

**NOTICE OF POLICIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS**

In compliance with the Open Meetings Act, Texas Government Code, Section 551.041, notice is hereby given that a Policies Committee Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, June 14, 2023**, at 4:00 PM in Room M-220 Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

- AGENDA -

- I. Call to Order**
- II. Certification of Posting Notice of Policies Committee Meeting
- III. Consider Approval of Minutes from October 12, 2022 Meeting *(Action Item)* 2
- IV. Citizens Desiring to Appear Before the Committee on Agenda Items
(Please complete a request card prior to the start of the meeting. The Committee Chairperson may limit the time of appearance before the Committee to three minutes.)
- V. Review and Discuss Proposed Revisions to Local Board Policies and Regulations 4
 - Section C - Business and Support Services (CDE, CHC, CJA)
 - Section E - Instruction (EFBA, EFBC)
 - Section F - Studets (FB, FBA)
- VI. Determine Committee Recommendation to Board of Regents Regarding the Adoption of Proposed Revisions to Local Board Policies and Regulations *(Action Item)* 45
- VII. Adjournment

The notice for this meeting was posted on The notice for this meeting was posted on June 8, 2023 in compliance with the Texas Open Meetings Act. , in compliance with the Texas Open Meetings Act.

W. Myles Shelton, Ed.D., President

**MINUTES OF THE BOARD OF REGENTS
POLICIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room M-220 – Moody Hall
October 12, 2022
4:30 p.m.**

At the Galveston Community College District Board of Regents Policies Committee Meeting, duly held on Wednesday, October 12, 2022, in Room M-202 of Moody Hall, commencing at 4:30 p.m., the following Policies Committee members were present: Ms. Carolyn Sunseri, Chairperson, Mr. Garrik Addison, Mr. Armin Cantini, Mr. Norman Hoffman, Mr. Raymond Lewis, Jr. (*via Zoom*), and Ms. Mary R. Longoria. Other Regents attending were: Ms. Karen Flowers, Mr. Fred Raschke

Faculty and staff present included Dr. W. Myles Shelton, President, Mr. Conrad Breitbach and Ms. Breanne Lorefice.

- I. **CALL TO ORDER:** Chairperson Carolyn L. Sunseri opened the meeting at 4:30 p.m. in Room M-202 of Moody Hall and determined a quorum was present.
- II. **CERTIFICATION OF POSTING NOTICE OF POLICIES COMMITTEE MEETING:** Dr. Shelton confirmed that the notice of the Policies Committee Meeting had been properly posted on October 7, 2022.
- III. **CONSIDER APPROVAL OF MINUTES FROM OCTOBER 20, 2021 MEETING:** A reading of the minutes from the October 20, 2021 meeting was waived. Mr. Cantini moved to approve the minutes as presented; Ms. Longoria seconded. The motion passed unanimously.
- IV. **CITIZENS DESIRING TO APPEAR BEFORE THE COMMITTEE ON AGENDA ITEMS:** There were no citizens desiring to appear before the Committee.
- V. **REVIEW AND DISCUSS INTRODUCTION TO THE POLICY MANUAL:** Dr. Shelton presented this item to the committee. Dr. Shelton presented a brief overview on the structure of the policy manual, which is available on-line. Texas Association of School Boards (TASB) is the guidance for our policy manual, and updates typically follow the legislative session. Dr. Shelton also explained the difference between the legal and local policies. Legal policies address state or federal mandates, and then we develop our local policies from that framework. The College Board votes on the local policies. There is also a staff taskforce that reviews and looks at the policies. Dr. Shelton showed the Committee an example of how a policy starts as a legal policy and then is developed into our local policy.

VI. REVIEW AND DISCUSS PROPOSED REVISIONS TO LOCAL BOARD POLICIES AND REGULATIONS:

- Section A – Basic District Foundations (AD, AE)
- Section B – Local Governance (BBD, BBE, BH)
- Section C – Business and Support Services (CF, CHF, CIA, CJA, CM)
- Section D – Personnel (DK)
- Section E – Instruction (ECC, EE, EFAA, EFB, EFBA, EGC)
- Section F – Students (FB, FBA)
- Section G – Community and Governmental Relations (GK)

Dr. Shelton presented this item to the Committee. He gave an overview of each of the sections and what the updates include. Updates included changes based on the newly adopted Strategic Plan, changes in State statutes, and housekeeping items.

Discussion was had on what happens if Galveston is declared a disaster county. In that case, FEMA policies would supersede our Local Policy.

