill applies to:
    a. New student--a first-time student of an institution of higher education or private or independent institution of higher education, including a student who transfers to the institution from another institution;
    b. Returning student--a student who previously attended an institution of higher education or private or independent institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education or private or independent institution of higher education following a break in enrollment of at least one fall or spring semester.
2. Evidence of Vaccination--Acceptable evidence of vaccination or receiving a booster dose includes:
    a. the signature or stamp of a physician or his/her designee or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered; or
    b. an official immunization record generated from a state or local health authority; or
    c. an official record received from school officials, including a record from another state.

Exceptions

a. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:
    1. the student is 22 years of age or older by the first day of the start of the semester in which they will be attending classes; or
    2. the student is enrolled only in online or other distance education courses and is not required to attend any course meetings, including final exams, on campus; or
    3. the student is enrolled in a continuing education course or program that is less than 360 contact hours, or Career & Technical Education-Continuing Education corporate training; or
    4. the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
    5. the student is incarcerated in a Texas prison.

b. A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:
    1. an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or
    2. an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief.

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 25 of this handbook. The Intellectual Property regulation can be viewed in its entirety at: www.VictoriaCollege.edu/StudentServices.

Posting

Students and student organizations requesting posting of information (i.e., announcements, flyers, posters, etc.) must obtain permission from the Director of Student Life whose office is located in the Student Success Center, Suite 112. Information will not be posted without prior approval by the Marketing & Communications Department. Permissible postings will be stamped with an expiration date in the designated locations by Student Life staff. The earliest they will be posted is 14 days prior to the event.

The following areas are specifically designated for posting and advertising purposes:

- **Bulletin Boards:** Allied Health Building, Continuing Education Center, Fine Arts Building, Health Sciences Center, Johnson Hall, Language Building, Sports Center, Student Success Center, Student Services Building, Technology Center, and William Wood Building
- **Public Bulletin Boards:** Designated locations for noncollege related postings are located in the Student Success Center, Academic Building, Continuing Education Center, and the Student Services Building

Posting Guidelines

- Victoria College events and announcements must have the Victoria College logo.
- Postings must be placed only in approved areas by Student Life staff.
- Postings may not be attached to any vehicle parked on campus.
- Improperly posted signs will be removed and discarded without notice.
- A maximum of one sign per announcement/event/topic, etc. per designated location is allowed.
- Translations must accompany signs written in languages other than English.
- Materials must not be obscene, libelous, or directed to incite or produce imminent lawless actions or to be likely to invite or produce such action.

Security

Victoria College employs licensed peace officers and nonlicensed 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 officials of the College with the investigation of alleged violations of College policies and regulations.

Victoria College Police & Campus Safety 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.

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 or www.VictoriaCollege.edu/DisabilityServices.

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, to include electronic cigarettes. Tobacco use **and the use of smokeless devices like electronic cigarettes** is prohibited in all College facilities. In addition to College facilities, smoking, **including smokeless devices like electronic cigarettes**, is prohibited on all College grounds and in parking lots.

Police & Campus 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. State-issued parking permits are required to park in the 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
- Backing into Parking Space (Applies to angle parking where one-way traffic is present): $25
- Blocking Traffic Lane: $25

- Other: various

Payment of Vehicle Violation Tickets

All Victoria College vehicle violation tickets must be paid at VC's Payment Office during regular office hours or mailed to:
Victoria College Payments Center – Parking
2200 E. Red River Street
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 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 in the Student Life Office. An appeal can also be completed and submitted electronically at: www.VictoriaCollege.edu/ParkingTickets.

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 Police & Campus Safety is authorized to remove or impound motor vehicles from College property at the owner'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 students occasionally use personal vehicles while engaged in College-related activities on campus and in the local area. All persons who use their vehicles while conducting College business or while traveling to any College sponsored activity or any registered student organization activity shall:

- Carry appropriate automobile insurance.
- Provide the Vice President of Student Services or the Executive Vice President-Chief Academic Officer 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 listed below.

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.

Modes of Transportation

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

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 Executive Vice President-Chief Academic Officer with a copy of the driver's license and 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 the 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 Executive Vice President-Chief Academic Officer 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**
  When rental vehicles are used to transport students, the personal injury and personal effects insurance must be purchased as a part of the vehicle rental agreement regardless of the mode of transportation. For student drivers of rental vehicles, all of the above requirements related to student drivers apply.
- **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 nonacademic activities, must complete 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. Student passengers should exercise their own personal judgment regarding the safety of their transport before riding in any vehicle, either to or from a College-related activity or registered student organization activity.
- **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 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 Life.

Use of Copyrighted Materials Policy

Exclusive Rights

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. Students or student organizations in violation of this regulation will be subject to discipline by the College up to and including disbanding of student organizations and expulsion of students. The detailed regulation is available at:
www.VictoriaCollege.edu/StudentServices.

Photos and Video

Victoria College may at times use photographs, audio, and/or video recordings of employees and students for purposes of education, publicity, and student recruitment on behalf of the College, via the Internet, print publications, and other media.
Should an employee or student (or the parents or guardians of such persons who are under the age 18) NOT want to be photographed or recorded, or have his/her name or "directory" information used in connection with any such recording, that person must notify the college in writing.

Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the college to utilize that photograph or recording accordingly.