

2012-2013 | Student Handbook



Virginia 
College.

Virginia 
College.
at Austin

Virginia 
College.
School of Business and Health

Effective November 2011

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ACADEMIC INTEGRITY

Virginia College promotes an atmosphere conducive to intellectual fulfillment by maintaining the highest standards of academic integrity. For that reason, the College will not tolerate or endorse any form of academic dishonesty. Academic dishonesty is any form of giving, taking, or prescribing of information or material with intent to gain an unfair advantage in an academic setting. Forms of dishonesty include, but are not limited to, cheating, plagiarism, and aiding others to cheat or plagiarize.

Cheating is defined as

- copying another student's answers while completing any class assignment or during in-class and take-home examinations;
- using notes, books, or unauthorized aids during an examination;
- discussing answers during an in-class examination;
- submitting another student's work as one's own; or
- stealing another student's work.

Plagiarism is defined as submitting a paper or answer in which the language, ideas, or thoughts are identical to published or unpublished material from another source without correctly giving credit to that source.

Any student engaging in academic dishonesty will be subject to discipline by the school, which may include

- receiving a grade of zero (0) on that assignment;
- receiving a failing grade for the course;
- termination from one or more courses the student is taking; or
- suspension and/or expulsion from Virginia College.

If the student appeals the action taken, he/she must follow the **Student Complaint/Grievance Procedure** in the College catalog.

ACADEMIC RESOURCES

Career Services: While the institution does not guarantee employment following graduation, reasonable effort will be made to assist the student in securing suitable employment. The Virginia College's Career Services Director stands ready to address the following steps in preparation for the job search:

- reviewing a student's resume;
- assisting in interviewing techniques;
- providing assistance in career job-market research;
- marketing the graduate's skills; and
- generating job leads.

The success or failure of the employment efforts of the College will be influenced to a great extent by the attendance and academic records of the student. It is the student's responsibility to provide Career Services with current contact information.

Learning Success Center: The Learning Success Center is staffed with knowledgeable instructors who can assist students with academic needs. The center is equipped with computers for students to write papers, do research, and work on class projects. Individual tutoring is scheduled upon request. The Learning Success Center staff members are dedicated to helping students by guiding the student toward academic success. Check the bulletin boards for posted operating hours. Self-paced tutorials are also available to students in a variety of subject areas.

Library: The Virginia College library is available to all students. The library maintains an up-to-date collection of books, periodicals, and audio-visual materials to support all of the subject areas covered by the campus curricula. The staff is available and eager to serve the students' library needs and strives to maintain a friendly and quiet environment for research and study. The Virginia College library provides access to the Internet and other online electronic services and databases.

Virtual Library: The Virginia College Virtual Library is designed to provide a full range of instructional resources to serve the needs of the College's educational programs by providing specific reference resources and resources that complement classroom instruction. The Virtual Library can be accessed from campus computers as well as from off-campus computers. Visit your library for instructions on how to access the Virtual Library remotely.

ALCOHOL- AND DRUG-FREE CAMPUS

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Virginia College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any school activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. Drug and Alcohol Prevention information is located on the Student Portal. Log in to the Student Portal at students.vc.edu.

In certain cases, students or employees may be referred to counseling services and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program.

APPROPRIATE ATTIRE

Virginia College is a career-oriented College and, therefore, strives to create a business-like atmosphere. All students should use this time in college to develop a wardrobe that is appropriate for their careers. Clothing with obscene or vulgar wording or graphics or clothing that is too revealing is not allowed. This includes tank tops, tube tops, halter tops, short shorts, low-rise pants without appropriate cover, and clothing worn with no undergarments.

Students in programs which provide uniform attire must wear uniforms to all classes and school activities. Uniforms must be kept neat and clean. Any student who refuses to comply with the dress code may be asked to leave the College. Because representatives of companies who can provide employment opportunities for Virginia College graduates are frequently on campus, either announced or unannounced, it is important that they see their potential employees in an acceptable mode of dress.