Discussion was also had on the weapons policy and the wording regarding silencers. Dr. Shelton stated that there are two different categories of policies. Concealed carry policy governs concealed carry, and is the only way that you can carry a weapon on the campus. The Local Policy governs individuals who are not covered under the concealed carry policy. Mr. Addison asked for clarification about weapons stored in vehicles. Dr. Shelton stated that any weapon that is in a locked car is legal, if you enter on to the college property, then there has to be a determination on open carry versus concealed carry.

VII. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING THE ADOPTION OF PROPOSED REVISIONS TO LOCAL BOARD POLICIES AND REGULATIONS: Mr. Cantini moved to recommend approval of the proposed revisions to Local Board Policies and Regulations to the Board of Regents; Dr. Hoffman seconded. The motion passed unanimously.

VIII. ADJOURNMENT: There being no further business to come before the Policies Committee, the meeting adjourned at 5:04 p.m.

APPROVED AS CORRECT:

Breanne Lorefice, Clerk

Carolyn L. Sunseri, Chairperson

Review and Discuss Proposed Revisions to Local Board Policies and Regulations

Staff will present proposed revisions to Local Board Policies and regulations in:

- Section C – Business and Support Services (CDE, CHC, CJA)
- Section E – Instruction (EFBA, EFBC)
- Section F – Students (FB, FBA)

Following discussion, the Committee will determine a recommendation to the Board of Regents regarding these proposed local policies.

**GALVESTON COLLEGE
PROPOSED BOARD POLICIES**

Policy		Policy Title	Comments
CDE	Local	Accounting: Financial Ethics	Updates references to various other policies
CHC	Local	Building, Grounds, and Equipment Management: Traffic and Parking Controls	Adds golf carts as a vehicle requiring a parking permit; Updates the titles for the Director of Facilities and to <u>Campus Security</u> ; Updates parking fines.
CJA	Local	Transportation Management: Maintenance and Use of Vehicles	Updates policy to include a prohibition of any tobacco products and/or e-cigarettes; Updates the title of the Director of Facilities.
EFBA	Local	Degrees and General Graduation Requirements	Deletes a reference to the number of hours in the major field that is required in residence for the completion of an AAS degree, a Certificate of Completion, and/or a Advanced Technical Certificate; Deletes the Certificate of Technology (which has not been awarded in several years); Updates requirements for a second associate or bachelors degree.
EFBC	Local	Graduate Guarantee	Updates definitions of transferability and applicability; deletes references to Certificate of Technology.
FB	Local	Admissions Requirements	Updates and clarifies language for college transfer admission requirements; Updates ACT test score <u>requirements for dual credit admissions</u>
FBA	Local	Transfer of Credit	Updates requirements on transfer of credit to Galveston College to reflect current standards on <u>accreditation.</u>

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 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 and DH
- Financial conflicts of interest for vendors: CF and CFE
- Compliance with state and federal grant and award requirements: CAA, CAAA, and CAAB
- Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAA, and 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

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.

DEFINITION

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.

	<p>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.</p>
<p>PROTECTION FROM RETALIATION</p>	<p>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]</p>
<p>FRAUD INVESTIGATIONS</p>	<p>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.</p>
<p>RESPONSE</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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]</p>
<p>ANALYSIS OF FRAUD</p>	<p>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</p>

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

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:
TRAFFIC AND PARKING CONTROLS

CHC
(LOCAL)

The traffic and parking policies and procedures of Galveston College are designed to promote public safety and to create safe traffic and parking conditions on campus.

PARKING ON
CAMPUS

The College shall provide, insofar as possible, parking spaces on campus for use of staff, students, and guests of the College. However, Galveston College does not guarantee a parking space, nor does the absence of a parking space justify violation of the College's motor vehicle rules and regulations.

PARKING PERMITS

All students, faculty, staff, and Board members utilizing campus parking facilities must properly display a valid Galveston College parking permit and park in an appropriate parking space.

Failure to display a parking permit as described above constitutes a parking violation. (For additional information on parking violations, see parking violations below.) Students, faculty and staff shall be responsible for all permits registered in their name, regardless of the owner of the vehicle.

WHERE TO PARK

Students, faculty, staff, and Board members with handicap / disability license plates or special handicap tags may park in any designated handicap space. All students may park in all parking lots and spaces not designated for visitors, for the disabled, for college vehicles, for faculty and staff, or as reserved. These spaces are reserved 24 hours a day 7 days a week.

