



**Galveston  
College**

# **2019-2020 STUDENT HANDBOOK**



# MAKE IT REAL!

REAL LIFE. REAL EXPERIENCES. REAL JOBS.

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Galveston  
College

MAIN CAMPUS

4015 AVENUE Q, GALVESTON, TX 77550

CHARLIE THOMAS FAMILY

APPLIED TECHNOLOGY CENTER

7626 BROADWAY, GALVESTON, TX 77554



## STUDENT HANDBOOK

Welcome!

The faculty, staff, Board of Regents, and administrators are committed in supporting every student in accomplishing their individual educational goals. We are here to provide resources and support. However, you must also commit to achieving academic success. Commitment means regularly attending classes ready to learn, setting aside adequate study time, and utilizing academic support services.

We encourage that you take advantage of the Learning Resource Center (library), Computer Labs, Student Success Center (tutoring), Testing Center, Fitness Center, and food services. Become a part of the campus community by joining student clubs and organizations, participating in intramural sports, engaging in student activities, watching Whitecaps sporting events (baseball and softball) and devoting time to doing community service as part of the College's service-learning initiative.

The Student Handbook is intended to provide information about policies and procedures and to be a useful tool for your academic success. The Galveston College catalog is the primary source for information about academic policies and regulations that govern students' academic life. As a student of Galveston College, you are responsible for knowing and abiding by the policies and regulations set forth in the college catalog. The catalog is accessible online at <https://www.gc.edu/admissions/catalogs/>.

### *Accreditation Statement*

*Galveston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree.*

*For question about the status of Galveston College  
Contact Southern Association of Colleges and Schools Commission on Colleges at  
1866 Southern Lane, Decatur, Georgia 30033-4094 or call 404-679-4501.*

**All information contained in this student handbook is subject to change without notice.**

Galveston College is an equal opportunity institution in education and employment. It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, disability, genetic information or veteran status.

## **PRESIDENT'S MESSAGE**



On behalf of the faculty, staff and the Board of Regents of the Galveston Community College District, welcome to Galveston College.

The information contained in this handbook is made available for our students so that you may become familiar with policies and procedures, student services and facilities. As a student at Galveston College, you will have the opportunity to work with faculty and staff who are committed to your success. You will enjoy a host of student activities, special events, intramurals and National Junior College Athletic Association competitions in baseball and softball.

I believe you will be impressed with the quality and dedication of the Galveston College faculty. If there is any way I can help make your experience at Galveston College more productive, please let me know. Welcome to Galveston College and thank you for engaging our vision of Galveston College as a beacon of light guiding lifelong learning.

W. Myles Shelton, Ed.D.  
President  
Appointed 2007

## **BOARD OF REGENTS**

The nine-member Board of Regents of Galveston College is elected at-large by residents of the Galveston Island, Port Bolivar and Crystal Beach. These Regents give unselfishly of their time and represent their constituents for six-year-terms.

Mr. Raymond Lewis Jr., Chairperson (Position 4)  
Ms. Karen F. Flowers, Vice Chairperson (Position 3)  
Mr. Fred Raschke, Secretary (Position 2)  
Ms. Rebecca Trout Unbehagen (Position 7)  
Mr. Armin Cantini (Position 9)  
Ms. Mary R. Longoria (Position 1)  
Mr. Michael B. Hughes (Position 5)  
Mr. Carl E. Kelly (Position 8)  
Mr. Carroll G. Sunseri (Position 6)



Galveston College adopted the Vision Statement for the College in 2005 as "A Beacon of Light Guiding Lifelong Learning" and secured the cupola of the former South Jetty Lighthouse near East Beach from the United States Coast Guard after it was salvaged by Galvestonian George P. Mitchell. The cupola was loaned to Galveston College and restored by gifts from John and Cindy Sullivan for placement in the entry to Galveston College in an area named "Beacon Square". The South Jetty lighthouse cupola and Beacon Square were dedicated in a ceremony in November 2006.



**Galveston College is a smoke free campus.**

## ACADEMIC CALENDAR

<b>FALL 2019</b>	
4/15/2019	Begin Registration for Summer and Fall 2019 Classes
8/16/2019	General Assembly for Faculty & Staff ( <b>College CLOSED</b> )
8/19/2019 – 8/22/2019	Fall 2019 General Registration
8/23/2019 – 8/24/2019	Late Registration for Fall 2019
8/26/2019	Fall 2019 Begin
8/30/2019	Last Day to Add/Drop
8/30/2019	Last Day to Add/Drop for Financial Settlement
9/02/2019	Labor Day ( <b>College CLOSED</b> )
9/11/2019	12th Class Day (Census Date)
9/11/2019	Last Date to File for Graduation
9/11/2019	Last Day to Drop Without Receiving a 'W'
10/18/2019	Midterm
11/11/2019	Begin Registration for Spring 2020 and Winter Mini
11/15/2019	Last Day to Submit an AWN
11/15/2019	Last Day to Withdraw with a 'W'
11/27 -12/01/2019	Thanksgiving Holidays ( <b>College CLOSED</b> )
12/6 -12/2019	Final Exams
12/13/2019	Grades Due to Admissions by 10:00 am
12/17/2019-1/06/2020	Winter Break - <b>College CLOSED</b>
<b>FALL SECOND START (12 Weeks)</b>	
9/23/2019	Classes Begin
10/03/2019	Census Date
12/06–12/2019	Final Exams and End of Semester
12/13/2019	Grades Due at 10:00 AM
<b>FALL SECOND START OR LATE START (11 Weeks)</b>	
10/07/2019	Classes Begin
10/15/2019	Census Date
12/06–12/2019	Final Exams and End of Semester
12/13/2019	Grades Due at 10:00 AM
<b>FALL (1<sup>st</sup> 8 Weeks)</b>	
08/26/2019	Classes Begin
9/06/2016	Census Date
10/18/2019	Final Exams and End of Semester
10/21/2019	Grades Due at 10:00 AM

