

**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 12, 2022**, at 4:30 PM in Room M-202, 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 20, 2021 *(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 Introduction to the Policy Manual 4
 - VI. Review and Discuss Proposed Revisions to Local Board Policies and Regulations 5
 - 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)
 - VII. Determine Committee Recommendation to Board of Regents Regarding the Adoption of Proposed Revisions to Local Board Policies and Regulations *(Action Item)* 54
 - VIII. Adjournment
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The notice for this meeting was posted on , 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 20, 2021
5:00 p.m.**

At the Galveston Community College District Board of Regents Policies Committee Meeting, duly held on Wednesday, October 20, 2021, in Room M-220 of Moody Hall, commencing at 5:00 p.m., the following Policies Committee members were present: Ms. Rebecca Trout Unbehagen, Acting Chairperson, Mr. Raymond Lewis, Jr. (*via Zoom*), and Ms. Mary R. Longoria. Other Regents attending were: Mr. Armin Cantini and Mr. Fred D. Raschke.

Faculty and staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Ms. Shelly Downes, Dr. Cissy Matthews, and Dr. Van Patterson.

- I. **CALL TO ORDER:** Acting Chairperson Rebecca Trout Unbehagen opened the meeting at 5:01 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 October 15, 2021.
- III. **CONSIDER APPROVAL OF MINUTES FROM AUGUST 12, 2020 MEETING:** A reading of the minutes from the August 12, 2020 meeting was waived. Ms. Longoria moved to approve the minutes as presented; Mr. Lewis 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 BOARD POLICIES:** Dr. Shelton provided copies of proposed changes to the following Board policies and a summary index of the proposed changes. They were also published online to review prior to the meeting.
 - EFAA(LOCAL) – Core Curriculum
 - EFB(LOCAL) – Academic Achievement: Degrees and Certificates Awarded
 - EFBA(LOCAL) – Degrees and General Graduation Requirements
 - FB(LOCAL) – Admissions Requirements
 - FBA(LOCAL) – Transfer of Credit

Dr. Shelton explained that these changes update policies to reflect the addition of the new Bachelor of Science in Nursing degree, pending Southern Association of Colleges and Schools (SACS) approval, and new language required by the Department of Defense for active service members and reservists for readmission and the transfer and/or articulation of credit. Other changes were proposed that relate to dual credit and early admission students, the shift to the online application process, and the Bacterial Meningitis vaccination. Dr. Shelton noted that these changes would be effective immediately upon the Board's adoption.

VI. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING THE ADOPTION OF PROPOSED REVISIONS TO LOCAL BOARD POLICIES: Mr. Lewis moved to recommend to the Board of Regents that the proposed revisions to local policies EFAA, EFB, EFBA, FB, and FBA are adopted as presented to the Committee; Ms. Longoria seconded. The motion passed unanimously.

VII. ADJOURNMENT: There being no further business to come before the Policies Committee, the meeting adjourned at 5:11 p.m.

APPROVED AS CORRECT:

Carla D. Biggers, Clerk

Rebecca Trout Unbehagen, Acting Chairperson

Review and Discuss Introduction to the Policy Manual

Dr. Shelton will give an overview and introduction to the Policy Manual.

Review and Discuss Proposed Revisions to Local Board Policies and Regulations

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

- 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)