ATTENDANCE POLICY/MAKE-UP POLICY

Please consult your current College catalog.

ASSAULT—VERBAL OR PHYSICAL

Virginia College does not tolerate acts of verbal or physical aggression towards students, faculty, or staff. Assault is defined as “an unlawful threat or attempt to do bodily injury to another or the act or an instance of unlawfully threatening or attempting to injure another.”

BULLETIN BOARDS

Bulletin boards are placed on the campus for the use of persons in the College community, including student organizations, programs, faculty, etc. No outside organization may post materials without permission from the Academic Dean or Program Director.

CAMPUS SECURITY AND STUDENT IDENTIFICATION BADGES

Students must wear school identification badges at all times while on campus property. A student who arrives on campus without his/her badge must secure a temporary one at the front desk.

Students will receive identification badges during student orientation. If a badge is lost, students may get a new one for a fee.

Security guards are on duty during designated hours to meet the needs of the campus. Guests must register at the front desk. **Neither guests nor children are permitted in classrooms. Children may not be left unattended in the student lounge, library, or other areas of the College.**

CELLULAR PHONES

Cellular phones must be turned to silent operation or turned off during classes. Emergency calls will be received at the front desk. ***Calls may not be placed or answered in classrooms when class is in session!!!***

COLLEGE CATALOGS

Catalogs are published annually. To view the current catalog, log in to the Student Portal at students.vc.edu.

COMPUTER POLICY

Classroom computers and network facilities are provided as training resources for the courses offered by the College. We take pride in providing our students access to this technology and will continue providing our students with every advantage to prepare them for their new careers. In order to maintain the highest possible level of availability and functionality of this equipment, the following policy has been established. It is the responsibility of the student to read, understand, and follow the Computer Policy. A copy of this Computer Policy is signed during the admissions process and is maintained in the student file as part of that student's academic record. Students using computers in the Learning Success Center and/or the Library will also sign a form during their initial visit. **Computer use is limited to ACADEMIC PURPOSES ONLY.**

1. No software or files of any type are to be installed, executed, copied (to, on, or from) the computers or the network at Virginia College except when expressly instructed to do so by the course instructor or a member of the Information Technology (IT) staff. You may, however, save or print files from the Internet and/or use the File-Save As command to save files to a CD or flash memory device **ONLY if they pertain to the courses you are registered to take at the College.**
2. Internet access is provided for the sole purpose of course-related research. It is not intended for e-mail and other personal correspondence. No file of questionable taste (pornography, explicit sexual language, or any material that may offend others) is to be viewed or downloaded to the College computers or network. In addition, the College routinely blocks access to all

social networking sites and known Websites that offer access to music files, movie files, and other copyrighted materials. College computers may not be used to download or share unauthorized copies of copyrighted materials. Failure to comply with these policies may subject a student to disciplinary actions up to and including dismissal

3. The student is to save homework on a CD or flash drive rather than the classroom computer's hard drive or the network drive unless the instructor directs otherwise.
4. Any CD or flash drive memory device that has been used in off-campus computers MUST be virus scanned BEFORE being used in College computers again. If a shortcut to Virus Scan is not on your computer desktop, please see instructions posted in the classroom.
5. No maintenance utilities that may reside on the classroom computer or the network are to be executed by the student unless expressly instructed to do so by the course instructor or IT staff. This includes, but is not limited to, running Disk Defragmenter or other utilities that come with the operating system software.
6. No modifications to the CMOS setup, hardware setup, or software setup and configuration of any kind shall be made by the student on classroom computers or the network unless expressly instructed to do so by the course instructor or the IT staff. This includes, but is not limited to, the following functions:
 - changing screen savers;
 - changing screen colors;
 - changing the arrangement of icons;
 - changing the wallpaper;
 - moving or deleting files and/or programs;
 - changing the .ini files, the registration files, or other system files; and
 - moving mice, keyboard, monitors, and other accessories from one computer to another.
7. No flyers, posters, banners, menus, or other documents not directly related to the course being attended or to College activities and programs shall be printed utilizing classroom computers, the network, or the reproduction or facsimile equipment at the College unless expressly instructed to do so by the course instructor or a member of the College Administration.
8. Students may not use College software, classroom computers, the network, or campus access to the Internet for profit.
9. Students should report any problems or maintenance issues to their instructor immediately so that the proper actions can be taken. Students are asked to give their e-mail address to their instructors for classroom communications.

