

**GALVESTON COLLEGE
PROPOSED BOARD POLICIES**

Policy		Policy Title	Issued/ Adopted	Comments
CDE	Local	Accounting: Financial Ethics		Updates policy to reflect references to new legal policies and new legal guidelines
DI	Local	Employee Welfare		Updates policy to specifically incorporate a prohibition against e-cigarettes for those using college facilities.
DIA	Local	Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation		Delete Local Policy DIA Contents of Policy moved and updated at DIAA
DIAA	Local	Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation		Policy updated to reflect new legal requirements. (Title VII)
FB	Local	Admission Requirements		Policy updated to delete wording of "ability-to-benefit" and replace with Non-High School Graduate and to update admissions procedures.
FFD	Local	Freedom from Discrimination, Harassment, and Retaliation		Delete Local Policy FFD Contents moved to FFDA and FFDB
FFDA	Local	Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence		Updated Policy - Moved from FFD Updates reporting and investigation timeframes Addresses Title IX rights
FFDB	Local	Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics		Updated Policy - Moved from FFD Updates reporting and investigation timeframes Addresses student rights based on other protected classes and characteristics (Title IV).
FKC	Local	Student Clubs and Organizations		Updates current policy to provide for a minimum of 2 advisors/sponsors per organization and a minimum of 10 students to establish a club or organization.
FLB	Local	Student Code of Conduct		Updates the Student Code of Conduct to include misusing the College's computing and informational resources, as well as using email, social media, or various websites to threaten or harassed others.
FLBD	Local	Student Conduct: Tobacco Use		Updates policy to specifically incorporate a prohibition against e-cigarettes for students.
GFA	Local	Student and Community Use of College District Facilities: Conduct on College District Premises		Updates policy to specifically incorporate a prohibition against e-cigarettes for those using college facilities.

All Regents, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: See the following policies and/or administrative **regulations procedures** regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
for Board members—BBF
for employees—DH
- Financial conflicts of interest:
for public officials—BBFA
for all employees—DBD
- **Financial conflicts of interest for vendors: CFE**
- **Compliance with state and federal grant and award requirements: CAAA, CAAB**
- **Financial conflicts and gifts and gratuities regarding federal funds: CAAA, CAAB**
- Systems for monitoring the College District's investment program: CAK
- Budget planning and evaluation: CC
- Compliance with accounting regulations: CDC
- Criminal history record information for employees: DC
- Disciplinary action for fraud by employees: DCC and DM series

FRAUD AND
FINANCIAL
IMPROPRIETY

DEFINITION

The College District prohibits fraud and financial impropriety, as defined below, in the actions of its Regents, employees, vendors, contractors, **agents**, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by state or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.
12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

FINANCIAL CONTROLS
AND OVERSIGHT

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

FRAUD PREVENTION

The College President or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

REPORTS

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to any supervisor, the College President or designee, the Board Chairperson, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

PROTECTION
FROM
RETALIATION

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

FRAUD
INVESTIGATIONS

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the College President, Board Chairperson, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

RESPONSE

If an investigation substantiates a report of fraud or financial impropriety, the College President or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the College President or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, College President, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

The College District shall disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal grant award. [See CAAB]

ANALYSIS OF FRAUD

After any investigation substantiates a report of fraud or financial impropriety, the College President or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The College President or designee shall ensure

that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

EMPLOYEE WELFARE

DI
(LOCAL)

DRUG-FREE
AWARENESS

The drug-free awareness program shall be administered under the drug- /alcohol-free workplace personnel administrative procedure.

NO SMOKING

For the health of all employees, students, and visitors, ~~all forms of smoking, including electronic cigarettes, shall be prohibited in all facilities owned or leased by the College District, including buildings, grounds, and vehicles~~ Galveston College prohibits smoking and the use of tobacco products and e-cigarettes on all College property, in College vehicles, and at all College-related activities.

Employees shall be encouraged to remind visitors to the campus who violate this policy that the College District is a no smoking facility / smoke free campus.

TOBACCO SALES

Tobacco sales shall be prohibited on any Galveston College campus or at College-sponsored events.

SIGNS

Signs conveying this policy shall be posted conspicuously on building entrance doors and in lobbies, elevators, restrooms, and other areas of public access.

VIOLATIONS

Appropriate disciplinary action, up to and including termination or dismissal, may be taken against any employee ~~or student~~ found to be in violation of this policy. A supervisor may recommend that an employee attend a smoking cessation program.

Campus security will ask visitors to any Galveston College campus to extinguish their smoking materials or leave the campus.