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
AD	Local	Educational Role, Mission, Purpose, and Responsibility	Updates Policy AD(Local) to reflect the new values as were adopted and set forth in the new institutional strategic plan.
AE	Local	College District Goals and Objectives	Updates Policy AE(Local) to reflect the new strategic goals as were adopted and set forth in the new institutional strategic plan.
BBD	Local	Board Members: Orientation and Training	Updates Policy BBD(Local) to include information and requirements related to cybersecurity training. Also, deletes reference to policy GAA (a policy which no longer exists).
BBE	Local	Board Members: Authority	Updates Policy BBE(Local) to remove a reference to policy GAA (a policy which no longer exists).
BH	Local	Administrative Rules and Regulations	Updates Policy BH(Local) to remove a reference to policy GAA (a policy which no longer exists).
CF	Local	Purchasing and Acquisition	Updates Policy CF(Local) to be more consistent with Policy CF(Legal). The updates include new language for emergency exceptions as well as updated language for competitive bidding and competitive sealed bids.
CHF	Local	Weapons	Updates Policy CHF(Local) to include as a prohibited weapon a gun or firearm with a silencer.
CIA	Local	Equipment and Supplies Management: Records Management	Updates Policy CIA(Local) to include who is responsible for appointing the Records Management Officer, as well as matters pertaining to the training of the Records Management Officer. In addition, there is updated language pertaining to electronic records and records destruction practices.
CJA	Local	Transportation Management: Maintenance and Use of Vehicles	Updates to Policy CJA(Local) removes a reference to Policy DO(Local) (A policy which no longer exists).
CM	Local	Facilities Construction	Updates to Policy CM(Local) adds language which allows for emergency exceptions to purchasing and construction guidelines in the event of a catastrophe, emergency, or natural diester.
DK	Local	Professional Development	Updates Policy BBD(Local) to include information and requirements for professional development as set forth by SACSCOC, as well as requirements related to cybersecurity training.

**GALVESTON COLLEGE
PROPOSED BOARD POLICIES**

Policy		Policy Title	Comments
ECC	Local	Instructional Arrangements: Student Course Load and Schedules	Updates to Policy ECC(Local) adds language to clarify the limitations on student drops in the event of a disaster declared by the Governor.
EE	Local	Curriculum Development	Updates to Policy EE(Local) removes language requiring a hard copy of a course syllabus be maintained. (All syllabi are now published on the web and stored electronically.) Additional changes include clarification of faculty participation in textbook selection.
EFAA	Local	Core Curriculum	Updates to Policy EFAA(Local) deletes references to pending approval by SACSCOC of the BSN program.
EFB	Local	Academic Achievement: Degrees and Certificates Awarded	Updates to Policy EFB(Local) updates language regarding the degrees and certificates awarded by the College. Based on SACSCOC approval, the College is approved to award certificates, associate degrees, and baccalaureate degrees.
EFBA	Local	Degrees and General Graduation Requirements	Updates to Policy EFBA(Local) deletes references to pending approval by SACSCOC of the BSN program.
EGC	Local	Awards and Academic Recognition	Updates to Policy EGC(Local) changes the number of upper-level hours required to graduate with honors for baccalaureate students from 45 to 30. (Re: There are only 30 required upper-level hours in the BSN program.)
FB	Local	Admissions Requirements	Updates to Policy FB(Local) clarifies language which indicates that admission to the College does not of and in itself guarantee admission or placement in any specific course, program of study or any specific certificate, associate degree, or baccalaureate degree program.
FBA	Local	Transfer of Credit	Updates to Policy FBA(Local) update and clarify guidelines by which the College accepts and transfers credit from another college.
GK	Local	Relations with Educational Accreditation Agencies	Updates Policy GK(Local) to reflect the current name of the Southern Association of Colleges and Schools Commission on Colleges.

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD
(LOCAL)

- VISION The College District's vision statement is:
- Galveston College – a beacon of light guiding life-long learning.*
- MISSION The College District's mission statement is:
- Galveston College, an innovative public post-secondary institution dedicated to student success, teaching, and learning, creates accessible learning opportunities to fulfill individual and community needs by providing high-quality educational programs and services.
- VALUES The shared values listed below are among the beliefs that guide the College District in the development of its mission, goals, programs, and services. The values include:
- ACCESS – Providing an open door to learning while extending accessible educational opportunities to qualified students *of all ages* who can *profit benefit* from instruction.
 - ~~ACADEMIC EXCELLENCE AND STUDENT SUCCESS~~ – Providing high-quality, learning-centered programs and services that focus on achieving student success. *and academic excellence while improving student learning outcomes.*
 - INTEGRITY – Fostering a culture of trust, honesty, openness, and fairness, while upholding high ethical standards.
 - RESPECT – Fostering an environment that seeks to understand and value the importance and contributions of each individual.
 - DIVERSITY, EQUITY, AND INCLUSION – *Affirming and empowering members of the college community by celebrating diversity, inclusion, and cultural awareness.* Foster a culture that affirms and empowers all members of the College community, recognizes that not everyone starts from the same place, where we value, celebrate, and learn from our differences, and all people are treated with respect and dignity.
 - ~~INNOVATION CULTURE OF EXCELLENCE~~– *Creating and developing learning opportunities that support business and industry through innovative teaching learning methods and strategies.* Promote a culture the pursues excellence and supports new ideas and creative endeavors that advance the mission and purposes of the College.

