

**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, October 20, 2021**, at 5:00 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 August 12, 2020 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 Board Policies: EFAA(LOCAL), 4
EFB(LOCAL), EFBA(LOCAL), FB(LOCAL), and FBA(LOCAL)
- VI. Determine Committee Recommendation to Board of Regents Regarding the Adoption of
Proposed Revisions to Board Policies: EFAA(LOCAL), EFB(LOCAL), EFBA(LOCAL),
FB(LOCAL), and FBA(LOCAL) *(Action Item)*
- VII. Adjournment

The notice for this meeting was posted on October 15, 2021, 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
August 12, 2020
4:30 p.m.**

At the Galveston Community College District Board of Regents Policies Committee Meeting, duly held on Wednesday, August 12, 2020, in Room M-220 of Moody Hall, commencing at 4:30 p.m., the following Policies Committee members were present: Mr. Carroll G. Sunseri, Chairperson, Mr. Raymond Lewis, Jr., Ms. Mary R. Longoria, and Ms. Rebecca Trout Unbehagen. Other Regents attending were: Mr. Armin Cantini, Ms. Karen F. Flowers, and Mr. Fred D. Raschke.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, and Ms. Carol Langston.

- I. CALL TO ORDER:** Chairperson Carroll G. Sunseri opened the meeting at 4:30 p.m. in Room M-220 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 August 6, 2020.
- III. CONSIDER APPROVAL OF MINUTES FROM JUNE 10, 2020 MEETING:** A reading of the minutes from the June 10, 2020 meeting was waived. Ms. Unbehagen 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 PROPOSED REVISIONS TO LOCAL BOARD POLICIES:** Dr. Shelton provided copies of proposed changes to local Board policies:
 - DH – Employee Standards of Conduct
 - DHA – Employee Standards of Conduct: Code of Professional Ethics
 - DIAA – Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence
 - FFDA - Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence
 - FM – Student Discipline and Penalties
 - FMA – Student Discipline and Penalties: Discipline Hearing Procedures

Proposed changes were also published online to review prior to the meeting. Dr. Shelton reviewed each of the proposed changes to local policies recommended by the Texas Association of School Boards (TASB) as a result of new Title IX federal regulations and a Supreme Court ruling. These policies outline procedures dealing with certain matters separate from normal conduct for employees and students.

- VI. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING THE ADOPTION OF PROPOSED REVISIONS TO LOCAL BOARD POLICIES:** Ms. Unbehagen moved to recommend to the Board of Regents that the proposed local policy revisions to DH, DHA, DIAA, FFDA, FM and FMA are adopted as presented to the Committee; Mr. Lewis seconded. The motion passed unanimously.
- VII. ADJOURNMENT:** There being no further business to come before the Policies Committee, the meeting adjourned at 5:00 p.m.

APPROVED AS CORRECT:

Carla D. Biggers, Clerk

Carroll G. Sunseri, Chairperson

Review and Discuss Proposed Revisions to Board Policies
EFAA(LOCAL), EFB(LOCAL), EFBA(LOCAL), FB(LOCAL), and FBA(LOCAL)

Staff will present proposed revisions to the following Board policies for review by the Policies Committee: EFAA(LOCAL), EFB(LOCAL), EFBA(LOCAL), FB(LOCAL), and FBA(LOCAL). 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
EFAA	Local	Core Curriculum	Changes to local policy EFAA provide core curriculum requirements for the Bachelor of Science in Nursing Degree. Includes notation that the BSN degree is pending SACSCOC approval.
EFB	Local	Academic Achievement: Degrees and Certificates Awarded	Changes to local policy EFB includes new language to indicate that the Bachelor of Science in Nursing degree is now offered by Galveston College. Includes notation the BSN degree is pending SACSCOC approval.
EFBA	Local	Degrees and General Graduation Requirements	Changes to local policy EFBA updates the degree requirements for the Bachelor of Applied Science degree and introduces degree and general graduation requirements for the Bachelor of Science in Nursing degree with a notation that the BSN is pending SACSCOC approval.
FB	Local	Admissions Requirements	Changes to local policy FB include language to indicate that early admission students may come from locations other than Galveston high schools, updates to required test scores for dual credit participation, and language required by the Department of Defense for the readmission of active service members and reservists. In addition, Admission Procedures have been updated to reflect the shift to the online application process.
FBA	Local	Transfer of Credit	Changes to local policy FBA include new language required by the Department of Defense for active service members and reservists for the transfer and/or articulation of credit.

CORE
CURRICULUM

Included in the degree requirements for the Associate of Arts, the Associate of Science, ~~and~~ the Bachelors of Applied Science, ~~and the Bachelor of Science in Nursing*~~ degrees at Galveston College is a basic core of general education courses or a core curriculum. The purpose of the Galveston College core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. Further, students are expected to gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and, advance intellectual and practical skills that are essential for all learning.