## ACADEMIC CALENDAR (continued)

<b>FALL (2<sup>nd</sup> 8 Weeks)</b>	
10/21/2019	Classes Begin
10/31/2019	Census Date
12/06 –12/2019	Final Exams and End of Semester
12/13/2019	Grades Due at 10:00 AM
<b>FALL (Last 6 Weeks)</b>	
11/04/2019	Classes Begin
11/7/2019	Census Date
12/06 –12/2019	Final Exams and End of Semester
12/13/2019	Grades Due at 10:00 AM
<b>WINTER MINI-SEMESTER</b>	
12/16/2019	Classes Begin
12/17/2019	Census Date
1/09/2020	Final Exams and End of Semester
1/13/2020	Grades Due at 10:00 AM
<b>SPRING 2020</b>	
11/11/2019	Begin Registration for Winter Mini and Spring 2020 Classes
1/06/2020	Administrative Offices Reopen for Spring at 8:00 AM
1/10/2020	General Assembly for Faculty & Staff - <b>College CLOSED</b>
1/13-15/2020	Spring General Registration
1/16-17/2020	Late Registration
1/20/2020	Martin Luther King Day - <b>College CLOSED</b>
1/21/2020	Spring Classes Begin
1/27/2020	Last Day to Add/Drop
1/27/2020	Last Day to Add/Drop Financial Settlement
2/05/2020	Last Day to File for Spring 2020 Graduation
2/05/2020	12 <sup>th</sup> Class Day (Spring Census Date)
2/05/2020	Last Day to Drop without Receiving a “W”
3/09–13/2020	Spring Break - <b>College CLOSED</b>
03/20/2020	Midterm
4/10/2020	Good Friday Holiday – <b>College CLOSED</b>
4/13/2020	Begin Registration for Summer and Fall 2020 Classes
4/17/2020	Last Day to Withdraw with a “W”
4/17/2020	Last Day to Submit AWN
5/7 -13/2020	Final Exams and End of Semester
5/14/20120	Grades Due at 10:00 AM
5/15/2020	Graduation/Commencement
5/18/2020	Summer Work Hours Begin

## ACADEMIC CALENDAR (continued)

<b>SPRING SECOND START (12 Weeks)</b>	
2/17/2020	Classes Begin
2/27/2020	Census Date
5/07–13/2020	Final Exams and End of Semester
5/14/2020	Grades Due at 10:00 AM
<b>SPRING SECOND START (11 Weeks)</b>	
2/24/2020	Classes Begin
3/04/2020	Census Date
5/07–13/2020	Final Exams and End of Semester
5/14/2020	Grades Due at 10:00 AM
<b>SPRING (1<sup>ST</sup> 8 Weeks)</b>	
1/21/2020	Classes Begin
01/28/2020	Census Date
3/20/2020	Final Exams and End of Semester
3/23/2020	Grades Due
<b>SPRING (2<sup>ND</sup> 8 Weeks)</b>	
3/20/2020	Classes Begin
3/31/2020	Census Date
5/07–13/2020	Final Exams and End of Semester
5/14/2020	Grades Due at 10:00 AM
<b>SPRING (Last 6 Weeks)</b>	
4/06/2020	Classes Begin
04/09/2020	Census Date
5/07–13/2020	Final Exams and End of Semester
5/14/2020	Grades Due at 10:00 AM
<b>MAY MINI-SEMESTER 2020</b>	
5/18/2020	Classes Begin
5/19/2020	Census Date
6/04/2020	Final Exams and End of Semester
6/8/2020	Grades Due at 10:00 AM
<b>SUMMER (13 WEEK SUMMER CLASSES)</b>	
5/18/2020	Classes Begin
6/01/2020	Census Date
8/13/2020	Final Exams and End of Semester
08/17/2020	Grades Due



## ACADEMIC CALENDAR (continued)

<b>SUMMER I 2020</b>	
4/13/2020	Begin Registration for Summer and Fall 2020 Classes
5/25/2020	Memorial Day - <b>College CLOSED</b>
6/01-6/03/2020	Summer I General Registration
6/04/2020	Late Registration for Summer I Classes
6/08/2020	Summer I Classes Begin
6/09/2020	Last Day to Add/Drop and for Financial Settlement
6/11/2020	Census Date
6/11/2020	Last Day to Drop without Receiving a “W”
7/01/2020	Last Day to Withdraw with a “W”
7/02/2020	Independence Day Observed - <b>College CLOSED</b>
7/09/2020	Summer I Final Exams and End of Semester
7/13/2020	Summer I Grades Due at 10:00 AM
<b>SUMMER II 2020</b>	
4/13/2020	Begin Registration for Summer and Fall 2020 Classes
7/02/2020	Independence Day Observed - <b>College CLOSED</b>
7/06-8/2020	Summer II General Registration
7/9/2020	Late Registration for Summer II Classes
7/13/2020	Summer II Classes Begin
7/14/2020	Last Day to Add/Drop and for Financial Settlement
7/16/2020	Census Date
8/06/2020	Last Day to Withdraw with a “W”
8/10/2020	College Return to Regular Hours
8/13/2020	Summer II Final Exams and End of Semester
8/17/2020	Summer II Grades Due at 10:00 AM

## MISSION AND GOALS

### I. VISION

“**GALVESTON COLLEGE** – *a beacon of light guiding lifelong learning.*”

### II. MISSION

“**GALVESTON COLLEGE**, a comprehensive community college 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.”

### III. VALUES

The Board of Regents has developed a list of seven values that are an integral part of the College Mission and Vision. The values reinforce the Board’s desire to provide ethical leadership and are used in making decisions undertaken by the college community as the Mission is operationalized.

From the development of strategic goals to the simplest actions and decisions taken by college staff, these values will manifest themselves.

- **Access** – Providing an open door to learning while extending accessible educational opportunities to qualified students of all ages who can profit 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 and Inclusion** – Affirming and empowering members of the college community by celebrating diversity, inclusion, and cultural awareness.
- **Innovation** – Creating and developing learning opportunities that support business and industry through innovative teaching-learning methods and strategies.
- **Stewardship** – Ensuring fiscally sound business practices to provide the resources necessary to foster teaching and learning for today and tomorrow.

#### **IV. PURPOSES**

**In purposes of Galveston College are defined in the Texas Education Code, Section 130.003, and shall be to provide:**

- Technical programs up to two years in length leading to associate degrees or certificates;
- Occupational programs leading directly to employment in semi-skilled and skilled occupations;
- Freshman and sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading;
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- Continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development programs designed to meet local and statewide needs;
- Adult literacy programs and other basic skills programs for adults; and,
- Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the Galveston College Board of Regents, in the best interest of post-secondary education in Texas.