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD
(LOCAL)

- STEWARDSHIP – ~~Ensuring fiscally sound business practices to provide the resources necessary to foster teaching and learning for today and tomorrow.~~ Ensure responsible and ethical accountability for the resources entrusted to the College so as to provide the necessary support to foster teaching and learning for today and tomorrow.

PURPOSE

In accordance with Texas Education Code, Section 130.003, the College District shall provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. occupational programs leading directly to employment in semi-skilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy and other basic skills programs for adults; and,
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.

COLLEGE DISTRICT GOALS AND OBJECTIVES

AE
(LOCAL)

STRATEGIC GOALS

- Goal 1: Student Access ~~and Enrollment~~ – ~~Provide an open door to learning and extend accessible educational opportunities to students of all ages who are able to benefit from instruction.~~ Improve access to quality education by being a student-ready college that focuses on connection and entry processes and excellent programs that serve a diverse student population.
- Goal 2: Student Success – ~~Improve student success through high-quality, learning-centered programs and support services that reflect the highest expectations and academic standards.~~ Advance student success outcomes, consistent with students' intentions, by working to eliminate barriers, to close achievement gaps and to provide high-quality, learner-centered educational and support service programs.
- Goal 3: Employee ~~Development~~ Success – ~~Continue to provide for a qualified and diverse faculty and staff through fair hiring processes and continuous professional development, as well as a competitive salary and benefits program accompanied by a healthy and safe work environment.~~ Continue to invest in and support a high-quality and diverse *faculty* and staff that are focused on student success, a culture of excellence, and advancing the College's mission and goals.
- Goal 4: Institutional Resources – ~~Provide equipment, technology resources, facilities, and grounds that create a physical environment conducive to teaching and learning, as well as student success in the 21st Century.~~ Ensure the College has the financial, physical, and technological resources needed to enhance effective and efficient operations; create inviting, safe and supportive environments; and provide for future expansion.

Orientation of New Board Members

The Board and the President shall provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the [G head of district/college/ESC, initial upper case] and other administrative personnel designated by the [G head of district/college/ESC, initial upper case] to discuss services the administration performs for the Board.
4. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the [G head of district/college/ESC, initial upper case] deems useful in fulfilling the role of Board member.

Annual Training Plan

The President shall work with the Board to develop and implement an annual plan to address the training needs of Board members.

Cybersecurity Training

The President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

Public Information Coordinator

The President or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012.

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

BOARD AUTHORITY

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

TRANSACTIONING
BUSINESS

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Each action of the Board supported by the majority is binding on the whole Board.

INDIVIDUAL
AUTHORITY FOR
COMMITTING THE
BOARD

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Chairperson of the Board, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

INDIVIDUAL ACCESS
TO INFORMATION

An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See-GAA]

LIMITATIONS

In accordance with the policies on student records at FJ(LEGAL) and (LOCAL), individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records.

REQUESTS FOR
RECORDS

Individual members shall seek access to records or request copies of records from the College President.

REQUESTS FOR
REPORTS

Directives to the College President or other College District staff regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.

CONFIDENTIALITY

At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or other College District employee shall advise them of their responsibility to comply with confidentiality requirements.

REFERRING
COMPLAINTS

If employees, students, or citizens bring a concern or complaint to an individual Board member, he or she shall refer them to the College President or designee, who shall proceed according to appropriate Board policies and/or procedures.

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

STAFF AUTHORITY

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.

ADMINISTRATIVE RULES AND REGULATIONS

BH
(LOCAL)

DEVELOPMENT

The College President or designee shall be responsible for developing administrative regulations and procedures, consistent with law and Board policies, to serve as detailed guidelines for the operation of the College District. These regulations or procedures shall be designed to implement Board policies and to achieve the goals and objectives of the College District. In the event of conflict between Board policy and administrative procedures, Board policy shall prevail.

DISTRIBUTION

The College President or designee shall be responsible for distributing the College District's regulations and procedures, including manuals or handbooks, which shall be reviewed and approved by the College President or designated staff prior to distribution.

