



STUDENT HANDBOOK



Dear Student,

I am excited to welcome you to Victory College!

As you start this new adventure and God begins writing this new chapter in your life, I want to applaud your courage. This decision is filled with wisdom, as no time spent allowing God to develop you spiritually and educationally is ever wasted time. Let me assure you that although this journey won't always be easy, it will be highly valuable. I have seen God's transformation take place in many students' lives even within the first few days of being here at Victory College, and I believe it will happen for you too.

Prepare for a season marked by growth, blessings, and an increase in your capacity to be a blessing to others. God has placed an incredible destiny in front of you, and Victory College is fully dedicated to equipping you to step into that destiny as you answer the call of God in your life. Your experience and success are essential to every one of us. This is the meaning of purpose, and you are here on purpose because you have a purpose.

As you take these first steps, I challenge you to take responsibility for your growth. Do this by leaning into every class, extracting every experience from our faculty, and fully embracing every stretching challenge. I am very excited for you, as I know your best days are right in front of you.

God is about to change your life forever! Your best days are right in front of you!

Paul Daugherty
President, Victory College

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VICTORY COLLEGE OFFICE

Open: 8:00am - 5:00pm

Closed (Lunch): 1:00pm - 2:00pm

Main Office: 918.491.4670

Fax: 918.491.7610

Victory Housing: 918.895.6600

Student Lounge

Located at Victory Housing

Open Mon - Thurs 7:00am - 10:30pm

(closed during school hours)

Fri- Sat 9:00am - 10:30pm

Sun 1:00pm -10:30pm

Victory Café

Open 7:30am - 4:00pm

Victory College Website

victory.college

Victory College Social Media

Instagram: @victory.college

Facebook: @victorycollegetulsa

ATTENDANCE POLICIES

Student ID Badges

Each student will be issued an ID badge and lanyard at orientation. Badges must be worn at all times while on the VC campus. Students will need to scan their ID badge for attendance.

- Students will not be allowed in class without their student badge.
- Badges should be worn around the neck, not attached to belts, books or bags.
- A temporary badge will be issued from the office if a student badge is lost or forgotten.
- A replacement badge may be purchased from the VC office at the cost of \$5.

Attendance Policy

Regular and punctual attendance is required at all classes, morning worship, and chapel. The records are maintained in the Student Portal. Leaving before class ends is considered an absence. More than two absences in a course merit the lowering of the grade by one letter. Additional absences will lower the grade an additional letter grade per absence. Students that receive a failing grade due to absences will receive zero credit and will be required to make up the missing credit in order to graduate. Per regulation from the Department of Immigration and Naturalization Services, International Students cannot be absent from more than 25% of their total class time.

Excused Absences

Absences have to be cleared with the Associate Director of Academic Affairs prior to the date the absence is expected to occur. If prior approval cannot be obtained due to an emergency, students should contact the Assistant Director for communication purposes. Excused absences include personal or family illness requiring emergency treatment or hospitalization, mandatory work, and emergencies or a death of a loved one.

Tardiness

Any student who is not in class when class begins is considered tardy. Four times tardy will be considered equal to one absence. Any student more than ten minutes late to a class will be considered absent. If you come in class late, you must check in with the monitor.

Withdrawal for Non-Attendance

Students may be administratively withdrawn from all courses for non-attendance. Non-attendance is considered 14 consecutive calendar days of non-attendance in all courses. Once a student has been absent two weeks, they will be administratively withdrawn with no further warning.

Bar-From-Attendance Policy

A student may be barred from attending classes for failure to:

- Comply with admission requirements
- Respond to official notices
- Settle financial obligations when due
- Comply with the Code of Honor
- Maintain a 2.0 GPA

CLASSROOM POLICIES

Classroom Guidelines

Please wear your student name badge at all times. Cheating/plagiarism will not be tolerated and will result in disciplinary action. Breaks may be modified from time to time by VC Administration and Faculty. Use your break for relaxation, phone calls and fellowship. Your cooperation in keeping the halls and VC area clean is appreciated by all. Firearms are strictly prohibited on campus at all times. If an instructor is late, the class is required to wait 15 minutes before leaving. Students are not to leave class until the instructor dismisses.