GENERAL
PROVISIONS

1. Galveston College has developed Campus Motor Vehicle Rules and Regulations for the purpose of proper identification of vehicles of persons who have legitimate business with the College; to ensure safety/notification of students, faculty and staff in an emergency; to provide orderly parking, traffic and use of parking facilities; to provide for the issuance of vehicle identification permits; to ensure pedestrian safety; and, to provide for enforcement in the event of violation. The operation of a

motor vehicle on Galveston College property is governed by College policies and procedures.

2. The fact that a violation notice is not issued when a violation occurs does not imply that the regulation or rule is not in effect. Each vehicle operator is responsible for knowing and following the parking rules and regulations.
3. Campus Security has been charged with the authority to enforce these regulations, including the right to immobilize or tow vehicles for specific violations and/or for repeat violators. The owner or operator of an immobilized or towed vehicle is responsible for the cost of towing and storage fees in addition to any other assessed fines.
4. The College assumes no responsibility for any vehicle or its contents while the vehicle is parked or operated on College property. All vehicle operators should lock or otherwise secure their vehicles when parked on the Galveston College campus.
5. Registration of Motor Vehicles: All students, faculty and staff at Galveston College are required to identify their motor vehicles on campus through the use of a Galveston College Parking Permit. Parking Permits may be obtained free of charge from Media Services by completing the appropriate form.
6. Procurement of a Parking Permit by students or employees does not guarantee a specified parking space. Each driver is responsible for finding a legal parking space. Inability to locate a parking space is not an excuse for violating parking regulations.
7. A Parking Permit may not be obtained for or displayed by an individual ineligible to receive the permit. The College may suspend for a period of up to one (1) year, the parking privileges of individuals who violate this regulation.
8. Reserved Parking Permit: GC Employees assigned to designated reserved (restricted) parking spaces will be required to display a valid parking permit and the reserved parking hang-tag.
9. Parking for Disabled Persons: Galveston College follows state law regarding parking for disabled persons. Students, faculty and staff who have qualified and obtained a license plate or placard reflecting disability from the County Tax assessor's Office will be issued a parking permit. Those individuals may park in any parking space for disabled persons as long as their license plate reflects disabled status or their placard reflecting disability is hanging in their vehicle and is clearly visible.

10. Display of Parking Permits: Parking permits must be current and properly displayed on the motor vehicle. On automobiles ~~and~~ trucks, ~~and/or~~ golf carts the parking permit must be prominently displayed in a manner that allows a clear view of the permit: Decals will be placed on the lower left corner of the rear window or left side of the rear bumper for convertibles ~~and/or other similar vehicles~~. Hang-tags will be hung from the inside rear-view mirror.

BICYCLE,
MOTORCYCLE,
MOTOR SCOOTER
AND MOPED
PARKING
REGULATIONS

1. In accordance with Texas law, operators of bicycles, motorcycles, motor scooters and mopeds shall be granted all the rights and shall be subject to all the laws and duties applicable to the driver of a motor vehicle while on the Galveston College campus.
2. Parking of bicycles must be restricted to designated areas or bicycle racks. Bicycle racks are located next to the Northern Building, east side.
3. Parking of motorcycles, motor scooters or mopeds must be restricted to areas or spaces marked or designated for these types of vehicles. Designated motorcycle parking spaces are located between the Fine Arts Building and the Northern Building and on the eastside of the Hermes Fitness Center.
4. Any of these vehicles found parked illegally and creating a potential safety hazard may be impounded or cited.

VIOLATIONS

- Parking Permit Violations
 - ◆ No valid permit
 - ◆ Failure to display valid GC parking permit
 - ◆ Permit improperly displayed
 - ◆ Displaying a permit that has been altered or forged
- Parking Violations
 - ◆ Parking in a “No Parking” zone
 - Parking where prohibited by signs, painted curbs, or lines
 - Parking where no marked space exists
 - Parking on grass, grounds, or turf
 - Parking in area which has not been designated for parking
 - Parking in a fire zone
 - Parking in a loading zone
 - Parking in a reserved space or area
 - Parking in faculty/staff or reserved space

