



Victoria College  
Student Handbook  
2018-2019

**Addendum**

## Revision Page 31

Revised Code of Conduct #6 Firearms, Weapons, and Explosives

### 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 *VC Student Handbook*.

## Revision Page 40

Revised the Discipline Committee Appeal Process for Non-Academic Misconduct.

### Discipline Committee Appeal Process for Non-Academic Misconduct

<b>Step 1</b>	Upon receipt of the student's notice of appeal, the office of the Dean of Student Services will notify the members of the Discipline Committee. The chairperson of the committee will schedule the date, location, and time of the hearing and give prompt notice to the student and the Dean of Student Services that a hearing has been scheduled. 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.
<b>Step 2</b>	Five (5) business days prior to the scheduled hearing, the Dean 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.
<b>Step 3</b>	Five (5) business days prior to the date on which the hearing will be held, the Dean 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.

<b>Step 4</b>	<p><b>The Hearing General Rules</b></p> <ul style="list-style-type: none"> <li>• 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 Instruction or the Dean of Student Services, the student, and their representatives/advocates and witnesses may be present.</li> <li>• 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.</li> <li>• The student and the Vice President of Instruction or the Dean 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.</li> </ul> <p><b>Conduct of the Hearing:</b></p> <ul style="list-style-type: none"> <li>• The Vice President of Instruction or the Dean of Student Services shall present such proof by documents or testimony in support of his/her position.</li> <li>• The student may cross-examine any witnesses offered by the appropriate Vice President.</li> <li>• The student may present such witness testimony or documents to support his/her position or to rebut that of the Vice President of Instruction or the Dean of Student Services.</li> <li>• The Vice President of Instruction or the Dean 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.</li> <li>• Closing arguments may be made by each party.</li> <li>• The hearing shall be recorded.</li> </ul>
<b>Step 5</b>	<p>Five (5) business days after completion of the hearing, the chairperson of the Discipline Committee shall notify the Vice President of Instruction or the Dean 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 Dean 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.</p>

## Revision Page 44

Revisions have been to the attendance policy.

# 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 1 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.

### **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/UD 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 75 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 electronic drop form and forwarding it to the Advising and Counseling Services Office. The electronic drop form (see appendix) can be found on the faculty tab of the VC 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 Handbook* for the policy regarding absences for military service.

The Vice President of Instruction can make exceptions to the above rules.