Faculty and staff shall be responsible for enforcing this policy. Administrators of campus facilities shall be responsible for enforcing this policy for all College District employees, students, and visitors.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIAA
(LOCAL)

STATEMENT OF
NONDISCRIMINATION

The College prohibits discrimination, including harassment, against any employee, **or applicant for employment**, on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL
HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIAA
(LOCAL)

EXAMPLES	Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.
RETALIATION	<p>The College prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.</p> <p>An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College investigation regarding harassment or discrimination is subject to appropriate discipline.</p>
EXAMPLES	Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.
PROHIBITED CONDUCT	In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
REPORTING PROCEDURES	<p>An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.</p> <p>Alternatively, the employee may report the alleged acts to one of the College officials below.</p> <p>For the purposes of this policy, College officials are the ADA/Section 504 coordinator, the Title IX coordinator, and the College President.</p>
DEFINITION OF COLLEGE DISTRICT OFFICIALS ADA / SECTION 504 COORDINATOR	<p>The College designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.</p> <p>Name: Dr. Mary Jan Lantz</p> <p>Position: Director of Human Resources and Risk Management</p> <p>Address: 4015 Avenue Q, Galveston, TX 77550</p> <p>Telephone: 409.944.1281</p>

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIAA
(LOCAL)

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: [Dr. Mary Jan Lantz](#)

Position: Director of Human Resources and Risk Management

Address: 4015 Avenue Q, Galveston, TX 77550

Telephone: 409.944.1281

OTHER ANTI-
DISCRIMINATION
LAWS

The College President or designee shall serve as coordinator for purposes of College compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX Coordinator [or the ADA Section 504 Coordinator](#), may be directed to the College President or designee.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College's ability to investigate and address the prohibited conduct; [therefore, reports should be made within 90 calendar days of the incident when possible.](#)

NOTICE OF REPORT

Any College supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The College may request, but shall not insist upon, a written report. If a report is made orally, the College official shall reduce the report to written form.

Upon receipt or notice of a report, the College official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIAA
(LOCAL)

If appropriate, the College shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College official or a designee or by a third party designated by the College, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

~~Absent extenuating circumstances, the investigation should be completed within ten College business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.~~ Galveston College shall conduct a prompt, fair, and impartial investigation from initial report to final results.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College official overseeing the investigation.

COLLEGE DISTRICT
ACTION

If the results of an investigation indicate that prohibited conduct occurred, the College shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the College shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through the College's policies and procedures, beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS
RETENTION

Retention of records shall be in accordance with the College's records retention procedures. [See CIA]

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIAA
(LOCAL)

ACCESS TO POLICY

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy shall be ~~made available to College employees~~ published annually on the College's website to ensure easy access and wide distribution.. Copies of the policy shall also be readily available at the College administrative offices upon request.

RESPONSIBILITY FOR
STUDENT ADMISSIONS

The Director of Admissions/Registrar is responsible for student admissions and the day-to-day operations of the Office of Admissions, including the enforcement of admission policies and other related activities. All inquiries regarding student admissions should be directed to the Office of Admissions.

GENERAL
ADMISSIONS

Galveston College maintains an open admissions policy and constantly works to provide programs beneficial to all students. General admission to the College, but not necessarily to specific courses or programs, may be achieved by one of the following methods:

1. **High School Graduate.** Graduates of accredited high schools will be admitted upon completion of an Application for Admission and presentation of an official transcript. Galveston College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association.
2. **Home School Graduate.** Graduates of a home school will be admitted upon completion of an Application for Admission and presentation of a certified list of completed coursework. Galveston College defines a home school where the parent or guardian has been directly involved in the instructional process.
3. **General Education Development (GED) Test.** An individual who has passed the

General Education Development Test (GED) will be admitted upon completion of an Application of Admission and presentation of acceptable GED scores, as certified by the State of Texas.

4. **College Transfer.** Transfer students must be eligible for readmission to the institution in which the student was last enrolled (normally defined as being in 'good standing' - Ex: GPA of 2.0 or better on a 4.0 scale) and must meet the academic requirements of Galveston College. Students not in good standing may be admitted by individual approval. For additional information, students should consult the Director of Admissions/Registrar.
5. **Individual Approval.** Students who enroll in Early Admission, Dual Credit, and Tech-Prep Programs, who have graduated from a non-accredited high school or academy, or who have the Ability to Benefit from the College's instructional programs may be admitted by Individual Approval. Specific requirements for each of these programs are listed below:
 - a. **Early Admission Program** – Galveston area high school juniors and seniors are able to earn transferable college credit before graduating from high school. Students participating in the Early Admissions Program enroll in classes outside of high school.
 - b. **Dual Credit** – High school students enroll in classes at the high school, in courses that have been approved for both high school and college credit.

Note: Early Admission and Dual Credit Programs require parent/guardian permission, recommendation and approval of the high school principal or designee, completed Application for Admission, submission of high school transcripts, and College approval. Students must have qualifying scores

on the following tests to be considered for Early Admissions and Dual Credit:

- i. SAT – 1070+ combined with 500 or higher math and/or verbal.
- ii. ACT – 23+ composite with 19 or higher math and/or English
- iii. TAKS (exit level) – 2200+ in math and/or 2200+ with a writing sub score of at least 3 in English/Language Arts (ELA)
- iv. COMPASS (THEA Alternative test) - Reading Skills 81+; Algebra – 39+; Writing Skills (objective) – 59+; and Written Essay – 6+ or 5 with objective Writing Skills of 59

After high school graduation, students must submit a final transcript stating the date of graduation. While attending Galveston College, the student will be expected to adhere to all policies of the College.