- Parking illegally in a “Visitor Only” reserved space(s)
 - Parking illegally in any controlled space or area
- ◆ Parking in a space for disabled individuals without properly displaying a license plate or placard (hang-tag) for disabled individuals.
- ◆ Blocking drives, sidewalks, exits or loading zones.
 - Parking in a manner that obstructs or impairs proper usage of sidewalks, driveways, streets, curbs, ramps, loading zones, marked crosswalks, or disabled access.
 - Parking in a manner to prevent, impair or obstruct other vehicles from entering or exiting parking lots, parking spaces, or access streets that enter and exit the campus.
 - Parking in a manner that obstructs truck access to dumpsters.
- ◆ Illegal parallel parking on two-way streets and roadways.
 - Parking in a manner that obstructs two-way flow of traffic on any campus street or within a parking lot.
 - Failure to park with right-hand wheels within eighteen (18) inches of the street curb.
- ◆ Failing to park within marked space. Failure of one vehicle to park within the marked boundaries is not implied consent for others to park with any part of the vehicle over the line.
- ◆ Parking in a “double parked” fashion.
- ◆ Playing loud and disruptive music
- ◆ Stopping or parking a vehicle on the roadway side of any vehicle parked at the edge or curb of a street or parking lot.
- Moving Violations
 - ◆ Speeding (The campus speed limit is 10 miles per hour)
 - ◆ Burning-off
 - ◆ Reckless driving
 - ◆ Running a stop sign

- ◆ Failure to yield right-of-way
- ◆ Driving the wrong way on a one-way street or parking lot through way
- ◆ Executing an illegal U-turn
- ◆ Failure to yield to a pedestrian in a cross-walk
- ◆ Operating a motor vehicle on curbs, sidewalks, grass, etc.
- ◆ Other moving violations as defined by law

ENFORCEMENT

1. All laws of the State of Texas, ordinances of the City of Galveston and rules and regulations of Galveston College are in effect on the campus 24 hours a day.
2. Special temporary parking arrangements may be made through the Director of Facilities ~~and Security~~.
3. Reserved spaces, whether by designated “Reserved” signs or reserved by Campus Security for special events, will be enforced.
4. Traffic and Parking Notices: Galveston College Security may issue Galveston College Violation Notices.
5. Immobilization of Vehicles: Vehicles may be immobilized by means of an automobile ‘boot’ at the expense of driver/owner. Immobilized vehicles may be subject to additional fines and/or penalties.
6. Towing of Motor Vehicles: All Galveston College parking lots are posted with signs stating “Towing Enforced – Permit Parking Only – Unauthorized Vehicles Will Be Towed at Owner’s or Operator’s Expense – Towing Enforced 24 Hours a Day.” Unauthorized, illegally parked and abandoned motor vehicles are subject to removal from Galveston College parking lots by towing. Towing will be in accordance with Texas Transportation Code – Chapter 684.
 - Violations and Violation Notices resulting in immobilization or Towing:
 - ◆ Receiving three (3) Violation Notices for any violation may result in vehicle being immediately towed at owner’s expense.
 - ◆ Unpaid parking fines
 - ◆ Blocking emergency access and driveways/doorways
 - ◆ Parking in fire zones
 - ◆ Blocking fire hydrants
 - ◆ Vehicles determined to be abandoned
 - ◆ For any violation causing disruption or a safety concern, the vehicle may be immediately towed at owner’s expense.

FINES AND
PENALTIES

Permit Violations.....	\$ 10
Parking in a No Parking Zone.....	\$ 10
Parking in a reserved, visitor, or faculty/staff space.....	\$ 10
Moving Violation.....	\$ 25
Parking in designated disabled space without appropriate permit.....	\$ 50
Immobilization fee.....	\$ 50

Penalties: Parking privileges may be suspended for a period of up to one (1) year for habitual violators. The vehicles of habitual violators may also be towed without notice at the expense of the vehicle owner.

All fines for parking violations, permit violations, or moving violations are due within ten (10) working days from the date of the violation. A late payment fee of \$10 will be added to a traffic/parking violation fine if payment is not made within ten (10) working days from the date of the violation. All grades, records, and transcripts may be withheld for unpaid fines and/or other financial obligations that are due to the College.

APPEALS OF
VIOLATIONS,
FINES,
IMMOBILIZATION,
OR IMPOUNDS

Students, faculty, staff, and Board members who receive a violation notice or whose vehicle has been impounded may request a review of that action by submitting a written request to the ~~Director of Facilities and Security~~ head of Campus Security or the senior Galveston County Sheriff's Deputy assigned to Galveston College within ten (10) working days of the date of the Violation Notice. The review request will be acted upon within fifteen (15) working days of the date of submission. If ~~the Director of Facilities and Security~~ the head of campus security finds that the vehicle was improperly impounded, the Violation Notice and towing / impounding expenses incurred by the student or employee for whose vehicle was impounded, will be reimbursed by the College. Appeals to the decision of the ~~Director of Facilities and Security~~ head of campus security will be handled for students through the Vice President of Student Services and for employees through the Vice President for Administration. All appeals must be submitted in writing within ten (10) days of the review decision by the ~~Director of Facilities and Security~~ head of campus security. All appeals will be heard by the appropriate Vice President within fifteen (15) days of the date an appeal is submitted.