The core emphasizes the basic intellectual competencies or core objectives—communication (reading, writing, and speaking), critical thinking, empirical and quantitative skills (including numerical comprehension and analysis), teamwork, and social and personal responsibility (including historical consciousness, multicultural awareness, and concern about ethics, aesthetics, and values). Competency in each of the core objectives is established by successful completion of the core courses and the learning outcomes that are embodied in each course which are required for the Associate of Arts, the Associate of Science, ~~or~~ the Bachelors of Applied Science, ~~or the Bachelor of Science in Nursing*~~ Degree.

In accordance with the laws of the State of Texas and the guidelines and procedures established by the Texas Higher Education Coordinating Board (THECB), all Texas public colleges and universities are required to establish a core curriculum. The law and the established guidelines indicate that if a student completes the core curriculum at one public college or university within the State of Texas, that block of courses may be transferred to any other public college or university within the State of Texas and must be substituted for the receiving institution's core curriculum. Further, in accordance with the law and the guidelines, a student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution, unless the THECB has approved a larger core curriculum for that institution.

The Galveston College Core Curriculum consists of eight areas - Communications, Humanities, Visual and Performing Arts, Mathematics, Natural Sciences, Social and Behavioral Sciences, American History, and Government/Political Science. These requirements must be met by every student pursuing an Associate of Arts, an Associate of Science, ~~or~~ a Bachelor of Applied Science, [or Bachelor of Science in Nursing*](#) degree at Galveston College.

[*Pending SACSCOC Approval](#)

CORE
CURRICULUM
COURSE
REQUIREMENTS

The specific course requirements necessary to complete the core curriculum shall be determined by the faculty and the administration and shall be published in the College Catalog.

Galveston College
084502

ACADEMIC ACHIEVEMENT:
DEGREES AND CERTIFICATES AWARDED

EFB
(LOCAL)

The College awards the Associate of Arts, the Associate of Science, the Associate of Applied Sciences, ~~and~~ the Bachelors of Applied Science ~~and the Bachelor of Science in Nursing*~~ degrees to students who have completed a prescribed course of study. In addition, the College awards Certificates of Completion and Certificates of Technology. The degree and certificates awarded are determined by the particular program of study as described in the College catalog.

**Pending SACSCOC approval.*

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 a minimum of 45 credit hours in 3000 level courses or higher in the major field of study as outlined for the degree in the College Catalog.~~
4. 3. The student must complete at least ~~45~~ 30 upper-level semester credit hours in the major field of study at Galveston College.
- ~~5.~~ 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.
- ~~6.~~ 5. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
- ~~7.~~ 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:

(pending
SACSCOC
Approval)

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.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

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 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.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

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 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.*

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours 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

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA
(LOCAL)

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
DEGREE

Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence.

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.

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

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

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~~ High school students 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.

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

*Students must have qualifying scores on **one of the following tests to be considered for Early Admissions and Dual Credit:***

- i. ~~SAT – 1070+ combined with 500 or higher math and/or verbal~~ Evidenced Based Reading and Writing – 480; Mathematics – 530.
- 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)~~ STAAR – End of Course Exam: English III – 4000; Algebra II – 4000 and a passing grade in high school Algebra II course.
- 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~~ 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+.
- 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

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

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.

(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. 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.
 - 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

ADMISSIONS REQUIREMENTS

FB
(LOCAL)

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 A BACHELOR OF APPLIED SCIENCE PROGRAM

Admission to Galveston College does not guarantee admission or placement in specific courses, a specific program of study, or a Bachelor of Applied Science program. 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

ADMISSIONS REQUIREMENTS

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

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 ~~Office of Student Services~~ 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 regional accrediting bodies. 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 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 will be considered for transfer on an individual basis. International transcripts must be evaluated by an accrediting agency prior to enrollment. (A list of accrediting agencies can be obtained by 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.

TRANSFER AND
ARTICULATED CREDIT –
SERVICE MEMBERS

Acceptance of credit and articulated credit transfer agreements are determined by the educational institution to which the student intends to transfer. Galveston College accepts credits in transfer from other institutions in accordance with the principles set forth in the Joint Statement on the Transfer and Award of Credit established by the American Association of Collegiate Registrars and Admissions Officers and in accordance with the policies established by the Galveston College Board of Regents. There is currently no limit to the number of hours a Service

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

Member may earn via the Joint Services Transcript. The college does not use transfer credit policies to discriminate against Service Members or actively seek their enrollment.

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 ~~Commission on Colleges~~. 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.