- c. **Tech-Prep** – Galveston College, in partnership with the Galveston Independent School District, has developed Technical Preparatory (Tech Prep) programs which provide high school students a unique opportunity to prepare for their careers while still in high school. Tech Prep students complete a sequence of courses necessary for success in their chosen occupations in high school and complete the coursework for an Associate of Applied Science degree at Galveston College. For further information regarding enrollment in a Tech Prep program, students should contact the GISD Career and Technology Education Office or the Ball High School Career Center.

d. **High School Graduation from a Non-Accredited High School** – Graduates from a non-accredited high school (schools not accredited as defined in item 1 or 2 above) may be admitted upon completion of an Application for Admission and presentation of an official transcript. Special conditions may apply. Please contact the Director of Admissions/Registrar for additional information.

e. **Ability to Benefit Non-High School Graduate** - Persons who have not obtained a high school diploma or GED (but who are 18 years of age or older and whose high school class has graduated) may be admitted after demonstrating evidence of an ability-to-benefit from college instruction. Students admitted under ability-to-benefit are required to take **the COMPASS the appropriate placement** test. Special conditions may apply. Please contact the Director of Admissions/Registrar for additional information.

6. **Non-Degree Seeking** – Students who enroll in classes for professional review, cultural, or personal growth and achievement will be classified as non-degree seeking students. Students who have declared a degree at another university or college, and are enrolled in classes at Galveston College for transfer purposes only, are also classified as non-degree seeking. Non-degree seeking students are required to submit the following documents:

- a. Application for Admission
- b. Appropriate transcript(s) for placement or TSI status.

Note: Students who wish to change to a “degree-seeking status” will be required to furnish all previous college transcripts and meet entrance requirements.

7. **Readmission.** A Galveston College student who has not attended the previous long semester (fall or spring) must apply for re-admission through the Office of Admissions. If the student has attended another college since his/her previous enrollment at Galveston College, a current transcript of all college credits is required.

8. **International Students.** Galveston College is authorized under federal law to enroll non-immigrant students. International students seeking admissions should submit the following:
 - a. Application for Admission. The Application should be submitted along with a nonrefundable application fee at least sixty (60) days prior to the beginning of registration for any given semester.
 - b. An official transcript of the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and the grade earned.
 - c. An official transcript from each college or university attended (translated into English).
 - d. Test of English as a Foreign Language (TOEFL). The minimum acceptable score of 500 on the written examination, a minimum score of 173 on the computerized examination, a minimum of 61 on the internet examination, or a minimum score of 109 from an English Language Center (ELC) is required. Applicants are exempt from the TOEFL requirement if they speak English as their native language. This exemption refers to students from Australia, the Bahamas, Belize, Bermuda, the British Isles, Cameroon, English-speaking Canadian provinces, the Cayman

Islands, the Fiji Islands, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, New Zealand, Nigeria, Sierra Leone, the Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago, Trinidad, United Kingdom, the Virgin Islands, the West Indies, Zambia, and Zimbabwe.

- e. Statement of financial support.
- f. Certificate of Immunizations.
- g. Individuals must have proof of US insurance (medical and life) or purchase appropriate insurance.

9. Applicants not eligible for enrollment under one of the methods listed above should contact the Director of Admissions/Registrar for consideration.

ADMISSION TO SPECIFIC COURSES OR PROGRAMS OF STUDY

Admission to Galveston College does not guarantee admission or placement in specific courses or programs of study. Prerequisites are required for some courses and some programs of study require specific approval or have additional requirements for admission in addition to those outlined for general admission to the institution.

The requirements for specific occupational / technical programs are set forth in the College Catalog. In addition, it is understood that licensing and/or accrediting bodies periodically change their requirements; therefore, Galveston College cannot guarantee future entrance requirements into these programs.

ACADEMIC FRESH START

An applicant for admission who is a Texas resident may enter Galveston College pursuant to the "academic fresh start" status, Texas Education Code, 51.931. Applicants can request a Petition For Academic Fresh Start from the Office of Admissions. Fresh Start must be declared upon entrance to the college. Students who do not declare upon entrance will not be considered after enrolled. An applicant who elects to apply under this statute may not receive any course credits or grades earned for courses

taken 10 or more years prior to enrollment. This does not apply to Financial Aid or VA benefits.

ADMISSIONS OF VETERANS

Veterans are admitted on the same basis as other students. Galveston College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws.

ADMISSIONS PROCEDURE

The procedures for admission into a college credit program of study are as follows:

1. Obtain an Application for Admission from the Office of Admissions, the Galveston College website (www.gc.edu), or complete the Texas Common Application for Admission to community colleges on line at www.gc.edu.
2. Submit the completed Application for Admission to the Office of Admissions. Note: the submission of the application form authorizes the College to access the state THEA database for a student's test scores.
3. Submit official transcripts from all colleges and universities attended. Students with less than fifteen (15) college credits are required to submit an official high school transcript or certificate of high school equivalency / GED. (The submission of all transcripts is required for evaluation of high school and/or college curricular requirements.)
4. Submit official placement scores, as appropriate.
5. Submit an exemption from or proof of the Bacterial Meningitis Vaccination.
6. Meet with a Counselor/Advisor prior to registration.