IMPLEMENTATION The President of Galveston College or his/her designee is charged with the development of appropriate procedures for the implementation and enforcement of this policy.

TRANSPORTATION MANAGEMENT
MAINTENANCE AND USE OF VEHICLES

CJA
(LOCAL)

SMOKING
PROHIBITION

For the health of all employees, students, and visitors, the College District prohibits smoking, [the use of any tobacco products, and/or the use of e-cigarettes](#) in all College District-owned or -leased vehicles.

Appropriate disciplinary action, up to and including termination or dismissal, shall be taken against any faculty member, staff member, or student found to be in violation of this policy.

USE OF COLLEGE
DISTRICT VEHICLES

The use of any College District vehicle must be approved in advance by the College President or designee.

MAINTENANCE OF
COLLEGE DISTRICT
VEHICLES

The service of all College District-owned vehicles shall be the responsibility of the director of facilities ~~and security~~ or designee. Vehicles shall be regularly inspected, serviced, and repaired as necessary in order to promote safety and to make certain all College District vehicles currently in use are roadworthy.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

BACHELOR OF APPLIED SCIENCE The Bachelor of Applied Science Degree from Galveston College will be granted to the student who completes the following requirements:

1. The student must complete a minimum of 120 semester hours of college-level credit. *
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete at least 30 upper-level semester credit hours in the major field of study at Galveston College.
4. The student must have a 2.0 cumulative grade point average on all work from Galveston College and a cumulative 2.0 grade point average on course work in the major field of study.
5. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Bachelor of Applied Science Degree.

BACHELOR OF SCIENCE IN NURSING The Bachelor of Science in Nursing Degree from Galveston College will be granted to the student who completes the following requirements:

1. The student must complete a minimum of 120 semester hours of college-level credit*
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete at least 30 upper-level semester credit hours in the major field of study at Galveston College.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

4. The student must have a 2.0 cumulative grade point average on all work from Galveston College and a cumulative 2.0 grade point average on course work in the major field of study.
5. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Bachelor of Science Degree.

ASSOCIATE
OF ARTS

The Associate of Arts Degree from Galveston College will be granted to the student who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit. *
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must complete the general academic course requirements for the AA degree as outlined in the College Catalog.
4. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

*Developmental courses may not be counted or used as hours towards the Associate of Arts Degree.

ASSOCIATE
OF SCIENCE

The Associate of Science Degree from Galveston College will be granted to the student who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit. *
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must complete the general academic course requirements for the AS degree as outlined in the College Catalog.
4. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate of Science Degree.

ASSOCIATE
OF
APPLIED
SCIENCE

The Associate of Applied Science Degree from Galveston College will be granted to the student who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit. *
2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities / Fine Arts, Social/Behavioral Sciences, and Natural Sciences / Mathematics.

3. The student must complete the prescribed competencies and curriculum for a two-year occupational or work force education program as outlined in the degree plan (Galveston College Catalog).
4. The student must earn at least 18 semester credit hours of the total credit hours required for the degree ~~and at least 50 percent of the technical/workforce education courses required for the degree~~ at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate of Applied Science Degree.

~~CERTIFICATE
OF
TECHNOLOGY~~

~~The Certificate of Technology from Galveston College will be granted to the student who completes the following requirements:~~

- ~~1. The student must complete a minimum of 45 semester hours.~~
- ~~2. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.*~~
- ~~3. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.~~

~~4. The student must have a 2.0 grade point average on all work from Galveston College.~~

~~5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.~~

~~6. The student must have satisfactorily settled all college financial obligations.~~

~~*Developmental courses may not be counted or used as hours toward the Certificate of Technology.~~

CERTIFICATE
OF
COMPLETION

The Certificate of Completion from Galveston College will be granted to the student who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog. *
2. The student must earn at least 25 percent of the total credit hours required for the degree ~~and at least 50 percent of the technical/workforce education courses required for the degree~~ at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.
4. If the Certificate of Completion is a Level II Certificate, the student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
5. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Certificate of Completion.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

ADVANCED
TECHNICAL
CERTIFICATE

The Advanced Technical Certificate from Galveston College will be granted to the student who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog. *
2. The student must earn at least 25 percent of the total credit hours required for the certificate ~~and at least 50 percent of the technical/workforce education courses required for the certificate~~ at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.
4. The student must have satisfactorily settled all college financial obligations.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.