All administrative regulations or procedures, including manuals and handbooks, shall be kept up to date and shall be made accessible to staff and the public as required by the Public Information Chapter of the Government Code. ~~[See GAA]~~

Purchasing Authority	The Board delegates to the College President or designee the authority to determine the method of purchasing, in accordance with CF(Legal), and to make budgeted purchases for goods and services. Any purchases not included in the budget shall be taken to the Board for approval.
Emergency Exception	In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The President shall report to the Board at the next regular meeting any contract made under this authority.
Purchasing Procedures	The College President or designee shall develop purchasing procedures to implement the requirements of state and federal law. [See CAA, CAAB, and CH(LEGAL)]
Purchasing Method	The Board delegates to the College President or designee the authority to determine the method of purchasing in accordance with state and federal law.
Competitive Bidding	<p>If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>If competitive bidding is chosen as the purchasing method, the President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The College District may reject any and all bids.</p>
Competitive Sealed Proposals	If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be

~~withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.~~

If competitive sealed proposals are chosen as the purchasing method, the President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals.

Electronic Bids or Proposals

Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

Purchase Commitments

All purchase commitments shall be made by the College President or designee, in accordance with administrative procedures, including the College District's purchasing procedures.

Personal Purchases

College District employees shall not be permitted to make purchases for personal use through the College District's business office.

Delinquent Franchise Taxes

Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

WEAPONS

CHF
(LOCAL)

Students, employees, and/or visitors may not bring to any campus or a college-related activity any weapons prohibited by law or identified below:

1. Fireworks of any kind;
2. Firearms (except as provided for in this policy or in CHFA (Local) Weapons: Carry of Concealed Weapons). The definition of firearms includes, but is not limited to, pellet guns, [guns/firearms with silencers](#), BB guns (spring loaded or otherwise), paint ball guns, or other devices designed to expel a projectile with or without the use of pressurized air;
3. Firearm replica;
4. Explosives;
5. Incendiary devices;
6. Illegal knives;
7. Clubs;
8. Razors;
9. Chains;
10. Martial arts weapons; for example, throwing stars; and,
11. Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.

Exceptions to the above may be authorized by the College President for instructional purposes and/or other purposes as may be appropriate. Additionally, a firearm or ammunition that is stored or transported in a locked, privately owned or leased motor vehicle by a person who holds a license to carry a concealed handgun and who lawfully possesses the firearm or ammunition does not constitute a violation of this policy as long as the vehicle is in a street or driveway located on the campus of the College District or in a parking lot, parking garage, or other parking area located on the campus of the College District.

VIOLATIONS

Students found to be in violation of this policy shall be subject to disciplinary action, up to and including removal, probation, suspension, or expulsion. Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination of employment. Anyone found with an illegal weapon may be referred to the criminal justice system for further investigation and/or prosecution.

The College President or designee shall oversee the performance of records management functions prescribed by state and federal law:

- Records Management Officer, as prescribed by Local Government Code 203.023
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CFE]
- Officer for Public Information, as prescribed by Government Code 552.201–.205 [See GAB]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

**Local Government
Records Act**

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

Local Government
Record

Records
Management
Officer

The College President or designee shall serve as and perform the duties of the College District’s records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

The records management officer shall file the officer’s name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the College District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and

4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control
Schedules

The records management officer shall file with the TSLAC a written certification that the College District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

Website Postings

The College District's records management program shall address the length of time records will be posted on the College District's website when the law does not specify a posting period.

Records Destruction Practices

All local government records shall be considered College District property and any unauthorized destruction or removal shall be prohibited. The College District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the College District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. ~~Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained.~~ Examples include, but are not limited to:

1. In the event or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or,
3. In the event of a public information request.

Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

Training

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable College District staff are trained on the College District's records management program, including this policy and corresponding procedures.

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 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.

~~{See DO(LOCAL)}~~

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.

Compliance with Law	The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.
Construction Contracts	<p>Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the College President shall recommend the project delivery/contract award method that he or she the President determines provides the best value to the College District. [See CM series]</p> <p>For construction contracts valued at or above \$50,000, the College President shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the President and consistent with law and policy. [See also CF]</p>
Emergency Exception	In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.
Change Orders	Change orders permitted by law shall be approved by the Board or its designee prior to executing any changes in the approved plans or in the actual construction of the facility.
Project Administration	<p>All construction projects shall be administered by the President or designee.</p> <p>The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.</p>
Final Payment	The College District shall not make final payments for the construction or the supervision of construction until the work has been completed and the College District has accepted the work.