ACCESS TO COUNSELING AND ADVISING

Admission and registration procedures shall ensure that new students are given the opportunity to plan their academic program through counseling and advising prior to registration.

WITHDRAWAL

Procedures for student withdrawal from courses, programs, and/or the College shall be made available to all students. Information regarding the College's

Withdrawal Procedures shall be published in the College Catalog and made available on the College's website (www.gc.edu). Additional assistance concerning withdrawing shall be made available to students through the Counseling and Career Center.

IDENTIFICATION CARDS

Identification cards shall be issued or validated during the registration period prior to each semester. Identification cards may be required to access campus events and services, such as, but not limited to, the Library, concerts, campus movies, athletic events, the fitness center, use of the student center, and voting in campus elections.

Students shall report loss of I.D. cards immediately to the Office of Student Services and obtain a replacement by paying the appropriate fee.

Note: This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, and retaliation targeting students. For legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL). For sex discrimination, sexual harassment, sexual assault, and retaliation targeting employees, see [DIA](#) [DIAA](#).

STATEMENT OF
NONDISCRIMINATION

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of sex/gender that adversely affects the student.

SEXUAL HARASSMENT
BY AN EMPLOYEE

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program.

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program.

SEXUAL VIOLENCE

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical con-

tact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

GENDER-BASED
HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

RETALIATION

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIMS

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

STUDENT REPORT

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

EMPLOYEE REPORT

DATE ADOPTED:

2 of 6

FFDA(LOCAL)-AJC

Any College District employees who suspect, and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct, shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

EXCEPTIONS

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. ~~[See GAC]~~

RESPONSIBLE
EMPLOYEE

For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

DEFINITION OF
COLLEGE DISTRICT
OFFICIALS
TITLE IX
COORDINATOR

For the purposes of this policy, College District officials are the Title IX Coordinator and the College President.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Dr. Mary Jan Lantz

Position: Director of Human Resources and Risk Management

Address: 4015 Avenue Q, Galveston, TX 77550

Telephone: 409.944.1281

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OTHER ANTI-DISCRIMINATION LAWS	The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.
ALTERNATIVE REPORTING PROCEDURES	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, may be directed to the College President.</p> <p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
TIMELY REPORTING	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct; therefore, reports should be made within 90 calendar days of the incident when possible.
INVESTIGATION OF THE REPORT	The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.
INITIAL ASSESSMENT	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under FFDB, as appropriate.</p>
INTERIM ACTION	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.
COLLEGE DISTRICT INVESTIGATION	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the</p>

allegations. The investigation may also include analysis of other information or documents related to the allegations.

CRIMINAL
INVESTIGATION

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

CONCLUDING THE
INVESTIGATION

~~Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.~~ Galveston College will conduct a prompt, fair, and impartial investigation from initial report to final results.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

NOTIFICATION OF
THE OUTCOME

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

COLLEGE DISTRICT
ACTION

PROHIBITED
CONDUCT

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].

CORRECTIVE
ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

EXCEPTION	The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. Mediation shall not be used to resolve sexual harassment complaints.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
CONFIDENTIALITY	To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.
RECORDS RETENTION	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
ACCESS TO POLICY, PROCEDURES, AND RELATED MATERIALS	<p>Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be published distributed annually to on the College's website District employees and students in compliance with law and in a manner calculated to ensure provide easy access and wide distribution. such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall also be readily available at the College District's administrative offices upon request. and shall be distributed to a student who makes a report.</p>

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, or disability, see **DIAB DIAA**.

STATEMENT OF
NONDISCRIMINATION

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

RETALIATION

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIMS

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation

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	regarding discrimination or harassment shall be subject to appropriate disciplinary action.
PROHIBITED CONDUCT	In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
REPORTING PROCEDURES	Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any College District employees who suspect, and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct, shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.
EXCEPTIONS	<p>A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.</p> <p>A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. [See GAC]</p>
RESPONSIBLE EMPLOYEE	<p>For purposes of this policy, a "responsible employee" is an employee:</p> <ol style="list-style-type: none">1. Who has the authority to remedy prohibited conduct.2. Who has been given the duty of reporting incidents of prohibited conduct.3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct. <p>The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.</p>
DEFINITION OF COLLEGE DISTRICT OFFICIALS	For the purposes of this policy, College District officials are the ADA/Section 504 Coordinator and the College President.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

