

# Student Handbook 2015 - 2016

## Greetings from Student Affairs!

The University of Houston-Victoria (UHV) is an engaging learning environment that welcomes students from a variety of backgrounds and cultures. Student Affairs is a critical part of student life at UHV: from class registration to financial aid, from new student orientation to commencement, and from academic support services to cultural experiences, we exist to encourage and support students during every step of their college journey.

In student affairs, we provide support systems to help students resolve issues that might interfere with their educational goals, as well as programs designed to support a healthy and balanced lifestyle. We offer entertaining activities, volunteer opportunities, student organizations, and living/learning communities. We also expect our students to make a positive connection to the university, be responsible to self and community, and become lifelong learners. Students can expect us to support their efforts to become active, confident, and involved members of the University community.

You have our personal pledge that we will do everything possible to make your educational experience at UHV personalized and rewarding. We welcome your partnership in building and supporting an environment where students are responsible and accountable, relationships are established and enhanced, and new ideas are welcomed and encouraged!

Go Jaguars,

Dr. Jay Lambert, Vice President for Enrollment Management and Student Affairs

Mr. Michael Wilkinson, Director of Student Life and Services

For the most recent updated policies, view: <http://www.uhv.edu/HandBook/default.aspx>  
For more information about Student Life and Services, you may view our webpage at:  
[www.uhv.edu/sls](http://www.uhv.edu/sls).

# Mission Statement

The University of Houston-Victoria (UHV) is a dynamic destination university in the Coastal Bend Region of Texas. UHV serves the educational needs, promotes the economic well-being, and advances the quality of life for the university and community through teaching, research, and service excellence.

As a separately accredited university in the University of Houston System, UHV is dedicated to providing students with educational and leadership opportunities that empower them to be successful 21<sup>st</sup> century professionals and citizens in the global economy. UHV offers undergraduate and graduate degrees in four schools: Arts and Sciences, Business Administration, Education and Human Development, and Nursing. Fully-online programs complement face-to-face programs and allow convenient access for UHV's traditional and non-traditional students. UHV also serves transfer students through articulation agreements with community colleges.

Civic engagement and service learning provide students the opportunity to make meaningful connections between their classroom experiences and their lives in an ever-changing and increasingly complex world. UHV enriches the region by offering economic development, life-long learning, outreach and special events, athletics and cultural experiences for the community.

**UNIVERSITY OF HOUSTON-VICTORIA**  
**Student Handbook 2015 - 2016**  
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This handbook is intended to convey information about university policies and procedures to our students. Students should also refer to other university documents like the UHV catalog, class schedules, or university officials for additional information.

Updates and changes are made annually to the handbook. Anyone with suggestions for amending or changing any of the information in this handbook should make those suggestions in writing to the Vice President for Enrollment Management and Student Affairs. All proposed changes will be reviewed by the Director of Student Life and Services and the Vice President for Enrollment Management and Student Affairs. The university reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

**UHV NON-DISCRIMINATION STATEMENT**

The policy of UHV is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy, except where such a distinction is required by law. Additionally, UHV prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. Employees with disabilities, and students, employees, and visitors to campus with inquiries and/or complaints regarding Title IX (sexual misconduct may direct questions to the Director of Human Resources/Equal Opportunity/Title IX Coordinator (University West, Room 117, [smithl@uhv.edu](mailto:smithl@uhv.edu), (361) 570-4800). Title IX questions and/or inquires may also be directed to the Assistant Title IX Coordinator (University West, Room 116, [norgardc@uhv.edu](mailto:norgardc@uhv.edu), (361) 570-4835). Students with disabilities needing assistance may call the Manager of Disability Services and At-Risk Programs (University North, Room 214H, [worleyc@uhv.edu](mailto:worleyc@uhv.edu), (361) 570-4287).

**ACCREDITATION**

UHV is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelors and masters degrees. A copy of the university's accreditation report is available in the Institutional Research Office.

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# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **STUDENT HONOR CODE**

As a UHV Jaguar, I pledge to be honest, respectful, and responsible, always remembering to represent my university well.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Preface**

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which university policies are built. This philosophy acknowledges the existence of both rights and responsibilities which are due an individual not only as a student at the University of Houston-Victoria but as a citizen of the United States of America.

The Student Government Association (SGA) is the official liaison between the student body and the university administration and serves as the mechanism for student input in institutional decision-making. The SGA comprises representatives and officers elected by the student body.

It is the responsibility of the SGA to represent the entire student body, to give thoughtful consideration to student concerns, to present recommendations to the President's Cabinet for consideration, and to communicate decisions affecting students to the entire student body.

Recommendations may be presented for the President's Cabinet consideration at the request of a simple majority of the SGA. Recommendations shall be written form and shall be presented to the President's Cabinet through the Vice President for Enrollment Management and Student Affairs or the Provost. The President's Cabinet shall consider all recommendations and inform the SGA of its decision(s). The President's Cabinet may confer with members of the SGA prior to making decisions. The President's Cabinet may, from time to time, request that the SGA consider various matters deemed by the Cabinet to require review by the student body.

### **Student Rights**

#### **ARTICLE I**

A student shall have the right to participate in a free exchange of ideas and there shall be no university rules or regulations or administrative policy that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth by the U.S. Constitution.

#### **ARTICLE II**

Students shall be treated on an equal basis in all areas and activities of the university regardless of race, color, religion, gender, sexual orientation, gender expression, gender identity, age, national origin, or educationally unrelated handicaps.

#### ARTICLE III

A student has the right to personal privacy except as otherwise provided by law, and this privacy will be observed by students and the university authorities alike. See "Confidentiality of Records" (FERPA) for more information.

#### ARTICLE IV

Each student shall be free from disciplinary action by university officials for violations of civil and criminal law off-campus, except when such a violation is determined also to be a violation of the student code of conduct regarding off-campus conduct.

#### ARTICLE V

Each student subject to disciplinary action arising from violations of university regulations shall be assured procedural due process. At all discipline hearings, an accused student shall be assumed innocent until found responsible, and in the initial hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed substantive and procedural due process.

### **Student Responsibilities**

#### ARTICLE I

A student has the responsibility to respect the rights and property of others, including other students, the faculty, the staff and the administration.

#### ARTICLE II

A student has the responsibility to be fully acquainted with the published University policies and procedures and to comply with them and the laws of the land.

#### ARTICLE III

A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community. If a student violates any university policy or procedure, the student will be subject to due process of university policy regardless of any civil or criminal action that may be pending as a result of the same violation. The university reserves the right to refuse acceptance to prospective or former students who have criminal records including conviction of a felony or other offenses of a serious nature. If a student has deliberately attempted self-inflicted harm, the university may withdraw the student when the Vice President for Enrollment Management and Student Affairs deems such action to be in the best interest of the student and the university. If a student remains in school, the university assumes no responsibility for the welfare of the individual.

The university reserves the right, through due process, to issue a warning, to suspend, or to



dismiss any student for conduct that is harmful to members of the university community or damaging to the educational interests of the university.

## **STUDENT CODE OF CONDUCT**

### **Introduction**

The University of Houston-Victoria (UHV), as an educational institution, has a special set of interests and purposes essential to its effective functioning. These include: (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual and educational atmosphere throughout the University, and (c) the protection of health, safety, welfare, property, and human rights of all members of the University, and the property of the university itself. In the area of student conduct, the University has a clear responsibility to protect and promote the pursuit of its goals. The Student Code of Conduct emphasizes the University's commitment to promote the freedom, intellectual development, and personal responsibility of its students.

The Student Code of Conduct sets forth those acts that constitute unacceptable conduct for students of the University. All alleged violations of the Student Code of Conduct might result in referral to the Director of Student Life and Services for disciplinary action.

The University of Houston-Victoria supports the concept of educational discipline – educating the student through appropriate sanctioning when circumstances permit; but should the student demonstrate an unwillingness to obey the rules governing conduct; the students will be treated in the same manner as one who has failed academically. Students are expected to adhere to, and will be held accountable for adhering to, all federal, state, and local laws in addition to all University policies and regulations not mentioned herein.

A student admitted to the University of Houston-Victoria accepts the responsibility to conform to all UHV rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary action including, but not limited to, expulsion, suspension, disciplinary probation, reprimand or warning. Although the University will make every reasonable effort to make the rules and regulations available, students are responsible for becoming familiar with them on their own accord.

The University of Houston-Victoria student conduct process is the responsibility of the Director of Student Life and Services.

### **Policy**

#### **1. Application and Jurisdiction**

- 1.1 Students are subjected to applicable federal, State, and local laws; University of Houston System rules, regulations, and policies, including those set forth in the UH System Administrative Memoranda.

- 1.2 Students may be disciplined by the University for violating any of the conduct standards on University grounds or off University grounds when the incident occurs in connection with a University sponsored or affiliated activity or program, when the incident has a substantial connection to the interests of the University, when the incident poses a threat of serious harm to any member of the University community, or when the behavior is prohibited by University policy regardless of where it occurs, even if the student is or may be penalized by civil or criminal authorities of the same act.
- 1.3 University disciplinary action may be instituted against a student charged with conduct that potentially violates both criminal law and University policy without regard to pending civil litigation or criminal arrest and prosecution. At the discretion of the Director of Student Life and Services, University disciplinary proceedings will not be subject to change because criminal charges arising out of the same facts that resulted in the violation of University rules were dismissed, reduced, or resolved in favor of or against a criminal defendant.
- 1.4 Students are subject to University disciplinary action for prohibited conduct that occurs while the student is participating in off-campus activities sponsored by or affiliated with the University including, but not limited to, field trips, retreats, and study abroad programs.
- 1.5 Students are subject to University disciplinary action if the student withdraws from classes while a conduct matter is pending.
- 1.6 Any conduct that is a potential violation of the University's Sexual Misconduct Policy or Discrimination and Harassment Policy will be exclusively processed, investigated and addressed pursuant to those policies and not this Student Code of Conduct, except as provided herein if the Office of Equal Opportunity Services (EOS) has reasonable cause to believe that a student's presence on University premises or at a University-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of any member of the University community or to property, EOS may request the issuance of an interim suspension pursuant to the Interim Suspension section of this Student Code of Conduct. If a student is found to be in violation of the University's Sexual Misconduct Policy or Discrimination and Harassment Policy, and s/he wishes to appeal and sanction(s) imposed by the Department of Student Life and Services, his/her appeal shall be brought pursuant to the appeal section of this Student Code of Conduct.

## **2. Definitions**

- 2.1 "Appellate Officer" includes the Director of Student Life and Services and Director of Residence Life and University Commons.
- 2.2 "Board" means the University Hearing Board.
- 2.3 "Business Day" means Monday through Friday during regular University business hours.
- 2.4 "Code" refers to the UHV Student Code of Conduct.
- 2.5 "Handbook" means the official UHV Student Handbook.

- 2.6 “Hazing” means those activities defined in the Texas Education Code Sec. 37.151 et seq., the Prohibited Conduct Section of the Student Code of Conduct regarding Hazing.
- 2.7 “Hearing Officer” includes the Director of Student Life and Services, Director of Residence Life and University Commons, Assistant Director of Programming, Residential Life Graduate Coordinators, and the University Hearing Board.
- 2.8 “Notice” means correspondence sent to the addressee by means identified in Section 5 of the Student Code of Conduct regarding Notice.
- 2.9 “Preponderance of the evidence” is the standard of review in the student discipline process, which evaluates whether it is more likely than not that the student did violate a Code provision and/or University policy.
- 2.10 “Procedures” means the Student Disciplinary Procedures.
- 2.11 “Record” means correspondence referenced herein relating to the Student Disciplinary Procedures and all hard copy or electronic documents, forms, copies, reports, statements, recordings, or tangible evidence presented in a disciplinary hearing or conference.
- 2.12 “Referral Notice” refers to the notice initiating disciplinary action.
- 2.13 “Respondent” means accused student.
- 2.14 “Sanction” means penalty for violation of the Prohibited Conduct Section of the Student Code of Conduct.
- 2.15 “Student” means a person who: (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when s/he met the criteria of (a), (b), (c), or (d).
- 2.16 “University” means the University of Houston-Victoria.
- 2.17 “University officials” means those persons in an official university capacity or those who have been given the authority and the responsibility by appropriate agency or person, including regents, officers, faculty, and administrative staff.
- 2.18 “University grounds” means property owned, leased, controlled, used, or occupied by the University including property physically removed from campus.
- 2.19 “Will” and “shall” are used in the imperative sense.

### 3. Prohibited Conduct

The following examples of prohibited conduct are defined by the University to be unacceptable. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct. The list should not be viewed as all-inclusive or exhaustive. Further, the University expects its students to exhibit a higher standard of conduct than the minimum needed to avoid discipline.

- 3.1 **False Conduct Allegation** – Making a prohibited conduct allegation against a member of the University community that is knowingly false.

- 3.2 **False Report of Emergency** – Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- 3.3 **False Statements** – Being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any University proceeding or to any University official.
- 3.4 **Falsification of Records** – Altering, tampering, forging, or knowingly using falsified documents or records of the University, including, not limited to, UHV parking permits and student IDs. Falsifying, attempting to falsify, conspiring to falsify or knowingly using falsified academic records including, but not limited to, altering or assisting in the alteration of any official record of the University and/or submitting false information or omitting information that is required for or related to any academic record. Academic records include, but not limited to, applications for admission, application for the awarding of a degree, registration materials, and grade change forms, and other documents or forms used by the Office of the Registrar. A former student who engages in this prohibited conduct may be subject to a bar against readmission, the revocation of a degree, and/or the withdrawal of a diploma under the Student Disciplinary Procedures.
- 3.5 **Forcible Entry or Trespass** – Forcible or unauthorized entry to any University building, structure, or facility and/or unauthorized entry to or use of University grounds.
- 3.6 **Gambling, Wagering, and/or Bookmaking** – Gambling, wagering, and/or bookmaking as defined by federal, state, and/or local laws on University grounds or by using University equipment or services.
- 3.7 **Hazing** – Any intentional, knowing, or reckless act, occurring on or off the University campus, by one or more person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students or the University.
- 3.8 **Mental or Bodily Harm** – (a) Intentionally inflicting mental or bodily harm upon any person; (b) taking any action for the purpose of inflicting mental or bodily harm upon any person; (c) taking any reckless, but not accidental, action from which mental or bodily harm could result to any person; (d) engaging in conduct, including, but not limited to stalking, that causes a person to believe that the offender may cause mental or bodily harm; (e) communicating a threat to cause mental or bodily harm to any person; (f) any act which demeans, degrades, or disgraces any person and that causes, or would be reasonably likely to cause, mental or bodily harm. “Any person” as used in this section may include oneself.
- 3.9 **Misuse of Identification** – Transferring, lending, or borrowing University identification.
- 3.10 **Misuse of Safety Equipment** – Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency equipment.
- 3.11 **Misuse or Abuse of Computers** – Unauthorized use or misuse of any University computer, computer system, service, program, data, network, cable television network, or communication network. The inappropriate or disproportionate use of an information technology resource owned or controlled by the University or

use of an information technology resource for an illegal threatening, harassing, abusive, or intentionally destructive purpose. Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain. Breach of computer security, harmful access or invasion of privacy.

- 3.12 **Photographing and Videotaping** – Photographing, videotaping, filming, digitally recording, or by any other means, secretly viewing with or without a device, another person without that person’s consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security surveillance filming, or recording that is authorized by law enforcement or authorized University officials.
- 3.13 **Possession of Dangerous Weapons** – Unauthorized possession of any weapon prohibited by the Texas Penal Code including, but not limited to, firearms, illegal knives, tire deflation devices, dangerous chemicals, or any explosive device of any description such as compressed air guns, pellet guns, BB guns, shotguns, or the ammunition of any firearm or other dangerous weapon or explosive on University grounds. Possessing a dangerous weapon in your vehicle constitutes a violation of this section; however, it shall not be a violation of this section if an individual, who possesses a concealed handgun license, stores or transports his or her licensed and lawfully possessed handgun and/or ammunition in his or her own locked privately owned or leased vehicle.
- 3.14 **Possession of Stolen Property** – Possessing property known to the possessor to be stolen and that may be identified as property of the University or any other person or business.
- 3.15 **Public Intoxication** – Presenting a threat to oneself or others due to being under the influence of alcoholic beverages or other drugs.
- 3.16 **Sexual Misconduct** – Violation of the University of Houston System Sexual Misconduct Policy including, but not limited to, engaging in or attempting to engage in sexual assault, sexual exploitation, sexual intimidation, and/or sexual harassment.
- 3.17 **Theft** – Theft, or attempt theft, of property or services from any person or any business on University grounds.
- 3.18 **Unauthorized Use of Alcoholic Beverages** - Possession, distribution, or consumption of alcoholic beverages except during events or in circumstances authorized by University officials and/or failure to comply with state or University regulations regarding the use or sale of alcoholic beverages.
- 3.19 **Unauthorized Use of Property or Service** - Unauthorized use of property or services or unauthorized possession of University property or the property of any other person or business.
- 3.20 **Unauthorized Use of University Keys** – Unauthorized use of property or services or unauthorized possession of University property or the property of any other person or business.
- 3.21 **Use, Manufacture, Distribution, Sale, Offer for Sale, or Possession of Controlled Substances or Drug Paraphernalia** - The use, manufacture,

distribution, sale, offer for sale, or possession of any controlled substances, including but not limited to, barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana. Texas law defines Controlled Substances and Drug Paraphernalia.

- 3.22 **Violation of Campus Recreation Policies** - Violation of the published policies, rules, and/or regulations as it pertains to Intramural Sports events.
- 3.23 **Violation of University Policies and Procedures** - Violation of University policies and procedures including, but not limited to, those published in the UHV Student Handbook.
- 3.24 **Violation of Probation** - Violation of the Code while on disciplinary probation, or violation of the terms of disciplinary probation.
- 3.25 **Violation of Student Housing and Residential Life Policies, Procedures and/or License Agreements** - Violation of the terms of a University housing License Agreement or the published policies, rules and/or regulations of the Department of Student Housing and Residential Life including, but not limited to, the following:
  - a. **Access** – Residents found climbing over a fence, gate, or door, for any reason, will violate their housing agreement. Any person who is not a resident found climbing the fence or walking unescorted through the community is criminally trespassing. Do not block doors, causing them not to lock properly. Report blocked and/or unlocked entrances, or individuals tampering with the doors, to an RA or the Professional staff. Disciplinary action will be taken against those who violate this policy. Violation of this policy puts yourself and other residents at risk of potential danger by giving non-residents access to community buildings.
  - b. **Alcohol** - Alcoholic beverages are not permitted anywhere at Jaguar Village (regardless of age). Alcohol consumption in public areas, hallways or any part of the grounds is strictly prohibited and enforced by DRL Staff, University of Houston-Victoria and Texas State laws.
  - c. **Bicycles** - No bicycles are allowed in the living space, nor may they be operated within the residence halls. All bicycles must be parked in one of the bicycle racks. Any bicycle found within the residence hall (whether in a hallway, common area, or living space), or any bicycle found attached to any railing, pillar, light pole, tree, fence work, will be subject to impoundment and the resident responsible for said bicycle can be charged for the impoundment.
  - d. **Damages & Vandalism** - Residents are held judicially accountable and financially liable for vandalism or damages they cause to Jaguar Village property (including, but not limited to, damages caused by electrical appliances or other personal equipment and belongings, and those caused by adhesives, nails, tacks, etc.)
  - e. **Fire Equipment** - Residents who tamper with fire equipment are subject to possible prosecution and a possible fine, per State law. Tampering with smoke detectors, fire alarms, fire hoses, sprinkler systems, and fire extinguishers is strictly prohibited. Tampering with any of the above,

which will result in a response from the local fire department, is in violation of state and local ordinances.

- f. **Furniture** - Room furniture is not to be removed, transferred or interchanged among other rooms or public areas. Room furnishings provided may be arranged in any reasonable manner that does not endanger resident safety. Waterbeds are prohibited. Common area furniture is not to be removed from its assigned location to any other location at any time.
- g. **Inappropriate Behavior** - Behavior or acts that are unreasonably disruptive to orderly community living are prohibited. These include, but are not limited to, the following: Inappropriate calls or requests of fellow residents and/or residential staff. Disorderly conduct that is disruptive, or may cause personal or physical injury to themselves or others, including but not limited to: physical altercations, bouncing balls on the floor/hallways, profanity in the hallways, preventing others from studying or sleeping, water or shaving cream fights, playing indoor/outdoor sports inside the buildings (including skateboarding, rollerblading, riding bikes, scooters, throwing Frisbees, etc.). Inappropriate language (curse words, racial slurs, jokes about ethnicity, sexual orientation, religious background, etc.) in public areas (lobby, TV lounges, etc.)
- h. **Keys** - Keys are issued to the assigned occupants of a living space, including room key (access card) and mailbox key. You are to keep your room key and PawPass in your possession at all times. You may not issue your keys and/or access card to anyone. Lost or missing keys/access cards must be reported as soon as possible to the Residence Life staff. Keys shall not be duplicated. All keys must be surrendered to the Residence Life staff upon termination of the Housing Agreement.
- i. **Living With Roommates** - For most college students, sharing a residence hall room is a new experience. Your new roommate may be an old high school friend, distant cousin, friend of a friend, somebody's sister or brother, or a total stranger. The Department of Residence Life does not expect roommates to be "best friends," but to be able to live together in a respectful environment. Roommate changes are not granted the first two weeks of each semester and are viewed as a last resort, not first alternative. If one student infringes upon the rights of another, we expect the two students to work together in an atmosphere of mutual respect to resolve their differences. If you are experiencing trouble with another resident that you cannot resolve, follow the process outlined below. If you need assistance, contact your RA. If you are experiencing a roommate or neighbor issue you need to first approach, your roommate or neighbor about the problem. However, if you feel uncomfortable addressing your concerns with, your roommate or neighbor, feel free to ask your RA for assistance. If talking to your roommate or neighbor does not bring about a solution to your problem, then your next step is to get your RA involved. RA's are trained in mediation and will meet with both parties separately and then together as a group. The RA can set up a roommate contract or

neighbor contract, which can help alleviate issues. If mediation with your RA does not help the situation between you and your roommate, or your neighbor, a meeting will be set up with a member of the Professional staff. The Professional staff member will meet with both parties and the RA to mediate solutions for the problems between the parties. If resolutions to the problem(s) cannot be met, the DRL Professional Staff may grant a room change.