Each employee shall meet the professional development standards described by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative procedures.

Cybersecurity Training

The President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. The President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

ASSISTANCE TO FACULTY WHOSE PRIMARY LANGUAGE IS NOT ENGLISH

In accordance with the Texas Education Code, a candidate for employment shall be asked to identify his or her primary language. Once the selection process is complete and the employment paperwork is processed, any candidate who identified his or her primary language as a language other than English shall be asked to take the "Test of Spoken English" of the Educational Testing Service or other similar test as may be approved by the College District and the Coordinating Board.

A faculty member who does not self-identify or who cannot document proficiency in English as his or her primary language shall be tested with an approved assessment instrument. Any instructor who fails to achieve a satisfactory score on the test shall be required, at his or her own expense, to take one or more appropriate courses until he or she is able to achieve a satisfactory score and demonstrate proficiency.

INSTRUCTIONAL ARRANGEMENTS
STUDENT COURSE LOAD AND SCHEDULES

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COURSE LOAD The normal course load for a full-time student for the fall or spring semester shall be 15 semester hours. Course loads of 19 semester hours or more shall require the approval of the Vice President of Instruction or designee.

During a five or six-week summer term, a full-time student shall normally enroll in 6 to 8 semester hours or 12 to 14 hours for the full summer. Course loads in excess of 8 semester hours for a five or six-week term or 16 semester hours for a full summer shall require the approval of the Vice President of Instruction or designee.

LIMITATION ON NUMBER OF DROPPED COURSES A student shall not be permitted to drop more than six courses. This limit on the number of dropped courses shall include any course a student has dropped at another institution of higher education. **For the limit to apply:**

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and,
3. The student must not have dropped the course to withdraw for the College District.

EXCEPTIONS FOR GOOD CAUSE A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of sick, injured, or needy person if providing that the care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family;
4. The death of a person who has a sufficiently close relationship to the student;

5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student; ~~or~~;
7. A change in student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or,
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, that significantly affects the student's ability to participate in the coursework.

A course dropped by a student during the 2020 spring or summer semester or the 2020-2021 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

PROCEDURES The College President or designee shall develop appropriate procedures to implement this policy.

CURRICULUM DEVELOPMENT

EE
(LOCAL)

CURRICULUM DEVELOPMENT	The vigor of any educational institution depends, in large measure, upon the quality, relevance, breadth, and timeliness of its curriculum. As the society and culture change, new courses and programs must be added and old curriculum components must be updated/revised or deleted. Adequate curriculum development requires the commitment of all faculty members and the administration as well. It should be systematic, on going, and well planned.
FACULTY RESPONSIBILITY	The Faculty of the College have the primary responsibility for the content, quality, and effectiveness of the curriculum and for the current instructional programs. The Faculty in partnership with the Vice President of Instruction and the Curriculum Committee have the primary responsibility for the development of new instructional initiatives. The Vice President of Instruction shall work with the faculty, program coordinators, division directors, the deans, the curriculum committee, and others as may be required to maintain the quality, relevance, breadth, and timeliness of the curriculum.
BOARD'S AUTHORITY	The Board has the authority and the responsibility to approve the curriculum of the College as proposed by the faculty, the administration, and the President.
COURSE SYLLABI	Each course in the Galveston College curriculum shall be taught from a current course syllabus. This syllabus is intended to communicate basic course information and course expectations to students, teaching colleagues, administrators, and accrediting personnel. A copy of the syllabus shall be posted on the College's website. In addition, a current copy of each syllabus shall be maintained in the office of the Division Director and the office of the appropriate Dean. Syllabi shall be reviewed annually to ensure the contents are current with regard to course content, teaching methods, course requirements, and required readings. Students enrolled in a course shall be provided the opportunity to review the syllabus for that course during the initial week of classes each term and through access to the College's website.
TEXTBOOK SELECTION	The College President or designee shall develop procedures for textbook and/or other course materials adoption, review, and

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change. ~~Such procedures shall incorporate, insofar as is possible, the subject matter knowledge and skill of instructors in selecting those materials best suited for the realization of the College's educational goals and objectives.~~ The procedures shall include and incorporate faculty participation and shall focus on the educational goals and objectives of the College.