ADA / SECTION 504 COORDINATOR	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Dr. Mary Jan Lantz</p> <p>Position: Director of Human Resources and Risk Management</p> <p>Address: 4015 Avenue Q, Galveston, TX 77550</p> <p>Telephone: 409.944.1281</p>
OTHER ANTI- DISCRIMINATION LAWS	<p>The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>
ALTERNATIVE REPORTING PROCEDURES	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 Coordinator, may be directed to the College President.</p> <p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
TIMELY REPORTING	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct; therefore, reports should be made within 90 calendar days of the incident when possible.</p>
INVESTIGATION OF REPORT	<p>The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p>
INITIAL ASSESSMENT	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under FFDA, as appropriate.</p>
INTERIM ACTION	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College</p>

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	<p>District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.</p>
<p>COLLEGE DISTRICT INVESTIGATION</p>	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
<p>CRIMINAL INVESTIGATION</p>	<p>If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.</p>
<p>CONCLUDING THE INVESTIGATION</p>	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. Galveston College will conduct a prompt, fair, and impartial investigation from initial report to final results.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
<p>NOTIFICATION OF THE OUTCOME</p>	<p>The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.</p>
<p>COLLEGE DISTRICT ACTION</p> <p>PROHIBITED CONDUCT</p>	<p>If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate action.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

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	<p>appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].</p>
<p>CORRECTIVE ACTION</p>	<p>Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.</p>
<p>IMPROPER CONDUCT</p>	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.</p>
<p>CONFIDENTIALITY</p>	<p>To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
<p>APPEAL</p>	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.</p>
<p>RECORDS RETENTION</p>	<p>Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]</p>
<p>ACCESS TO POLICY, PROCEDURES, AND RELATED MATERIALS</p>	<p>Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be published distributed annually to on the College's website District employees and students in compliance with law and in a manner calculated to ensure provide easy access and wide distribution. such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall also be readily available at the College District's administrative offices upon request. and shall be distributed to a student who makes a report.</p>

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STUDENT CLUBS AND ORGANIZATIONS

FKC
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STUDENT
GOVERNMENT

The purpose of an authorized student government organization shall be to further coordinate student activities with the programs of the faculty and administration, to develop among the student body a greater and more enlightened interest in those matters affecting students and the College, to provide a means of discovering opinion, to provide a means of making known to the College administration the thinking and feelings of the students, and to encourage a more responsible participation in the governance functions and student activities.

STUDENT ACTIVITIES;
CLUBS AND
ORGANIZATIONS

Galveston College encourages student activities and the formation of student clubs and organizations in order to promote and encourage social interactions, social development, develop and promote leadership, provide recreational opportunities, and enhance the educational/learning environment. Student activity funds may be used to implement such programs and activities.

As a prerequisite to operation on campus, all clubs must be recognized by the College and must agree to abide by Board policy, College regulations, and club rules as developed and issued by the administration. No club, organization, or activity shall be established or allowed to operate on or off campus that discriminates against staff members or students in violation of federal, state, or local law, Board policy, or College rules and regulations.

REGISTRATION
REQUIRED

Any club or organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Vice President of Student Services.

All registered student clubs and organizations must have a **full-time** faculty or college employee sponsor nominated by the Vice President of Student Services or designee and approved by the President. In addition, to be recognized the

group seeking recognition must be composed of ~~seven~~ **ten** or more students. Approval for registration of an organization on any one campus or center is effective college-wide.

Any student group seeking to use District facilities shall have the approval of the Vice President for Administration or designee. The District may require payment for use of District facilities in accordance with Board policy. [See GF]

Each registered student organization has the responsibility to abide by the policies and procedures of the District and local, state, and federal laws.

Registration does not imply approval by the District of the activities of the registered organization.

ELIGIBILITY

A group shall be eligible for registration if:

1. Its membership consists of ~~seven~~ **ten** or more students.
2. It has ~~an~~ **two** approved sponsors/advisors who ~~is a~~ **are members** of the faculty or the staff.
3. It is not under disciplinary penalty prohibiting registration.
4. It conducts its affairs in accordance with District policies, procedures, rules, and regulations; and in accordance with local, state, and federal laws.
5. Its membership is limited only to students, staff, and faculty of the District.

APPLICATION

A group shall apply for recognition as a registered student organization on an official District form. The completed form shall include:

1. The name and mailing address of the proposed organization.
2. The names and signatures of its officers, members, and its **sponsors / advisors**.

3. A general description of its purposes.
4. Other information reasonably required by the appropriate Vice President.

The Vice President of Student Services shall recommend approval or rejection of the application to the College President. The College President may approve or reject the application.

REJECTION OF APPLICATION

If the College President does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal. The College President's decision may be appealed to the Board.

RIGHTS AND DUTIES

A registered organization shall be entitled to sponsor or present a public performance on District property in accordance with the rules and regulations governing such use.

A registered organization may not advertise or promote events or activities or other functions in a manner that suggests falsely that the event or activity is sponsored by the District or in a manner that violates the policy on use of District facilities and/or the policy on student discipline and penalties.

CASHIERING AND PURCHASING FOR CLUBS AND ORGANIZATIONS

All funds collected for any reason by any club or organization recognized by Galveston College must be accounted for in the Business Office of Galveston College. A separate account will be maintained for each club or organization revealing both receipts and disbursements. Periodic financial reports will be made.