COURSE SYLLABI

The student will receive a course syllabus for each course the student takes during the term. Included on the syllabus will be instructor contact information, term dates, class meeting dates, course objectives, course evaluation and grading scale, course topics, and specific assignments.

FERPA – STUDENT RECORDS/RELEASE OF INFORMATION

In compliance with Public Law 93-083, “The Family Educational Rights and Privacy Act” (FERPA), Section 438 of the General Education Provision Act, the College has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. *Educational records* mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) When records are required by Virginia College officials in the proper performance of duties; 2) Organizations conducting studies for educational and governmental agencies; 3) U.S. Government agencies as listed in Public Law 93-38; 4) Accrediting agencies; 5) Parents of dependent children as defined in the Internal Revenue Code of 1954; 6) Appropriate persons in connection with an emergency; 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution; 8) In connection with the award of financial aid; and 9) In response to legal court orders. The College’s FERPA policies and procedures are located on the Student Portal. Log in to the Student Portal at students.vc.edu.

GRADUATION/COMMENCEMENT

The graduation ceremony is the culmination of our students’ successful completion of their programs. It is designed to celebrate the accomplishments of our graduates. Graduation is held twice each year. All students are encouraged to participate.

HARASSMENT/HAZING

The goal of Virginia College is to create and maintain an atmosphere of learning and personal growth in an academic environment where students and faculty are not subject to harassment of any kind.

Sexual Harassment: Defined as “the making of unwanted and offensive sexual advances or sexually offensive remarks or acts, especially by one in a superior or supervisory position or when acquiescence to such behavior is a condition of continued employment, promotion, satisfactory evaluation, or academic reprisal.”

Hazing: Defined as “to persecute or harass with meaningless, difficult, or humiliating tasks and to initiate, as into a college fraternity, by exacting humiliating performances from or playing rough practical jokes upon.”

Verbal and Physical Harassment: Defined as “words, phrases, or actions that are meant to irritate or torment persistently.”

INCLEMENT WEATHER

In cases of bad weather, campus management may decide to move students to a more secure location or, in severe cases, cancel classes. Every attempt will be made to let students know of any changes in the College’s schedule of classes. When weather conditions require early dismissal, late opening, or closing, announcements will be made on local television and radio stations.

INFORMATION SYSTEMS

As with all College assets, the computer systems, hardware, and software are intended only for authorized business and academic use. Telephone system, fax equipment, and copier use is also governed by this policy. Each student is responsible for the appropriate use and preservation of the computer systems provided by Virginia College. Understanding that much of the information held on Virginia College computers is proprietary, sensitive, and required for maintenance of accreditation and continuing operations, it is essential that proper procedures be followed regarding computing assets. Inappropriate use or the misuse of computer hardware and/or software may result in loss of access privileges and other disciplinary action up to and including expulsion.