Galveston College exists to serve these purposes as they relate first to the local service areas, then to the State of Texas, and finally, to the nation. Further, Galveston College accepts the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students.

#### **V. GOALS**

**The College District shall:**

- Provide an open door to learning and extend accessible educational opportunities to students of all ages who can benefit from instruction;
- Improve student success through high-quality, learning-centered programs and support services that reflect the highest expectations and academic standards;

- 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; and,
- 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.

## **VI. PHILOSOPHY**

The faculty, staff, Board of Regents, and administrators at Galveston College are committed to the concept that our College is be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Galveston College without regard to age, race, color, religion, national origin, gender, disability, genetic information, or veteran status.

In keeping with this philosophy, Galveston College recognizes and accepts the responsibility for providing curricula for university-bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The College will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

## **CAMPUS FACILITIES**

Galveston College's Main Campus, inclusive of satellite parking, occupies a full city block in the heart of one of the city's major residential areas just six blocks north of the Gulf of Mexico and Seawall Boulevard. A completely modern campus environment, with exquisite architectural design, provides classrooms and commons in a blend of new and renovated buildings. Campus facilities and services are described on the following pages.

## **GENERAL INFORMATION**

### **BUILDING SYMBOLS**

These symbols are used in the class schedules and online that are printed for distribution each semester. An explanation is as follows:

- **ATC** - Charlie Thomas Family Applied Technical Center  
(located at 7626 Broadway, Galveston, Texas)
- **M** - Moody Hall
- **N** - Mary Moody Northern Center
- **R** - Regents Hall
- **FA** - Fine Arts Building
- **H** - Hermes Fitness Center
- **SC**- Eudine Meadows Cheney Student Center
- **SW**- Abe and Annie Seibel Foundation Wing

## **MOODY HALL (M)**

Moody Hall is the oldest of the five major buildings at the Main Campus. It was once the St. Mary's Orphanage in Galveston, and it was the College's first building acquisition. The "campus center" building features:

### **First Floor**

Admissions  
Bookstore  
Continuing Education  
Counseling and Advising Center  
Financial Aid

### **Second Floor**

Administration  
Business Office  
Lecture Room

## **REGENTS HALL (R)**

Regents Hall is located in the center of the College campus. A multitude of classrooms, conference rooms, faculty offices, and science and computer laboratories make this flagship facility one of the College's major assets. Some of the Regents Hall facility highlights of interest to students and visitors are:

### **First Floor**

Media Center (I.T. Help Desk)  
Learning Resources Center  
Library  
Cyber Café  
Distance Learning  
Computer Lab  
Testing Center

### **Second Floor**

Building Bridges to Success (BBS) – TRIO  
Grants Development  
Nursing Department  
Upward Bound - TRIO

## **MARY MOODY NORTHEN VOCATIONAL CENTER (N)**

The Northern Vocational Center is a three-story major facility on the south side of the Campus that features an atrium, large classrooms, faculty offices, and a variety of special uses.

### **First Floor**

The Atrium  
Culinary Arts  
Student Success Center  
(Tutoring Center)

### **Second Floor**

Allied Health Sciences  
Faculty Offices  
Police Academy

### **Third Floor**

Developmental Education

## **EUDINE MEADOWS CHENEY STUDENT CENTER (SC)**

The Eudine Meadows Cheney Student Center is located east of Moody Hall and houses the following:

Cafeteria  
Dining Room  
Office of Student Activities  
Student Lounges

### **ANNIE AND ABE SEIBEL FOUNDATION WING (SW)**

The Abe and Annie Seibel Foundation Wing is the newest building on campus. Student events, student success seminars, blood drives, community meetings, donor events, performing arts events, and college meetings are held here.

### **FINE ARTS BUILDING (FA)**

The Fine Arts Building has two floors of general classrooms and labs. The second floor has a performing arts room and stage plus rooms specifically designed for music teaching and practice. The third floor has ceramics, photography and art labs plus an art gallery for the display of student art and other exhibits.

### **SARAH H. HERMES FITNESS CENTER (H)**

The Sarah H. Hermes Fitness Center connected to the Fine Arts Building features a gymnasium, weight training equipment in a mirrored exercise room, showers and locker rooms on the first floor. An aerobics room and spectator seating for viewing events in the gymnasium are located on the second floor.

### **CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER (ATC) (7626 Broadway, Galveston, Texas)**

The Charlie Thomas Family Applied Technology Center (ATC) is located on a 4.3-acre site at 77th and Broadway in Galveston, Texas. The facility was purchased in March 2010 and is approximately three miles from Galveston College's main campus. Programs offered at the facility include:

- Cosmetology
- Electrical and Electronics Technology
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Technology
- Medical Office Administration
- Welding Technology

## **CAMPUS SAFETY AND SECURITY**

Campus police is located in the Mary Moody Northern Building, N 102. Individuals are encouraged to contact campus police 24 hours a day, 7 days a week, as necessary. Students, faculty, and staff can contact Security by dialing "0" during normal working hours for non-emergency calls. To report a crime or emergency, members of the campus community should call (409) 944-4242, Ext. 0, from off-campus phones or Ext 0 from on-campus phones. This number is monitored by the dispatcher during normal business hours and will automatically "roll over" to the campus security cell phone after normal business hours. All incidents, thefts or other criminal offenses on Galveston College property are to be reported to campus police. **An individual's report may prevent a crime.**

<b><i>Students, faculty and staff can assist security by reporting:</i></b>	<b><i>Services provided include:</i></b>
<ul style="list-style-type: none"><li>• Crime, no matter how insignificant it may seem.</li><li>• Suspicious activity.</li><li>• Suspicious persons at any place on campus.</li></ul>	<ul style="list-style-type: none"><li>• Safety escorts to vehicles.</li><li>• Battery jumpstarts.</li><li>• Assistance in locating vehicles.</li></ul>

## **CARRY OF CONCEALED HANDGUNS**

Senate Bill 11 (SB 11) of the 84th Texas Legislature permits individuals holding concealed handgun licenses to carry their weapons onto the campus and into the general buildings of the publicly governed institutions of higher education in Texas. The fundamental goals of this policy are to ensure compliance with the spirit and letter of SB 11 in a manner consistent with other relevant laws, and to ensure the continuation of the current calm, constructive and positive social and intellectual environment that characterizes the Galveston College District.