Purchases for a club or organization will follow the same requisition/purchase order system as used for other college purchases. In no case will a student's signature be acceptable for payment from these funds.

FISCAL PROCEDURE

No organization, whether registered or not, may use the facilities of the District as long as it owes a monetary debt to the District and the debt is considered delinquent by the District.

LOSS OF REGISTRATION

A registered student organization may have its registered status cancelled by the Vice President of Student Services if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights and duties of organizations set forth herein.
3. Fails to comply with the fiscal procedure set forth herein.

A student organization whose registered status has been cancelled may appeal to the College President, who may take appropriate action regarding the issue.

A registered student organization whose registered status has been cancelled may re-apply for registration not less than four months following the date of such cancellation; the cancellation shall be effective Districtwide.

VIOLATIONS

Violations of District policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

The College President shall require registered student organizations to furnish to the Vice President of Student Services or designee at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the District on behalf of the organization. The list shall be kept current and accurate by the organization.

At the beginning of each semester, each registered student organization or group must file with the Vice President of Student Services an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the District.

No registered student organization or group may have any person as a member who is not either a student or a

member of the faculty or staff of the institution.

A registered student organization whose registration has been revoked by the College President may re-apply for registration not less than four months following the date of such revocation.

RISK MANAGEMENT FOR STUDENT ORGANIZATIONS

The College shall provide a risk management program for student organizations and shall require representation from each student club or organization to participate in the risk management program at least once each academic year. Representatives required to attend the risk management program shall report on the program's contents at a meeting of the full membership of the club or organization.

The risk management program content at a minimum must address the following:

1. Possession and use of alcoholic beverages and illegal drugs, including the penalties that may be imposed for possession and use;
 2. Hazing;
 3. Sexual abuse and harassment;
 4. Fire and other safety issues;
 5. Travel;
 6. Behavior at parties and other events held by the student club or organization; and,
 7. Adoption by a student club or organization of a risk management policy.
-

STUDENT CODE OF CONDUCT

FLB
(LOCAL)

STUDENT
CONDUCT

Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students.

A student's enrollment is subject to acceptance of standards of conduct which are developed and published in the Student Handbook, the College Catalog, and/or the Policy Manual, and which may be explained and clarified in other statements prepared and published by the College. Non-compliance with these standards will be sufficient cause for suspension from the College. Authority for suspension of a student is vested with the President or designee (which in most cases shall be the Vice President of Student Services).

All applicable federal laws, state laws, and city ordinances are in effect and enforceable on the premises of Galveston College or at College-sponsored events/activities. If an offense, which occurs off campus, is such that in the judgment of the President or Vice President of Student Services, the circumstances of the offense are likely to interfere with the educational process or the orderly operation of the College, or endanger the health, safety, or welfare of the College community, disciplinary actions may be taken. Any violation of the ordinances and laws referred to above shall, upon conviction, be punishable by the same penalties provided for in said ordinances or applicable laws.

Galveston College is an educational institution committed to the philosophy that a community college should open its doors to all citizens of its area who can benefit from its educational programs. The Board of Regents and the College administration will not condone nor tolerate acts calculated to disrupt the continuing educational functions of the College, or to deny to any person or persons their opportunity to participate in the educational programs of the College.

RESPONSIBILITY Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct.

In addition to activities prohibited by law the following types of behavior shall be prohibited:

- ~~1. Illegal gambling in any form.~~
- ~~2. Dishonesty.~~
- ~~3. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.~~
- ~~4. Possessing, using, selling or being under the influence of alcoholic beverages. A student in violation may be required to participate in an alcohol awareness class (at the student's expense) for the first offense in addition to other disciplinary measures. [See FLBE]~~
- ~~5. Academic or scholastic dishonesty, cheating, and/or plagiarism shall constitute a violation of these rules and regulations. Academic dishonesty or scholastic dishonesty shall include, but not be limited to, cheating, plagiarism, collusion, willfully submitting false information with the intent to deceive, forgery, alteration of a document, or misuse of a college document.~~

~~"Cheating" shall include, but not be limited to:~~

- ~~a. Copying from another student's test paper.~~
- ~~b. Using test materials not authorized by the person administering the test.~~
- ~~c. Sending or receiving unauthorized materials by electronic means.~~
- ~~d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.~~
- ~~e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of tests, research papers, essays, research documents, or other documents.~~
- ~~f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.~~
- ~~g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.~~
- ~~h. Bribing another person to obtain an unadministered~~

~~test or information about an unadministered test.~~

~~"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.~~

~~"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.~~

~~(When cheating, collusion, or plagiarism has occurred, the instructor may give the student or students involved a zero or "F" on a particular assignment or an "F" in the course. The instructor shall make a written report of the incident and of the planned action to his or her respective dean who in turn shall report the incident to the Vice President of Instruction and the Vice President of Student Services. Depending upon the seriousness of the academic misconduct, the instructor, the dean, and/or the Vice President of Instruction may refer the case to the Vice President of Student Services who shall take the matter up as a disciplinary matter. Depending upon the seriousness of the academic misconduct, the District may impose disciplinary sanctions, up to and including suspension and/or expulsion.)~~