- j. **Modifications and Alterations to Living Space** - No alterations or modifications are to be made to either the interior or exterior surfaces of the rooms, doors, hallways, or building without the prior written approval of a Professional Staff member. Alterations or modifications include, but are not limited to the following: putting mirrors on the closet or bathroom door, putting up shelves permanently mounted to the wall, installing additional or replacement locks on the doors. This is not an exhaustive list and approval should be sought for any questionable alterations or modifications. No self-adhesive stickers (bumper stickers, etc.) may be placed on the walls or doors. Thumbtacks, poster putty, 3M Command strips, or small nails (7/8" long or smaller) may be used to hang posters and pictures; however, use of double-sided sticky foam tape is prohibited. Curtains may be hung, as long as the holes do not exceed the above standards. If you have any questions, contact DRL before applying any decorations to the unit walls. Residents will be held accountable for damages not documented on move-in condition forms.
- k. **Noise** - In order to facilitate an environment conducive to academic growth, Jaguar Village has a 24-hour courtesy policy. Any behavior or noise that may be disturbing to another resident at any time must be ended upon the request of said resident or any member of the Residence Life staff. In addition, Quiet Hours will be in effect for the following hours: 10:00 P.M. - 8:00 A.M. Sunday through Thursday and 11:00 P.M. - 9:00 A.M. Friday and Saturday. These policies apply to all areas of the Jaguar Village property, including, but not limited to, parking lots, breezeways, hallways, common areas, and units. Although the 11:59 Lounge does not have quiet hours, residents still need to be respectful of others. Any resident or resident's guest(s) found violating these policies will be asked to immediately conform to them, and repeat offences may result in disciplinary action. In keeping with these policies, the use of amplified musical instruments within the complex, unless they are being used with headphones, is prohibited. If a neighbor is being noisy, first approach them and ask them to please hold down the noise. If this does not work, call the Front Desk and ask them to contact the Resident Assistant on duty, who will address the matter with the other residents. The Department of Residence Life reserves the right to adjust "Quiet Hour" privileges at any time.
- l. **Parking** - All residents wishing to park a vehicle at Jaguar Village MUST have and display a valid UHV parking permit and register their vehicles with UHV Parking. To do this, complete the Vehicle Registration Form at



Check-In. Vehicles without a valid tag will be subject to parking fines or towed at the vehicle owner's expense. Vehicles illegally parked in fire zones or reserved spaces can and will be towed at any time. Parking permit stickers must be affixed to the driver side rear window. Parking permit stickers may not be taped to the inside of the window. Improper placement, including the use of tape, is considered a violation and is subject to a citation. Lack of space is not considered a valid excuse for violation of the University's parking regulations. Parking is prohibited in any place that will mar the landscaping of Jaguar Village, inconvenience or endanger anyone, create a hazard or interfere with the use of University facilities by others. A parking permit may not be used for more than one vehicle. Only one vehicle may be parked at campus housing. Residents are permitted to register one vehicle only. The University of Houston-Victoria disclaims all responsibility for losses or damage to vehicles operated or parked in Jaguar Village or on main campus, and is not responsible for losses or damage to any vehicle towed from Jaguar Village or main campus.

- m. **Personal Property** - If any prohibited items are found, they will be subject to confiscation. Extension cords may not be placed wrapped around metal fixtures or furniture, run under carpet, or taped to the carpet. Paper, fish nets, parachutes, flags, tapestries or other combustible items may not be hung from or attached to the room ceiling or cover the ceiling or fire detector. Covering the ceiling or fire detector with these or other such items constitutes a fire hazard. No obscene or inappropriate items, signs, or posters may be hung on the windows. Painting on windows is also prohibited. No nails or stickers may be used on the door. Please use masking tape, 3M Command Strips, poster putty, or magnets. DRL has the authority to remove any offensive or inappropriate items displayed on student doors or windows.
- n. **Pets** - Only pets required for the assistance of an individual with a disability are allowed at Jaguar Village. Guests are not allowed to bring their pets into the premises at any time. Pets include mammals, reptiles, etc.
- o. **Prohibited Items** - According to your Housing Agreement and the state and university fire safety codes, you should not have any of the following items in your unit: Candles (with or without wick) or incense; not even for decoration. Extension cords; use power strips with surge protectors instead. Halogen lamps. Excessive amounts of paper or flammable material. Dangerous/ combustible substances and chemicals. Any other items that may be considered a fire hazard, i.e. potpourri pots, multi-plug adapters, air fresheners with attached plugs as an extra outlet. Microwaves. Refrigerators exceeding 4.0 cubic feet.
- p. **Smoking** - Smoking is not permitted in the units, any indoor common areas, or breezeways at any time. There are designated smoking areas at Jaguar Village where you may smoke. Please dispose of cigarette butts in the appropriate cigarette receptacles.

- q. **Trash** - We ask that residents remove trash and garbage from their rooms daily and place it in the dumpster, located in the parking lot. Trash left outside of any residents' room door will be picked up and the residents of that room will be charged \$25 per bag of trash. Multiple violations will result in disciplinary actions.
- r. **Unauthorized Entry** - Guests, contractors, etc. are prohibited from entering into Jaguar Village rooms without checking in at the Office and going through the proper procedures. It is prohibited to enter any Jaguar Village room that has not been assigned to you without the written permission of the resident assigned to that room.
  - a. **Check In/Out Procedures**
    - i. Students are required to check into their residence hall space but presenting a photo ID or their Jaguar Card to the Residence Life staff. Upon checking in, students will receive a room condition report, room key, and mailbox key.
    - ii. At checkout, the student must schedule a time to meet with a staff member who will check the student out of their room. The student's room key and mailbox key must be returned at checkout.
    - iii. Residents will be responsible for returning their room to the original condition at checkout (i.e., floors mopped, dusted or vacuumed, furniture back in place and dusted, and trash removed). Residents will be responsible for damages and will be assessed charges, as applicable.
    - iv. Residents who vacate the halls are responsible for removing from the building and premises any property which they own or used during their occupancy. Failure to remove excess property will result in improper checkout charges, plus charges for removal by the university, and potentially storage charges at the discretion of DRL. In addition to regular cleaning charges, which are assessed for a dirty room at checkout, removal charges will be assessed for property such as tables, chairs, sofas, refrigerators, street signs, bricks, lumber and similar items that by their nature cannot be disposed of through the normal university trash disposal system or require extra effort to remove.
- s. **Visitors/Guests** - The number of guests is limited to two per resident. If the number of people in one apartment is larger than that number, a Residence Life staff member reserves the right to disperse the group. You are to escort your guests at all times. Your guests require your presence for access into the residence halls. No guests are allowed between 12AM and 8AM (SUN-THURS) and 2AM to 8AM (FRI-SAT). Overnight visitation cannot exceed 48 hours and is only allowed 3 times per semester. Per the housing agreement, "only you can live in the Premises. You may not permit another person to live in the Premises or in the Apartment." DRL reserves the right to adjust visitation privileges at any time.

## **Student Disciplinary Procedures**

The purpose of these procedures is to provide for the orderly administration of the Student Code of Conduct consistent with the principles of due process of law. Reasonable deviations from these procedures will not invalidate a decision or proceeding.

### **4. Disciplinary Action Initiated**

Any member of the University community may submit a written allegation of violation of the Prohibited Conduct Section of the Student Code of Conduct. The individual alleging a violation must include sufficient facts, which would enable the Director of Student Life and Services or designee to decide if further fact-finding is necessary. An allegation of violation must include the name of the complainant and should include pertinent facts including, but not limited to, a description of the alleged violation, the date of the alleged violation, the name(s) of the students involved, the time that the alleged violation took place, and the location of the alleged violation.

### **5. Notice**

- 5.1** Students who are the subject of prohibited conduct allegations will be notified by the appropriate Hearing Officer. Such notice will contain information regarding the student conduct involved and a statement of the Code provision(s) and/or University policy alleged to have been violated.
- 5.2** All written notices to students will be considered received upon the occurrence of one or more of the following: placing the written notice addressed to the student's current local or permanent address as listed in the Registrar's records in the United States Postal Service mail or campus mail, sending written correspondence to the student's official University email address, or hand delivering written notice to the student. Receipt will constitute full and adequate notice.
- 5.3** The student's failure to provide and maintain current addresses with the Registrar, refusal to accept delivery of a letter, or failure to receive an email message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with written notices.
- 5.4** Failure to respond to notices delivered via Item 5.2 shall constitute a separate violation of this Code. Failure of the accused student to respond to the initiation of charges or schedule a procedural interview shall in no way prevent the University from scheduling and conducting a University Hearing Board hearing or a Disciplinary Conference with the Hearing Officer in the absence of the accused student. Disciplinary Conference with the Hearing Officer in the absence of the accused student.
- 5.5** The Director of Student Life may bar or cancel the enrollment of a student who fails to comply with notices sent in accordance with Item 5.2.

### **6. Procedural Interview**

- 6.1** Students alleged to have violated the Prohibited Conduct Section of the Code must contact the Hearing Officer to schedule a Procedural Interview within five business days of receiving written notice.
- 6.2** Students who fail to contact the Hearing Officer to schedule the Procedural Interview within the five business day period outlined in Item 6.1 will be considered to have elected to proceed with a Disciplinary Conference under the Student Disciplinary Procedures. Students who fail to appear for a scheduled Procedural Interview will be considered to have elected to proceed with a Disciplinary Conference.
- 6.3** Copies of the following documents will be made available to the student at the time of the Procedural Interview:
  - a. A copy of the Student Code of Conduct.
  - b. A copy of the referral notice and/or incident report.
  - c. A copy of the Students' Rights and Responsibilities Respondent Information and Acknowledgement Form.

Students who fail to contact the Hearing Officer to schedule the Procedural Interview or who fail to attend a scheduled Procedural Interview will be provided access to copies of these documents in advance of the Disciplinary Conference.

## **7. Hearing Selection**

- 7.1** Within five business days of the Procedural Interview, the student shall choose either a hearing before the University Hearing Board or a Disciplinary Conference with the Hearing Officer. The student shall indicate their choice of hearing in writing to the Hearing Officer.
- 7.2** The Hearing Officer shall notify the student of the time, date, and place of the Disciplinary Conference or hearing before the University Hearing Board.
- 7.3** Students who fail to select either a hearing before the University Hearing Board or a Disciplinary Conference with the Hearing Officer within the five business day period outlined in Item 7.1 will be considered to have elected to proceed with a Disciplinary Conference.

## **8. Disciplinary Conference**

The following procedural guidelines shall be applicable in Disciplinary Conferences with the Hearing Officer:

- 8.1** Written notice of the alleged violation(s) at least five business days prior to the scheduled conference, unless the respondent requests to proceed with the Disciplinary Conference at an earlier time.
- 8.2** The respondent is entitled to be accompanied and assisted by an advisor. An advisor may be an attorney, but who sits in an advisory capacity and who addresses the Hearing Officer only upon permission of the Hearing Officer. Respondents who wish to have an attorney attend the Disciplinary Conference as their advisor shall notify the Hearing Officer of the attorney's name and contact information at least three business days prior to the Disciplinary Conference. If the

respondent's advisor is an attorney, the University may have a University attorney present at the Disciplinary Conference. An advisor may not appear in lieu of a respondent.

- 8.3** The right to have access to the case files at least three business days prior to and during the conference.
- 8.4** If a respondent fails to appear for a scheduled Disciplinary Conference, the Hearing Officer will proceed with investigating the complaint.
- 8.5** The Hearing Officer will investigate the complaint, including but not limited to; reviewing incident reports, reviewing witness statements, and interviewing witnesses. Before a decision is rendered, the respondent will be given an opportunity to respond to any new information obtained by the Hearing Officer during the investigation. If a respondent fails to appear for this meeting, the Hearing Officer will decide the case based upon the information obtained in the investigation.
- 8.6** The Hearing Officer will notify the respondent of the decision in writing within ten business days of the close of the investigation. The Hearing Officer will also make a copy of the decision available to the respondent in the Director of Student Life and Services Office.

## **9. University Hearing Board**

- 9.1** The University Hearing Board shall be composed of five students appointed by the Student Government Association and five faculty/staff appointed by the Vice President of Enrollment Management and Student Affairs.
- 9.2** There will be at least five alternate members: at least three student alternates appointed by the Student Government Association, at least two faculty/staff alternates appointed by Vice President of Enrollment Management and Student Affairs.
- 9.3** A quorum shall consist of five persons, at least three of which shall be students and one shall be faculty or staff. If a quorum is not met and at least three people are present with one being a student, the respondent may request that the hearing proceed with those members present.
- 9.4** The Chair must be selected from the student members present at a scheduled hearing. The student selected by the Board to serve as Chair shall serve for the duration of the scheduled hearing.
- 9.5** All members of the board must be in good standing with the University.
- 9.6** The Director of Student Life and Services may remove a Board member for justifiable cause. A Board member may appeal their removal to the Vice President of Enrollment Management and Student Affairs.
- 9.7** If a Board member resigns, cannot serve, or is removed from office, the Director of Student Life and Services will select one of the alternates to fill the vacancy.

## **10. Hearing Procedures**

The following procedural guidelines shall be applicable in disciplinary hearings:

- 10.1** At least three business days prior to the hearing, the Hearing Officer will make available to the respondent(s) copies of documents relevant to the case and a list of witnesses.
- 10.2** The respondent is entitled to be accompanied and assisted by an advisor. An advisor may be an attorney, but who sits in an advisory capacity and who addresses the Board only upon permission from the Chair. Respondents who wish to have an attorney attend the hearing as their advisor shall notify the Hearing Officer of the attorney's name and contact information at least three business days prior to the hearing. If the respondent's advisor is an attorney, the University may have a University attorney present at the disciplinary hearing. An advisor may not appear in lieu of a respondent.
- 10.3** In the event that the University chooses to proceed through legal counsel, the respondent will be notified at least three business days prior to the hearing and shall also have the right to proceed through counsel. Counsel for a respondent may not appear in lieu of the respondent.
- 10.4** Hearings of the University Hearing Board will be closed to the public except when the respondent requests an open hearing and such a request is approved. This request must be made in writing to the Hearing Officer at least three business days prior to the hearing.
- 10.5** If a respondent fails to appear, the University Hearing Board will decide the case in the charged student's absence.
- 10.6** The Hearing Officer or designee may present the case for the University or the complainant.
- 10.7** Prospective witnesses, other than the complainant and respondent, will be excluded from the hearing during the testimony of other witnesses. All participants shall be excluded during Board deliberations.
- 10.8** The hearing will be held in two parts:
  - a. Determination of violation.
  - b. Determination of sanction; if a finding of "in violation" is determined.
- 10.9** The Chair will exercise control over the proceedings. Any person disrupting a hearing or who fails to adhere to the rulings of the Chair may be removed or excluded from the proceedings.
- 10.10** Any party may challenge a Board member on the grounds of personal bias. Board members may be disqualified upon a majority vote of the remaining members of the Board. Disqualification votes must be conducted by secret ballot.
- 10.11** The burden of proof shall be on the complainant or University, whichever is applicable, to prove the case by a preponderance of the evidence standard.
- 10.12** The Chair shall determine what evidence is admissible. Formal rules of evidence shall not apply.
- 10.13** The respondent, the complainant, and/or the Board members may examine the written evidence offered and may question all witnesses.
- 10.14** The respondent will not be forced to testify against him or herself and their silence shall not be used to their detriment.

- 10.15** Individuals referred to in any written statements or testimony of respondent, complainant, and/or witnesses may be called as witnesses by the University Hearing Board. The Chair shall determine the length of any such witness testimony and when it shall be heard during the hearing.
- 10.16** At the conclusion of the presentations, the Board shall deliberate the violation stage of the proceeding in closed session. After deliberation and a vote, the decision of the Board will be announced to the participants.
- 10.17** The Board may hear evidence concerning sanctioning if the respondent is found to have violated the Prohibited Conduct Section of the Student Code of Conduct. The Board may consider the respondent's prior disciplinary record during the sanctioning phase of the proceedings in order to recommend the appropriate sanction(s).
- 10.18** Decisions by the Board shall be by majority vote. In the event of a tie, the Chair will vote to break the tie.
- 10.19** Hearings will be recorded and, upon written request, the respondent will be afforded access to the recording of the hearing. The only recording devices allowed in the hearing are those provided by the Hearing Officer.
- 10.20** The Board's recommendation will be forwarded to the Hearing Officer for further action. The Hearing Officer will notify the respondent of the decision in writing within seven business days of the hearing. The Hearing Officer will also make a copy of the decision available to the respondent in the Director of Student Life and Services Office.

## **11. Sanctions**

Factors to be taken into consideration when issuing sanctions include, but are not limited to: the respondent's motivation for displaying the behavior; the respondent's disciplinary history; the extent to which the behavior jeopardizes the safety and security of the University of Houston-Victoria community; and, the likelihood of the behavior occurring again. Upon written request, the Hearing Officer will disclose the results of campus disciplinary proceedings to the victim of a non-forcible sex or a violence related policy violation.

Upon a finding of a violation of the Prohibited Conduct Section of the Student Code of Conduct, one or more of the following sanctions may be imposed:

- 11.1 Expulsion** permanently separates the student from the University and prohibits the student from ever attending the University, enrolling in any University courses and/or from being present on University grounds without the permission of the Director of Student Life. Expulsion will be noted on the student's permanent record. A student who has been expelled from any University of Houston System component shall be ineligible to enroll at any other system component during the period of expulsion.
- 11.2 Suspension** prohibits the student from attending the University, enrolling in any University courses and from being present on University grounds without the permission of the Director of Student Life and Services for a specified period of

time. A student suspended for prohibited conduct is not guaranteed readmission to the University, but shall petition the Director of Student Life and Services to review the student's eligibility for readmission. Suspension will be noted on the student's permanent record. A student who has been suspended from any University of Houston System component shall be ineligible to enroll at any other system component during the period of suspension.

- 11.3 Deferred Suspension** allows a sanction of suspension to be deferred to a specific date in the future. If a student is found in violation of any University rule while under the sanction of deferred suspension, the suspension sanction may be implemented immediately and additional conduct sanctions appropriate to the new violation(s) may be imposed. Students under the sanction of deferred suspension may be subject to additional restrictions identified by the Director of Student Life and Services. Failure to comply with the additional restrictions established by the Director of Student Life and Services will be considered additional conduct violations.
- 11.4 Disciplinary Probation** is a sanction in which students are considered "not in good standing" with the University. Any further misconduct while on probation may result in additional disciplinary action up to and including expulsion from the University. Students under the sanction of probation may be subject to additional restrictions identified by the Director of Student Life and Services. A sanction of probation is imposed for a definite period of time. Probation will be noted on the student's permanent record during the period of probation.
- 11.5 Revocation of Admission and/or Degree** may be imposed for fraud, misrepresentation, or other violations of University rules in obtaining admission or a degree, or for other serious violations committed by an applicant or by a student prior to the awarding of the degree.
- 11.6 Educational Programs or Assignments** are sanctions designed to develop and/or expand a student's understanding of a University rule or policy and/or support the student's learning in relation to the rule or policy that was violated.
- 11.7 Reprimand** is an official written notification retained in a student's disciplinary file designed to inform the student that their behavior has been unacceptable.
- 11.8 Restitution** or compensation for loss, theft, deception, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
- 11.9 Warning** is a sanction, which advises a student that they have engaged in behavior that is unbecoming of a member of the University community. This sanction remains in effect for a specified period of time, after which, it may be removed from the student's conduct record at the student's request. Any further misconduct during a sanction of warning may result in additional disciplinary action.
- 11.10 Other Sanctions** may include, but are not limited to, disenrollment, imposition of mandatory counseling requirements, referral for mandatory assessment by a qualified licensed professional, no contact orders, restrictions from specific areas in University buildings and/or on University grounds, restrictions from participating in intercollegiate athletics, extracurricular activities, and residential life activities; monetary fines; community service; disciplinary room change for



residence students, and/or ban or removal from University housing facilities. Students may also be required to meet periodically with a person designated by the Hearing Officer.

## **12. Interim Suspension**

- 12.1** The Director of Student Life and Services or designee may immediately suspend a student on an interim basis prior to a hearing when the Director of Student Life and Services or designee has reasonable cause to believe that the student's presence on University premises or at a University-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of any member of the University community or to property, the student may be immediately suspended from all or any portion of University premises, University-related activities or registered student organization activities. This temporary suspension will be confirmed in writing and shall remain in effect until the conclusion of a Disciplinary Conference or Hearing Board hearing, without undue delay, in accordance with the Student Disciplinary Rules.
- 12.2** The Hearing Officer will notify the student(s) of the interim suspension by issuing notice of interim suspension. This notice will include a statement of the regulation(s) that the student allegedly violated, a specific statement of the facts constituting the alleged violation, and will direct the student(s) to contact the Director of Student Life and Services to schedule a Procedural Interview with the Hearing Officer within five business days of the notice. The notice will also include a copy of the Student Code of Conduct and/or the web address of the code. The Campus Police Officer or designee may issue the notice of interim suspension initially when there is reasonable cause to believe that the student(s) poses an immediate threat to the University community. In such cases, the Hearing Officer will subsequently issue notice of interim suspension pursuant to this section.
- 12.3** An extension to the requirement to schedule a meeting with the Hearing Officer within a five business day period may be granted by the Hearing Officer for good cause.
- 12.4** Students who fail to schedule the Procedural Interview within the five business day period outlined in Item 6.1 will be considered to have elected to proceed in the Student Disciplinary Procedures with a Disciplinary Conference.
- 12.5** If the sanction for a confirmed violation of the Code of Conduct is to suspend or expel the student, the sanction takes effect from the date of the interim suspension.

## **13. Interim No Contact Orders**

The Director of Student Life and Services or designee may immediately issue a no contact order on an interim basis prior to a hearing if it is believed necessary to protect a person's safety and/or preserve a safe environment. A no contact order prohibits a student's or a student organization's contact with a specific individual or individuals.

#### **14. Withholding of Transcripts, Grades, Diploma, or Degree**

The Director of Student Life and Services or designee may withhold an official transcript, grade, diploma, or degree of a student alleged to have committed a violation of a University of Houston-Victoria rule and/or the Prohibited Conduct Section of the Student Code of Conduct. The Director of Student Life and Services or designee may take such action pending a Hearing Board hearing or Disciplinary Conference, and/or the exhaustion of the student's appellate rights.

#### **15. Counseling Referrals**

The Hearing Officer may refer any student who is the subject of prohibited conduct allegations to the University Counseling Center. The Counseling Center may, with written permission of the student, discuss the results of the referral with the Hearing Officer. The student may refuse to attend a session with the Counseling Center without penalty at which time the disciplinary process will continue as if no referral were made.