## **RULES AND REGULATIONS**

The rules, regulations and provisions pertaining to the carry of concealed handguns by license holders on the campus of Galveston College as well as any properties owned, leased, or controlled by Galveston College, including any campuses established in the future.

1. In accordance with Government Code Section 411.0231 and Texas Penal Code 46.035, Galveston College recognizes the right of individuals licensed to carry concealed handguns to do so on campus property, and in buildings whether owned or leased by Galveston College, unless otherwise prohibited by Galveston College policy.
2. Texas Law mandates that individuals who are 21 years of age or older, and who currently possess a handgun license from the State of Texas or an approved reciprocating state, may legally carry a concealed handgun on or about their person.
3. This policy applies to all Faculty, Staff, Students and Visitors of the College, except for Galveston College police officers, and all subjects described within this document who may be exempt. It is the responsibility of Galveston College police to enforce this policy.

## **RESPONSIBILITIES**

A License to Carry (LTC) holder may carry a concealed handgun on or about their person while on college property, or in any buildings or properties owned, leased, rented, or otherwise controlled by Galveston College, except in areas identified as Gun Free Zones (GFZ). Failure to comply with any of the following procedures may result in either disciplinary action, criminal prosecution, or both.

1. Concealment - Handguns must be carried in a manner that would prevent accidental discharges. It is the responsibility of the LTC holder to conceal the handgun. (Any person who does not have a valid LTC is prohibited from carrying a handgun on any portion of the college, its properties, whether concealed or not with the exception of leaving it in your vehicle). When not carried on or about their person, a handgun must be secured in a vehicle or, if an employee, in a manner specified below in section #2 Storage.
2. Storage - Employees of the college who are LTC holders are permitted to store a handgun in their office as long as the handgun is secured in a gun safe approved by the Galveston College Police/Security Department.
3. Gun Free Zones (GFZ) - Employees may submit a request to the President to have their office designated a GFZ, but these requests will be reviewed and approved on a case-by-case basis. Offices located in any area determined to be vital infrastructure to the operation of the college community are considered GFZ's.
4. Safety and Security - The licensed carrier is responsible for maintaining complete practical control of the handgun at all times, so that it is either on the licensee's person or is immediately accessible from a purse or other analogous personal accessory that is continually under the direct control of the licensee. The only alternative to these conditions is that a gun be stored appropriately, as required in section #2 Storage.

## **LEGAL OBLIGATION**

The following circumstances are prohibited or illegal:

1. The possession of a weapon on campus while intoxicated.
2. Off-campus travel by college led/sponsored individuals or groups traveling to areas that may exclude handguns to fulfill legal or contractual obligations or to allow a group/individual to travel to an area or place where a gun would be restricted, such as a prison, hospital, polling place, child care facility, etc.
3. Open Carry of a handgun on the Galveston College campus is prohibited. Authorized members of the Galveston College Police, other law enforcement officers, and other persons designated appropriate by law enforcement authorities are exempt.
4. Recklessly revealing a handgun on campus is prohibited and subject to disciplinary action and criminal prosecution.
5. With the exception of authorized Galveston College Police personnel, no College employee should inquire whether or not a person is carrying a concealed weapon or whether the person possesses an LTC.
6. Any person unless they have been threatened, who openly states that they possess a handgun and/or a license to carry may be charged with terroristic threat, assault by threat, or other charges deemed appropriate by law enforcement.
7. Any person who accidentally discharges a weapon on campus is subject to disciplinary action, criminal prosecution, or both. In situations where a weapon is intentional discharged, the case will be investigated and judged on its merits. If the discharge of a weapon is found not to be justified then the person discharging the weapon is subject to disciplinary action, criminal prosecution, or both.
8. Any weapons prohibited prior to S.B. 11 under Sections 46.00 through 46.05 of the Texas Penal Code are still prohibited. This includes, but is not limited to, long guns, shotguns, knives with a blade longer than 5.5", brass knuckles, clubs, explosives, etc.

## **GUN FREE ZONES**

There are areas of the Galveston College Campus, and properties owned, leased or rented by Galveston College, which were identified as locations deemed Gun Free Zones (GFZ), therefore prohibiting Concealed Carrying of a handgun at these locations. There are two types of GFZ's. One is permanent, and the second is temporary. The permanent GFZ is one that meets the requirements of a GFZ daily. A temporary GFZ is a building, room, or area used for a short period, which meets the requirements of a GFZ on a short-term basis. The requirements are dictated by law and policy.

If an individual or group requests an area be declared a permanent GFZ, a written request must be completed and submitted to the Head of Campus Security and Vice President of Administration for review. The request will be reviewed by the Head of Campus Security and Vice President of Administration before forwarding to the College President for consideration. If approved, the request will be forwarded to the Boards of Regents for final approval.

1. Federal and State Deemed Gun Free Zones:
  - a. Presence of School Children – Due to the nature of the College, school children can and will appear at unscheduled times in any almost any location, whether in groups of escorted tours, as subjects of study or treatment or as visitors, alone or with families. There is no practical way to warn about or to demark areas of campus where such occurrences will or will not

happen. Licensed carriers should avoid areas in which school children are present as prescribed by existing law.