Inappropriate Use: Inappropriate use includes, but is not limited to, the following:

- unauthorized attempts to access another person’s e-mail;
- transmission of sensitive or proprietary information to unauthorized persons or organizations either within or outside of the College;
- transmission of sexually explicit images, messages, or cartoons or any transmission containing ethnic slurs, racial epithets, or anything that may be construed as harassment or

- disparagement of others based on their age, sex, national origin, race, disability, religious beliefs, or sexual orientation;
- participation in illegal or unethical computer-related activities or any computer-related activities that could adversely affect the College;
 - use of the College's computers, systems, etc., for unauthorized purposes;
 - use of the College's computer and e-mail systems in a manner that is disruptive, offensive to others, or interferes with one's work or the work of others;
 - unauthorized installation of software or hardware onto Virginia College-owned computers;
 - unauthorized use of USB drives, CD-ROMS, or other storage media to load data to a computer and/or move data either within the campus or outside of Virginia College;
 - moving, reconfiguring, changing core configuration settings required to operate safely and effectively in the College environment, swapping parts, or connecting/disconnecting computers or electronic equipment from the Virginia College network without permission from the Information Technology (IT) staff and/or the manager responsible for that equipment;
 - personal use of fax, telephone, and copiers which results in costs to the College (e.g., paper, toner, long distance charges); and
 - hacking/intentionally breaking through (ingress and/or egress) the Virginia College firewall.

PROFESSIONALISM

Students are expected to act in a professional manner by meeting deadlines, solving problems, cooperating with classmates, and generally contributing in a positive way to the class. Working in your field of study often means searching for solutions in a group context. Teamwork, listening, empathy, enthusiasm, emotional maturity, respect, and consideration of other people's concerns are all essential to success. Please bring these qualities and values with you to class. It is as important to "practice" these interpersonal skills as it is to learn new intellectual content and related skills. Students will be evaluated on their professional demeanor in class. Daily graded tasks will be included in the professionalism grade. These tasks do not fall under the make-up policy; therefore, if they are missed due to tardiness or absence, they cannot be made up.

RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

Virginia College is committed to maintaining an environment in which its faculty members, students, administrators, and staff members are safe and can be trusted and can count on others to be trustworthy. Indeed, mutual respect among faculty members, students, and administrators is

an essential ingredient in the educational process, and the greatest care must be taken that it not in any way be eroded.

As part of the commitment to maintaining an environment that supports our educational goals, Virginia College prohibits romantic, sexual, and exploitative relationships between College employees and students. In the event that any such relationship is reported and confirmed, the College employee is subject to employee disciplinary procedures up to and including dismissal. All employees and students are accountable for compliance with this policy. Even when the initiator of the relationship is not the employee, any ensuing penalties will affect the staff member whose institutional responsibility is to deal in a professional manner and avoid such situations.

There are exceptional circumstances such as when the spouse or partner of a College employee is a student at the College. Another exception would occur when the staff member has an existing relationship with the student prior to the student's enrollment at Virginia College. This fraternization policy does not apply in such circumstances. The Dean of the College, in consultation with the Director of Human Resources, the relevant Program Director, and the Campus President determines whether an exceptional circumstance applies. The appearance of conflict of interest or inappropriate relationship is to be avoided by full disclosure in advance.

SMOKING

Each campus is a ***smoke-free environment***. Current regulations state ***"NO SMOKING ANYWHERE INSIDE THE BUILDINGS OR AT THE FRONT ENTRANCE."*** ***Please use designated smoking areas only.***

STUDENT CONDUCT

All students are expected to conduct themselves both in and out of class in a manner that is acceptable in the professional world. The College reserves the right to place a student on probation or exclude him/her from class or school for any of the following reasons:

- excessive absences from class without an acceptable excuse;
- conduct found by the administration to be detrimental to the learning environment, the individual, other students, the community, or the campuses; and
- verified acts of cheating which include the usage of another student's work or material copied from another source either verbally, in writing, or in electronically-produced assignments (this includes all class assignments, homework assignments, projects, quizzes, and examinations).

STUDENT DISCIPLINARY CODE

Regulations: When Campus Rules Govern – Students who are enrolled at Virginia College are subject to the rules and regulations of the College. The rules apply to any College activity, including field trips.

Penalties: Penalties for violation of College regulations may include one or a combination of the following:

- reprimand;
- the imposing of specified restrictions;
- conduct probation;
- temporary suspension; and/or
- dismissal from school.