#### **16. Reporting at the Request of the Director of Student Life and Services**

A request to meet with or respond to the Director of Student Life and Services or designee shall be heeded by all students. The request of the Director of Student Life and Services or designee shall have priority over all other duties of the student. The student will respond at the time and place set by the Director of Student Life and Services or designee unless arrangements are made because of extraordinary circumstances. Failure to report or respond as directed by the Director of Student Life and Services or designee on any matter shall constitute a separate violation of this Code and may result in disciplinary action.

#### **17. University Hearing Board Appearances**

The Director of Student Life and Services or designee shall have the authority to require a student to appear before the University Hearing Board at a designated time and place when the student's presence is necessary to resolve a question which is before the Board. The Director of Student Life and Services or designee shall have the authority to require the student to produce such items as are relevant to the adjudication.

#### **18. Official Withdrawal from the University of Houston-Victoria**

The Director of Student Life and Services may place a disciplinary hold on the records and future enrollment of any student who withdraws from the University prior to the resolution of pending disciplinary action. The Director of Student Life and Services may also place a notation on the student's official transcript indicating that, "Disciplinary proceedings are pending at the University of Houston-Victoria." Students remain subject to the jurisdiction of the Student Disciplinary Procedures even if they withdraw from the University while disciplinary proceedings are pending.

## **19. Appeals**

- 19.1** An appeal is not an opportunity to re-hear the original conduct case and will not be granted based on a respondent's disagreement with the outcome of the original conduct case.
- 19.2** An appeal may only be based upon the following grounds:
  - a. New information, not available at the time of the original hearing, was discovered and such new information could affect the decision rendered in the original conduct case.
  - b. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.
  - c. The sanction imposed as the result of the original hearing was excessively severe in relation to the violation that the student was found to have committed. Appeals submitted on a claim that the sanction was excessively severe do not have bearing on the finding of "in violation" and relate only to the sanctions imposed.
- 19.3** The Vice President of Enrollment Management and Student Affairs, or designee, will serve as the Appellate Officer for all conduct cases in which a sanction of expulsion, suspension, eviction, and/or revocation of admission or degree were issued as a result of the original conduct hearing.
- 19.4** The Appellate Officer will review requests for appeal to determine if acceptable grounds for appeal have been demonstrated.
- 19.5** Respondents may appeal the decision of the Hearing Officer by filing a written appeal, including a detailed explanation of the reason for the appeal consistent with the grounds for appeal outlined in Section 19.2, with the appropriate Appellate Officer within ten business days after receiving written notification of the decision.
- 19.6** The Appellate Officer will render a decision and notify the respondent in writing within ten business days of receipt of the appeal.
- 19.7** The decision of the Appellate Officer shall be final.

## **20. Disciplinary Records**

- 20.1** The University shall maintain a permanent written disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of a degree, and/or withdrawal of diploma.
- 20.2** A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed, and any other pertinent information. The Director of Student Life and Services Office shall maintain disciplinary records. Disciplinary records will be treated as confidential and shall not be accessible to or used by anyone other than the Director of Student Life and Services or University officials with legitimate educational interests; except upon written authorization of the

student or in accordance with applicable state or federal laws or court order or subpoena.

- 20.3** Disciplinary records of students who were not assessed a sanction of suspension, expulsion, denial or revocation of a degree, and/or withdrawal of a diploma will be maintained by the Director of Student Life and Services Office for six years after the final disposition of the case in accordance with the University's Records Retention Schedule.
- 20.4** Disciplinary warning records are maintained as active conduct records by the Director of Student Life and Services Office for the specified period of warning. Students issued a warning sanction may request that the record be expunged once the period of warning has expired or when they have graduated from the University.

## **21. Student Groups and Registered Student Organizations**

- 21.1** Student groups and registered student organizations are subject to the same behavioral expectations as individual students and as such, may be charged with violations of the Prohibited Conduct Section of the Student Code of Conduct. The same Student Code of Conduct procedures afforded individual students are applicable to student groups and registered student organizations.
- 21.2** Student groups and registered student organizations, their members, as well as other students may be held collectively and/or individually responsible for violations that occur on University grounds, on premises used or controlled by the group or organization, and/or at University sponsored activities on or off campus. The disciplinary jurisdiction set forth in Item 1.1 applies to individual students, student groups and registered student organizations.
- 21.3** Student groups and registered student organizations and their officers may be held collectively and/or individually responsible for violations of the Code when the organization's leaders, officers, or spokespersons have given tacit or overt consent or encouragement for the prohibited conduct.
- 21.4** Student group and registered student organization leaders, officers, and/or spokespersons may be directed by the Director of Student Life and Services or designee to take action to prevent or end violations of the Code by members of the organization or by any persons associated with the organization. Failure to make reasonable efforts to comply with the directives of the Director of Student Life and Services or designee shall be considered a violation of the Code by the leaders, officers, and spokespersons of the organization as well as by the organization.
- 21.5** Sanctions for student group and/or registered student organization misconduct may include revocation or denial of registration as well as other appropriate sanctions cited in Sections 11 and 12 of the Code.

## **TITLE IX (SEXUAL MISCONDUCT, DATING VIOLENCE AND DOMESTIC VIOLENCE CONCERNS)**

The University of Houston-Victoria (UHV) is committed to providing a professional working and learning environment free from sexual discrimination of any kind.

Sexual misconduct is a form of sex discrimination and will not be tolerated in any form by the University. Complaints and allegations of sexual misconduct will be taken seriously. The University will take appropriate action in an effort to eliminate Sexual Misconduct from happening, prevent its recurrence and address its effects.

“Sexual misconduct” is a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior or a sexual nature. The term includes sexual assault, sexual exploitation, sexual intimidation and sexual harassment. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between people of the same or opposite sex. This Policy applies regardless of the complainant’s or the respondent’s sex, sexual orientation, gender identify or gender expression. All persons will be given appropriate support and fair treatment.

All members of the University are expected to adhere to [Sexual Misconduct policy](#), to cooperate with the UH System procedures for responding to complaints of sexual misconduct and to report conduct or behavior that they believe to be in violation of this policy. The University is committed to the elimination of sexual misconduct through communication, clear policy, on-going education and training for its staff, faculty and students.

Consistent with its commitment to addressing sex discrimination and harassment, the University complies with the Title IX of the Education Amendment of 1972 which prohibits discrimination on the basis of sex in education programs and activities, and Title VII of the Civil Rights Act of 1964 which prohibits sex discrimination in employment. Sexual misconduct, as defined in this Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

### **Procedures**

General definitions and the procedural recourse for responding to complaints of sexual misconduct are set forth in [UHS Administrative Policy 01.D.08, Sexual Misconduct](#), which provides the exclusive mechanism for handling the non-criminal investigation of any alleged sexual misconduct. The Title IX Coordinators are responsible for conducting the administrative investigation of reports of sexual misconduct and are available to discuss options, provide support, explain University policies and procedures and provide education on relevant issues.

### **Contact Information for Title IX Coordinators**

Laura Smith, Director, Human Resources/Affirmative Action HR/AA/Title IX Coordinator  
(361)570-4800, [smithl@uhv.edu](mailto:smithl@uhv.edu)

Chari Norgard, Assistant Title IX Coordinator  
(361)570-4835, [norgardc@uhv.edu](mailto:norgardc@uhv.edu)

Note: Please refer to the University's [Discrimination and Harassment Policy, C-22](#), for procedural recourse for responding to unlawful discrimination and harassment incidents that do not constitute sexual misconduct.

## References

UHS Policy 01-D-08, Sexual Misconduct

(<http://www.uh.edu/af/universityservices/policies/sam/1GenAdmin/1D8.pdf>)

UHV Policy C-22, Discrimination and Harassment (<http://www.uhv.edu/fin/policy/C/c-22.aspx>)

## STUDENT GRIEVANCE PROCEDURES (NON-ACADEMIC)

### Informal Grievance Procedure

Student Affairs staff want to provide an atmosphere and a forum through which a non-academically related complaint or grievance can be pursued by any currently enrolled UHV student. Students may meet informally with the Director of Student Life and Services regarding a non-academic grievance or complaint. It is hoped that most grievances will be resolved at this level. However, if after exhausting the informal options for resolving a grievance, a student still believes that a satisfactory resolution has not been reached, the student may file a formal non-academic grievance under the guidelines listed below.

Complaints or grievances regarding student organizations should proceed through the appropriate student organization ([http://www.uhv.edu/student\\_org/](http://www.uhv.edu/student_org/)), appeals/grievance process. Each student organization's bylaws describe appropriate processes/procedures for that organization. If students have issues with student organization processes/procedures, they should refer to the appropriate student organization bylaws on the web at [http://www.uhv.edu/student\\_org/pdf/StudentOrganizationsHandbook.pdf](http://www.uhv.edu/student_org/pdf/StudentOrganizationsHandbook.pdf).

### Formal Grievance Procedure

Formal grievances can be made on-line at [www.uhv.edu/complaints](http://www.uhv.edu/complaints). Submissions will be forwarded to the appropriate area. If the student and the area involved can reach a mutually agreeable resolution, the grievance will not be forwarded to the grievance committee.

Non-academic appeals in which a mutually agreeable resolution is not met will be forwarded to the Vice President for Enrollment Management and Student Affairs. Academic appeals will be forwarded to the appropriate Dean; however, grade appeals must follow the procedures outlined later in this handbook.

Grievances must: (1) involve palpable issues and evidence capable of sustaining rational argument and (2) be filed within one term (fall, summer, or spring) of the alleged occurrence leading to initiation of the formal grievance.

If the two conditions noted above are met, the student should petition the Vice President for Enrollment Management and Student Affairs in writing, specifying the action requested and explaining the basis for the request. Any documents or materials considered relevant should be cited or submitted. The Vice President for Enrollment Management and Student Affairs will respond within ten (10) working days of receipt of the written grievance.

Upon notification of the relevant parties, the process will unfold as follows:

The Student Grievance Committee appointed by the Vice President for Enrollment Management and Student Affairs (comprised of the President of Student Senate, a faculty senate representative, the Staff Council Chair, and two students) will examine the grievance and supporting evidence and will establish a meeting time when the relevant parties can attend. The committee will follow applicable procedures as outlined in the Student Grievance Procedure section.

The student and others may be asked to appear separately or together, at the committee's discretion.

The student may bring one person to witness the hearing, but the person is not to participate unless called upon. (If the person is to be an attorney, the Vice President for Enrollment Management and Student Affairs must be informed at least two days in advance of the hearing).

The student may have others submit testimony in person or in writing.

A person(s) named in the grievance may also have others submit testimony.

Following the hearing of the grievance, the committee will deliberate and reach a judgment advisory to the Vice President for Enrollment Management and Student Affairs. As convener of the committee, the Vice President for Enrollment Management and Student Affairs will be a non-voting member.

Within ten working days of the committee decision, the Vice President for Enrollment Management and Student Affairs will send a written notice of the decision to the student, person(s) named in the grievance and the Provost.

Findings of the Student Grievance Committee may be appealed to the President of UHV whose decision will be final.

## **CONFIDENTIALITY OF STUDENT RECORDS: FERPA**

### ***Notice of Student Rights***

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are as follows:

1. Students have the right to inspect and review their education records with 45 days of the day the university receives the request.
2. Students have the right to request the amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the university denies a student's requested amendment, the student has the right to a hearing regarding the requested amendment to his/her education record.
3. Students have the right to provide written consent before the University discloses personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address to the Office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

***Definitions Related to FERPA:***

***Act:*** Refers to the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act (20 U.S.C. 1232g).

***Agent:*** A person or business formally authorized to act on another's behalf.

***Attendance:*** Is defined currently to include attendance in person or by correspondence, including participation via paper correspondence, video conference, satellite, internet or other electronic or telecommunication method where students are not physically present in a classroom. (A "student" is defined as an individual who is or has been "in attendance" at an educational agency or institution and regarding whom the agency or institution maintains education records.)

***Directory Information:*** Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Within guidelines of FERPA, the following is considered "Directory Information" at UH-Victoria and the institution will release and make available to the public unless notified by the student to withhold release of this information:



- Name
- Address (all addresses listed in myUHV)
- University issued email address
- Telephone listing
- Date of birth
- Photograph
- Classification (undergraduate or graduate)
- Major, degrees and awards received
- Dates and types of awards received
- Dates of attendance (ex. Fall 2001 to Fall 2005)
- Most recent previous educational agency or institution attended
- Enrollment status (full-time or part-time)
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams

If a student does not want “directory information” regarding him or her to be released (i.e., opt out of directory information disclosures), the student can update their records by logging into [Student Self-Service](#) (see Campus Personal Information/Privacy Settings) to place a privacy restriction on their records. The student may also notify the Office of the Registrar and Student Records in writing at 3007 N. Ben Wilson, Victoria, TX 77901, or submit the [Request to Withhold Public Information Form](#) in person to the Office of the Registrar (University West Building, Room 122), or by fax to (361) 580-5545.

A student’s request to opt out of directory information disclosure remains in effect until the student “releases” the hold in the Student Self-Service system or revokes the request in writing to the Office of the Registrar and Student Records. (The Withhold Public Information Form can also be found at [http://www.uhv.edu/Records/pdf/FERPA\\_withhold\\_Public\\_Information\\_Form.pdf](http://www.uhv.edu/Records/pdf/FERPA_withhold_Public_Information_Form.pdf).)

**Note:** An opt out of directory information disclosures does not prevent a school from identifying a student by name or from disclosing a student’s electronic identifier or institutional email address in class. The right to opt out of directory information disclosures does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions, whether the class is held in a specified physical location or online through electronic communications.

**Education Institution (or Agency):** Generally means (1) any public or private agency or institution (including governing boards which provide administrative control or direction of a College system) of post-secondary education that (2) receives funds from any federal program under the administrative responsibility of the Secretary of Education. The term refers to the institution as a whole, including all of its components (e.g., schools or departments in a College).

**Education Records:** Those records directly related to a student and maintained by the institution or by a party acting for the institution. The Office of the Registrar and Student Records retains a minimum of the following documents in a student's permanent education record: approval letter(s), application degree plan, and any other document(s) pertaining to the student's academic career at UHV. The term "education records" does not include the following:

- records of institutional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis (as defined in the institutional personnel policy) the duties of the individual who made the records.
- Records maintained by a law enforcement unit for the purpose of law enforcement.
- Records relating to individuals who are employed by the institution which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose. (Records of individuals in attendance at an institution who are employed as a result of their status as students are education records, e.g.: work-study, graduate assistance.)
- records relating to a student (see the definition of "eligible student") which are (1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; (2) used solely in connection with the provision of treatment to the student; and (3) not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student's choice. (Appropriateness may be determined by the institution.) "Treatment" in this context does not include remedial educational activities or activities which are a part of the program of instruction at the institution.
- Records of an institution which contain only information, relating to a person after that person is no longer a student at the institution (e.g., information gathered on the accomplishments of alumni).

**Eligible Student:** Means a student who has reached 18 years of age OR is attending an institution of post-secondary education.

**Enrolled Student:** For the purposes of this publication, this term refers to a student who has satisfied all of the institutional requirements for attendance at the institution. The Family Policy Compliance Office has stated that each institution may determine when a student is "in attendance" in accordance with its own enrollment procedures. At UH-Victoria, a student is considered "enrolled" when he/she has registered for one or more courses or academic instruction to be given at the University (including any off-campus locations operating under an academic agreement with the University as part of a University-approved program of study).

**Family Policy Compliance Office:** The office within the U.S. Department of Education that is responsible for enforcing/administering the Family Education Rights and Privacy Act of 1974, as

Amended. This office has responsibility for FERPA at all levels of education (K-12, post-secondary).

**“Final Results” of a Disciplinary Proceeding:** A decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within the institution. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the institution against the student.

**“In Attendance”:** When a student is “in attendance”. See “Attendance” and “Enrolled Student” above.

**Institution of Postsecondary Education:** An institution that provides education to students beyond the secondary school level. “Secondary school level” means the education level (not beyond grade 12) at which secondary education is provided.

**Law Enforcement Unit:** Any individual or other component of an institution, including commissioned police officers and noncommissioned security guards, officially authorized by the institution to enforce any local, state, or federal law and to maintain the physical security and safety of the institution. (Although the unit may perform other non-law enforcement functions, it does not lose its status as a law enforcement unit.)

**Law Enforcement Unit Records:** Those records, files, documents, and other materials that are (1) created by a law enforcement unit, (2) created for a law enforcement purpose, and (3) maintained by the law enforcement unit. Law enforcement records do not include: (1) records created by a law enforcement unit for a law enforcement purpose other than the law enforcement unit; (2) records created and maintained by a law enforcement unit exclusively for non-law enforcement purposes, such as disciplinary action or proceeding conducted by the institution.

**Legitimate Educational Interest:** The demonstrated “need to know” by those officials of an institution who act in the student’s educational interest, including faculty, administration, clerical and professional employees and student employees who manage student record information, and contractors, volunteers, and other non-employees performing institutional services or functions for which the University would otherwise use employees.

**Parent:** Includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

**Personally Identifiable Information:** Data or information including a student’s name and other direct personal identifiers, such as the student’s social security number or student number; indirect identifiers such as the name of the student’s parent or other family members; the student’s or family’s address, and personal characteristics or other information that would make the student’s identify easily traceable; biometric records defined as a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition

of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); any other information that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

**Records:** Any information or data recorded in any medium (e.g., handwriting, print, tapes, film, microfilm, microfiche, any form of electronic data storage).

**School Officials:** Those members of an institution who act in the student's educational interest within the limitations of their "need to know". These may include faculty, administration, clerical and professional employees and student employees who manage student education record information, and contractors, volunteers, and other non-employees performing institutional services or functions for which the University would otherwise use employees.

**Sole Possession Records:** Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Any record that is made in conjunction with a student or other school official is not a sole possession record.

**Student:** Any individual for whom an education institution maintains education records. The term does not include an individual who has never attended the institution. An individual who is or has been enrolled in one component unit of an institution and who applies for admission to a second unit has no right to inspect the records accumulated by the second unit until enrolled therein. At UH-Victoria, a student is considered "enrolled" when he/she has registered for one or more courses or academic instruction to be given at the University (including any off-campus locations operating under an academic agreement with the University as part of a University-approved program of study).

**Subpoena:** A command from a court to require the person named in the subpoena to appear at a stated time and place to provide testimony or evidence. There are two main types of subpoenas: "duces tecum" (required the production of documents, papers, or other tangibles) and "ad testificandum" (requires person to testify in a particular court case).

### **Disclosure of Education Records**

The University of Houston-Victoria will not disclose information from a student's education records without the written consent of the student, except in the following instances in which FERPA authorizes disclosure without prior student consent:

1. To school officials who have a legitimate educational or administrative interest in the records. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the UH System Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or a

person assisting another school official in performing his or her official duties. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

2. To other schools in which the student seeks to enroll. The student's former school may provide education records, including health records and disciplinary records, to the student's new university that it could have disclosed at the time the student was seeking or intending to enroll at the new university. The disclosure must be for purposes related to the student's enrollment or transfer to that university.
3. To authorized representatives of the U.S. Secretary of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs; and the U.S. Attorney General for law enforcement purposes.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities in accordance with state law.
6. To organizations conducting studies for or on behalf of the university to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
7. To accrediting organizations to carry out their functions.
8. To parents of a "dependent" student as defined under the federal tax laws.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in connection with a health or safety emergency.
11. As it relates to "directory information", unless the student restricts "directory information."
12. To an alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense with respect to that crime or offense, regardless of whether the student was found to have committed the violation.
13. To the public regarding the final results of any disciplinary proceedings in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceeding the student was found to have violated a university disciplinary rule or policy.

14. To parents of a student who is under the age of 21 regarding the student's violation of federal, state, or local law, or any university rule or policy governing the use of possession of alcohol or a controlled substance. Please see UHV's [Drug and Alcohol Abuse Prevention](#) policy for additional information.
15. To the court where the student has initiated legal action against the university or the university has initiated legal action against the student.
16. If there is an articulable and significant threat to the health and safety of the student or other individuals. In determining whether to release information, campus officials may consider the "totality of the circumstances" regarding the health or safety of the student or others.
17. To "any person whose knowledge of the situation is necessary to protect" the health or safety of the student or others.
18. The University is allowed to disclose, without consent, any information it receives regarding registered sex offenders pursuant to the Wetterling Act and other applicable federal guidelines. In addition, the University may make available to the campus community additional information about a student who is also a registered sex offender where the information is relevant to protecting the public. (e.g. the campus at which student is enrolled).

**Note:** A student's choice to opt out of directory information disclosures does not prevent a school from identifying a student by name or from disclosing a student's electronic identifier or institutional email address in class. The right to opt out of directory information disclosures does not include communications and interactions, whether the class is held in a specified physical location or online through electronic communications.

### ***Procedure to Inspect Education Records***

A student has the right to inspect his or her educational records and to challenge the contents. To review records, a student must make a request in writing to the Registrar of the University of Houston-Victoria, 3007 N. Ben Wilson, Victoria, TX 77901. The written request must identify as precisely as possible the record or records he or she wishes to inspect.

### ***Procedure to Amend Education Records***

If a student believes the information in his or her education record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy, the student should submit a written request for amendment to the Registrar. The written request should clearly identify the part of the record the student wants changed and specify why it is inaccurate, misleading, or in violation of the student's right of privacy. The university will notify the student

within a reasonable time regarding whether or not the record will be amended. If the university denies the student's request for amendment of his or her record, the student has the right to a hearing regarding the requested amendment.

Note: This procedure does not govern grade appeals.

### ***Procedure for a Hearing under FERPA***

1. To request a hearing pursuant to the university's denial of a student's request to amend information in his or her education record that the student believes is inaccurate, misleading, or in violation of the student's right of privacy, the student should submit a written request for a hearing that clearly identifies the part of the record the student wants changed and specifying why it is accurate, misleading, or in violation of the student's rights of privacy to the custodian of the record that the student seeks to challenge. The written request should be submitted to the University Registrar, Office of the Registrar and Student Records, [registration@uhv.edu](mailto:registration@uhv.edu).
2. The university will hold a hearing within a reasonable time (typically within two business weeks) after receiving the student's written request for a hearing.
3. The university will give the student notice of the date, time, and place of the hearing, reasonably in advance (typically within one business week) of the hearing.
4. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. The hearing official will be appointed by the vice president to whom the custodian of the records in question reports.
5. A student will be provided the opportunity to present evidence supporting his or her allegation that his or her education record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. The student may, at his or her own expense, be assisted during the hearing by one individual, including legal counsel. The student must notify the hearing official no later than three (3) business days before the hearing that he or she will have legal counsel present at the hearing.
6. The custodian of the record in question and the author of that record (if appropriate) will also be provided an opportunity to respond to the student's allegations.
7. Upon hearing all of the evidence, the hearing official will render a written determination within a reasonable time after the hearing (typically within one business week). The written determination will include a summary of the evidence and the reasons for the hearing official's determination.