- b. Sporting Events. The carrying of concealed weapons is prohibited at intermural, intramural, and club sporting events held on the College's premises, whether held under the sponsorship of the Galveston College District or of some external organization, and whether the event is ticketed or not. This prohibition is in accord with the Texas Penal Code §46.035(b)(2).
  - c. Patient Care Facilities. Various rooms and areas of the College District's buildings functioning as facilities for consulting with and treating patients. Consistent with Texas Penal Code §46.035(b)(4), these areas will be marked clearly to designate their functions, and individuals carrying concealed weapons will be excluded from them.
  - d. Hearing Facilities. Various rooms and areas of the College District buildings that functions from time to time as facilities for disciplinary hearings or for mediation sessions. When so used, these areas will be marked clearly to designate their functions, and it is incumbent upon the individuals carrying concealed weapons not to enter these areas.
2. College District Deemed Gun Free Zones:
    - a. Campus laboratory areas where dangerous materials and equipment are present.
    - b. College owned vehicles used to transport students, including those rented or leased. (Excludes Campus Police Vehicles).
    - c. Areas containing critical College infrastructure, such as, but not limited to:
      - College IT Department
      - Human Resources
      - Central Plant (located in the Northern Building)
      - Any area where contractual or licensing obligations require the exclusion of firearms.
      - Refer to the Employee Handbook for a complete list of the College Districts Gun Free Zones (GFZ).
  3. Temporary Gun Free Zones:
    - a. Areas used for discussions of grievance or disciplinary hearings.
    - b. Any area where minor children may be present on a short-term basis.
    - c. Open Board meetings conducted by a quorum of the College Board of Regents.
  4. Signage for Gun Free Zones:
    - a. All areas deemed GFZ's must have written notice placed at the entrance and must be clearly visible giving notice that the premise is a designated GFZ. Written notice must be given as to where LTC licensees may not carry. Notice given on a card, document or sign must contain the language exactly as specified in Section 30.06 of the Texas Penal Code. It reads as follows: Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), and a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.
    - b. If signage is posted to declare an area or room a GFZ, the sign must meet the minimum requirements:
      - Must include the above listed language in both English and Spanish.
      - Constructed in contrasting colors with 1" block lettering.
      - Be displayed in a conspicuous manner clearly visible to the public.



## **AMENDMENT AND PROVISIONS**

As provided by law, the President may, at his/her discretion, amend the provisions of this policy as necessary for campus safety, which shall take effect as determined by the President unless subsequently amended by the Board of Regents. Be displayed in a conspicuous manner clearly visible to the public.

## **FIRST AID**

Commercial first aid kits are kept in Admissions, the Business Office, Hermes Fitness Center and Campus Police. If there is an emergency, dial 911. In the event of serious illness or severe injury, the family, and/or family doctor and/or hospital of the injured party will be notified by Security. Make sure your emergency contact information is updated in your Whitecaps portal.

## **LOST AND FOUND**

Personal items, articles or books left on College property should be turned in to the Campus Police (N102). All persons seeking information on lost or found items should contact Galveston College Security at **409-944-1361**.

# **GENERAL SAFETY AND SECURITY**

1. Never leave your personal property unsecured or unattended.
2. Do not leave your car unlocked at any time.
3. Do not leave your valuables in sight in your car.
4. Look around and be aware of your surroundings when you enter and exit buildings.
5. Avoid walking alone, particularly after dark; walk with a friend or classmate to your car.
6. Walk with confidence and determination, holding your head up. Look behind and around you frequently.
7. Avoid shortcuts. The shortest route is not always the safest route.
8. Dress for mobility, particularly after dark.
9. Carry your personal belongings in a backpack or similar container to enable your arms and hands to be free at all times.
10. Never allow someone to predict your route of travel. Whether you are driving, biking, walking or jogging, frequently alter your route between campus and your residence.
11. Always tell someone where you're going and what time you expect to return.
12. Feel free to contact the Campus Police if you feel that they can be of service to you. After 5:00 p.m. dial **409-996-7663** (campus security cell phone).
13. Enroll in Connect-ED, the Galveston College Emergency Notification System. The system provides important messages to students, faculty, and staff during emergency situations. Log into your Whitecaps Portal select "Self Service" tab and update your account information especially cell phone and emergency contact information. You will then automatically receive emergency notifications via your phone and Whitecaps e-mail account.

It is the policy of Galveston College to provide an educational, employment, and business environment free of discrimination based on age, race, color, religion, national origin, gender, disability, genetic information or veteran status. Regents, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment, discrimination, sexual violence, dating violence, domestic violence, or stalking.

Students who have experienced sexual assault, sexual violence, stalking, domestic violence, or other crimes may seek advice, assistance, and resources from the Vice President of Student Services, or the College's Title IX Coordinator. The Title IX Coordinator's duties include facilitating the complaint and investigation process.

Individuals within these offices can assist the complainant with accessing medical or counseling services, advocacy services, social support services, legal services, and police services. Even in the absence of a formal complaint, the College may be able to provide assistance to the complainant with respect to his or her academic, living, transportation, or working situations. For example, a student might wish to explore changing a class or class time.

## **COLLEGE POLICIES**

*Student Welfare: Freedom from Discrimination, Harassment, Retaliation and Sexual Assault (FFD Local)* <https://gc.edu/wp-content/uploads/2016/10/06.10.15-01-FFD-Local-Approved.pdf>

*Safe Colleges Training for Students:* [www.gcstudents.tx.safecolleges.com/login](http://www.gcstudents.tx.safecolleges.com/login) (key 05bf92c1)

*Confidential Consultations:* The College is required by law to investigate and respond to reports of sexual harassment, sexual violence, and other acts of sexual misconduct. Therefore, most College personnel will have a duty to report complaints to the College's Title IX Coordinator. Some victims, however, may prefer a confidential consultation before deciding a course of action. Confidential communications are those communications that cannot be disclosed to another person without the victim's consent. Victims may speak confidentially with a counselor\* in the College's Counseling Center, or off-campus personnel including medical professionals, licensed professional counselors, pastoral (religious) counselors, and certain counselors at a victim's crisis center. These individuals are not required to make a report to the College's Title IX Coordinator. Free short-term counseling is available by calling the Family Service Center 409-762-8636.

\* Counselors and Student Success Advisors are available as a resource where students may obtain information about support services. These individuals are not required to report the names of victims to the College's Title IX Coordinator. However, these individuals will be required to report de-identified information such as the date, time, and nature of the incident. The purpose of this general reporting obligation is to enable the College to identify patterns or trends involving sexual harassment or violence. For general information about the complaint process, please visit with the College's Title IX Coordinator.

**Jeanne Clery Act – Crime Statistics Reporting:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all colleges and universities that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. Clery Act training is available through Safe Colleges Training.

The Clery Act requires Galveston College and other institutions of higher education to do the following:

- Collect, classify and publish crime reports and statistics related to crime.
- Issue timely warnings and campus alerts for Clery-reportable crimes that represent an ongoing threat to the safety of students or employees, or emergency notifications upon confirmation of a

significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees.