*Developmental courses may not be counted or used as hours towards the Certificate.

SECOND
ASSOCIATE
OR SECOND
BACHELORS
DEGREE

Students desiring to earn a second associate degree must complete [all degree requirements with](#) a minimum of an additional 18 semester hours ~~in residence at Galveston College~~. [Students desiring to earn a second bachelors degree must complete all degree requirements with a minimum of an additional 30 semesters at Galveston College.](#)

POSTHUMOUS
DEGREE

A request to award a posthumous degree to a student may be submitted by a family member of the student, a college official, or a Galveston College registered student organization. To be considered, the request must meet one of the following two conditions:

1. When a student's death occurs after **ALL** requirements for the awarding of the degree have been completed (If the student has filed an application for graduation, then the posthumous degree will be awarded without a formal request as outlined above), or

2. When an undergraduate student's death occurs in the final semester of attendance and the student is in good academic and financial standing with the College. Although grades in the final courses, and applications and other arrangements for graduation may not have been completed, the College may consider awarding the degree posthumously.

Upon review and recommendation to the President or designee by the Faculty and Vice President of Instruction, the President or designee shall make the final determination.

The President or designee is authorized to develop criteria and/or procedures, as appropriate, for awarding a posthumous degree.

GUARANTEE
FOR
TRANSFER
CREDIT

Galveston College guarantees to its Associate of Arts and Associate of Science graduates beginning December 1993 and thereafter, that course credits will transfer to other public-supported Texas colleges and universities provided that the conditions outlined in the Graduate Guarantee Agreement are met. Applications for Graduate Guarantee for transfer credit are available in the Counseling Center. If such courses are rejected by the college or the university, the student may take tuition free alternate courses at Galveston College which are acceptable to the college or university.

Special Conditions Which Apply to the Guarantee Are As Follows:

1. **Transferability** means that a course can be or has been accepted in transfer to another college or university. **Transferability Applicability** means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in ~~course Selection Guides~~ an appropriate degree plan dated December 1993 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and,
3. The guarantee applies to courses included in a written transfer (degree) plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made which must be filed with Galveston College.
4. Only college-level courses with Community College Course Guide Manual approved numbers and a common course number are included in this guarantee.
5. If all conditions are met and course or courses are not accepted by a receiving institution in transfer, the student must notify Galveston College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

6. If it is determined that the course or courses are not transferable, Galveston College will allow the student to take up to six (6) semester credit hours of comparable courses, which are acceptable to the receiving institution.
7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
8. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.

**GUARANTEE
FOR
JOB
COMPETENCY**

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to six (6) tuition free credit hours of additional skill training by the college under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree, ~~Certificate of Technology~~, or a Certificate of Completion beginning December 1993, or thereafter in a workforce education / technical program identified in the college catalog.
2. The graduate must have completed the requirements for the Associate in Applied Science degree or Certificate at Galveston College, with a minimum 75 percent of credits earned at Galveston College, and must have completed the degree within a four-year time span.
3. Graduates must be employed full time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry level skills identified by Galveston College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, a faculty member, the appropriate Dean, and Vice President of Instruction will develop a written educational plan for retraining.
7. Retraining will be limited to six (6) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
 9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course related expenses.
 10. The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.
 11. The student's sole remedy against the College and its employees for skill deficiencies shall be limited to six (6) credit hours of tuition free education under conditions described above.
 12. The program can be initiated through written contact with the office of the college president.
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GUARANTEE
FOR
TRANSFER
CREDIT

Galveston College guarantees to its Associate of Arts and Associate of Science graduates beginning December 1993 and thereafter, that course credits will transfer to other public-supported Texas colleges and universities provided that the conditions outlined in the Graduate Guarantee Agreement are met. Applications for Graduate Guarantee for transfer credit are available in the Counseling Center. If such courses are rejected by the college or the university, the student may take tuition free alternate courses at Galveston College which are acceptable to the college or university.