8. Any information in the student's education record that is determined to be inaccurate, misleading, or a violation of the student's rights of privacy will be amended with the correct information and the student will be notified in writing of the change.
  
9. If it is determined that the student record is correct and does not merit amendment, the university will notify the student of his or her right to place a statement in the education record commenting on the information in the record., and/or presenting any reasons for disagreeing with the university's decision.
  
10. Any statement placed by the student in his or her education record shall remain a part of the record for as long as the University of Houston-Victoria maintains the record.

**Custodians of Records:**

The following is a list of types of records that the university maintains, their locations, and their custodians (custodian includes his/her designee).

If there is a question about whether it is appropriate to release information, please contact the Office of the Registrar and Student Records, (361)570-4368 or toll-free 877-970-4848 x4368.

<b>Types</b>	<b>Location</b>	<b>Custodian</b>
Academic Records/Advising Records (progress, advising, evaluations)	Office of the Dean of each Undergraduate/Graduate Program  Schools of Arts & Sciences Room 208 UHV West Building  School of Business Administration Room 212 UHV North Building  School of Education, Health Professions, and Human Development Room 228 UHV West Building  Office of the Registrar Room 122 UHV West Building	Dean of the Appropriate Academic School           University Registrar
Admissions File	Office of Admissions Room 104 UHV West Building	Admissions Administrator



Career Services Records	Career Services Room 214 UHV North Building	Manager, Career Services
Counseling Records	Counseling Center Room 132 UHV West Building	Director, Counseling Center
Note: The confidentiality of counseling records is maintained in accordance with applicable state and federal law defining the circumstances under which information may be released.		
Disability Services for Students	Office of Disability Services Room 214H UHV North Building	Manager, Disability Services
Disciplinary Records	Office of Student Life and Services Room 1135 Jaguar Hall	Director, Student Life and Services
Enrollment Records	Office of the Registrar Room 122 UHV West Building	University Registrar
Financial Records	Office of Business Services/Student Billing and Card Services Room 113 UHV West Building	Student Billing and Card Services Office
Financial Aid Records	Office of Financial Aid Room 110 UHV West Building	Director, Financial Aid
Intercollegiate Athletics	Department of Athletics 3007 N. Ben Wilson	Athletics Director
International Student Records	Office of International Admissions Room 104 UHV West Building	International Admissions Coordinator
	Office of the Registrar Room 122 UHV West Building	University Registrar
Miscellaneous Records (student education records not included in the above list)	The appropriate university official/employee will locate and collect such records.	The university official/employee who maintains such records.

For further information, please contact the Office of the Registrar and Student Records, (361)570-4368 or toll-free 877-970-4848 x4368.

## WITHDRAWAL OF STUDENTS

### Student Drop or Withdrawal

During periods of availability, a student may drop any or all courses using the Student Self-Service system. After or between periods of online availability, to drop a course or withdraw from all courses, students must submit the appropriate drop/withdrawal form to the Office of the Registrar and Student Records for processing. Drop forms are available online at [www.uhv.edu/oar/forms.aspx](http://www.uhv.edu/oar/forms.aspx), or in person in the Office of the Registrar and Student Records. Note: If it is not possible to drop or withdraw in person, a written request may be mailed to the Office of the Registrar and Student Records, University of Houston-Victoria, 3007 N. Ben Wilson, Victoria, TX 77901. Written requests to drop or withdraw may also be faxed to (361) 580-5500; however, the university is not responsible for requests arriving late, illegible, or incomplete. The date the drop is completed through PeopleSoft or the date the drop/withdrawal form or written request is received by the Office of the Registrar and Student Records is the official date for all matters relating to university business regardless of the date of last class attendance.

1. Drop with No Penalty: If enrollment is terminated on or before the last day to drop without receiving a grade (a date listed in the Academic Calendar), no grade will be assigned, and the course will not appear on the student's permanent record.
2. Drop with Penalty: If enrollment is terminated after the above date but before the last day to drop or withdraw (a date also listed in the Academic Calendar), a grade of W will be assigned, and the course and grade will appear on the student's permanent record. Undergraduate students, please see important information below regarding drop course limits.
3. Withdrawal from the university: In addition to completing the procedures explained above, students who are dropping all courses must return all library books and laboratory equipment and have the university record clear in every respect. If a student is unable to come to the Office of the Registrar and Student Records at the time of withdrawal, the student may write to request that the withdrawal be made. The recorded date for the withdrawal shall be the date the student's letter is received. If the withdrawal comes after the last date to withdraw without receiving a grade, but before the Drop with Penalty period ends, the grade of "W" will be assigned. Note: If a "W" is received prior to a guilty finding of academic dishonesty, the student will become liable for the Academic Honesty penalty, including "F" grades.
4. A student will not be allowed to drop a course after the Drop with Penalty period. The student can only be awarded a grade of A,B,C,D,I, or F by the instructor.

5. A student-athlete will not be allowed to change his/her schedule after initial eligibility is certified unless approved by the Faculty Athletic Representative. Contact the Athletics Department for more information or questions.

### **Grading System / Explanation of Grades**

**W** -- The grade of W is assigned when a course is dropped after the date indicated in the Academic Calendar as the last day to drop a course without receiving a grade, but before the last day to drop a course or withdraw from the university. If a "W" is received prior to a guilty finding of academic dishonesty, the student will become liable for the Academic Honesty penalty, including "F" grades.

### **Withdrawal of Students for Cause**

- A. Students who develop medical problems, which interfere with their continuing enrollment, may withdraw with the approval of the Dean of the academic school under which the student is enrolled. Documentation of the nature of the medical problem and the resulting implications will be required.
- B. Students manifesting serious psychological problems, which interfere with their own functioning in the university, or that of the university community, may be referred to the University Counseling Center for evaluation and possible withdrawal.
- C. Students who represent an immediate threat to themselves or the university community may be subject to immediate withdrawal.

## **STUDENT LIFE AND DEVELOPMENT**

### **ATHLETICS**

Since the spring of 2008 the University of Houston-Victoria Jaguars have competed as members of the National Association of Intercollegiate Athletics (NAIA). Since inception, the program has grown to include 6 sports (baseball, men's and women's golf, men's and women's soccer and softball) and nearly 150 student athletes are now involved in the program. Beginning in 2015-16 the Jaguars will compete as members of the NAIA's Red River Athletic Conference. Despite a short history, Jaguars teams have been successful, winning a handful of conference championships and making appearances in national championship tournaments. Jaguar's teams have also demonstrated the talent necessary to be successful in the classroom and are true "Champions of Character." Home games provide an opportunity for students, faculty, staff and the community to come together and cheer on the Jaguars. If you would like more information about Jaguars' athletics, log on to <http://www.uhvjaguars.com> or call 361-485-4423 or e-mail [athletics@uhv.edu](mailto:athletics@uhv.edu).

### **STUDENT ORGANIZATIONS POLICIES AND PROCEDURES**

There are over 20 student organizations at the university, with new groups forming on a continuing basis. Any group of persons wanting to register a new student organization at UHV must submit the following information to the Department of Student Life and Services (SLS) through JagSync.

- Name of organization (use of the university name, initials, or logo is prohibited)
- Statement of purpose
- Constitution (bylaws) regarding its method of operation
- Name(s) of the faculty/staff advisor (required)
- Names of five student officers

The following articles should be included in all organizational constitutions:

1. Name of the Organization (use of the university name, initials, or logo is prohibited)
2. Purpose of the Organization
3. Qualifications of Membership
4. Officers, the Election Process, and Duties

5. Selection of an Advisor
6. Meetings of the Organization
7. Expulsion Requirements
8. Financial Obligation
9. Constitutional Amendments

At least one faculty or staff advisor shall signify the willingness to advise the organization. Before the organization will be registered, three student officers must submit a disclaimer after reading the hazing and discrimination policies.

The Department of Student Life and Services (SLS) will review the required information for approval after verifying that the organization's purpose is lawful and within university regulations. If the requirements of registration are not approved, the organization may appeal the decision to the Director of Student Life and Services.

### **Retention of University Recognition**

At the beginning of each academic year, student organizations are required to renew their recognized status for that year. To maintain its official university recognition, a student organization and its officers are responsible for complying with pertinent federal, state, and local laws along with the following university regulations:

- All existing organizations will need to renew their registration each academic year by updating their profile information on JagSync.
- After renewal has been approved, the organization must update any changes in the officers or the faculty/staff advisor by updating their profile in JagSync. If any changes have been done to the organization's constitution, the organization must provide an updated copy of their constitution in their JagSync profile.
- Any organizations whose officers fail to renew and submit the required forms on JagSync by the deadline communicated to them shall have official university recognition withdrawn until all documents are received by the Department of Student Life and Services.
- All organizations must have at least one faculty or staff advisor who is a current employee of UHV.

### **Withdrawal of Registration**

When university registration is withdrawn, the organization will no longer be able to conduct business in the name of UHV, nor shall the organization have any access to the funds in its university account. The Coordinator of Student Life (CSL) will make recommendations regarding withdrawal of recognition to the Director of Student Life and Services, who will then recommend action to the President of UHV.

The UHV student body does not have the authority to abolish any student organization. This decision is vested with the President of UHV, who is responsible to the Board of Regents.

### **Student Organizations Privileges**

- 1. Use of the University of Houston-Victoria name in all information, publicity, and references (except in the name of the organization).**

Use of the UHV logo is also permitted, but organization must have items using the logo reviewed by the Department of Student Life and Services and the Department of Marketing professional staff to ensure that the logo, which is copyrighted, is being used correctly.

- 2. The services of the Department of Student Life and Services, including assistance in planning, implementing and evaluating activities and programs, and assistance in making the organization more effective and efficient.**

These services may include one-on-one advising, but primary source of information and assistance is provided in the many workshops hosted by the Department of Student Life and Services throughout each semester. Organizations are strongly encouraged to participate in these workshops. In addition to gaining valuable information, officers have opportunities to network and interact with officers from other UHV student organizations. Included in these services is the use of the Department of Student Life and Services office and mail services.

- 3. Access to campus facilities.**

Student Organizations are allowed to use designated university rooms, buildings, facilities, and equipment subject to proper scheduling procedures.

- 4. Use of campus news and publicity media.**

Assistance through the Marketing & Communications Department is provided to organizations for the use of design services, campus news and publicity, but also includes assistance in publicizing events through off-campus news media. If marketing and communications materials are to be distributed off campus, they must be approved by the Marketing & Communications Department.

- 5. Privilege to invite off-campus speakers and artist to appear for regular scheduled meetings and assemblies (subject to scheduling in accordance with the proper procedures).**

It is the policy of the university to permit the expression of a full range of ideas as long as there is no violation of federal, state, and local laws or university regulations. University programming committees, academic program areas, and recognized student organizations may invite any speaker to speak on any subject to an audience of students, faculty, and staff to which the public is invited, provided that (a) proper arrangements for facilities and supervisory personnel have been made and (b) proper event forms have been approved.

**6. Distribution of literature relating to the organization's purpose and activities in those areas authorized by UHV posting policies.**

The university permits the posting and distribution of information for student organizations on campus. Student Organization's primary posting space is the assigned bulletin boards in the hallway in Jaguar Hall. Bulletin boards are assigned on a first come first serve basis every year during the organization re-registration process. Student organizations that re-register have the option to select a bulletin board while supplies last.

**7. Sponsorship of profit-making activities and solicitation of funds for organizational activities in accordance with university policies and regulations.**

There are certain restrictions on certain types of fund raising activities. Contact the Department of Student Life and Services for more details.

**8. Representation on Student Government Association.**

The Student Government Association (SGA) is composed of a representative of all registered UHV student organizations who choose to participate. SGA is a great place to network with other organizations and to share information and resources with one another.

**9. Petition to the Student Government Association for funding for program development purposes.**

Funds are available from SGA, derived from student services fees, to assist student organizations in hosting a variety of engaging and developmental programs. These funds are processed through the Student Organizations Finance Committee (SOFC).

## **Fundraising Policy**

Any organization wishing to hold any type of fundraising event must have approval in advance from the CSL. The Event Registration Form should be submitted to CSL at least two weeks prior to the event. Direct solicitation of businesses and individuals without prior approval is prohibited. When deeming appropriate, the CSL will consult with the Director of Student Life and Services who will in turn consult with the Office of University Advancement (OUA) before approving any fundraising event. OUA personnel will consult with the University President, who has final authority, when necessary. If an organization desires to appeal a denial by the CSL, it may do so through the Director of Student Life and Services.

Fundraising events eligible for approval include, but are not limited to: carnival games, casino nights (without betting), car washes, bake sales, garage sales, and barbecues (or other similar dinners). Raffles are NOT allowed.

## **Student Organization Financial Procedures**

Student organizations are frequently interested in raising funds to support activities and events. Some organizations collect dues, or have members pay their own way. Whatever fundraising arrangement your group has, it is important to follow all university and UHV system rules regarding fundraising on campus. If at any time you have a question or concern about fundraising, please contact the CSL at 361-485-4411.

### **Fiscal Responsibilities**

While we do offer in house accounts, student organizations are encouraged to use an outside bank account. Student organizations have certain responsibilities when handling finances:

- Student organizations collecting money on campus must comply with all policies of the University which includes any of its offices.
- Monies raised should be spent on student organization activities.
- If a student organization opens a bank account, at least two officers and an advisor hold signature authority on the account. Transactions should be conducted with two officers present.

### **Off-Campus Bank Accounts for Student Organizations**

It is important to establish financial controls to limit the risk of mismanaging organization funds. Your organization should establish a bank account that will provide security for the money as well as documentation for transactions. Remember that using the name of the University of Houston-Victoria, any abbreviation thereof, or any of the University's trademarks or logos is prohibited, including on the name of your bank account.

### **To Open a Bank Account**

- Complete and submit the form SS-4 (<http://www.irs.gov/pub/irs-pdf/fss4.pdf>) to the Department of Student Life and Services. The Department of Student Life and Services will provide you with your organization's EIN. You must have this number to open an account.
- Submit a copy of the organization's bylaws or meeting minutes that approve the opening of the bank account.
- Two people are required to sign on the account.
- The contact address should be:

Name of the Organization (use of the university name, initials, or logo is prohibited).  
University of Houston-Victoria  
3007 N. Ben Wilson  
Victoria, TX 77901



Follow these guidelines to prevent mismanagement of off-campus accounts for student organizations.

**Examples of easy-to-implement controls:**

- **Require two officer signatures for endorsement of expenses**  
Requiring two signatures on checks prevents purchases by check without the consent of a second student organization officer. Unfortunately, paper checks are used less often these days in favor of ATM or check cards. As a result, double endorsement of all expenses is difficult to endorse.
- **Separate financial duties**  
The student organization treasurer should reconcile the bank's financial statements regularly. While the treasurer could theoretically be the second signer on a check, he or she should not be the primary purchaser or have access to an ATM or check card. If so, another person needs to reconcile the bank statements.
- **Use a central mailing address**  
Student organizations should use the UHV mailing address to receive bank statements and notifications. This way, statements and other notifications that might identify financial mismanagement cannot be easily hidden from the student organization's membership. Unopened statements will be picked up in the Department of Student Life and Services by the student organization treasurer or president. Like checks, paper statements are becoming increasingly rare. If statements are being emailed or require web site access, multiple recipients or users should be authorized.
- **Keep records public**  
Purposeful mismanagement of funds is difficult to conceal when financial records are made public or readily available to the student organization's members. Public records let members question all expenses, which virtually guarantees generally accepted use of the organization's resources and protects against prolonged collusion.
- **Define consequences for embezzlement**  
Address embezzlement in your organization's constitution. Include:
  - a. Definitions
  - b. Methods for policing
  - c. Consequences for breaking the rulesBy doing so, the student organization states its intentions to police financial management of organization funds. This acts as a deterrent and leaves no ambiguity about the risk of being caught. The point is to deter the activity and outline a course of action in the rare event embezzlement occurs.
- **Remove your information from accounts when you leave**  
When you are no longer associated with the student organization, due to graduation or any other reason, be sure to communicate with the bank and have your personal information removed from any accounts. If you do not remove yourself from the accounts, you can be held responsible for financial obligations. Also, transferring your account status to a current organization officer ensures a smooth transition for the organization.

## **Student Organization Advisor**

All recognized organizations are required to have an advisor who is a full-time faculty or staff member at the university. Advisors are critical to the success of a student organization. They are active and involved to promote leadership; they control and advise the student organization by asking questions; they challenge students and support their efforts. Advisors provide community for an organization to pass along valuable information. It may require spending some additional time and effort to work with student organizations' but by building a learning relationship with the students, advisors will encourage student development.

There are many benefits associated with becoming an advisor to a student organization. Here are some:

- Satisfaction of seeing and helping students learn and develop new skills.
- Watching a group come together to share common interests and work toward common goals and an understanding of differences.
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests.
- Sharing one's knowledge with others.

While serving as an organization advisor, one can be as involved as one would like to be and as your schedule permits. There are some specific responsibilities of an advisor such as:

- Attend meetings.
- Provide guidance to the officers.
- Review all financial statements and oversee financial transactions of the organization.
- Ensure that officers meet minimum GPA requirements according to their constitution (if applicable).
- Provide consultation concerning membership selection procedures.
- Review and monitor the organizations presence on JagSync.

## **The Student Organizations Fund**

An account for student organizations was created in 1988 with student service fees. Any registered student organization may apply for these funds available from Student Government Association (SGA), to assist student organizations in hosting a variety of professional development programs. These funds are processed through the Student Organizations Funding Committee (SOFC).

## **Qualifications for Funding**

- Only student organizations recognized, and in good standing with Department of Student Life and Services will be considered for funding. University wide events and departments that are not recognized as a student organization are not eligible. The SOFC will receive a list of student organizations from the Coordinator of Student Life and Services.
- Organizations must have been established for a minimum of six (6) weeks to be eligible for funding consideration. Organizations can be approved for funding under the special

circumstances that they have been active as an interest group before being officially chartered.

- Each chartered organization can receive up to \$500 for each academic year (September-August) (excluding travel). Each interest group can receive up to half of the amount received by chartered organizations.
- Organizations and interest groups requesting additional funds that exceed the amounts list above will be evaluated by the SOFC.
- All organizations are required to appoint at least one student as a Student Government Association representative. That member or a designated substitute must attend four (4) SGA meetings per/semester.

### **Student Organization Funding Committee Process**

In order to receive any funding, all of the following must be done by a student organization:

1. Complete the *Student Organization Funding Request Form* by the appropriate date. The form can be located in the Student Government Association's JagSync Portal in the forms section. If assistance is needed, please contact the Student Organization Student Director or Coordinator of Student Life and Services at 361-44411.
2. Receive approval from the Coordinator of Student Life and Services as an established and recognized student organization or interest group.
3. Receive SGA approval that one member has been appointed to represent that organization and attend at least four meetings; regardless of how long they have been a chartered organization.
  - If an existing organization is requesting funds at the beginning of the academic year or semester they must have had a representative present at four (4) SGA meetings the previous semester.
4. Present in front of the SOFC at a regularly scheduled monthly meeting.
  - Additional meetings or an alternative meeting format (email, phone conference, etc.) may be called at the discretion of the SOFC Chair to discuss request.

The student organization will then coordinate with the Director of Finance for purchasing and logistics.

## **Presentation**

Each organization is required to make a presentation before the members of the Student Organization Funding Committee (SOFC), which can be accepted in an alternate form by the discretion of the chair. The presentation should explain the organization's purpose and activities, any source of income (including sponsorship, fundraising projects, and dues). Student organizations may bring brochures and other visual aids, if they so choose, to the presentation. Presentations should last no more than ten (10) minutes and will be followed by a five (5) minute period for discussion.

SOFC is intended to provide financial assistance to student organizations that have an impact on UHV's campus. Student organizations should take special care to convey this during their presentation.

## **Funding Stipulations**

1. Funding Priorities
  - a. Activities impacting UHV students outside the organization
  - b. On-campus programs
  - c. Activities that bring recognition to UHV
2. SOFC cannot fund direct monetary contribution to charities (SOFC may choose, however to help fund an event designed to raise money for charity if the event is free for students to attend.)
3. SOFC does not fund scholarships for student organization dues. SOFC monies cannot be used to provide academic scholarships.
4. SOFC will not fund mission trips of any kind.
5. No organization should expect to be funded for more than one speaker or program per semester. Funding for additional events would depend upon the merit of the program and availability of funds.
6. Proper receipts are required for reimbursements for all approved requests.
7. Ordinarily, no organization may charge admission to students at any program that is in any part subsidized by these funds. An exception may be granted in those circumstances whereas of part of the original request, the requesting organization satisfactorily demonstrates the merits of a program for which admission charges are proposed.
8. No SOFC funds shall be used to purchase alcoholic beverages.
9. Funds may be allocated to registered student clubs and organizations for travel to conferences and for performances, competition and programs pertinent to the student body. It is expected that school or college related travel be funded from those respective accounts. Requests for these funds not pertinent to student organizations or UHV will receive a low funding priority.

10. Ideally requests for travel funds must be submitted to the Student Government Association at least eight (8) weeks prior to departure. All late requests will be denied unless the Student Organization Funding Committee deems circumstances of a particular request extraordinary.
11. All students traveling must be a currently enrolled UHV student with no UHV collection holds on their account.
12. In the event that student organizations would like to collectively host an event a vote must be taken and two-thirds (2/3) of all active chartered organizations and interest groups must vote in favor of the event in order for the event then be passed to the SOFC committee for approval.
13. For funds to be approved two-thirds (2/3) of the SOFC committee must approve on the spending.

## **LEADERSHIP OPPORTUNITIES**

Because the University of Houston-Victoria realizes the importance of leadership in the workplace and in the communities where we live, UHV provides students with a variety of leadership opportunities. UHV student organizations recognize student academic leaders and promote leadership both on campus and within the communities in which students reside. Periodically, UHV sends student organization officers to student leadership conferences to further enhance their leadership skills. Students will represent UHV at House Bill hearings in Austin and at the public hearings on tuition increases. Also, UHV students help organize and facilitate university events like Black History month, Hispanic Heritage month, and the Student Organization AND Leadership Banquet. Finally UHV employs anywhere from 40-50 student workers each semester as tutors, student assistants, and lab assistants. Students develop valuable skills through participation as a student worker. We value our students and realize the importance of enhancing and promoting leadership skills.