- Publish an annual security report containing safety and security-related policy statements and crime statistics and distribute it to all current students and employees.
- Submit crime statistics to the U.S. Department of Education each fall via a web-based data collection.
- Maintain a daily crime log of alleged criminal incidents that is open to public inspection.
- Disclose missing student notification procedures that pertain to students residing in on-campus student housing facilities.

### **VIOLENCE AGAINST WOMEN ACT (VAWA)**

In March 2013, the Violence Against Women Reauthorization Act (VAWA) was signed, which focuses on improving the criminal justice response to violence against women. This includes improved accountability for colleges to educate students and prevent gender-based violence. Additional rights were provided to campus victims of domestic violence, dating violence, sexual assault, and stalking.

### **CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE)**

In 2013, the Campus SaVE Act was added to VAWA as an amendment, and it seeks to address the violence women face on campus. The act covers domestic violence, dating violence, sexual assault, and stalking. It requires incidents to be disclosed in the annual “Clery” campus crime statistic reports; clarifies minimum standards for institutional disciplinary procedures; instructs colleges and universities to provide programming for students and employees; and establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to collect and disseminate best practices for preventing and responding to domestic violence, dating violence, sexual assault, and stalking. More information on the Campus SaVE Act is available through Safe Colleges Training.

### **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Title IX is a federal law that prohibits sex discrimination and sexual harassment by institutions of higher education that receive federal financial aid. (See 20 U.S.C. § 1681.) Each institution must maintain a grievance process that is prompt, equitable, and impartial. Title IX also requires each institution to appoint one or more “Title IX Coordinators” to coordinate compliance with the statute. Title IX is enforced by the Office for Civil Rights of the U.S. Department of Education. More information on Title IX is available through Safe Colleges Training. (Sexual Violence Elimination Act).

*For information on the Galveston College Campus Security and Fire Safety Report:*  
[www.gc.edu/images/gc/HR/AnnualSafetyReport/Annual\\_Security\\_Report%202015.pdf](http://www.gc.edu/images/gc/HR/AnnualSafetyReport/Annual_Security_Report%202015.pdf)

**Reporting:** Students have several options when reporting harassment, discrimination, sexual violence, domestic violence, dating, or stalking. For more information about reporting complaints, go to the Student Complaint and Grievance Process listed in the catalog. The Incident Report is for incidents of Sexual Assault, Sexual Misconduct, Sexual Harassment, Dating or Domestic Violence, and Stalking ONLY. Filing this incident report constitutes official notice to Galveston College and authorizes the institution to investigate the information and allegations contained within the report and seek resolution. This report is NOT confidential; however, Clery Act reporting does not include any personal identifying information.

**Submitting this report notifies the following College entities of the incident:**

Acting Vice President of Student Services, Mr. Ron Crumedy

Title IX Coordinator, Dr. Mary Jan Lantz

Director of Facilities and Security, Mr. Tim Setzer

**To report an incident:** [www.gc.edu/Staying\\_Safe\\_on\\_Campus.asp](http://www.gc.edu/Staying_Safe_on_Campus.asp)

Ron Crumedy, Acting Vice President-Student Services (Complaints involving students ONLY)

409-944-1340 or [rcrumedy@gc.edu](mailto:rcrumedy@gc.edu)

Mary Jan Lantz, Ed.D, Title IX Coordinator (Complaints involving employees)

409-944-1281 or [mlantz@gc.edu](mailto:mlantz@gc.edu)

Deon Botha, Director of Advising and Counseling (Confidential reporting)

409-944-1222 or [dbotha@gc.edu](mailto:dbotha@gc.edu)

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The role of Galveston College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the College community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the College community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the College community.

Violations of student conduct regulations will be handled through the Office of Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College. These policies and regulations may be found in the Student Handbook, which is posted on the Galveston College website ([gc.edu](http://gc.edu)) or in the

- Galveston College Planner/Student Handbook, which can be obtained in the Office of Student Services and the Office of Student Services.

In accordance with the College's philosophy pertaining to freedom of expression, the following guidelines apply:

- Students wishing to organize a group gathering on campus are required to complete an official request to do so. Contact the Vice President of Student Services for further information.
- It should be noted that the institution reserves the right to determine the location and time duration of student demonstrations, gatherings, and assemblies, in order to ensure that the educational process is not disrupted.
- Individuals and groups assembling under these provisions are required to comply with all local, state, and federal laws and statutes.

- The use of amplified equipment (bullhorns, public address systems, etc.) is prohibited.

### **FREEDOM OF EXPRESSION**

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the right of students of the College community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

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The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the right of students of the College community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully. Whether expressing themselves as individuals or in organized groups, members of the College community are expected to conduct themselves responsibly, according to the law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

### **FREEDOM OF ACCESS**

Within the limits of its resources, Galveston College shall be open to all applicants who are qualified according to current admission requirements. Galveston College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

### **FREEDOM OF ASSOCIATION**

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

### **ACADEMIC RIGHTS OF STUDENTS**

The College has the responsibility of providing a program of quality education in keeping with its financial resources. Students have protection through campus designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, familiarity with all requirements of the College catalog, and maintaining the grade point average for degree requirements.

### **STUDENT RECORDS**

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords students certain rights regarding their education records. *ALL students have the right to:*

- *Inspect and review their student records.* The student may request to review his/her records by submitting a written request with student signature to the Registrar or other school official having custody of such records.
- *Seek amendment of their student records* that they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy right. Requests for amendment of records must be in writing and must describe the specific portions of specific record(s) the student wishes to have amended, text or instructions as to the change desired, and the reasons why the change is justified.  
□ *Restrict the disclosure of Directory Information.*
- *File a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by the College/university to comply with the requirements of FERPA.*

**For more information about FERPA, visit the following website:**

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) generally requires institutions to ask for written consent before disclosing a student's personally identifiable information, it also allows colleges and universities to take certain steps to maintain campus safety.