Announcements

No one is allowed to make announcements in the classroom except the instructors, staff, or class monitors.

Audio Equipment

Students should not touch any audio/video equipment. This includes microphones, cameras, television sets, sound booths, computer equipment, etc. If there is a temperature or sound problem in a class, contact the Class Monitor. Do not attempt to correct the problem.

Distractions

Students should not use class times to talk on their cell phones, play games, or message on their devices, etc. During class, all devices should be kept on silent. Please refrain from bothersome actions or distractions of any kind, such as popping gum, cutting nails, tapping pencils, putting feet on chairs, continual verbal comments, etc.

Laptop Computers and Tablets

Laptop computers and tablets are not to be used to access personal pictures or data. Laptop computer and tablet usage is allowed with consideration to maintaining a minimum of sound distraction. Please turn off speakers to eliminate any sound. Power outlets are limited so battery usage may be necessary. Extension cords across student traffic areas are not allowed. Laptop computers and tablets are not to be used to access personal pictures or data. They are to be used solely for the purpose of taking notes in the class.

Discussion of Grades and Assignments

The instructors have conscientiously met the necessary requirements in the assignments and exams to uphold the standard of VC and accreditation requirements. Students who have questions about their grades on any of the required work may make an appointment with the instructor.

HONOR CODE

Honor is a concept that is one of the cornerstones of the Christian faith. The term honor means integrity, upright, respect or having a good name. By signing the Honor Code, you are committing to living a lifestyle of the highest level. In this act of commitment, you are recognizing that Victory College is committed to helping you live a life of the highest caliber with regard to reputation, respect, honesty and moral integrity.

- *I commit to apply myself wholeheartedly to my academic studies and intellectual pursuits for the glory of God.*
- *I commit to grow in my spiritual pursuits by developing a personal relationship to the Lord Jesus Christ through Bible study, prayer and worship.*
- *I commit to protect my mind and spirit by abstaining from corrupt forms of entertainment such as pornography, movies, and internet activities containing inappropriate content.*
- *I commit to cultivating a life of good relationships by being free from bitterness, envy, strife, and unforgiveness.*
- *I commit to take care of my financial obligations, including Victory College, Victory Housing, and other personal obligations in a responsible and timely manner.*
- *I commit to supporting the work of the ministry by consistent regular giving through tithes and offerings.*
- *I commit to living my life in holiness, purity, and integrity by refraining from all immoral, unethical, or illegal acts (as defined by the Holy Bible). This includes all immoral sexual activity, homosexual activity, gambling, the use of alcoholic beverages, tobacco products, illegal drugs, and any forms of willful self-abuse.*
- *I commit to intentionally pursue God's purpose and calling for my life and to be a positive witness for the church both publically and privately.*
- *I commit to be punctual and to attend all required classes, services, and activities held by Victory College and my local church.*
- *I commit to demonstrate integrity in all of my personal and academic pursuits. I will not lie, cheat or participate in any academic dishonesty including plagiarism or cheating.*
- *I commit to abide by the rules and regulations of VC, which may from time to time be altered or changed by the institution.*
- *I understand that in order to maintain the highest levels of training and to safeguard its ideals of spiritual and moral values, VC reserves the right to require the withdrawal of any student, if in the judgment of the Director of Victory College or the administrative team of Victory Christian Center, the conduct of the student is deemed to violate VC's ideals of scholarship*

DRESS CODE

The VC Dress Code has been established to facilitate an attitude appropriate for those who have made the determination to submit their lives to the Lordship of Jesus Christ. As His ambassadors, we have a responsibility to present ourselves in such a manner as to glorify Him at all times and in all areas of conduct.

MEN'S DRESS CODE:

- Men should dress in attire that would be appropriate in an office or ministry setting.
- Nice jeans are permitted. No holes above the knees. Jeans with holes or extreme distressing are not permitted on stage.
- Shorts are not allowed.
- No offensive, political, or inappropriate logos or graphics on shirts. Tank tops, sandals, flip-flops, or slippers are not allowed.
- Tight or baggy clothing are not allowed, including athletic wear and sweatpants.
- Hair should be kept neat, clean and well-groomed.
- Hats are permitted, but not on stage.
- Gauges must be solid and neutral in color.