## **STUDENT PUBLICATIONS**

Students may use university resources to develop publications or media as a forum for the exchange of ideas and information. UHV encourages students to create, produce, and distribute publications that foster the free exchange of ideas and information. The only restrictions that are placed on student publications are that:

- They clearly indicate they are not official publications of the university and do not represent policies and opinions of the university or its staff, and
- They adhere to standard journalistic criteria by not engaging in libel or deliberate disseminations of false information.

Students who wish to produce and distribute a publication must obtain permission from the Director of Student Life and Services (DSLSS). The university will also provide facilities and staffing support appropriate to the type and nature of the publication as is determined feasible by the DSLSS.

## **STUDENT GOVERNMENT ASSOCIATION MEETINGS**

Minutes from the UHV SGA meetings are posted on the SGA website.

## **VICTORIA COLLEGE STUDENT CENTER**

The Student Center, open to UHV and VC students, is a 33,000 square foot facility featuring an atrium area, a large dining area, the VC Bookstore, a television, pool tables, and four meeting rooms.

The VC Student Center dining area features a convenience store and Subway that meets the needs of their customers.

The VC Student Center also offers campus entertainment, cultural displays, and displays of artwork for the enjoyment of students as well as members of the community.

Questions regarding the use of the VC Student Center may be directed to The Victoria College Student Activities Office, located in the Student Center or call 361-485-6838.

## **VICTORIA COLLEGE SPORTS CENTER**

The Victoria College Sports Center (<http://www.victoriacollege.edu/sportscenter>) is the perfect place for UHV and VC students, faculty and staff to get fit, stay healthy and have fun. The Sports Center offers a full weight room facility, and aerobics room, a gym and locker rooms. Tennis courts and sand volleyball courts are also available for student use outside the Sports Center. UHV students interested in using the VC Sports Center pay a \$50.00 semester fee at the Victoria College Payment Center located in the Student Services Building.

## **YMCA**

The YMCA located at 1806 N. Nimitz St. is another place for UHV residential students to stay physically fit. This service is available for free for any student living on campus in Jaguar Village. For more information on the YMCA, visit <http://www.ymcavictoria.org/> or contact the Director of Student Life and Services.

## **UNIVERSITY POLICIES GOVERNING STUDENT LIFE**

### **POSTING OF NOTICES**

The university permits the posting and distribution of information and campus activities in the student lounge, bulletin boards at building entrances, and in newsletters that are of general interest to the students.

All notices posted on the UHV bulletin boards must be approved and date-stamped by the Student Life and Services office located in Jaguar Hall, Suite 1135. Unstamped notices and inappropriately placed notices, such as on outside glass doors to the building, hall walls, and inside classrooms, will be removed by the SLS personnel. Notices posted on the silver poster holders must be 11"x17" in dimension and vertically aligned. Notices that are obscene, libelous, or advocate the deliberate violation of a federal or state law or published university policy will not be posted or distributed. Also, notices of commercial nature will not be posted or distributed.

Any posting that is more than one month old will be taken down unless prior arrangements are made with Student Affairs.

### **FREE SPEECH**

Students have freedom of speech.

### **ALCOHOL AND DRUG ABUSE PREVENTION**

The University of Houston-Victoria (the "University") prohibits the unlawful use, manufacture, sale, distribution, dispensation, or possession of illicit drugs in the workplace, on the campus, or at any University activity. Penalties for violation of this policy are indicated below.

Consequently the use of alcoholic beverages is prohibited on the campus or as part of any University activity unless for an approved sponsored activity where alcoholic beverages may be legally distributed. For more information, review University policy A-41, Alcoholic Beverage Use on Campus at <http://www.uhv.edu/fin/policy/A/a-41.aspx>.

This policy applies to all University of Houston-Victoria employees and students.

#### **Philosophy**

The unlawful use, manufacture, sale, distribution, dispensation, or possession of drugs or alcohol is inconsistent with the behavior expected of members of the University community.

The University is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol. The University has a drug and alcohol abuse prevention program in operation, accessible to all members of the University community. The University is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the University community. In addition, the University is committed to enforcing the provisions of the Drug-Free Workplace Act of 1989 and believes that these acts and their implementation regulations provide the proper framework for the drug and alcohol abuse policies of the University.

### **Student Assistance Programs**

All UHV students are eligible for services through the University Counseling Center (UCC). Students who have concerns about alcohol and other drug use are welcome to consult with the professional staff at UCC regarding available drug and alcohol counseling on campus and in the community. Referrals can also be made to rehabilitation programs, mutual help organizations, private hospitals, and private and public treatment programs. UCC can also provide resource materials pertinent to substance use.

#### *Individual Counseling*

Individuals are seen free of charge on a short-term basis for assistance with substance related problems at the UCC. For alcohol and drug dependence, the UCC will likely make a referral to comprehensive services.

#### *Group Counseling*

There are several Alcoholics Anonymous (AA) groups in Victoria. The following webpage provides information about current groups: <http://www.swtadistrict7aa.org/index.html>. There are also Narcotics Anonymous groups in the Coastal Bend area. Information about groups is provided at <http://www.cbana.org/>.

#### *Psycho-Educational Programs*

The UCC can arrange for psycho-educational programs to the university community upon request.

Learn more about the counseling center at <http://www.uhv.edu/CounselingCenter/Default.aspx>. To request an appointment, visit <http://www.uhv.edu/CounselingCenter/appointments.aspx>.



## **Penalties for Violation of the Policy (excerpts)**

Any student who admits to or is found to have violated the University's Student Code of Conduct regarding the unlawful use, manufacture, sale, distribution, dispensation, or possession of illicit drugs and alcohol on the campus or at University activities held off-campus will be subject to disciplinary action (up to and including expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon by the student and the University.

In addition, any student athlete should reference section Student Athlete Conduct Code in the Student-Athlete's Handbook, for specific policies which govern student athlete's conduct including sanctions for the unlawful use, manufacture, sale, distribution, dispensation, or possession of illicit drugs and alcohol on the campus or at University activities held off-campus.

Students and employees are subject to criminal sanctions of varying severity as provided for by federal state, and local laws if convicted of the unlawful use, manufacture, sale, distribution, dispensation, or possession of illicit drugs and alcohol.

## **Loss of Student Eligibility for Federal Aid**

### [\(34 CFR § 668.40 – Conviction for possession or sale of illegal drugs\)](#)

The 2008 Reauthorization of the Higher Education Act, as amended, include a revised student eligibility provision. It provides that a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received. Federal aid can be grants, student loans, and/or college work study. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned.

Section 484©, Higher Education Act of 1965, detailing the suspension of eligibility for drug-related offenses and rehabilitation follows:

## **Suspension of Financial Aid Eligibility for Drug-Related Offenses**

1. **IN GENERAL** – A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:		
The possession of a controlled substance:		
Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite
The sale of a controlled substance:		
	First offense	2 years
	Second offense	Indefinite

2. **REHABILITATION** – A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:
  - a. The student satisfactorily completes a drug rehabilitation program that:
    - i. Complies with such criteria as the Secretary (Department of Education) shall prescribe in regulations for purposes of this paragraph; and
    - ii. Includes two unannounced drug tests;
  - b. The conviction is reversed, set aside, or otherwise rendered nugatory.
  
3. **DEFINITIONS** – In this subsection, the term “controlled substance” has the meaning given the term in section (102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

## SOLICITING ON CAMPUS

Soliciting of funds, commercial advertising, or sales and distribution of commercial items which occur on the UHV campus must be approved in advance. Generally, soliciting must be sponsored by a university recognized organization, and individuals engaged in the solicitation must be current students. Questions concerning soliciting should be directed to the Department of Business Services.

## FACILITIES USE AND SCHEDULING

All potential lessee/users of the Multi-purpose Room must submit a reservation request and set up form prior to receiving consideration for reservations.

- External reservations must complete a Facilities and Grounds Reservation Form which can be accessed online at: <http://www.uhv.edu/Facilities/Forms/ReservationFormA.pdf>
- Internal reservations must submit a reservation request online via the UHV Calendar: <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>
- Both external and internal reservations are required to submit a Room Setup Form: <http://www.uhv.edu/Facilities/Forms/RoomSetupForm.pdf>

To schedule any activity other than classes and laboratories, a request for space allocation should be made to the responsible office as shown in the UHV Policy H1, Facilities and Grounds Usage. The complete policy can be viewed online at <http://www.uhv.edu/fin/policy/H/h-1.aspx>. Recognized student organizations wishing to reserve campus facilities should first submit a Building Use Form to the Student Life & Services Office who will then schedule use of the facility with the appropriate office.

## **STUDENT REFUNDS**

New students who are enrolling for the first time in courses at UHV will be mailed a welcome packet from Higher One, UHV's refund processor. This packet will contain information that explains the refund delivery options offered for UHV and will include instructions on how to select a refund preference. Selecting a refund preference is a vital step in getting refunds to you as quickly as possible. For more information about student refunds, please contact the Student Billing Office at (361) 570-4833 or toll free at (877) 970-4848 Ext. 4833.

## **STUDENT ID CARD**

Students are issued a student identification (ID) card, known as Paw Pass. This ID card provides access to many resources by and available through the University such as dining hall meals, building access to residence halls, use of the University library, and can be used for entrance and discounts (when applicable) to certain university events such as athletic events.

Students are responsible for maintaining a current ID card for the entire duration they are affiliated with the University of Houston-Victoria and are responsible for the safekeeping of their ID card. Replacement cards can be requested in the Student Billing and Card Services Office.

No one other than to whom the card is issued may use the ID card for any reason. The Paw Pass is the property of the University of Houston-Victoria and may be revoked at any time by the University.

## **STUDENT SUPPORT AND SERVICES**

### **ALUMNI RELATIONS**

The Alumni Relations department is responsible for building relationships between alumni, current students and friends of the university while preserving their connection to the institution. UHVconnect, a web-based community, is a free tool for students and alumni offering networking opportunities, alumni membership renewals, UHV news and events, and a merchandise store. For more information about Alumni Relations, please call 361-570-4812.

### **CAREER SERVICES**

Career Services serves UHV students and alumni through various stages of career development. Services can be accessed online at: [www.uhv.edu/careerservices](http://www.uhv.edu/careerservices) and include:

- Career Guidance
- Resume/Cover Letter Review
- Career Management and Development through online workshops and links
- Career Fairs
- Special Events such as Employer Information Sessions, Employer Panels and more
- Interview practice sessions
- Face-to-face consultations
- Internships
- Online Job Search

**UHV's CareerLink!** ([www.myinterfase.com/uhv/student](http://www.myinterfase.com/uhv/student))

Students and alumni can search for jobs and internships and post resumes. Employers can post internship opportunities and perform student searches to match students' career interests with employers' hiring needs. CareerLink provides automatic e-mail notification to students about job postings and enables students to apply for jobs online. Students searching for on-campus and part-time jobs are encouraged to meet with Career Services staff to discuss how to search for and apply to posted jobs.

Students and alumni are invited to visit Career Services located on the second floor of University North, Room 214. Office hours are Monday through Friday, 8 a.m. – 5 p.m. Phone number, 361-570-4369 or 361-570-4378.

### **STUDENT SUCCESS CENTER (TUTORING AND TESTING)**

#### **Writing Center**

The Student Success Center (SSC) provides free writing assistance and writing resources to University of Houston-Victoria students in Victoria, Sugar Land, and Cinco Ranch. Face-to-face or online, the Center staff review class papers for students. The Student Success Center also reviews resumes and cover letters for alumni.

During sessions with writing consultants, individuals may discuss a paper or document in progress. Trained tutors review these documents, discuss techniques for analyzing and revising assignments, and assist students to devise solutions to writing problems. Writing consultants also provide a similar service online. UHV students may make an appointment for face-to-face tutoring, email documents as attachments through WCOOnline (<http://uhv.mywconline.com/>), or sign up for virtual tutoring through WCOOnline. We will review the document and offer comments and suggestions.

### **Subject-Area Tutoring**

The Center offers a free peer education program, formerly subject-area tutoring, for a wide variety of subjects. Though the exact list depends on tutor availability, generally the Center offers tutoring in math, history, science, and computer science. Please go to <http://www.uhv.edu/StudentSuccessCenter/tutoring/subject.aspx> for a current schedule. Most subject-area tutoring occurs on a drop-in basis in Jaguar Hall 1129. Some tutoring also occurs in the University West building. No appointment necessary.

The SSC also provides peer education via Adobe Connect, web conferencing software. For students who cannot physically come to Victoria for assistance, this product is ideal as it allows the tutor and the student to communicate via webcam. An appointment is necessary for this service. Please visit <http://www.uhv.edu/StudentSuccessCenter/tutoring/subject.aspx> for more information.

### **Supplemental Instruction**

Supplemental Instruction (SI) is a program that offers weekly review sessions for certain core classes that freshmen often find challenging. SI is offered through the SSC in collaboration with key faculty members. In SI, a tutor “takes” a course he or she has already passed with an A or B and creates review sessions based on course content.

### **Study Skills Workshops**

The Student Success Center offers various workshops in a presentation-style format every semester to enhance student note-taking, reading, studying, and exam-taking skills. The complete list of workshops can be found at <http://www.uhv.edu/StudentSuccessCenter/workshops/>.

### **Testing**

The SSC also provides students with testing services on the Victoria campus. Students can schedule correspondence exams throughout the year by contacting the SSC testing specialist at

(361)570-4285. Faculty can also refer students to the SSC for makeup exams, which are provided on an appointment basis.

The Student Success Center administers standardized testing for students enrolling in college or completing certification requirements: the TSI, TCEQ, PPR (Generalist), TExES, and Nelson-Denny. Testing services also provides accommodations for students with disabilities.

Check the SSC website for testing schedules or contact the SSC testing specialist.

More information about testing services is available at <http://www.uhv.edu/testing/>.

Appointments are required for every exam. To register for an exam, please go to

<http://www.registerblast.com/uhv/exam>.

### **Additional Resources**

The Student Success Center has a library of helpful resources concerning writing, grammar, math, and study skills. These handouts are available both onsite (UW 129 or Jaguar Hall 1129) and on our web page at <http://www.uhv.edu/studentsuccesscenter/default.aspx>.

### **STUDENT INSURANCE**

A hospital, medical, and surgical plan is available to all students at a nominal cost. For more information, go to <http://www.studentinsurance.com/Schools/TX/UHV/> or call 1-888-722-1668.

### **FINANCIAL AID**

#### **How to Apply**

UHV administers a wide range of scholarships, grants, loans, and work-study employment for students who qualify. Most programs are available to students enrolled at least half-time, meet satisfactory academic progress stipulations, and demonstrate financial need and/or academic merit. The first step in applying for financial assistance is to complete a Free Application for Federal Student Aid (FAFSA). If only applying for non-need based scholarships, students can complete the UHV Scholarship Application. The next step is to provide other requested documents as early as possible, since limited funds require that priority be given to the earliest applicants. The FAFSA (<http://www.fafsa.gov>) can be completed online. The University of Houston-Victoria school code is 013231. UHV Financial Aid forms can be printed or electronically submitted from the website at <http://www.uhv.edu/ofa/forms.aspx>.

The priority deadlines for application submission are:

- March 15 for fall terms
- October 15 for spring terms
- March 15 for summer terms

In addition to institutional scholarship funds, UHV offers the following types of aid:

- Federal and State College Work-Study Programs

- Federal Direct Subsidized, Unsubsidized, and Parent and Graduate PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- State Scholarships
- Teacher Education Assistance for College & Higher Education (TEACH) Grant
- Texas Public Education Grant for Residents and Non-Residents
- TEXAS Grant
- Undergraduate and Graduate Tuition Offset Grants

## **TEXAS Grant**

### Undergraduate and Graduate Tuition Offset Grants

For more details about the programs listed above, information is posted on the UHV Financial Aid website at <http://www.uhv.edu/ofa>.

Tuition and fee contracts and waivers are handled through the Student Billing and Card Services Office. A list of waivers and exemptions can be viewed at College for All Texans website at <http://www.collegeforalltexans.com/>.

Financial aid correspondence to students is sent to his/her UHV student email account. Steps to set up the email account can be reviewed on the UHV IT website, <http://www.uhv.edu/it/Student/logintip.aspx>. Students must complete the To Do List Items in myUHV (<https://www.uhv.edu/myuhv/>), UHV Self-Service system, so the Office of Financial Aid can continue the student's financial aid awarding and/or disbursement processes. Financial Aid awards must be accepted or declined on myUHV Self-Service Financial Aid link. Students should periodically check myUHV Self-Service and student email for any changes to his/her financial aid status.

Financial aid recipients who co-enroll at UHV and The Victoria College, Coastal Bend College, Wharton County Junior College, Houston Community College, Lone Star College System or Austin Community College are able to receive financial assistance for the transferable classes and UHV classes by completing a Consortium Agreement Form and providing a copy of the student's Paid Fee Receipt and Course Schedule. A consortium agreement has also been set up with UH-Main, UH-Clear Lake, and UH-Downtown campuses. The Consortium Agreement Forms are available on the Financial Aid Forms website (<http://www.uhv.edu/ofa/forms.aspx>).

## **Disbursement of Aid**

The first possible date financial aid awards can be disbursed will be up to 10 days prior to the first class day pending that the student's file is complete and the student meets all the eligibility criteria. If the total financial aid awards are more than the university charges, the refund will be delivered to the student within 14 business days or earlier depending on the refund option the student selected when setting up the Jaguar Card.

## **Maintaining Financial Aid Eligibility**

The university reserves the right to review, revise, or cancel all financial aid at any time due to changes in the student's financial and/or academic status, changes in enrollment, failure to comply with federal or state laws and regulations, and/or federal or state allocation revisions or legislative changes. For information about the revision or cancellation of financial aid awards, the Satisfactory Academic Progress Policy, or the Return of Title IV Funds Policy, please refer to the UHV Financial Aid website.

Students with questions about financial aid should contact the Financial Aid Office or visit our website.

Office of Financial Aid Office Hours:

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Phone Number 361-570-4125

Fax 361-580-5555

<http://www.uhv.edu/ofa>

## **UHV COUNSELING CENTER**

UHV Counseling Center (UCC) offers a broad range of student-focused, short-term, episodic services, including counseling, assessment, consultation, and outreach. UCC also houses the VIP Program and Jags for Life, which are focused on reducing interpersonal violence on campus and preventing suicide, respectively. Our mission is to work to empower college students to be capable adults responsible for their own wellbeing, to maturely choose how, when, and even if to address behaviors that may negatively impact their academic performance and quality of life. Our services are designed to support students as they adjust to challenges and transitions as well as to help faculty, administration, and staff function more effectively in their work with all UHV students. Through our endeavors, we support the educational mission of UHV and facilitate mutual respect and understanding among people of diverse backgrounds.

Currently enrolled UHV students in the Victoria-area can access counseling services on the Victoria campus. UHV students located in the Houston-area can access counseling center services through UT Health Science Center. Please see [www.uhv.edu/counselingcenter](http://www.uhv.edu/counselingcenter) to make an appointment and learn more.

### **Victim Intervention and Prevention (VIP)**

The VIP Program is housed within UHV Counseling Center with the distinct purpose of providing prevention and intervention services for any student who has been affected by interpersonal violence with specific focus placed on dating violence, domestic violence, sexual assault, and stalking. Any student may contact the Confidential Advisor (361-570-4135) to discuss issues related to interpersonal violence, whether they occurred in the past or have occurred recently.

The following are definitions and descriptions of different forms of interpersonal violence:



- Dating violence is a pattern of destructive behaviors used to exert power and control over a dating partner. It usually involves a series of abusive behaviors over the course of time.
- Domestic violence, also called spouse abuse, family violence, domestic abuse, or domestic violence is:
  - Any abusive, violent, coercive, forceful, or threatening act or word inflicted by one member of a family or household on another; <http://legal-dictionary.thefreedictionary.com/Domestic+Violence>
  - A crime with serious repercussions, not only to the victim, but also to family members, friends and fellow students;
  - Includes a pattern of manipulative and violent tactics;
  - A combination of physical force and terror; and
  - A situation in which victim is forced to change his/her behavior in response to the abuse.
- Sexual assault is any unwanted, non-consensual sexual contact against any individual by another using manipulation, pressure, tricks, coercion or physical force. Sexual assault can be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention. <http://taasa.org/>
- Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear <http://www.justice.gov/ovw/stalking> a stalking victim feels fear of bodily injury or death to self or to a family or household member or damage to property. <https://www.oag.state.tx.us/victims/stalking.shtml>

## **DISABILITY SERVICES**

The Office of Disability Services coordinates services for students with permanent or temporary disabilities. We are committed to ensuring that students with disabilities who attend UHV have equal access to all academic programs and resources offered. We believe that all students should have the same opportunities to be successful in higher education.

A wide range of support services are offered for students with disabilities. These services are individually designed, and are based on the specific needs of individual students. Reasonable accommodations and/or auxiliary aids are used to minimize the impact of the disability in the academic setting.

Eligibility for services is based on the criteria stated in the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973. If you believe that you have a disability requiring an academic adjustment and/or auxiliary aid,

please contact the office to speak with the Disability Services Manager or to schedule an appointment. The Office of Disability Services is located in the Counseling Center, University North 214H. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Phone: 361-570-4287; Email: [worleyc@uhv.edu](mailto:worleyc@uhv.edu); information is also available on the website at [www.uhv.edu/disabilityservices](http://www.uhv.edu/disabilityservices).

## **RELATED UNIVERSITY POLICIES AND GUIDELINES**

### **ACADEMIC APPEALS**

The procedures for sanctions and appeals described below are intended to provide resolution as early, expeditiously, and amicably as possible, with as limited involvement and as little disruption to the learning process as possible. Since the institution exists to serve the educational needs of students, individually and collectively, it is not an antagonist in any process of sanction or appeals. Rather, its interest lies in ascertaining the truth of the matter at hand, in attempting to reach a just resolution, and in viewing the process as a learning experience, both for the student and the institution.

#### **Grade Appeals**

Faculty members have the qualifications, responsibility, and authority to evaluate students' performance and to assign grades. They are expected to exercise great care and objectivity to be receptive to students' inquiries about grades assigned, and to be receptive to the advice of colleagues in instances of disputed grades. Faculty members may change a final grade, once recorded, only by timely, written notification to the Registrar, ordinarily with the approval of their Dean. Otherwise, a grade may be changed only by the chief officer or chief academic officer of the institution in accordance with duly established procedures as described below.