- ~~6. Fraudulent financial transactions with the College that include, but are not limited to, the following:
 - ~~a. Refusal or failure to pay a debt owed to the College.~~
 - ~~b. Giving the District a check, draft, or order with the intent to defraud the College.~~
 - ~~c. A student's failure to pay the College the amount due on a check, draft, or order is prima facie evidence that the student intended to defraud the College.~~
 - ~~d. Disciplinary action may be initiated against any student who has allegedly violated the provisions of this section.~~~~

- ~~7. Violations of the Penal Statutes of Texas or of the United States occurring on District property or in connection with District-sponsored activities may also constitute violations of the District's rules and regulations when such violations affect the educational process and goals of the District.~~

- ~~8. Possession or use of firearms on District-controlled property except for educational purposes that have the prior approval of the Vice President for Administration. [See FLBF]~~
- ~~9. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." [See FLBH]~~
- ~~7. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.~~
- ~~8. Endangering the health or safety of members of the District community or visitors to the campus. Physical abuse or harassment of another person, or conduct that threatens or endangers the health and safety of others.~~
- ~~9. Theft.~~
- ~~10. Damaging or destroying District property.~~
- ~~11. Improper use of college identification cards. All college I.D. cards are the property of the College and must be shown on request of a representative of the College. Students shall be prohibited from loaning their I.D. card to another person for any reason. Likewise, it shall be prohibited to use any other card except the one issued by the College for College purposes.~~
- ~~12. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.~~
- ~~13. Knowingly giving false information in response to requests from the College or a College official. (Providing false information to a College official.)~~

- ~~14. Forging, altering, or misusing College documents, records, or I.D. cards.~~
- ~~15. Unauthorized entry to or use of college facilities.~~
- ~~16. Possession of or making use of college keys for unauthorized purposes.~~
- ~~17. Misuse of fire or safety equipment.~~
- ~~18. Failure to be responsible for financial obligations to the College, including failure to repay loans and deferred payment agreements. (Issuing dishonored check to the College.)~~
- ~~19. Violating College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place, and manner of public expression.~~
- ~~20. Failing to comply with directions of College officials acting in the performance of their duties.~~
- ~~21. Behaving in a manner that adversely affects his or her suitability as a member of the academic community or endangers his or her own safety or the safety of others.~~
- ~~22. Committing any act which is classified as an indictable offense under either state or federal law.~~
- ~~23. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H.B. 141, as enacted by the 61st Texas Legislature.~~
- ~~24. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.~~
- ~~25. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state or federal law, or any rule, regulation or policy of the Board of Regents and administrative officials of the College.~~
- ~~26. Engaging in any obscene, profane, reckless, tumultuous,~~

~~destructive, or unlawful course of conduct.~~

~~27. Engaging in discrimination or harassment.~~

~~28. Misusing the College's computing and informational resources.~~

~~29. Malfeasance in an elective or appointive student office of any college endeavor.~~

~~30. Arson or attempted arson.~~

1. Violations of federal, state, or local law or College policies or procedures occurring on College property or in connection with College-sponsored activities.
2. Committing any act which is classified as an indictable offense under either state or federal law.
3. Possession, distribution, sale, or use of firearms or other prohibited weapons except, and as have prior approval, for educational purposes (See FLBF)
4. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
5. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
6. Possessing, using, selling or being under the influence of alcoholic beverages. A student in violation may be required to participate in an alcohol awareness class (at the student's expense) for the first offense in addition to other disciplinary measures. [See FLBE]
7. Dishonesty.
8. Academic or scholastic dishonesty, cheating, and/or plagiarism shall constitute a violation of these rules and

regulations. Academic dishonesty or scholastic dishonesty shall include, but not be limited to, cheating, plagiarism, collusion, willfully submitting false information with the intent to deceive, forgery, alteration of a document, or misuse of a college document.

"Cheating" shall include, but not be limited to:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Sending or receiving unauthorized materials by electronic means.
- d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of tests, research papers, essays, research documents, or other documents.
- f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- h. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

(When cheating, collusion, or plagiarism has occurred, the instructor may give the student or students involved a zero or "F" on a particular assignment or an "F" in the course. The instructor shall make a written report of the incident and of the planned action to his or her respective dean who in turn shall report the incident to the Vice President of Instruction and the Vice President of Student Services. Depending upon the seriousness of the academic misconduct, the instructor, the dean, and/or the Vice President of Instruction may refer the case to the Vice

President of Student Services who shall take the matter up as a disciplinary matter. Depending upon the seriousness of the academic misconduct, the District may impose disciplinary sanctions, up to and including suspension and/or expulsion.)