## **HEALTH OR SAFETY EMERGENCY**

In an emergency, FERPA permits school officials to disclose without student consent education records, including personally identifiable information from those recorded, to protect the health or safety of other students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personal. See 34 CFR§99.3(a)(IO) and §99.36. This exception to FERPA'S general consent rule is limited to the period of the emergency. In addition, the Department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

## **DISCIPLINARY RECORDS**

Student Disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. A postsecondary institution may disclose to an alleged victim of any crime of violence or non-forcible sex offense the results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime. Regardless of whether the institution concluded a violation was committed. An institution may disclose to anyone-not just the victim-the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

## **DISCLOSURE TO PARENTS**

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer the students. FERPA does provide ways in which the College may share information with parents without the student's consent. For example, Galveston College Officials may:

- Disclose education records to parents if the student is a dependent for income tax purposes.
- Disclose education records to parents if a health or safety emergency involves their son or daughter.
- Inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.
- Generally, share with parent information that is based on that official's personal knowledge or observation of the student.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)**

FERPA permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS. Officials who have specific questions about this and other matters involving international student should contact the U.S. Department of Education's Family Policy Compliance Office.

## **TRANSFER OF EDUCATION RECORDS**

FERPA permits school officials to disclose any and all education records, including disciplinary records, to another institution to which the student seeks or intends to enroll.

# **STUDENT CODE OF CONDUCT**

Each individual student is a responsible adult and is expected to act accordingly.

Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students.

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

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

Galveston College is an educational institution committed to the philosophy that a community college should open its doors to all citizens of its area who can benefit from its educational programs. The Board of Regents and the College administration will not condone or tolerate acts calculated to disrupt the

continuing educational functions of the College, or to deny to any person or persons their opportunity to participate in the educational programs of the College.

## **RESPONSIBILITY**

Each student shall be charged with notice and knowledge of the contents and provisions of the District 's rules and regulations concerning student conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Violations of federal, state, or local law or College policies or procedures occurring on College property or in connection with College-sponsored activities.
2. Committing any act which is classified as an indictable offense under either state or federal law.
3. Possession, distribution, sale, or use of firearms or other prohibited weapons except, and as have prior approval, for educational purposes. (See FLBF)
4. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
5. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
6. Possessing, using, selling or being under the influence of alcoholic beverages. A student in violation may be required to participate in an alcohol awareness class (at the student's expense) for the first offense in addition to other disciplinary measures. (See FLBE)
7. Dishonesty.
8. Academic or scholastic dishonesty, cheating, and/or plagiarism shall constitute a violation of these rules and regulations. Academic dishonesty or scholastic dishonesty shall include, but not be limited to, cheating, plagiarism, collusion, willfully submitting false information with the intent to deceive, forgery, alteration of a document, or misuse of a college document.

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

- 1 Copying from another student's test paper.
- 2 Using test materials not authorized by the person administering the test.
- 3 Sending or receiving unauthorized materials by electronic means.
- 4 Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- 5 Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of tests, research papers, essays, research documents, or other documents.
- 6 The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
- 7 Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- 8 Bribing another person to obtain an un-administered test or information about an un-administered test.

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

**"Collusion"** shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. *(When cheating, collusion, or plagiarism has occurred, the instructor may give the student or students involved a zero or "F" on an assignment or an "F" in the*



*course. The instructor shall make a written report of the incident and of the planned action to his or her respective dean who in turn shall report the incident to the Vice President of Instruction and the Vice President of Student Services. Depending upon the seriousness of the academic misconduct, the instructor, the dean, and/or the Vice President of Instruction may refer the case to the Vice President of Student Services who shall take the matter up as a disciplinary matter. Depending upon the seriousness of the academic misconduct, the District may impose disciplinary sanctions, up to and including suspension and/or expulsion.)*

9. Failure to be responsible for financial obligations to the College, including failure to repay loans and deferred payment agreements. Issuing dishonored check to the College.
10. Fraudulent financial transactions with the College that include, but are not limited to, the following:
  - a. Refusal or failure to pay a debt owed to the College.
  - b. Giving the District a check, draft, or order with the intent to defraud the College.
  - c. A student's failure to pay the College the amount due on a check, draft, or order is prima facie evidence that the student intended to defraud the College.
  - d. Disciplinary action may be initiated against any student who has allegedly violated the provisions of this section.
11. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." (See FLBH)
12. Threatening another person, including a student, employee, or visitor; making terroristic threats.
13. Intentionally, knowingly, or negligently causing physical harm to any person.
14. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
15. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee.
16. Endangering the health or safety of members of the District community or visitors to the campus. Physical abuse or harassment of another person or conduct that threatens or endangers the health and safety of others.
17. Unauthorized entry to or use of college facilities.
18. Damaging or destroying District property.
19. Theft; stealing from the College or others.
20. Possession of or making use of college keys or key cards for unauthorized purposes.
21. Misuse of fire or safety equipment.
22. Arson or attempted arson.
23. Illegal gambling in any form.
24. Smoking and/or the use of other tobacco products or e-cigarettes on all College property, in College vehicles, or at any College-related activity.
25. Forging, altering, or misusing College documents, records, or I.D. cards; improper use of college identification cards. (All college I.D. cards are the property of the College and must be shown on request of a representative of the College. Students shall be prohibited from loaning their I.D. card

to another person for any reason. Likewise, it shall be prohibited to use any other card except the one issued by the College for College purposes.)

26. Failing to comply with directions of College officials acting in the performance of their duties.
27. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
28. Knowingly giving false information in response to requests from the College or a College official. (Providing false information to a College official.)
29. Making false accusations; perpetrating hoaxes regarding the safety of the College, students, employees, visitors, and/or others.
30. Failure to provide identification when requested to do so by College personnel.
31. Malfeasance in an elective or appointive student office of any college endeavor.
32. Misusing the College's computing and informational resources, including but not limited to:
  - a. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
  - b. Attempting to access or circumvent passwords or other security-related protocols and information;
  - c. Creating and/or uploading computer viruses;
  - d. Altering or attempting to alter, destroy, or disable College technology resources;
  - e. Using the internet or other electronic communications, including social media, to threaten other students, employees, or volunteers;
  - f. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging, or otherwise illegal; and/or,
33. Using email or websites to engage in or encourage illegal behavior or threaten the safety of others. Violating College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place, and manner of public expression.
34. Behaving in a manner that adversely affects his or her suitability as a member of the academic community or endangers his or her own safety or the safety of others.
35. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H.B. 141, as enacted by the 61st Texas Legislature.
36. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
37. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state or federal law, or any rule, regulation or policy of the Board of Regents and administrative officials of the College.
38. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.