#### **Informal Grade Appeal Procedure**

Students who believe that a grade assigned is inaccurate or unjust should first see the instructor of the course. If students remain unsatisfied or prefer not to see the instructor, they should see the school dean. The dean may handle the case, or after consultation with the instructor, convene a divisional committee to review it. If the change of grade seems warranted, the dean will so advise the instructor.

#### **Formal Grade Appeal**

It is assumed that most grade appeals can be settled in this manner. However, students who remain unsatisfied should contact the academic school secretary to determine the appropriate administrator in the academic school who manages grade appeals (e.g., Chair, Program Coordinator, Dean, Assistant Dean, or Associate Dean). These individuals will attempt to resolve the matter informally. If not successful, they will, at the student's request, determine

whether the case should be referred to the Provost Office for review and advisement. The following conditions will apply:

1. The appeal must involve a terminal grade for a course or program.
2. The appeal must be for reasons other than a simple disagreement about the relative merits of the student's performance: i.e., cases to be heard by a university-wide committee should relate ordinarily to charges of arbitrary, capricious, or discriminatory treatment rather than issues of academic judgment.
3. The appeal must, in the Provost's opinion, involve a palpable issue and evidence capable of sustain rational argument.
4. The appeal must be initiated by the end of the next long semester after the grade in question has been assigned.

### **Formal Grade Appeal Procedure**

If the four conditions noted above are met, the student should petition the Provost in writing, specifying the action requested and explaining the basis for the request. Any documents or materials considered relevant should be cited or submitted. Upon notification of the relevant parties, the process will unfold as follows:

1. The Academic Council will examine the appeal and supporting evidence and will determine whether a hearing is needed to address the appeal.
2. If a hearing is determined to be unnecessary, the Council will deliberate and reach a judgment on the appeal.
3. If a hearing is determined to be advisable or if the student or the instructor involved requests a hearing, the Council will establish a meeting time when the relevant parties can attend.
4. The student and the instructor involved may be asked to appear separately or together, at the Council's discretion.
5. The student may bring one person to witness the hearing, but that person is not to participate unless called upon. (If the person is to be an attorney, the Provost must be informed in advance.)
6. The student may have others submit testimony in person or in writing.
7. The instructor involved may also have others submit testimony.

8. Following the hearing(s), the Council will deliberate and reach a judgment advisory to the Provost.
9. The Provost will then inform the student, instructor, and School Dean of the decision.
10. If the decision is that the grade should be changed, the instructor will be asked to change it.
11. If the instructor is unwilling to change the grade, the Provost will instruct the Office of Admissions and Records in writing that the grade change is to be made.

## **ACADEMIC HONESTY POLICY**

To best function and accomplish its objectives, the university expects and encourages all students, faculty, and staff to contribute to an atmosphere of high ethical standards in every way possible and especially by observing all accepted principles of academic honesty.

Students are responsible for knowing standards of academic conduct, whether stated or routinely assumed. No one should claim credit for the work of others, misrepresent or misappropriate the work of others, or try to gain unfair advantage over others. Students in doubt about a given practice should ask the instructor.

Academic dishonesty may take a variety of forms, ranging from criminal offenses such as stealing a test from the instructor's office to a breach of ethics such as glancing at a classmate's answers during a test. Academic dishonesty can occur in both face-to-face and online courses. The faculty and administration of UH-Victoria view academic dishonesty as a significant breach of ethical conduct which incurs various disciplinary actions. Policies and procedures are outlined in the Academic Honesty policy in the UHV Student Handbook. These policies and procedures are designed to handle these cases in fairness to all concerned: the accused student, the faculty, and the university. Note: If a "W" is received prior to a guilty finding of academic dishonesty, the student will become liable for the Academic Honesty penalty, including "F" grades.

Faculty has a professional responsibility for taking all reasonable measures to prevent academic dishonesty and for taking appropriate actions when it comes to their attention. Students also have a responsibility to fulfill, and indeed an investment to protect, in helping to ensure that academic achievement is characterized by honesty and fair play.

Students have the responsibility to report any possible instances of academic dishonesty that they may be aware of to the faculty of the course where the academic dishonestly may be suspected or to the appropriate School Dean for possible instances that do not involve a particular instructor.

## **Forms of Academic Dishonesty**

Nothing distinguishes academic dishonesty from plain dishonesty except for the particular forms that it may take. Some common, but by no means exhaustive, examples are:

1. Cheating on tests by giving, receiving, or soliciting unauthorized information about questions or answers.
2. Submitting work actually done by another person or for another course (without the instructor's permission).
3. Plagiarizing the work of others by representing their words and/or thoughts as one's own.
4. Deliberately misrepresenting works and/or thoughts attributed to others – i.e., putting words in their mouths.
5. Appropriating as one's own or attempting to mar the programs, experiments, calculations, creations, or similar products of others' endeavors.
6. Altering documents – such as a grade on a paper, test, or transcript.
7. Giving false information, e.g., concerning grade point average earned, prerequisite coursework taken, etc.

## **Disciplinary Actions**

The following sanctions listed are not mutually exclusive and do not preclude other reasonable and appropriate sanctions in proven cases of academic dishonesty:

1. Reprimand
2. Reduced grade for assignment or course
3. Failure for the assignment or course
4. Probation
5. Suspension
6. Expulsion

All acts of academic dishonesty are considered serious. Instructors have the right to impose penalties up to and including failure of the course for proven instances of academic dishonesty that occur within their courses. The university has the right to impose probation, suspension, or expulsion for repeat offenses, those involving collusion by more than one person, and those compounded by criminal actions such as theft. Acts of academic dishonesty that also break the law will be made known to local law enforcement agencies.

### **School Procedures**

1. In every course syllabus, instructors will refer students to the Academic Honesty Policy of the university as printed in the Student Handbook.
2. Instructors who suspect an instance of academic dishonesty are expected to notify the student or students involved as soon as reasonably possible, ordinarily within a week.
3. Instructors should pursue the matter on their own and, if a finding of academic dishonesty is made, follow the School's written policy for making a record of the resolution.
4. If reasonable proof of dishonesty is ascertained, instructors may, on their own, impose penalties up to and including failure for the course. Any penalties are to be made known to the student or students involved within a reasonable time, ordinarily within two weeks after the student or students have been confronted with and responded to the evidence.
5. Instances of suspected dishonesty that involve more than one student in a course (e.g., copying each other's homework), or more than one course or instructor (e.g., copying the work of a student enrolled in another section of the same course), will be resolved by the instructor or instructors of the course or courses involved.
6. Instances of suspected dishonesty that do not involve a particular instructor (e.g., cheating on a school-wide or standardized test) should be referred to the Dean for resolution.
7. The School will promulgate a written policy for keeping a record of proven instances of academic dishonesty and distribute this policy to its faculty. No record will be kept of any unproven allegations.

### **University-Wide Procedures**

Academic dishonesty may rise to the level of university-wide action when suspected instances of student collusion, repeat offenses, or criminal conduct may warrant consideration of provisional or permanent exclusion from the academic community. Such cases may be referred to the Academic Council at the discretion of the instructor or School Dean. Also, students who think they have been unjustly penalized by an instructor or School for academic dishonesty may

petition the Provost to review the matter for possible referral to the Academic Council. Referrals will be handled as follows:

1. The instructor or Dean will present the evidence to the Academic Council, along with any relevant testimony.
2. The student(s) involved will have the opportunity to appear before the Council, may present evidence and testimony, and may bring a witness to the proceedings.
3. The Council will conduct an investigation and hearing, if needed, as expeditiously as possible, ordinarily within three weeks following the date of the referral.
4. After deliberation, the Council will reach judgment and advise the Provost, with regard to the soundness of the evidence, significance of the incident, and imposition of sanctions.
5. The Provost will inform the student, instructor, and Dean (if absent from the proceedings) of the sanctions imposed, which may include probation, suspension, or expulsion.
6. The Provost will keep a record of all proven instances of academic dishonesty brought before the Council. No record will be kept of any unproven allegations.

## **EMERGENCY OR PARTIAL CAMPUS CLOSURE**

Only the UHV President (or designee) is authorized to close the university.

If the campus is closed, students, faculty and staff will be notified through emergency information procedures.

Unit heads should make every effort to ensure that individuals without computers receive emergency notices. They should maintain a list of alternate phone numbers to facilitate off-campus notifications.

The Provost and/or Dean may approve cancellation of individual classes.

Classes in a building that have been closed or evacuated should be moved to other buildings on campus, unless a campus wide emergency exists. The Office of the Registrar and Student Records maintains a list of available classrooms and will help relocate classes. A faculty member/unit head should notify students and post a notice of the changes on the door of the room(s) affected, when possible.

Students should check their UHV e-mail or call the appropriate academic school to determine class status.



## **EMERGENCY MESSAGES TO STUDENTS**

In certain types of emergencies, attempts will be made to notify students. For purposes of this policy, emergencies are defined as those that involve a death, illness, injury, accident, or a threat to a student's livelihood or property.

Examples:

- A student's ill or injured child requires parental consent for treatment.
- A family or household member is injured or ill.
- A student's employer calls regarding a business emergency where the student's job may depend on his or her response.

### **Procedure**

- Student emergency messages received by the campus switchboard or other campus office should be transferred to the Office of Student Life and Services (SLS).
- SLS personnel will:
  - Determine whether or not the situation is an emergency, as defined by this policy.
  - Attempt to determine the student's location and attempt to deliver the message.
  - Communicate with switchboard or campus office whether the message was delivered or not.

### **Transmitting Emergency Messages**

All student emergency messages received by the Student Life and Services Office (SLSO) are handled as follows:

The message, name and telephone number of the person calling is taken;

SLSO staff will check on the location of the student and then deliver the message if possible;

SLSO staff will telephone the caller if the message cannot be delivered or the student cannot be located.

## **EMERGENCY EVACUATION**

The safety of the students is of primary concern to UHV during emergencies. **All students must evacuate immediately when the emergency alarm sounds.** The key to successful evacuations is knowledge of procedures. Evacuation routes showing the nearest exits are posted in every classroom and office suite in each building. Stay calm during an emergency. The last person to exit a room should close the door after leaving the room. Students in wheel chairs should go to the nearest stairwell and wait for assistance. **Never use the elevators during an emergency.** Move out and away from the building. Do not leave the designated area until your instructor has accounted for you. Do not re-enter the building unless the all clear is giving by emergency personnel or university officials. For assistance, contact the Safety Office at [campussafety@uhv.edu](mailto:campussafety@uhv.edu) or refer to the university Campus Safety Manual, Emergency Evacuation Preparedness Plan, <http://www.uhv.edu/Business/EmergencyEvacuationPlan/>.

## UHV EMAIL

All UHV students are issued a campus email account. The university issued email account is considered the official mode of communication for all student communications with academic and administrative offices. Please check your UHV email at [http://www.uhv.edu/it/Student/login\\_tip.aspx](http://www.uhv.edu/it/Student/login_tip.aspx) regularly since it will be our primary way of communicating with you. **Important Note: Instructors may communicate with you through Blackboard, but the university issued email account is considered the official mode of communications with students.**

## GRADUATION/COMMENCEMENT

UHV does not automatically award a degree when you complete your scholastic requirements. To be considered as a candidate for a degree, you must submit an application online through myUHV, <https://www.uhv.edu/myuhv/>, (*UHV Self Service/Degree Progress/Graduation/Apply for Graduation*). Semester deadlines for submitting applications are published on the UHV website, Important Dates & Deadlines at <http://calendar.uhv.edu/default.aspx?type=&view=Grid&category=24-0&numdays=45>.

Commencement ceremonies are held in May and December of each academic year. Those who graduate in August are eligible to participate in the December ceremony or may choose to postpone until the following May. You must be on track to complete all requirements toward your degree in the semester for which you plan to participate in the commencement ceremony. If all requirements for graduation cannot be met during the current semester, you may be denied participation in the commencement ceremony.

*Important: Even if you do not plan to participate in the commencement ceremony, you must still apply for graduation. To be considered as a candidate for a degree, you must submit an application for graduation, regardless of your plans to participate in the commencement*

ceremony. To apply for graduation, log into myUHV at <https://www.uhv.edu/myuhv/>, and go to the Degree Progress/Graduation section.

Diplomas are mailed approximately 4 business weeks after the day final grades are posted to the student record system.

**Graduation with Honors:** Graduation with Honors is for undergraduate students only. Please refer to the “Academic Policies” section of the UHV catalog at <http://www.uhv.edu/catalog/>, for specific information regarding Graduation with Honors.

**Posthumous Degrees:** In accordance with established guidelines and procedures, which are available from the Registrar, the University of Houston-Victoria, may award posthumous degrees on request.

## **REGISTRATION SYSTEM: STUDENT SELF-SERVICE**

UHV’s Self-Service system, myUHV (<https://www.uhv.edu/myuhv/>), allows students to register, add and drop courses, cancel registrations, withdraw, make payments, request loans, and credit balance refunds, as well as other options through the convenience of the internet. Students will not be mailed a fee bill. Student must check balances due online. Student must make the required payment on their institutional charges by the published deadline (see “Important Dates & Deadlines”) <http://calendar.uhv.edu/default.aspx?type=&view=Grid&category=24-0&numdays=45>, or they will be dropped for nonpayment. Students dropped for nonpayment will be required to repeat their registration process during the late registration period, and a non-refundable \$50 late registration fee will be assessed.

## **TUITION AND FEES**

Policies governing the payment or refund of tuition, fees, and other charges are approved by the Board of Regents of the University of Houston System and comply with applicable state statutes. Tuition and fees are subject to change by legislation or university action and become effective on the date enacted. For clarification of any matter relating to the payment or refund of charges, a student should contact the Student Billing and Card Services Office.

A student is not registered or entitled to attend classes, participate in class-related activities, or use University facilities and services until the student has paid tuition and fees in full, initiated an installment pay plan, or has accepted a tuition load. A student who has an outstanding debt to the University may not register until the debt is paid.

### **Payment Options**

Payment may be made by cash, check, money order, cashier’s check, or credit card. Payment may be made in person (Victoria location only) or by mail. Credit card payments using MasterCard, Visa, American Express, and Discover must be made online in UHV self-service

option at myUHV Account, <https://www.uhv.edu/myuhv/>. **No payments are accepted at the Sugar Land or Cinco Ranch locations.**

### **Installment Pay Plan** (available Fall/Spring semesters only)

Texas State Law (Texas Education Code, Section 54.007) allows students to pay tuition and fees in installments over the course of the semester. Students selecting this option must apply for the option online, accept the terms of the plan and make the first installment payment prior to the payment deadline. The installment agreement can be found online under the payment plan link in the self-service option. Registration will be cancelled if the promissory note is not accepted AND the first installment payment is not posted before the payment deadline. The installment plan is an option available during the Fall and Spring terms only.

There is a \$20 installment service charge (nonrefundable) for the installment plan option. Drop and add activity may affect a student's installment schedule. Students are responsible for reviewing their account online after making schedule changes and paying any additional amount. A \$25.00 late fee will be charged for each installment payment that is late.

Students selecting the installment plan are still responsible for future installment payments if courses are dropped or the student withdraws after the tuition refund period has expired. Additionally, students may be subject to one or more of the following actions if full payment, including any late fees, is not made by the payment deadline.

- 1) Financial stop on student's record preventing registration at any UH campus;
- 2) Withholding of grades, degree, and official transcripts;
- 3) Other penalties and actions authorized by law or university policy.

### **Tuition and Fee Loans**

Tuition and fee loans are available to help students pay tuition and fee to avoid enrollment cancellation. Students request tuition loans online in UHV self-service under the Payment Plan link. Loan proceeds apply directly to the student's account and cover 100% of total tuition and fee charges for the current semester. Any payments, including financial aid awards, posted to the student account will not be included in the calculation of the loan amount. A loan origination fee of 1.25% of the loan amount may be assessed depending upon the type of loan funds available. The loan duration is 90 days in the fall and spring semesters and 30 days in the summer sessions. Only one tuition loan per student per term will be issued. Please note that Summer I and Summer II are classified as separate semesters.

### **Book Loans**

Book loans are available to help students pay for books and supplies. Students request these loans online in [myUHV](#) under the payment plan option. Funds for these loans are delivered in accordance with the refund preference (direct deposit to the Jaguar Card, direct deposit to a

bank of choice, or paper check) the student selected in the Jaguar Card activation process. If a refund preference has not been selected, a paper check is mailed to the student 21 days after the book loan request has been processed by the university.

The book loan amount is calculated at a rate of \$40 per semester credit hour up to a maximum of \$720 for 18 credit hours. Consortium hours which are being taken at another university are not considered in the calculation of the book loan amount. No interest or other service charges are assessed on book loans. Loan duration is generally 30-60 days. Only one book loan per student per semester will be issued. During the summer term, book loan disbursements will be calculated for the number of hours registered at the time of the loan request.

### **Enrollment Cancellation**

It is the student's responsibility to ensure payment has been posted to their student account by the payment deadlines published on the Important Dates and Deadlines Calendar found at <http://calendar.uhv.edu/default.aspx?type=&view=Grid&category=24-0&numdays=45>. To avoid enrollment cancellation students should check their accounts online after making schedule changes and, if required, pay additional charges for added courses before the payment deadline. Financial aid students must pay, or select a payment option such as the tuition loan, to pay any difference between total charges and anticipated aid prior to the payment deadline to avoid enrollment cancellation.

Cancellation for non-payment will occur after the close of business on the due date. If payment has not been made in full and the student has not obligated to pay all unpaid charges under a payment plan, unpaid courses will be cancelled in registration order (last course(s) added will be the first course(s) selected for enrollment cancellation).

### **Tuition and Fee Refunds** (Section 54.006, Texas Higher Education Code)

The University is a State of Texas Institution of Higher Education and refunds are issued in accordance with the State of Texas Higher Education Code, Section 54.006.

Drops and withdrawals become effective the date the drop is processed online, or the date the written notification is received in the Student Records Office. The effective date becomes the official date of the drop or withdrawal for all matters relating to university business. The student assumes responsibility for letters requesting a drop or withdrawal that are delayed or not delivered. Student services and privileges, including library series and use of computer labs, terminate when a student withdraws from the university.

### **Withdrawal Refunds**

Withdrawal refunds are based on the student's schedule on the effective date of the withdrawal. A student withdrawn by the University for scholastic or other reasons will receive a full refund of fees paid that semester. **Reducing semester credit hours to zero is considered a withdrawal.**

Withdrawals are processed for refunding beginning on the 13<sup>th</sup> class day during the Fall/Spring terms, the 5<sup>th</sup> class day during the summer term (also includes 10, 8, 5 week sessions), and the 2<sup>nd</sup> class day for the mini sessions (less than 5 weeks). This means a student's withdrawal status will not be reflective in the student's myUHV account until the 13<sup>th</sup>, 5<sup>th</sup>, or 2<sup>nd</sup> class day. The University will refund a percentage of the tuition and required fees charged to students who officially withdraw from all courses at the institution according to the schedules below. Class days, during the fall and spring terms, are counted from the first official class day of a term. The first official class date of the term may differ from the actual start date of a course – refer to the Important Dates and Deadlines

<http://calendar.uhv.edu/default.aspx?type=&view=Grid&category=24-0&numdays=45>.

### Withdrawal Refunds (no longer enrolled during a term)

	Prior to First Class Day	During the First 5 Class Days	During the Second 5 Class Days	During the Third 5 Class Days	During the Third 5 Class Days	After Fourth 5 Class Days
Regular Academic Session – 16 weeks	100%	80%	70%	50%	25%	No Refund
	Prior to First Class Day	During the First 3 Class Days	During the Second 3 Class Days	During the Third 3 Class Days		
Five, Eight & Ten Week Sessions	100%	80%	50%	No Refund		
	Prior to First Class Day	First Class Day	Second Class Day	Third Class Day		
Mini Session – Less Than 5 Weeks	100%	80%	50%	No Refund		

### Dropped Course Refunds

Dropped course refunds ONLY apply when one or more classes are removed from your schedule, but you remain enrolled in at least one course. Reducing semester credit hours to zero is considered a withdrawal and withdrawal refund policies apply.

The University will refund tuition and required fees for dropped courses according to the schedules below.

Class days, including Saturdays during the fall and spring terms, are counted from the first official class day of a term (this date may differ from the actual start date of a course). Please refer to the Important Dates and Deadlines at <http://www.uhv.edu/oar/Calendar.aspx>.

	On or Before 1 <sup>st</sup> Official Class Day	On or Before 4 <sup>th</sup> Class Day	On or Before 12 <sup>th</sup> Class Day
Regular Academic Session- 16 weeks	N/A	N/A	100%
Five, Eight, & Ten Week Sessions	N/A	100%	N/A
Mini Session – Less Than 5 Weeks	100%	N/A	N/A

### Student Refund Options

Students will select a delivery method for refunds in the Jaguar Card activation process. Delivery option choices include: direct deposit to the Jaguar Card, direct deposit to the student's bank of choice, or paper check to be mailed. If a delivery method is not selected by the student, refunds will be delivered to the student via paper check which will be mailed approximately 21 days after refunding processes are complete. Refund of tuition or fees originally paid by a debit or credit card will be refunded back to the debit or credit card.

### Student Responsibilities

**Prior to enrolling, students are responsible for ensuring they meet course requirements and prerequisites.** Unmet course requirements including course prerequisites are insufficient grounds for a refund of tuition and fees. Students are strongly encouraged to speak with an advisor if they have any questions regarding course prerequisites and to ensure the course(s) they plan to take applies to their degree plan.

**Schedule changes may affect financial aid eligibility.** It is strongly advised that students who have been awarded financial aid speak with a Financial Aid Counselor prior to making schedule changes or completely withdrawing as award eligibility may be affected.

**Understand and follow proper withdrawal procedures.** Stopping payment on a check for tuition and fees or allowing the check to be returned unpaid by the bank for any reason does not constitute official withdrawal.

**Watch refund dates when making schedule changes or withdrawing.** Once a student registers, he or she is responsible for the total charges assessed regardless if the installment plan option has been selected. Refund percentages are applied to total charges assessed and not the amount paid. This means students who withdraw before paying all installments or paying a tuition loan in full may, in the event of withdrawal, still owe the University.

## **General Information**

### **Undergraduate 6-Drop Limit:**

Texas Education Code (51.907) prohibits students enrolling for the first time as a freshman during the Fall 2007 academic term or any term thereafter from dropping more than a total of six courses in their entire undergraduate career. This total includes any course a transfer student has dropped at another 2-year or 4-year Texas public college or university. This does not apply to courses dropped prior to the census date (see the Important Dates and Deadlines, <http://calendar.uhv.edu/default.aspx?type=&view=Grid&category=24-0&numdays=45>), calendar or to courses for which the student receives an administrative withdrawal or if the student withdraws from the entire term or session. Please refer to the online catalog for more details.