WOMEN'S DRESS CODE:

- Nice jeans are permitted. No holes above the knees. Jeans with holes or extreme distressing are not permitted on stage.
- Skirt length should be modest and in good taste, no shorter than two inch above the knees, with no excessive slits.
- Tights and leggings are only to be worn with dresses or skirts no shorter than two inches above the knees.
- Tight or baggy clothing are not allowed, including athletic wear and sweatpants.
- Shorts are not allowed.
- Midriff or cleavage is not to show, including formal dresses.
- No offensive, political, or inappropriate logos or graphics on shirts. Tanktops, sleeveless, backless, strapless, or spaghetti straps are not allowed.
- Flip-flops and slippers are not allowed.
- Hats are permitted, but not on stage.
- Hair should be kept neat, clean and well-groomed.
- Gauges should be solid and neutral in color.

DISCIPLINE AND GRIEVANCE POLICIES

Every student is expected to manifest an attitude of teachability and cooperation. We believe that through counsel and encouragement we can help each person to mature into the Christian leader God has called him/her to be. Occasionally, however, there are those whose conduct or attitude requires disciplinary measures. In such cases, suspension or immediate dismissal may result.

VC's disciplinary policy relating to dismissal and readmission is based on the following thoughts:

- We desire to please the Father.
- We want to see the individual restored.
- We are concerned about those closest to the offending individual.
- We are concerned about our testimony to the world.
- We are committed to the Scriptural principles found in Matthew 18:15-20; Romans 13:12, 14; 1 Corinthians 5; and Hebrews 12.

IMPORTANT: If you should get into difficulty (trouble), talk with an Associate Director, or VC staff and let us and the Lord help you resolve your problems. VC wants to see you succeed!

Discipline Procedures

VC's Vice President, Associate Director of Academic Affairs, and Associate Director of Student Affairs comprise the Student Disciplinary Committee charged with the task of reviewing, administering, and enforcing school policies. The committee seeks to apply God's wisdom in each disciplinary case, and best judgement will be used to select the most appropriate path forward with the goal of repentance and restoration.

Under normal circumstances, VC endorses a policy of progressive discipline in which attempts are made to provide students with notice of deficiencies and an opportunity to improve. However, VC retains the right to administer discipline in a manner deemed necessary.

The following serve as general guidelines the administration typically follows in a student disciplinary situation:

- At the first notice of a violation, an Associate Director or designee will contact the student and schedule a personal interview. Further information may first be gathered from instructors, students, staff and anyone else involved.

- After meeting with the student with a witness, the Associate Director will meet with the Student Disciplinary Committee and determine the best path forward. If it has already been determined that the violation doesn't warrant anything more than a warning, the warning may be provided in the first meeting without meeting with the Student Disciplinary Committee. A designee may also meet with a student and provide them with a warning if a warning was determined beforehand. Warnings may be provided verbally, or in writing, but the warning should be documented in either case.
- If it is determined that the violation is more severe or is a multiple-offense-situation, it may be determined that the violation warrants a probation, suspension or required withdraw. In the case of a probation, suspension or required withdraw, notice will be provided in writing and the notice will typically include a follow-up meeting to inform the student of the decision in-person. The length of a suspension and the ability to make up missed work or tests will be set at the discretion of the Student Disciplinary Committee.
- When the problem is corrected, the student will meet with an Associate Director or designee and be given written permission to return to class. Notification of release from suspension will be provided to all instructors concerned.
- In some cases, probation or suspension may include stipulations that the student re-apply before enrolling in future semesters.
- International students who fail to meet academic, attendance or discipline policies will be considered "out of status" and so noted as "failure to maintain status" in the SEVIS System. Failure to adhere to all policies can result in termination of school authorization along with being requested to return to their home country.

Student Appeal and Grievance Procedure

Students who believe they have been suspended, expelled, or put on probation unfairly, should email an Associate Director within two weeks of the issued discipline. The Student Disciplinary Committee will review the grievance and respond via email.