CORE
CURRICULUM

Included in the degree requirements for the Associate of Arts, the Associate of Science, the Bachelor 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, the Bachelor 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, 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
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ACADEMIC ACHIEVEMENT:
DEGREES AND CERTIFICATES AWARDED

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The College awards Certificates, the Associate degrees of Arts, the Associate of Science, the Associate of Applied Sciences, and Baccalaureate degrees. the Bachelor 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, including Level 1 Certificates, Level 2 Certificates, Advance Technology Certificates. 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
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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:

(pending
SAGSCOC
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.
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

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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

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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.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

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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

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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

DEGREES AND GENERAL GRADUATION REQUIREMENTS

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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.

HONOR
STUDENTS

Galveston College has several means of recognizing students for their outstanding and distinguished academic achievement.

President's List - Students who have a 3.9 average or better and who are taking at least twelve (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the President's Honor List at the end of each long semester.

Vice President's List - Students who have a grade point average of 3.6, but less than 3.9 and who are taking at least (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the Vice-President's Honor List at the end of each long semester.

Dean's List - Students who have an grade point average of 3.2, but less than a 3.6 and who are taking at least twelve (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the Dean's Honor List at the end of each long semester.

GRADUATION
WITH HONORS

Cum Laude:

Students who are graduating with an Associate Degree (A.A., A.S., or A.A.S), who have at least 24 semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point average of at least 3.5 (on a 4.0 scale) on all work attempted will graduate cum laude (with honors).

Students who are graduating with a ~~Bachelor of Applied Science degree (B.A.S.)~~ Baccalaureate Degree who have at least 45 30 upper-level semester hours at Galveston College, and who have a grade point average of at least 3.5 (on a 4.0 scale) on all work attempted will graduate cum laude (with honors).

Magna Cum Laude:

Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point

average of at least 3.75 (on a 4.0 scale) on all work attempted will graduate magna cum laude (with high honors).

Students who are graduating with a ~~Bachelor of Applied Science degree~~ Baccalaureate Degree, who have at least 45 30 upper-level semester hours at Galveston College, and who have a grade point average of at least 3.75 (on a 4.0 scale) on all work attempted will graduate magna cum laude (with high honors).

Summa Cum Laude:

Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point average of at least 3.9 (on a 4.0 scale) on all work attempted will graduate summa cum laude (with highest honors).

Students who are graduating with a ~~Bachelor of Applied Science degree~~ Baccalaureate Degree, who have at least 45 30 upper-level semester hours at Galveston College, and who have a grade point average of at least 3.9 (on a 4.0 scale) on all work attempted will graduate summa cum laude (with highest honors).

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 Certificate of High School Equivalency.** An individual who has passed the General Education Development Test (GED), **HiSET Exam**, or the **TASC Test** will be

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admitted upon completion of an Application of Admission and presentation of acceptable GED scores, as certified by the State of Texas.

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

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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 – 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+.
- 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

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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

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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

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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.

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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

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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 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,

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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~~ ANY SPECIFIC CERTIFICATE, ASSOCIATE DEGREE, OR BACCALAUREATE DEGREE 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~~ any specific certificate, Associate degree, or Baccalaureate degree 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 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

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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.
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

ADMISSIONS REQUIREMENTS

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 regional accrediting bodies~~ 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. 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 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

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.

COLLEGES AND
UNIVERSITIES

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.

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

GK
(LOCAL)

SUBSTANTIVE
CHANGE

The College District shall maintain accreditation with the ~~Commission on Colleges of the Southern Association of Colleges and Schools~~ Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The College District shall comply with all policies and standards established by the ~~Commission on Colleges of the Southern Association of Colleges and Schools~~ Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Further, in accordance with the Substantive Change Policies and Procedures established by ~~the Commission on Colleges~~ SACSCOC, the College District shall notify ~~the Commission on Colleges~~ SACSCOC of any substantive changes, and when required, seek approval prior to initiating the change.

Review and Discuss Proposed Revisions to Local Board Policies and Regulations

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

- 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)

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