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3. The guarantee applies to courses included in a written transfer (degree) plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made which must be filed with Galveston College.
4. Only college-level courses with Community College Course Guide Manual approved numbers and a common course number are included in this guarantee.
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6. If it is determined that the course or courses are not transferable, Galveston College will allow the student to take up to six (6) semester credit hours of comparable courses, which are acceptable to the receiving institution.
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1. The graduate must have earned the Associate of Applied Science degree, ~~Certificate of Technology~~, or a Certificate of Completion beginning December 1993, or thereafter in a workforce education / technical program identified in the college catalog.
2. The graduate must have completed the requirements for the Associate in Applied Science degree or Certificate at Galveston College, with a minimum 75 percent of credits earned at Galveston College, and must have completed the degree within a four-year time span.
3. Graduates must be employed full time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry level skills identified by Galveston College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, a faculty member, the appropriate Dean, and Vice President of Instruction will develop a written educational plan for retraining.
7. Retraining will be limited to six (6) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
 9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course related expenses.
 10. The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.
 11. The student's sole remedy against the College and its employees for skill deficiencies shall be limited to six (6) credit hours of tuition free education under conditions described above.
 12. The program can be initiated through written contact with the office of the college president.
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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. **Certificate of High School Equivalency.** An individual who has passed the General Education Development Test (GED), HiSET Exam, or the TASC Test 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.** Students who have attended another higher education institution are considered transfer students. Transfer students must submit an Application for Admission and an official college transcript from each college or university attended. Students with less than 15 hours or students who are seeking federal financial aid must also submit an official high school transcript.

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~~ by the Director of Admissions/Registrar and/or the appropriate Vice President or designee. For additional information concerning transfer admissions, students should consult with the Director of Admissions/Registrar or designee. For additional information on transfer of credit to Galveston College, please see Transfer of Credit. (FBA Local)

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** – High school students are able to earn transferable college credit before graduating from high school. Students participating in the Early Admissions

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

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

- i. SAT – Evidenced Based Reading and Writing – 480; Mathematics – 530.
- ii. ACT – ACT Tests taken after February 15, 2023: Combined Score of 40+ on the English and Reading Tests; Math – score of 22+; ACT Tests taken prior to February 15, 2023: 23+ composite with 19 or higher math and/or English
- iii. STAAR – End of Course Exam: English III – 4000; Algebra II – 4000 and a passing grade in high school Algebra II course.
- iv. TSI 2.0 Assessment – Mathematics CRC – 950+ or less than 950 and diagnostic score of 6+; English Language Arts and Reading (ELAR) – 945+ and an essay score of 5+; or, less than 944 and diagnostic score of 5+ and essay score of 5+.

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

- v. PSAT – Evidence Based Reading and Writing – 460; Mathematics – 510.

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. **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 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. **Readmission of Service Members and Reservists.** Service members and reservists are eligible to be readmitted to a program of study if they are temporarily unable to attend class or must suspend their studies due to service requirements. Service members and reservists are admitted to the program with the same status and standing prior to the temporary interruption of attendance.

Documentation for Service Members and Reservists:

(1) A student who submits an application for readmission to an institution under paragraph (c)(1)(iii) of this section shall provide to the institution documentation to establish that—
(i) The student has not exceeded the service limitation in paragraph (c)(1)(ii) of this section; and
(ii) The student's eligibility for readmission has not been terminated due to an exception in paragraph (h) of this section.

(2)(i) Documents that satisfy the requirements of paragraph (g)(1) of this section include, but are not limited to, the following:

(A) DD (Department of Defense) 214 Certificate of Release or Discharge from Active Duty.

(B) Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service.

(C) Letter from the commanding officer of a Personnel Support Activity or someone of comparable authority.

(D) Certificate of completion from military training school.

(E) Discharge certificate showing character of service.

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

(F) Copy of extracts from payroll documents showing periods of service.

(G) Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal activation. (ii) The types of documents that are necessary to establish eligibility for readmission will vary from case to case. Not all of these documents are available or necessary in every instance to establish readmission eligibility.

(3) The College may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated his absence from school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

The student must also give oral or written notice of his/her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury.

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the college's established leave of absence policy and general practices.

The college will promptly readmit the student into the next class or classes in the program, beginning after he/she provides notice of intent to reenroll, unless he/she requests a later date, or unusual circumstances require the school to admit him/her at a later date. This federal requirement supersedes state law—for example, a school must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state. Finally, a student's readmission rights terminate in the case of a dishonorable or bad conduct discharge, general court-martial, federal or state prison sentence, or other reasons as described in 34 CFR 668.18(h).

This practice is not used to secure service member enrollment at the college.

9. **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.

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

- 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.