International Students that plan to file a grievance should notify school administration as soon as possible to avoid irrevocable consequences through Department of Homeland Security.

Re-enrollment (Disciplinary) Policy

The length of time before a person is permitted to re-enroll after the circumstances and violation and is determined by disciplinary action. The person must have spent time under pastoral care in the church, and the student must exhibit genuine repentance and show evidence of restoration. If dismissed for financial irresponsibility all past debts to VC, Victory Housing, Victory church and Victory Christian school must be resolved before re-enrollment is allowed. Financial responsibility must be demonstrated.

Suspension Policy

Suspensions are for the rest of the academic year. The student is eligible to reapply the next academic year. The difference between the suspension policy and dismissal policy is the severity of the infraction.

Infractions of any of the following are grounds for suspension or dismissal:

- Excessive absence or tardiness
- Academic failure
- Financial irresponsibility
- Cheating and plagiarism
- Giving false information (lying)
- Insubordination or willful disregard for an instructor
- Failure to follow policies as outlined in this Catalog
- Violation of student dress code or student honor code

Dismissal Policy

Infractions of any of the following are grounds for immediate dismissal:

- Consumption, using and / or possessing any form of drugs, alcohol, or tobacco on or off campus
- Involvement in illicit or perverted (homosexuality, fornication, adultery, pornography, etc.) sexual practices
- Involvement in any illegal activity
- Vandalism or careless destruction of VC, Victory church, or Victory housing property
- Unauthorized possession of firearms or other weapons.
- Any act of violence

Probation/Dismissal

Any student placed on two (2) or more probations (academic, disciplinary, attendance, or financial) within the same academic year will be dismissed.

STUDENT LIFE

We believe that strong community is essential to your experience here at Victory College. The combination of equipping in the classroom, along with engaging in community, helps to fully empower our students in their calling. We also provide countless opportunities for community through serving in our Outreach Chapels, Reach Days, and Mission Trips!

Our on-campus Housing allows for great 24/7 community, along with the student lounge at the apartments. We also have intramural sports throughout the year including sand volleyball, soccer, basketball, football, and more! Throughout the year, we have several student life events off campus such as bonfires, worship nights, coffee shop takeovers, line dancing, skate nights, etc. Basically, we believe that the college experience should be fun!

Mission Trips

VC provides the opportunity for students to be involved in missions during spring break and at other times during the year. All balances to VC, Victory Housing, VCC and VCS must be current prior to participating in mission trips.

Housing

After being accepted into Victory College, students can apply for housing by emailing housing@victory.com.

International Student Advisement

VC has been approved for the training of international students and serve to provide such students with proper advisement and assistance in obtaining proper government certification. The International Student Advisor coordinates all such programs and provides proper advisement in accordance to Immigration and Naturalization laws and guidelines.

Job Opportunities

Check with Human Resources or victory.com/opportunities.

STUDENT CARE

“Victory College is committed to the growth of each student. If any student needs mentorship or support, the VC Team has access to different resources that may aid students physically, mentally, and spiritually. We value the role that professional counseling plays in improving mental and emotional health. VC does not provide counseling services. However, we can refer students to professional counseling services upon request.”

Pastoral Counseling

Spiritual counselling is available to students in need through the VC Chaplain and Victory Church Team Pastors office.

VICTORY COLLEGE GRADING SYSTEM

****IMPORTANT: PLEASE CHECK YOUR GRADES ONLINE. IT IS NOT VC ADMINISTRATION'S RESPONSIBILITY KNOW WHETHER OR NOT YOU ARE FAILING.***

Grades are issued according to the following scale:

A	94 – 100
A-	90 – 93
B+	87 – 89
B	84 – 86
B-	80 – 83
C+	77 – 79
C	74 – 76
C-	70 – 73
D+	67 – 69
D	64 – 66
D-	60 – 63
F	00 – 59

WP = Withdraw while passing

WF = Withdraw while failing

AU = Audit, no course credit

AC = Audit, credit, for Int'l students for retaking a previously failed class

Missing Assignments

All missed assignments are dealt with at the discretion of the instructor, not the office.