9. Failure to be responsible for financial obligations to the College, including failure to repay loans and deferred payment agreements. (Issuing dishonored check to the College.)
10. Fraudulent financial transactions with the College that include, but are not limited to, the following:
 - a. Refusal or failure to pay a debt owed to the College.
 - b. Giving the District a check, draft, or order with the intent to defraud the College.
 - c. A student's failure to pay the College the amount due on a check, draft, or order is prima facie evidence that the student intended to defraud the College.
 - d. Disciplinary action may be initiated against any student who has allegedly violated the provisions of this section.
11. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." [See FLBH]
12. Threatening another person, including a student, employee, or visitor; making terroristic threats.
13. Intentionally, knowingly, or negligently causing physical harm to any person.
14. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
15. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a

student or employee.

16. Endangering the health or safety of members of the District community or visitors to the campus. Physical abuse or harassment of another person, or conduct that threatens or endangers the health and safety of others.
17. Unauthorized entry to or use of college facilities.
18. Damaging or destroying District property.
19. Theft; stealing from the College or others
20. Possession of or making use of college keys or key cards for unauthorized purposes.
21. Misuse of fire or safety equipment.
22. Arson or attempted arson.
23. Illegal gambling in any form.
24. Smoking and/or the use of other tobacco products or e-cigarettes on all College property, in College vehicles, or at any College-related activity.
25. Forging, altering, or misusing College documents, records, or I.D. cards; improper use of college identification cards. (All college I.D. cards are the property of the College and must be shown on request of a representative of the College. Students shall be prohibited from loaning their I.D. card to another person for any reason. Likewise, it shall be prohibited to use any other card except the one issued by the College for College purposes.)
26. Failing to comply with directions of College officials acting in the performance of their duties.
27. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
28. Knowingly giving false information in response to requests

from the College or a College official. (Providing false information to a College official.)

29. Making false accusations; perpetrating hoaxes regarding the safety of the College, students, employees, visitors, and/or others.
30. Failure to provide identification when requested to do so by College personnel.
31. Malfeasance in an elective or appointive student office of any college endeavor.
32. Misusing the College's computing and informational resources, including but not limited to:
 - a. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
 - b. Attempting to access or circumvent passwords or other security-related protocols and information;
 - c. Creating and/or uploading computer viruses;
 - d. Altering or attempting to alter, destroy, or disable College technology resources;
 - e. Using the internet or other electronic communications, including social media, to threaten other students, employees, or volunteers;
 - f. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging, or otherwise illegal; and/or,
 - g. Using email or websites to engage in or encourage illegal behavior or threaten the safety of others.
33. Violating College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place, and manner of public expression.
34. Behaving in a manner that adversely affects his or her suitability as a member of the academic community or endangers his or her own safety or the safety of others.
35. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H.B. 141, as enacted by the 61st Texas Legislature.

36. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
37. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state or federal law, or any rule, regulation or policy of the Board of Regents and administrative officials of the College.
38. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.

DISCIPLINE

Any student violating this policy shall be subject to discipline, including suspension or expulsion, in accordance with College Policy (See Policy FM, Discipline and Penalties).

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- NO SMOKING** For the health of all employees and students, as well as visitors, ~~smoking is prohibited in all facilities owned or leased by Galveston College, including buildings, grounds and vehicles~~ Galveston College prohibits smoking and the use of tobacco products and e-cigarettes on all College property, in College vehicles, and at all College-related activities.
- TOBACCO SALES** Tobacco sales are prohibited on any Galveston College campus or at Galveston College-sponsored events.
- SIGNAGE** Signs conveying this policy shall be posted conspicuously on building entrance doors and in lobbies, elevators, restrooms, and other areas of public access.
- VIOLATIONS** Appropriate disciplinary action, up to and including ~~dismissal~~ ~~suspension or expulsion~~, may be taken against any ~~employee or~~ student found to be in violation of this policy.
- Campus Security will ask visitors to any Galveston College campus to extinguish their smoking materials or leave the campus.
- Faculty and staff shall be responsible for enforcing this policy. Administrators of campus facilities shall be responsible for enforcing this policy for all College District employees, students, and visitors
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STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GFA
(LOCAL)

In addition to the criminal penalties as allowed by law (See Penal Code 30.05), any student who refuses to identify himself or herself fully in accordance with GFA may be subject to discipline, including suspension.

WEAPONS
PROHIBITED

The College District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FLBF, on all College District property at all times.

EXCEPTIONS

No violation of this policy occurs when:

1. The use, possession, or display of an otherwise prohibited weapon takes place as part of a College District-approved activity supervised by proper authorities.
2. The firearm or ammunition is stored or transported in locked, privately owned or leased motor vehicle by a person who holds a license to carry a concealed handgun and who lawfully possesses the firearm or ammunition:
 - a. On a street or driveway located on the campus of the College District; or,
 - b. In a parking lot, parking garage, or other parking area located on the campus of the College District.

TOBACCO AND E-
CIGARETTES
PROHIBITED

Galveston College prohibits smoking and the use of tobacco products and e-cigarettes on all College property, in College vehicles, and at all College-related activities.