10. 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, PROGRAMS OF STUDY, OR ANY SPECIFIC CERTIFICATE, ASSOCIATE DEGREE, OR

Admission to Galveston College does not guarantee admission or placement in specific courses, a specific program of study, or any specific certificate, Associate degree, or Baccalaureate degree program. Prerequisites are required for some courses and some programs of study require specific approval or

ADMISSIONS REQUIREMENTS

BACCALAUREATE DEGREE PROGRAM

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. Complete the Galveston College (GC) Application for Admission on the GC website at www.gc.edu, or complete the Texas Common Application for Admission to community colleges on line at www.applytexas.org.
2. Submit the completed Application for Admission to the Galveston College Office of Admissions.

ADMISSIONS REQUIREMENTS

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. Students 22 years of age and older are not required to submit proof of vaccination against Bacterial Meningitis.
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 Advising 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 Campus Security and obtain a replacement.

TRANSFER OF CREDIT
FROM ANOTHER COLLEGE
TO GALVESTON COLLEGE

Credit for courses in which a passing grade (C or better) has been earned may be transferred to Galveston College from a post-secondary institution that is ~~accredited by one of the Texas Higher Education Coordinating Board (THECB) recognized accreditors and/or by one of the US Department of Education recognized accreditors~~ accredited by a U.S. Department of Education recognized accretitor and/or an accretitor recognized by the Texas Higher Education Coordinating Board. It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Galveston College from each institution previously attended. A course from a ~~regionally~~ recognized accredited institution will be accepted in lieu of a specific course at Galveston College only if evidence indicates the course is equivalent. Remedial courses are not transferable.

Students whose overall grade point average is less than 2.0 on a 4.0 scale, may only be admitted by the Director of Admissions/Registrar or the appropriate Vice President. Transfer students who are admitted and whose GPA is less than a 2.0 will be placed on academic probation. Failure to achieve a minimum grade point average of 2.0 for the first 12 credit hours taken at Galveston College while on academic probation will result in academic suspension.

Course work completed at colleges and universities outside the United States ~~or at colleges and universities who are not accredited or whose accreditation is not recognized~~ will be considered for transfer on an individual basis. International transcripts must be evaluated by an ~~accrediting~~ approved evaluation agency prior to enrollment. (A list of ~~accrediting~~ approved evaluation agencies can be obtained from the Office of Admissions.) All foreign credentials submitted to Galveston College must include the original transcript plus a certified English translation. There is no guarantee, even after a transcript has been evaluated, that the credits will be accepted.

ARTICULATION AND
TRANSFER OF WORK
FROM GALVESTON
COLLEGE TO OTHER
COLLEGES AND
UNIVERSITIES

The transfer of College credit to another institution of higher education will depend largely upon proper course selection and quality of work done by the student.

Galveston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Because of this recognition, Galveston College credits are regarded as equivalent to courses of the same description at other colleges and universities. Transfer problems typically occur only when students change their planned educational objectives. Examples of transfer difficulties include those encountered by students who change majors or who change from a two year career education program to an academic transfer program.

Counselors, advisors, and faculty advisors have access to a wide range of information on credit transfer. Students should work with an academic advisor or counselor to design an educational plan consistent with their educational goals. Changes in plans should be discussed with the academic advisor or counselor to avoid potential transfer problems.

In order to assist students transferring to other institutions within the State of Texas, Galveston College has joined with other junior/community colleges and universities in the State of Texas and has adopted a common course numbering system. The purpose of the numbering system is to improve articulation and assist students who are transferring between institutions.

RESOLUTION OF
TRANSFER DISPUTES FOR
LOWER-DIVISION

In accordance with rules and guidelines established by the Texas Higher Education Coordinating Board, if a Texas public institution does not accept a lower-division course credit earned by a student at another Texas public institution, the institution is required to provide a written notice to the student and the sending institution that the transfer of the course credit was denied. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and regulations. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the commissioner of the denial.

The Commissioner of Higher Education or the commissioner's designee shall make the final determination about the dispute concerning the transfer of

course credit and give written notice of the determination to the involved student and the institutions.

Review and Discuss Proposed Revisions to Local Board Policies and Regulations

Staff will present proposed revisions to Local Board Policies and regulations in:

- Section C – Business and Support Services (CDE, CHC, CJA)
- Section E – Instruction (EFBA, EFBC)
- Section F – Students (FB, FBA)

Following discussion, the Committee will determine a recommendation to the Board of Regents regarding these proposed local policies.