Failed Classes and Exams

If you have failed a class and you have attempted to resolve, and the "F" remains, you must re-take an online class to attain the proper credits. All failing grades are dealt with at the discretion of the Instructor, not the office, and must be resolved within two weeks of receiving the grade, or the grade remains final.

Make-up/Late Tests

All missed exams or midterms are the responsibility of the student to contact the instructor to get an approval to take the test. Students have 2 weeks from the date of exam to complete. Any test not taken after 2 weeks will be entered as an F in the grade book.

\$10.00 test fee for each examination taken in the front office. The fee is to be paid at the Registrar's office prior to taking the exam. (Unless the absence for that class has been excused).

VC GRADUATION REQUIREMENTS

Students graduate by completing two full years of program specific courses and must meet the following criteria:

- Students must be registered as a full time student, or as a student eligible to graduate by completing the required credit hours.
- All assigned courses must be satisfactorily completed.
- All financial responsibilities to VC, Victory Housing, Victory Missions, VCC or VCS must be met before graduation. Students will not be allowed to walk across the platform to obtain their diplomas nor will they receive transcripts, final grades, or tests until all accounts are current. Students must satisfy all Volunteer Service hours.
- Payment of Graduation Fee: A late fee of \$10 will be assessed for students who turn in the "Are You on Target to Graduate" form after the due date.

VC School of Ministry Diploma

- Each course is worth 2 credit hours.
- Complete of 56 credit hours over two years.
- Grade Point Average of 2.0 or above
- Adherence to VC Honor Code
- Adherence to VC Attendance Policy
- Completion of VC Internship hours as required by program if applicable.
- All Financial Obligations to VC, Victory Housing, and Victory Missions satisfied.
- Participation in graduation chapel, graduation practice, and ceremonies is mandatory to graduate.

VC School of Creative Arts Diploma

- Each course is worth 2 credit hours.
- Completion of 56-68 credit hours over two years as well as all required lessons and practicums.
- Grade Point Average of 2.0 or above.
- Adherence to VC Honor Code.
- Adherence to VC Attendance Policy.
- Completion of VC Internship hours as required by program if applicable.
- All Financial Obligations to VC, Victory Housing, and Victory Missions satisfied.
- Participation in graduation chapel, graduation practice, and ceremonies is mandatory to graduate.

VC FINANCIAL POLICIES

Tuition and Fees

Victory College provides excellent training and education while keeping its cost low. Accounts are due and payable the day of registration each semester as defined by the academic calendar. Payments are received in the VC Office and online, and they may be paid by check, cash, debit, or credit card. Any student unable to make their payment is subject to immediate withdrawal.

Refund Policy

Students withdrawing from school after the first day of orientation are entitled to a refund during the first two weeks of the semester only. The refund schedule per semester is as follows:

Week 1 withdrawal - 100% refund less fees

Week 2 withdrawal - 80% refund less fees

No refund after Week 2

Withdrawal

Withdrawal applies to the dropping of all courses by the student. A student who wishes to withdraw from VC must inform the Registrar IN WRITING of his/her intent to withdraw from VC and schedule an exit interview with the Assistant Director. The effective date of withdrawal is considered to be the date upon which the Registrar receives written notice from the student. In the case of withdrawal, tuition refunds will be made according to the refund policy. A student failing to submit written notice of intent to withdraw will be required to pay the balance of outstanding tuition and fees for the semester for which the student has enrolled.

Dropped Courses

Courses that are dropped before the last day to withdraw as specified on the academic calendar are recorded as "WP" (withdraw while passing) or "WF" (withdraw while failing) depending on the current average course grade at the time of the withdrawal. The current grade average of 1.5 or course percentage average of 70 and above will record a "WP". All others will record a "WF." Withdrawal is only accepted by written notification from the student within the period specified by the academic calendar.

Prior Balances

VC students are expected to meet their financial obligations in a manner that exemplifies Christian standards of honesty and ethics. No student can graduate, participate in missions trips or enroll for another semester if the student has a delinquent account in any area of Victory Christian Center and Victory College.



**RAISING UP
KINGDOM
LEADERS TO
INFLUENCE
CULTURE**

VICTORY COLLEGE
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