### **Tuition Refund Appeals**

Tuition appeals are considered for medical emergency, military duty, natural or national emergency, severe economic hardship, or university error. Appeals must be submitted within the term that the tuition and fees were paid. To initiate the tuition refund appeal process, students submit the [Tuition and Fee Refund Appeal Form](#) online at <https://web3.uhv.edu/oarforms/Login.aspx?ReturnUrl=%2foarforms%2fforms%2fAppeals.aspx>.

Additional documentation may be required. Tuition appeals received after the deadline will not be considered. The appeal committee generally reviews appeals once a month.

### **Services and Privileges**

Student services and privileges, including library services, use of computer labs and parking terminate when a student cancels registration or withdraws from the University. Stopping payment on a check used to pay tuition and fees is NOT official notice of cancellation, withdrawal or dropping of courses and WILL NOT release the student from their financial obligation for those courses.

### **Policy on Financial Responsibility**



Students incur charges for a variety of services provided by the UH System, the University and community colleges, including bookstore, security, parking, housing, and food services. It is the expectation, as well as a condition of enrollment at the University of Houston-Victoria, that students satisfy their financial responsibilities in a timely manner. Students may be subject to one or more of the following sanctions if they are delinquent in meeting university financial obligations:

1. Financial holds paid with a paper or electronic check are not released until the payment has cleared banking processes. Generally paper checks clear banking processes within 10 business days and electronic checks clear within 5 business days. Financial holds paid by cash, cashier's check, money order, or credit card are lifted within 24 hours.
2. Late payment service fees may be assessed.
3. Financial holds will be placed preventing the release of transcripts and further enrollment at UHV or other UH campuses.
4. Credit and grades for work done may be held and grades may be changed to W for students who fail to pay by the end of the semester.
5. Degrees may be delayed or not conferred until financial obligations have been satisfied.
6. Non-payment by the end of the semester and after due notice will result in transfer of the student's account to an outside collection agency with assessment of additional collection fees.
7. The delinquency will be reported to the credit bureau which may adversely affect credit worthiness.
8. The delinquency will be reported to the State and a hold will be activated. This hold will prohibit reimbursement of funds payable to the student from any state agency.

### **Returned Checks**

When a check or e-check payment is returned to the University, a \$30 service charge is assessed. Students are expected to make payment in full by cash, credit card, cashier's check or money order immediately upon University notification. Additionally, students who write or produce two bad checks to UHV or any entity affiliated or contracted with UHV will forfeit check writing privileges.

### **Auditing a Course**

Students may request to audit an online or face to face course. To audit a course, students must complete an audit application, which can be requested in the Student Billing and Card Services Office or requested via email at [billing@uhv.edu](mailto:billing@uhv.edu). Audit approval is subject to seating availability so applications are not issued prior to the late registration period. Regardless of residency status, students auditing a course will be required to pay resident tuition and fee rates but are not assessed a late registration fee. Auditing normally conveys only the privilege of observing and does not include submitting papers, taking tests or participating in laboratories or field work. **Academic credit is not given for an audited course.**

### **Waivers and Exemptions**

Fee waivers and exemptions are issued only for the period in which a student is currently enrolled. Students should submit necessary paperwork to the Student Billing and Card Services Office, University West Building Room 113. Below is a list of some of the waivers and exemptions commonly used at UHV. For a complete listing of all waivers and exemptions available to students please visit the College for Texans website: <http://www.collegefortexans.com/>, and choose Paying for College, Type of Financial Aid.

**Faculty and Dependents (54.211 Texas Education Code)** – Teachers, professors and researchers of state institutions of higher education are entitled to register themselves, their spouses, and their children, by paying resident tuition and fees. This residence waiver is without regard to the length of time they have resided in Texas, provided the employees are employed at least one-half time.

**Student Employees (54.212 Texas Education Code)** – Teaching assistants and research assistants are entitled to register themselves, their spouses and their children by paying the tuition and other fees charged to Texas residents. This residency waiver is without regard to the length of time they have resided in Texas, provided the students are employed at least one-half time in a teaching or research position relating to their degree program.

**Military Personnel and Dependents (54.241 Texas Education Code)** – Officers or enlisted personnel of the Army, Army Reserve, Army National Guard, Air National Guard, Air Force, Air Force Reserve, Navy, Navy Reserve, Marine Corps, Marine Corps Reserve, Coast Guard or Coast Guard Reserves of the United States who are assigned to duty in Texas are entitled to register themselves, their spouses and their children at the University by paying Texas resident tuition and fees. This tuition waiver is without regard to the length of time they have been assigned to duty or resided in the state.

**Blind and Deaf Students (Section 54.364 Texas Education Code)** – Blind or deaf students who are residents are entitled to exemption from tuition and certain fees if they present: (1) certification of blindness or deafness (2) proof of Texas residency (3) high school diploma or GED equivalency (4) letter of recommendation by high school principal, clergyman, public official or other responsible individual and (5) letter of student intent.

**Senior Citizens (Section 54.365 Texas Education Code)** – Senior citizens (persons 65 years and older) who wish to obtain academic credit may enroll for up to six semester credit hours of

courses offered by the University each term without payment of tuition if space is available and if admission requirements are met. Students are responsible for the payment of all mandatory fees. Credit hours taken in excess of six hours will be charged normal tuition and fees. A senior citizen who wishes to audit a course offered by the university may do so without payment of tuition and fees, provided space is available and normal auditing requirements are met.

**Texas Veterans (Hazlewood Act, Section 54.341 Texas Education Code)** – The University exempts students from paying tuition and fees excluding the student service fee. Eligibility requirements include: the student must have resided in Texas for 12 months prior to registration; must have been a legal resident of Texas at the time of entry; must have served in the armed forces at least 180 days of active duty; must have an honorable discharge or a general discharge under honorable conditions; not be eligible for federal education benefits such as: Federal Pell or SEOG grants; if eligible, cannot exceed the amount of tuition and fees; not be in default of Hinson-Hazlewood college student loan or a federal loan; and must have less than 150 credit hours taken on the Hazlewood Act since the Fall, 1995.

**Children of Disabled Firefighters and Law Enforcement Officers (Section 54.351 Texas Education Code)** – The University exempts student whose parent has suffered an injury resulting in death or disability sustained in the line of duty. Eligible parents include full-paid or volunteer firefighters; full-paid municipal, county, or state peace officers; custodial employees of the Texas Department of Corrections, and game wardens. The Texas Higher Education Coordinating Board must certify the student's eligibility.

**Economic Development and Diversification (Section 54.222 Texas Education Code)** - The nonresident portion of tuition is waived. The student is responsible for payment of resident tuition. Waivers are granted to a limited number of students. This waiver is available for nonresident and domiciled international students whose families transferred to Texas as a part of the State's Economic Development and Diversification Plan. Applications for this waiver can be found at the [College for Texans](http://www.collegeforalltexans.com/) website or <http://www.collegeforalltexans.com/>.

**Children of Professional Nurse Faculty and Staff Members (Section 54.355 Texas Education Code)** – Exemption from tuition only. The student must be a Texas resident under 25 years of age. The faculty or staff member must be a registered nurse and must be employed or under contract at the School of Nursing during all or part of the academic term for which the exemption is sought. Children of part-time faculty and staff members receive an exemption equivalent to the parent's percentage of employment. Eligibility ends when the student has received an exemption for 10 semesters/summer sessions at any institution(s) or has received a baccalaureate degree.

**Clinical Nursing Preceptors and their Dependents (Section 54.356 Texas Education Code)** – Tuition up to \$500 is exempted. The student receiving this exemption must be a Texas resident under 25 years of age and must be enrolled at the University. The preceptor must be a registered nurse and must be under a written preceptor agreement with the School of Nursing during the semester for which an exemption is sought. Eligibility ends when the student has received an exemption for 10 semesters/summer sessions at any institution(s) or has received a baccalaureate degree.

**Competitive Scholarship Recipients (Section 54.213 Texas Education Code)** – The nonresident portion of tuition is waived. The student is responsible for payment of resident tuition. Waivers are granted to a limited number of students. To qualify for this waiver a student must be a nonresident or international student receiving competitive scholarships in an amount equal to or greater than \$1,000. Recipients must have competed with other students, including Texas residents, for the award, which must be administered by a school recognized scholarship committee.

## **STUDY ABROAD**

The mission of study abroad programs at the University of Houston-Victoria is to increase the level and quality of international engagement for students, faculty, and staff of UHV, as well as the community in general by:

- Collaborating with foreign universities to provide total immersion experiences where students learn other languages and cultures while earning college credit;
- Providing students the opportunity to study abroad in locations including London, Mexico, Taiwan, and China;
- Finding new opportunities for UHV students to study abroad that are consistent with the mission and goals of different academic programs;
- Exploring alternatives for additional funding to support students interested in study abroad.

The latest information about study abroad programs may be found on our website at Study Abroad, <http://www.uhv.edu/studyabroad/>.

## **VETERAN'S EDUCATIONAL BENEFITS**

UHV is approved by the Texas Education Agency to certify VA educational benefits for veterans and children or spouses of veterans.

A Financial Aid Specialist in the Office of Financial Aid is available to assist student veterans in applying for benefits. To expedite payments, veterans should contact the Financial Aid Specialist at least 60 days prior to the first class day of each semester or term to complete all necessary paperwork for that period of study. For more information, please refer to the UHV Veterans Affairs website at <http://www.uhv.edu/ofa/veterans.aspx>.

## **COMPUTER LABS**

Technology Services provides academic and administrative support for computer users of UHV, including access to over 200 PC's on our local-area network. Technology Services staff are located in Suite 207 of University Center. There are 5 computer labs located on the second

floor of the University Center building and 2 computer labs in Jaguar Hall. Wireless internet access is available throughout all UHV buildings.

The computer equipment described in this section is available for academic purposes to all students currently enrolled at UHV. Computers are readily available to all students during regular lab hours. For assistance using these labs, please see a Lab Assistant in UC 203. Students should refer to the Computer Usage Policy in the University Policies section of this handbook for further information.

To provide an atmosphere conducive to academic work and studying, we have posted signs indicating “Quiet” or “Moderate Discussion” areas. In addition, the use of cell phones is not permitted in the micro labs.

Internet access is available through the lab computers as well as via the wireless network.

Student email accounts at UHV are automatically created when students apply to the university. Students do not have to complete an account application form. UHV will communicate officially with all students by means of the student email accounts.

### **Technology Services Contacts**

Technology Service Offices	361-570-4390
Computer Labs	361-570-4888
Manager, Academic Computing	361-570-4393
Director, Technology Services	361-570-4391

### **Computer Lab Hours:**

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.
Saturday	8:00 a.m. – 6:00 p.m.
Sunday	1:00 p.m. – 6:00 p.m.

The schedules are estimated times of operations and may vary from semester to semester. A current schedule will be posted at each location. Changes in hours due to holidays will be posted.

### **Computer Lab Locations**

- OPEN LAB – UC Room 202
- 8 Dell 960 PCs running Windows 7 and 4 Dell 9020s equipped with touchscreens running Window 8, 2 scanners, and 1 adaptive system for visually impaired students
  
- QUIET LAB – UC Room 204
- 19 Dell 960 PCs and 6 iMacs, 2 visually impaired stations, and 4 scanners

- TEACHING LAB – UC Room 201
- 33 Dell 9020 PCs, 1 teacher station, DVD/VCR player, and LCD projector
- TEACHING LAB – UC Room 205
- 52 Dell 990 PCs, 1 teacher station, DVD/VCR player, and LCD projector
- TEACHING LAB – UC Room 216
- 52 Dell 9010 PCs, 1 Teacher station, DVR/VCR player, and LCD projector
- ITV CLASSROOM – UC Room 215
- 10 Dell 960 PCs, 14 iMacs, 1 Teacher station with ITV capability, 3 TV Monitors
- ITV CLASSROOM – UC Room 303
- 52 Dell 9020 PCs, 1 Teacher station with ITV capability, 3 LCD projectors
- Printing Resources - Four high speed laser printers to support all UC labs with a 500 page per student per semester allocation. Color printing and printing on special forms available on request at Lab Assistant station. Printers are also located in each Jaguar Village computer lab.

### **TS Services at UH Sugar Land**

For students attending classes at the UH System at Sugar Land facility, academic computing and telecommunications services are available. There are 115 PC workstations available in the open computer lab, multimedia lab, and instructional computer labs and 35 laptop computers available in the mobile computer lab. The Library Resource Center, located on the second floor of the facility, also has 12 PC workstations available. The open computer lab, multimedia lab, and instructional computer labs are located on the third floor of the facility and the mobile computer lab can be taken to any room in the facility. These workstations and laptops have a variety of software including, but not limited to, Word, Excel, PowerPoint, Access, Visual Studio, and Java.

Internet access is available through all the computers using Mozilla Firefox and Microsoft Internet Explorer. Printing resources for the lab systems includes black and white laser and color laser printers. A print allowance is in effect for all student accounts. Scanners, CD-RW drives, and DVD+RW drives are available, along with wireless access to the network and internet for individuals who have laptops with Wi-Fi compatible network cards. Technology available for checkout by students includes laptop computers, mice, wireless network cards, network cables, digital cameras, camcorders and headphones. CD-R disks are available for purchase in the administrative office on the first floor.

Technical personnel are available during the facility's operating hours to provide support for the computing resources as well as assistance for connections to the wireless network. They also provide support for the campus' 5 videoconferencing classrooms. The technical staff is located at the Help Desk on the facility's third floor. Information on hours for the Help Desk, computer labs, and all other technical support services can be found at UHS Sugar Land, <http://www.uh.edu/sugarland/students/computing-services/>.

### **TS Services at UH System at Cinco Ranch**

For students attending classes at the UH System at Cinco Ranch facility, academic computing and telecommunications services are available. There are 20 PC workstations available in the open computer lab, 4 PC workstations available in the reading room, and 48 laptop computers available in the mobile computer lab. The open lab is located in room 126, the reading room is located in room 166, and the mobile computer lab can be taken to any room in the facility. These workstations and laptops have a variety of software including, but not limited to, Office 2007 (Word, Excel, PowerPoint, and Access).

Internet access is available through the lab computers using Microsoft Internet Explorer and Mozilla Firefox. Printing resources for the lab systems includes black and white laser and color laser printers. A print allowance is in effect for all student accounts. Scanners, CD-RW drives, and DVD+RW drives are available, along with wireless access to the network and internet for individuals who have laptops with Wi-Fi compatible network cards.

Operating hours are posted in the open computer lab. Technical personnel are available during the facility's operating hours to provide support for the computing resources as well as assistance for connections to the wireless network. They also provide support for the facility's 4 videoconferencing classrooms. The technical staff is located in the open lab and at the front office.

### **Instructional Television (ITV)**

UH-Victoria, UH Sugar Land, and UH System at Cinco Ranch all provide Instructional Television (ITV) rooms to support classes offered in this medium.

### **CELL PHONES**

Cell phones and other noise-making devices are to be turned off in classrooms, labs, library and study areas, and at other times when they may be disruptive to university functions.

### **CHILDREN ON CAMPUS**

The University of Houston-Victoria welcomes and encourages visitors to campus. However, appropriate precautions and limitations are necessary to protect health and safety. Safety is a

primary concern when considering the presence of children on campus. Therefore, UHV has instituted the following guidelines:

- A child should not be unattended on campus at any time.
- Children are not allowed in classrooms while classrooms are in session unless permission is granted by the faculty member.
- The parent or guardian must assure that children are not disruptive.

## **DISRUPTION OF UNIVERSITY OPERATIONS AND EVENTS**

The right of peaceful student protests within the university community needs to be preserved. The university however, has the responsibility to ensure the safety of individuals, the protection of property, and the continuity of the educational process. Accordingly, the university will not permit any individual, or individuals, to disrupt or attempt to disrupt the operation and functioning of the university. (See Code of Conduct section in this handbook.)

University officials will determine when disruptive conditions exist and have the authority to take necessary and reasonable actions to quell or prevent the disruption. This section is not to be construed to infringe on any right of free speech or expression guaranteed by the Constitution of the United States or of this State. The excerpts below are from the Texas Education Code (<http://www.statutes.legis.state.tx.us/?link=ED>), relating to disruptive activities.

### **Disruptive Activities – (Section 51.935, Texas Education Code)**

- a. A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of an institution of higher education.
- b. For purposes of this section, disruptive activity is activity described by Section 37.123 (b)
  - i. Obstructing or restraining the passage of persons at an exit, entrance, or hallway of a building without the authorization of the administration of the school;
  - ii. Seizing control of a building or portion of a building to interfere with an administrative, educational research, or other authorized activity;
  - iii. Preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence is likely to occur;
  - iv. Obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the administration of the school.



- c. An offense under this section is a Class B misdemeanor.
- d. Any person who is convicted the third time of violating this section is ineligible to attend any institution of higher education receiving funds from this state before the second anniversary of the third conviction.

This section may not be construed to infringe on any right of free speech or expression guaranteed by the Constitution of the United States or of this state.

**Refusing or Failing to Leave Building Closed to Public – (Section 51.242, Texas Education Code)**

“No person may refuse or fail to leave a building under the control and management of a public agency, including a state-supported institution of higher education, during those hours of the day or night when the building is regularly closed to the public. Upon being requested to do so by a guard, watchman or other employee of a public agency, including a state-supported institution of higher education, controlling and managing the building or property, if the surrounding circumstances are such as to indicate to a reasonable person that the individual or individuals have no apparent lawful business to pursue.”

**Unauthorized Person: Refusal of Entry, Ejection, Identification - (Section 51.209 Texas Education Code)**

“The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board’s control, and may reject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property.”

**Trespass, Damage, Etc. – (Section 51.204, Texas Education Code)**

“It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institution of higher education.”

**EMPLOYEES AS STUDENTS**

As a public institution providing instruction in higher education, UHV allows its employees and UH System employees to enroll in UHV courses.

To ensure that all students, including UHV and UH System employees, receive the same level of access and treatment, we expect those employees who enroll in classes offered by UHV to abide by the following guidelines:

- Employees will not use their positions at the university to try to gain faculty/student privileged information.
- Employees realize that when they are enrolled in a university course, their rights and responsibilities become no different than those of other students.
- Employees will respect the authority of faculty and not use the employee's position within the university to gain preferential treatment.
- Employees with Blackboard administrative access agree not to use their administrative privileges to access any online courses within their degree program. A signed, written agreement will reside in the Provost's office.

## **FIREARMS, FIREWORKS AND EXPLOSIVES**

In the interest of public safety, and in accordance with the Texas Penal Code and Texas Revised Statutes, all weapons including licensed concealed handguns authorized under Article 4413, Texas Revised Statutes are prohibited on the physical premises of the University, including any grounds or building on which an activity sponsored by the University is being conducted or in passenger transportation vehicles of the University. This policy does not apply to law enforcement officials or security officers while in the actual discharge of their official duties and wearing a distinctive uniform and the weapon is in plain view.

### **Definitions**

**Weapon** – any firearm, illegal knife, club or other prohibited weapon listed in Vernon's Texas Codes annotated, Penal Code, section 46.05(a).

The general public, students, and employees are prohibited from bringing weapons on campus.

If it comes to anyone's attention that an individual may be carrying a prohibited weapon, that person will take no action with the individual directly, but should notify Security. Security personnel will advise the individual of university policy and request the individual leave the premises.

If the individual refuses to leave the premises after being warned, a complaint may be filed against the individual. In the event a complaint is filed with the police or sheriff's department, a UHV Incident Report will be completed and filed for record by the Safety Officer. Security has discretion in whether local authorities should be contacted for assistance.

Students and employees may be subject to additional disciplinary action for violation of this policy.

## HAZING

Group or individual activities which could result in physical harm or severe mental duress to an individual as a consequence of physical or verbal harassment are considered a crime under the Penal Code of the State of Texas. Such activities shall include, but not be limited to, the submission of a student to physical exertion, humiliation, or intimidation by threats of ostracism as a condition to becoming a member of any recognized university organization. Questions regarding the approval of an organization's activity can be discussed with the Director of Student Life and Services.

A person commits the offense of hazing if the person engages in hazing; solicits, encourages, aides or attempts to aid another in hazing; knowingly permits hazing to occur; or has firsthand knowledge that a specific hazing incident has occurred or may occur and does not report it to the proper university officials. An organization that knowingly engages in or encourages hazing also may be charged with the offense of hazing. This offense is punishable by a fine and/or confinement in jail.

It is not a defense to a charge of hazing that the person at whom the act was directed consented to or acquiesced in the hazing activity. If you have knowledge that a person or organization is planning or has committed an act of hazing, you must report the information to the Director of Student Life and Services.

## LOST AND FOUND PROCEDURE

The University processes all unclaimed, lost, and/or abandoned property found on the University of Houston-Victoria campus through the Security Office which is located in Suite 107 of the Business Services Department in the University West building. Lost and Found provides for the care, restitution, sale and destruction of unclaimed, lost and/or abandoned personal property. Property is inventoried and the goal of Lost and Found is to ensure all items are returned to their rightful owner in a timely and efficient manner.

Any unclaimed, lost, and/or abandoned personal property related to criminal matters or property seized in reference to criminal matters will be disposed of according to law.

Lost and Found maintains personal property as per the following retention schedule:

<b><u>Value</u></b>	<b><u>Retention Period</u></b>
Under \$300	1 month
\$300 or above	Minimum 3 months
Cash	3 months

Property valued at \$300 or above is routinely sold at auction after the retention timeframe has passed. If no bid is made, the property is disposed of as deemed appropriate by Lost and Found. Property valued at less than \$300 is routinely disposed of after the retention timeframe

has passed as deemed appropriate by Lost and Found. Disposition methods include, but are not limited to, transfer to campus department, donate to not-for-profit organization, auction/sale and destruction.

Unclaimed cash may be returned to the finder after the expiration of the three month period, unless the property has been found by a University employee in the course of his/her employment.

### **To Turn in or Report Missing Property**

Turn in all unclaimed, lost, and/or abandoned personal property found on the university campus through the Security Office –

Campus Security Office  
University West Building  
Suite 107

To report unclaimed, lost, and/or abandoned personal property, call the Security Office at (361) 570-4830. Office hours are 7:30 a.m. – 5:00 p.m., Monday – Friday.

In coordination with the Lost and Found, campus departments and individuals may drop off items at the Lost and Found office. Campus departments and individuals may also contact the Lost and Found office for pick-up items for storage in the Lost and Found office.