Appeals: Appeals from a student must be in the form of a letter of appeal, written and signed by the student. The letter should include, but not be limited to, the following:

- substantiated records in support of the student's reasoning and appeal for withdrawing the student's pending action; and
- the student's perspective and documentation (if appropriate) challenging the penal action.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

For the Complaint/Grievance Procedure for your campus, please refer to the College Catalog. To access the college catalog, go to students.vc.edu.

STUDENT RECOGNITION

Students are recognized for outstanding academic achievement by:

- The President's List: The President's List is compiled at the end of each term. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 4.00 during the term.
- The Dean's List: The Dean's List is compiled at the end of each term. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 3.50 to 3.99 during the term.

STUDENT'S RESPONSIBILITIES

The act of registration is considered a pledge on the part of the student to abide by the rules and regulations set forth by the administration and faculty. The campuses reserve the right to place on probation, suspend, or expel from the College any student who willfully violates any rule or regulation of Virginia College. Students who are placed on probation for unsatisfactory academic progress or

unsatisfactory conduct are not permitted to represent Virginia College in any student function, program, or other College-sponsored activity.

1. The student is responsible for his/her own academic dedication.
2. The student is responsible for his/her completion of academic requirements in each course and program.
3. The student is responsible for regular attendance, required amount of time spent in class, in labs, and completing assignments, tests, quizzes, and exams.
4. The student is responsible for his/her own involvement in student activities.
5. The student is responsible for providing required up-to-date and valid information for receiving financial aid, grades, and other important information.
6. The student is responsible for informing the Academic Dean or Campus President of any change in personal status that would affect his/her academic standing.
7. The student is responsible for displaying good personal habits, dress, and demeanor while on campus.
8. The student is responsible for his/her own job search after receiving training and placement information.
9. The student is responsible for knowing and abiding by all published policies.
10. The student is responsible for keeping his/her account balance current and for staying in regular contact with his/her financial planning representative to stay abreast of financial status.
11. The student is responsible for notifying the College of any and all changes in address and/or telephone numbers.

STUDENT'S RIGHTS

1. The student has a right to expect quality instruction.
2. The student has a right to information regarding his/her academic record.
3. The student has a right to be involved in professional and/or College activities as offered.
4. The student has a right to receive assistance in job placement.
5. The student has a right to a safe and healthy academic environment.
6. The student has a right to information regarding his/her financial status at Virginia College.
7. The student has a right to evaluate each instructor and the campus itself at periodic intervals.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Student Right-To-Know and Campus Security Act of 1990 requires all post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime

statistics. Each year the respective campuses publish statistics relating to campus crimes during the previous year. The College's Crime Awareness and Campus Security policy statement is located on the Student Portal. Log in to the Student Portal at students.vc.edu.

THEFT

Any person (Virginia College student or otherwise) who is caught planning, attempting, in the act of, and/or proven to have committed theft against the College, employees, and/or students will be reported to local authorities and charges will be filed. Persons enrolled as students at Virginia College will be expelled immediately.

WEAPONS/FIREARM POLICY

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Virginia College nor in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed. Violation of this regulation will result in disciplinary action, criminal charges, and sanctions up to and including expulsion (in the case of students) or termination of employment (in the case of faculty and staff).

Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are as follows: law enforcement officers who are legally authorized to carry such weapons and are officially enrolled in classes or are acting in the performance of their duties or an instruction program in which firearms are required equipment. Students qualifying for this exception must inform the campus administration.

Why choose Virginia College?

- Flexible class schedules
- Small class sizes with individualized instruction
- Real-world instructors, many of whom work in the fields in which they teach
- Fast-track career programs geared to the job market and tomorrow's hottest fields
- Accredited by ACICS
- Career placement assistance
- Financial aid available for those who qualify

Know others who could benefit from fast-track career training from Virginia College? Have them contact an admissions associate. It could be the biggest favor you ever do for anyone.