### **To Claim Property**

To claim property, contact Lost and Found in the Security Office in the University West building, Suite 107. To ensure property is returned to the rightful owner, Lost and Found requires the claimant to provide a valid picture identification and to sign-off on the property release log.

## **PARKING AND TRAFFIC REGULATIONS**

The University has established this policy and associated procedures for the safety and security of the campus community as well as to manage limited parking resources for the benefit of all. All laws regulating traffic apply to the operation of vehicles within the property of the university. All university faculty and staff shall register their vehicles and properly display a valid parking permit. Students are authorized to park in any unreserved space without a permit. This includes any unreserved space on either UHV or The Victoria College parking lots. At the UHV campus, students may also park in certain reserved spaces when those spaces are not reserved.

Parking at the University of Houston-Victoria campus is shared with The Victoria College. Parking and traffic regulations are enforced by UHDPS Campus Security and The Victoria College Campus Policy and Security who randomly patrol campus parking lots. Citations will

result in various sanctions and penalties, including warnings, fines, towing and financial stops on student accounts. Review the Common Parking and Traffic Violations section for more information on common violations which may warrant a citation. The Campus Parking and Traffic Policy, (<http://www.uhv.edu/fin/policy/A/a-19.aspx>) can be reviewed online.

It is unlawful for any person to park a vehicle on an institution of higher education except in a manner designed by the institution and in the spaces marked (51.205, Texas Education Code). Additionally, the university has authority to bar or suspend driving or parking privileges for rule violations (Section 51.207, Texas Education Code).

This policy establishes procedures specifically for the campus and student housing in Victoria. University employees and students conducting business at other off-campus sites, including The Victoria College, UHS at Sugar Land, and UHS at Cinco Ranch, are expected to comply with any parking and traffic policies at these locations.

**Parking Permits** – Students, with the exception of those living in student housing, are not required to register their vehicles or display a permit. Students living in student housing are required to register their vehicles and display a parking permit. Permits are issued in the Business Services Department, Suite 107C, University West building. Parking permits must be properly displayed and clearly visible in the upper drivers' side corner of the rear window.

**Disabled Parking Permits** – UHV, as a state institution, follows the same guidelines as the State of Texas. For individuals with disabilities, application must be made through the individual's local tax assessor office for the specially designated state license plate or hanger which displays the disabled symbol recognized throughout the State. Disabled parking permits must be prominently displayed.

### **Parking Appeals Procedures**

Students or employees who receive a parking violation on the UHV campus have 30 calendar days from the citation date to appeal. Your right to appeal is lost after 30 days. Appeals submitted after 30 days will not be accepted. If appealing, do not pay the fine until your appeal has been considered.

- Appeal procedures apply to students and employees.
- For students, a financial stop will be placed on the student's record and remain until the issue is resolved.
- To complete an appeal, login to [Parking Violation Appeal Request](https://web3.uhv.edu/oarforms/) on eForms at <https://web3.uhv.edu/oarforms/>. You may choose to mail your documents or submit your documents electronically to Business Services within 30 calendar day of the citation.
- Additional documentation may be requested depending upon the nature of the appeal. Your appeal will not be considered until all required documentation is submitted.
- The Appeals Committee generally meets on the first and third week of each month to review submitted parking violation appeals.

- The committee will review appeals and notify the appropriate parties. If the appeal is not upheld, the fine must be paid.
- All Appeals Committee decisions are final.

## **SMOKING/TOBACCO POLICY**

The University of Houston-Victoria is committed to providing a healthy and safe work and learning environment for the university community. This policy and the associated procedures are consistent with this interest.

This policy expands the scope of the prior Smoking Policy by prohibiting the use of *all smoking and tobacco products* in all buildings, vehicles, university grounds, including parking areas, sidewalks, walkways and other outdoor areas except in areas designated for smoking/tobacco use and certain other uses by specified exception.

Information provided by the United States Surgeon General shows that tobacco is the leading cause of preventable illness and death in the United States. No tobacco product is safe and some could be more dangerous than others. Tobacco smoke contains a mix of more than 7,000 chemicals and about 70 are known to cause cancer. Breathing secondhand smoke exposes this chemical mix to others.

The university is not requiring anyone to quit smoking or stop using tobacco products but does expect this campus policy to be adhered to by all members of the university community including students, faculty, staff, alumni, volunteers, university affiliates, contractors, visitors, and other persons on campus. This policy is effective twenty four (24) hour, seven (7) day a week.

Designated smoking/tobacco use locations will continue to be available for a minimum of 12 months from the date of policy enactment, after which time they may be phased out until the campus is completely smoke and tobacco free.

As part of this policy, the university, through the Safety and Risk Management Office, Student Life and Services Office, and Division of Student Affairs, will continue to broaden awareness of the dangers of smoking and tobacco use through ongoing awareness, educational campaigns, and by providing smoking/tobacco cessation assistance support to the campus smoking/tobacco use population.

Repeated or serious violations of this policy by students, faculty and staff can result in disciplinary action which will be handled through existing administrative procedures

The campus Smoking Policy is available online at (<http://www.uhv.edu/fin/policy/a/A-15.aspx>).

## **STUDENT TRAVEL POLICY**

Occasionally, students must travel to university related events or activities. When traveling, student must follow the procedures and guidelines set forth in the Student Travel Policy F-3 which can be found at <http://www.uhv.edu/fin/policy/f/F-3.aspx>.

## STUDENT HEALTH AND SAFETY

### BACTERIAL MENINGITIS

Texas state law, effective October 1, 2013, requires that all entering college and university students under the age of 22, must show proof that they have been immunized against bacterial meningitis, or have received a booster during the five years prior to registration, in order to attend. **THE VACCINE MUST BE ADMINISTERED AT LEAST 10 DAYS BEFORE THE FIRST DAY OF THE SEMESTER.**

According to the Centers for Disease Control, meningitis is an inflammation of the membranes that cover the brain and spinal cord. It can progress rapidly and cause permanent disabilities, and studies suggest that college students have a slightly higher risk of contracting the illness because they live and work in close proximity to other students. However, the bacterial meningitis vaccine will provide protection for you.

To ensure that students have met this immunization requirement, they must either receive the vaccination or claim an exemption.

To get a vaccination, students should:

Go to their health provider or local health department and have the bacterial meningitis vaccination at least 10 days prior to the first day of the semester.

Submit the completed online UHV Bacterial Meningitis Immunization Record form, found on the Admissions page at <http://www.uhv.edu/oar/pdf/RecordForm.pdf>, and immunization record via email to [admissions@uhv.edu](mailto:admissions@uhv.edu), or via fax to 361-580-5500.

To claim an exemption, students should:

Students living on-campus/resident students seeking an exemption from the vaccination due to reasons of conscience must complete the conscience exemption form from the Texas Department of State Health Services at <http://www.dshs.state.tx.us/immunize/school>.

The appropriate form must be mailed to:

Office of Admissions  
University of Houston-Victoria  
3007 N. Ben Wilson  
Victoria, TX 77901

Students enrolled ONLY in distance education (online) courses and who will NEVER take face-to-face or ITV classes should complete the Online Classes Only Immunization Waiver Form.

For more information, see the FAQ section of the Admissions webpage at <http://www.uhv.edu/oar/immunizationinfo.aspx>.

## **CAMPUS SAFETY AND SECURITY**

All crime is serious if you are a victim. Students and employees must assume an active role in their personal safety and the security of their personal property. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions. Learn to be observant and aware of your surroundings. If you notice suspicious activity or observe a crime, be observant of the circumstances and report the incident. Do not hesitate to call Emergency Assistance 911 or Campus Security. Do not assume someone else has reported the incident.

The following precautions provide guidance:

1. Report all suspicious activity to Campus Police or Security immediately.
2. Report unsafe conditions or hazards to [campussafety@uhv.edu](mailto:campussafety@uhv.edu).
3. Never take personal safety for granted.
4. Try to avoid walking alone at night.
5. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call Security for help at the first sign of trouble.
6. Carry only small amounts of cash.
7. Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
8. Carry your keys at all times and do not lend them to anyone.
9. Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
10. Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
11. Do not leave valuables in your car, especially if they can be easily noticed.



12. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
13. Inventory your personal property and insure it appropriately with personal insurance coverage.
14. Register your laptop computer with the Victoria Police Department.
15. If attending night classes, try to park in lighted areas. Have your car keys out when you return to your vehicle and check the front and back seats before entering. If you feel unsafe walking alone back to your car at night, walk with a group or call Security and ask for an escort to your vehicle.
16. Be familiar with work safety policies and procedures.
17. Develop an office alert procedure (a simple signal) with co-workers to let each other know when one is in trouble.
18. Be very cautious about providing personal information, such as your SSN over the telephone or Internet.
19. Leave your office blinds open so security and others can easily see inside as they make their rounds.

### **Clery Act Annual Security Report**

The University is committed to providing a safe and secure university environment. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Campus Police compiles and publishes this Annual Security Report on or before October 1. Interested persons may obtain a printed copy of this report by coming by the Business Services Office located in Suite 107 of the University West Building, 3007 N. Ben Wilson, Victoria, TX 77901, or downloading the report in PDF format at [www.uhv.edu/business/police/CurrentASR.pdf](http://www.uhv.edu/business/police/CurrentASR.pdf).

### **Daily Crime Log (Clery Act)**

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to the campus police or security department or through incident reports.

The Daily Crime Log is an “evergreen” document in that when additions or changes are necessary the existing file will be replaced with a new file reflecting the new information.

In addition to the Annual Security Report, UHPD maintains a daily log of crimes committed on campus which is available for review in the Business Services Office in Suite 107 of the University West Building or on our website at [www.uhv.edu/business/police/DailyCrimeLog.pdf](http://www.uhv.edu/business/police/DailyCrimeLog.pdf).

## **MySafeCampus**

MySafeCampus is a third party incident reporting system. This secure system is intended to provide a comfortable environment for reporting as well as complete anonymity if that is your preference. Employees and students are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities. Concerns regarding troubling or threatening employee or student behavior should also be reported. Reports may be made either online or by calling the hotline number:

- Report to the Fraud Hotline:
  - Online [www.MySafeCampus.com](http://www.MySafeCampus.com)
  - Call MySafeCampus Hotline 1-800-716-9007

## **Reporting Criminal Activity or an Emergency**

The University of Houston-Victoria strongly encourages reporting all crimes on campus to UHPD. There are some very good reasons, in addition to prosecuting criminal activity, to promptly report crime.

- Timely notification about certain types of crime may affect the safety of others. These crimes may include murder, rape, sexual assault, robbery and arson. When UHPD receives reports of these types of crimes, we will notify the community members of possible risks; via email, electronic media or text messaging (while still protecting the victim’s identity).
- When you make your report, you assist UHPD in initiating an investigation, which in turn could lead to arrest, which means a possible dangerous offender is removed from campus.

### **In Person**

The UHV Police Services office is located in Jaguar Hall, 2705 Houston Highway, Suite 1122, Victoria, TX 77901. Additionally, we have workstations in University West Room 107 as well as the Jaguar Hall Front Desk. Please call 361-570-4357 so that we can arrange to meet with you at one of these locations.

### **By Telephone**

- **FOR EMERGENCIES, DIAL 9-1-1.**

- **FOR NON-EMERGENCIES, DIAL 361-570-4357 (570-HELP).**

### **Online (non-emergency only)**

- Campus Safety Email: [campussafety@uhv.edu](mailto:campussafety@uhv.edu)
- Security Email: [securityofficer@uhv.edu](mailto:securityofficer@uhv.edu)
- Police Email: [gammone@uhv.edu](mailto:gammone@uhv.edu)
- Online reporting form: [www.uh.edu/police/offensereport.html](http://www.uh.edu/police/offensereport.html)
- MySafeCampus: [www.mysafecampus.com](http://www.mysafecampus.com)

### **By Emergency Call Box**

Emergency call boxes are located in the University West parking lot as well as the Jaguar Suites parking lot, and provide instant contact with UHPD. The call boxes are either pole or wall mounted, are blue in color, and have “Emergency/Information” signs above them. The call boxes also have a blue light on the top of them for increased visibility. Emergency telephones and call boxes are checked for operability.

### **UHS at Cinco Ranch**

Police and security officers are assigned to UHS at Cinco Ranch. Should you need assistance concerning an escort, safety or security matter, contact the security officer on duty by calling 832-842-2877. If the security officer is not readily available during an emergency situation, you should dial 911.

### **UH Sugar Land**

Police and security officers are assigned to UH Sugar Land. Should you need assistance concerning an escort, safety or security matter, contact the police officer or security officer on duty by calling 281-275-3302. If the security officer is not readily available during an emergency situation, you should dial 911.

### **University Center at Woodlands**

To request police assistance, contact the Lone Star College System Police Department at 281-290-5911 or dial 911. A notification process exists which will permit UHPD to respond and conduct follow-up investigations of incidents that may occur at this facility.

## **HIV AIDS**

UHV acknowledges its responsibility to promote a safe and healthy campus environment. To that end, its primary response is to promote a policy of nondiscrimination to students identified as HIV-positive or having AIDS. HIV screening and counseling both before and after HIV testing are available through the Victoria County Health Department. The Department of

Student Affairs can provide referrals for counseling services to students who require emotional support. Any student with a transmittable disease, including those testing HIV-positive, has an obligation to exercise responsible behavior to protect the university community.

### **STUDENT “SELF-CARE GUIDE”**

UHV students may obtain information about common health problems and other health related life style issues form the “Self-Care Guide”, available online at [http://www.uhv.edu/health/Home\\_SO.html](http://www.uhv.edu/health/Home_SO.html).

# ADMINISTRATION

## UHV OFFICE LOCATOR

University West = UW   University Center = UC   University North = UN  
Jaguar Hall = JH   Jaguar Suites = JS   Jaguar Court = JC

Academic Affairs (Provost).....	UW 271
Academic Center .....	UW 129 and JH 1129
Administration and Finance.....	UW 115
Admissions .....	UW 104
Affirmative Action (Human Resources) .....	UW 117
Alumni Relations .....	UC 300
American Book Review (ABR) .....	UC 301
Athletics .....	3302 N. Ben Wilson St
Campus Police.....	JH 1122
Campus Safety/Security.....	UW 107E
Career Services .....	UN 214
Cashier/Finance Office.....	UW 115
Counseling Center .....	UW 132
Disability Services.....	UN 214H
Financial Aid/Veteran's Benefits.....	UW 110
International Admissions .....	UW 104
Lost and Found.....	UW 107E
Marketing (Creative Services and Communications).....	UC 305
Parking Services/Business Services .....	UW 107C
President.....	UC 305
Registrar and Student Records .....	UW 122
Residential Housing .....	JH, JC, JS
School of Arts and Science .....	UW 208
School of Business Administration .....	UN 212
School of Education, Health Professions & Human Development .....	UW 228

Certification Office – HCC, Katy .....	356
Certification Office – Sugar Land.....	Brazos Hall 368G
School of Nursing.....	UC 122
Student Affairs (Vice President for Enrollment Management and Student Affairs).....	UW 133
Student Billing & Card Services (Tuition & Fees, Jaguar Card, Paw Pass/Student ID).....	UW 113
Student Life & Services.....	JH 1135
Technology Services (TS).....	UC 207
Training and Continuing Education .....	UW 116
University Advancement .....	UC 300

### **UHV FREQUENTLY CALLED NUMBERS**

UHV Main .....	361-570-4848
UHV Toll Free .....	877-970-4848
Academic Affairs .....	570-4321
Academic Center .....	570-4288
Admissions and Student Recruitment .....	570-4110
Advising:	
Athletes .....	570-4237
Freshmen (A-F and Athletes) .....	570-4362
Freshmen (G-N) .....	570-4225
Freshmen (O-Z).....	570-4361
School of Arts & Sciences, Victoria .....	570-4364
School of Arts & Sciences, F-1 International.....	570-4185
School of Business Administration, Victoria.....	570-4231
School of Business Administration	
Sugar Land (Graduate).....	281-275-3318
Sugar Land (Undergraduate).....	281-275-3027
Cinco Ranch (Graduate).....	832-842-2858
Cinco Ranch (Undergraduate) .....	832-842-2890
School of Education, Health Professions & Human Development	

Victoria, (Graduate) .....	570-4853
Victoria, (Undergraduate) .....	570-4264
Sugar Land.....	281-275-3370
HCC, Katy .....	713-718-6718
Student Affairs Academic Advising.....	570-4362
UH School of Nursing, Victoria .....	570-4297
UH School of Nursing, Sugar Land.....	832-842-2800
UH School of Nursing, Cinco Ranch.....	832-842-2875
Affirmative Action (Human Resources) .....	570-4800
Alumni Relations .....	570-4812
American Book Review (ABR) .....	570-4100
Vice President for Enrollment Management and Student Affairs .....	570-4137
Athletics .....	485-4423
Bookstore.....	572-6430
Campus Police Office.....	485-4571
Campus Police Sergeant .....	485-4570
Campus Security Office .....	570-4830
Security 24-hour Helpline .....	570-4357
Career Services .....	570-4378
Cashier (Student Payments) .....	570-4382
Computer Help Desk.....	570-4399
Computer Labs .....	570-4888
Counseling Center .....	570-4135
Disability Services.....	570-4287
Financial Aid .....	570-4125
Human Resources .....	570-4801
International Programs.....	570-4185
Jaguar Card & Paw Pass .....	570-4833
Letting Education Achieve Dreams (LEAD) & Student Recruitment .....	570-4359
Library Reference Desk .....	570-4166
Library Media Center.....	570-4199

Library Main/Circulation Desk .....	570-4177
Library – Interlibrary Loan .....	570-4163
Library Toll Free.....	800-687-5006
Marketing.....	570-4341
Parking .....	570-4858
President.....	570-4332
Provost .....	570-4321
Refunds – Tuition and Fees .....	570-4833
Registrar and Student Records .....	570-4368
Residential Housing .....	485-4404
School of Arts & Sciences.....	570-4201
School of Business Administration .....	570-4231
School of Education, Health Professions & Human Development .....	570-4371
School of Nursing.....	570-4370
Small Business Development Center .....	485-4485
Special Events .....	570-4351
Student Affairs .....	570-4137
Student Billing & Card Services (Tuition & Fees, Jaguar Card, Paw Pass/Student ID)...	570-4833
Student Life and Services .....	485-4411
Student Government Association .....	485-4596
Study Abroad .....	570-4185
Teacher Certification.....	570-4264
Technology Services.....	570-4390
Testing.....	570-4285
Third Party Contracts, Waivers and Exemptions .....	570-4813
Training and Continuing Education .....	570-4381
Tutors .....	570-4291
University Advancement .....	570-4812
Veteran’s Educational Benefits .....	570-4129



**FREQUENTLY CALLED NUMBERS AT OTHER UH CAMPUSES**

UH-Main Campus:

Switchboard .....	713-743-1000
Admissions & Records .....	713-743-1010
Bookstore .....	713-748-0923
Library .....	713-743-1050

UH-Clear Lake:

Switchboard .....	281-283-7600
Registrar .....	281-283-2525
Admissions .....	281-283-2500
Bookstore .....	281-283-2180
Library .....	281-283-3900

UH-Downtown:

Switchboard .....	713-221-8000
Registrar .....	713-221-8522
Admissions & Records .....	713-221-8999
Bookstore .....	713-221-8147
Library .....	713-221-8187

UH-Sugar Land:

Main .....	281-275-3300
Campus Security .....	281-275-3302
Bookstore .....	281-242-4210

UH System-Cinco Ranch:

Main .....	832-842-2800
Campus Security .....	832-842-2877

## UH SYSTEM BOARD OF REGENTS

Tilman J. Fertitta, Chair	Term Expires: 8/31/2015
Welcome W. Wilson, Jr., Vice Chair	Term Expires: 8/31/2017
Beth Madison, Secretary	Term Expires: 8/31/2015
Durga D. Agrawal	Term Expires: 8/31/2019
Spencer D. Armour, III	Term Expires: 8/31/2017
Jaris V. Hollingsworth	Term Expires: 8/31/2015
Paula M. Mendoza	Term Expires: 8/31/2019
Peter K. Taaffe	Term Expires: 8/31/2019
Roger F. Welder	Term Expires: 8/31/2017
Asit Rajiv Shah, Student Regent	Term Expires: 5/31/2015

## UH SYSTEM ADMINISTRATION

Renu Khator	Chancellor, UHS President
William A. Staples	President, UHCL
William V. Flores	President, UHD
R. Vic Morgan	Interim President, UHV
Paula M. Short	Senior Vice Chancellor for Academic Affairs
Jim McShan	Interim Vice Chancellor for Administration & Finance
Rathindra N. Bose	Vice Chancellor for Research & Technology Transfer
Dona H. Cornell	Vice Chancellor for Legal Affairs & General Counsel
Eloise Dunn Stuhr	Vice Chancellor for University Advancement
Richard Walker	Vice Chancellor for Student Affairs & Enrollment Services
Jason Smith	Vice Chancellor of Governmental & Community Relations
Richie Hunter	Vice Chancellor for University Marketing, Communication & Media Relations

## UHV ADMINISTRATION

R. Vic Morgan, Ph.D.	Interim President
Jeffrey D. Cass, Ph.D.	Provost & Vice President for Academic Affairs
Wayne B. Beran, M.B.A., C.P.A.	Vice President for Administration & Finance
Jesse Pisors	Vice President for Advancement & External Operations
Jay Lambert, Ed.D.	Vice President for Enrollment Management & Student Affairs

## UHV ACADEMIC ADMINISTRATORS

Jeffrey R. Di Leo, Ph.D.	Dean, School of Arts & Sciences
Farhang Niroomand, Pd.D.	Dean, School of Business Administration
Freddie W. Litton, Ed.D.	Dean, School of Education, Health Professions & Human Development

## PRESIDENT'S REGIONAL ADVISORY BOARD (PRAB)

### Voting Members:

John Shutt, Chair	Janet Leatherwood
Margery E. Loeb, Vice-Chair	Gene Moreno
Sally Aman	Kathy Oehlke
Debra Baros	Omar Rachid
Arturo Calvo	Mike Rivet
Ron Hyde	Terry Robinson
Thomas Lane Keller	Amy Gillis Schwartz
Lou Ann Kellman	Debra Ann Williams
Crystal King	Keith Williams

### Non-voting Members:

Dorothy Alcorn	Kay Kerr Walker
R. Vic Morgan	Roger Welder
Morgan Dunn O'Connor	

### Ex Officio Members:

Beatriz Espinoza, President Coastal Bend College  
David Hinds, President, Victoria College  
Betty McCrohan, President Wharton County Junior College  
Robert Jaklich, Superintendent, Victoria ISD  
Patty Shafer, Executive Director, Region III Education Service Center