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

## **DISCIPLINE**

Disciplinary action, including expulsion or suspension, may result from violating the Student Code of Conduct, notwithstanding any action taken by civil authorities as a result of the violation. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. The

College will hold each student responsible for compliance with these policies, rules, and regulations. The College considers the Student Code of Conduct and expectations as being consistent with its purpose as an educational institution. It is not a comprehensive code of conduct, but a prescription of procedures necessary for meeting practical, routine requirements of an academic community.

### **STUDENT DISCIPLINE/CONDUCT**

According to its Student Code of Conduct, Galveston College views College-level students as adults who subscribe to a basic standard of conduct which requires that they not violate any municipal, state, or federal laws. A student's enrollment in the College is a privilege and carries with it obligations to participate in and contribute to the educational mission of the College and to avoid any behavior that is contrary to the mission. Therefore, no student may disrupt or otherwise interfere with any educational activity being performed by a member of the College community. In addition, no student may interfere with his/her fellow students' right to pursue their respective academic goals.

Expected student conduct and responsibilities are described in the Galveston College Student Code of Conduct, and students are expected to use these as guidelines for their behavior. An instructor may establish additional reasonable behavioral guidelines for his/her class. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official. If the problem persists, the instructor should consult with the Dean concerning appropriate disciplinary action. If a student refuses a request to leave the classroom voluntarily, security can be summoned to remove the student so that the scheduled activity may resume without further disruption. The faculty member should promptly report the incident verbally and in writing to his or her instructional supervisor. If a faculty member who is having a disciplinary problem with a student feels that the student is a threat to the faculty member's safety and/or the safety of the other students, the faculty member should immediately alert Campus Security. Further disciplinary action may be pursued according to campus guidelines regarding student conduct and student disciplinary procedures.

### **STUDENT DISCIPLINARY PROCESS**

When the Vice President of Student Services (herein referred to as the "Vice President") or the President's designee (in case the Vice President is unavailable) receives information that a student has allegedly violated a district policy or administrative rule, the Vice President shall investigate the alleged violation. After completing a preliminary investigation, the Vice President may:

1. Dismiss the allegation.
2. Summon the student for a conference and notify the student of his/her rights, including the right to be advised by a person of his or her choice. If the student wishes to be assisted by an advisor, the conference shall be postponed until the advisor can be present; otherwise, the conference shall proceed.

After conferring with the student, the Vice President shall: a.

Dismiss the allegation

- b. Proceed with the disposition of the violation. The Vice President may issue a warning or reprimand, impose specific restrictions, assess a fine and/or require restitution, assign community service, place the student on disciplinary probation (with or without other restrictions), suspend the student, or expel the student. The decision of the Vice President will be considered final unless the student appeals the decision of the Vice President within three working days. The appeal must be submitted as outlined in the Galveston College

Policy found in the Galveston College Catalog, Galveston College Student Handbook or www.gc.edu.

- c. Prepare a complaint and forward the complaint to the Student Affairs Committee.

## **STUDENT RIGHTS**

Before formal charges are presented students are informed of the following rights:

1. To be accompanied by an advisor of his/her choice.  
(Note: The student disciplinary process is an educational process not a court of law; however, if the student elects to be advised by legal counsel, legal counsel may be present to advise the individual.)
2. To be informed of the nature of the allegation, charges or reports brought against him/her.
3. No person should be required to testify against himself/herself.
4. To present testimony, witnesses, and/or evidence with respect to the complaint.
5. To be notified of decisions reached regarding his/her case.
6. To appeal the decision in accordance with College policy.

## **SUMMARY SUSPENSION**

The President, the Vice President of Student Services or the President's designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

## **SUSPENDED STUDENTS**

No former student who has been suspended for disciplinary reasons from the district shall be permitted on the campus or other facilities of the district during the period of suspension without the prior written approval of the College president or designated representative. Mental health clearance may be required before a student is readmitted to a certain class or allowed to come onto College District property. The Vice President must receive a letter from a licensed mental health professional stating that in his/her professional judgment the student will no longer continue the behavior which gave rise to the disciplinary action against him/her or that the student's continued presence on campus is not a threat to himself/herself or others. The mental health professional must be licensed by the State of Texas and the Vice President must verify that the mental health professional is credentialed to render a professional opinion. The student shall bear the cost and expense of obtaining mental health clearance.

# **DISCIPLINARY HEARING PROCEDURE**

## **HEARING COMMITTEE**

In cases where the student is appealing a disciplinary decision or in cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard by a hearing committee, which will normally be the Student Affairs Committee. The hearing committee shall be impartial and shall be designated by the College President or selected according to procedures approved by the College president. The hearing committee shall preside over a fair hearing for the student and the district's administration. Although student discipline is an educational process, the parties involved (the student and the district) may be advised by legal counsel.

## **NOTICE**

The Vice President of Student Services (herein referred to as the "Vice President") shall notify the accused student by letter or e-mail of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within ten (10) working days of the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible. The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Contain a statement of the charges or a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges. The student shall also be advised that he/she may request copies of any additional evidence in the district's possession relevant to charges or complaint.
3. Contain the names of witnesses who may testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Advise the student of his or her rights:
  - a. To be accompanied by a counselor of his/her choice or advised by counsel at the hearing. (Note: The Student Discipline process is an educational process not a court of law; however, if the student elects to be advised by legal counsel, legal counsel may be present to advise the individual.)
  - b. To be informed of the nature of the allegation, charges, or reports brought against him/her.
  - c. To not be required to testify against himself/herself.
  - d. To ask questions of each witness who testifies against the student.
  - e. To present testimony, witnesses, and/or evidence with respect to the complaint.
  - f. To be notified of decisions reached regarding his/her case.
  - g. To appeal the decision in accordance with College policy.
5. State the proposed punishment or range of punishments that may be imposed.

## **FAILURE TO APPEAR FOR HEARING**

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing. The hearing committee may proceed with the hearing and render a decision in the student's absence.

## **HEARING PROCEDURE**

The hearing shall proceed as follows:

1. The hearing chairperson of the Student Affairs Committee shall read the complaint.
2. The designated official shall present the district's case.
3. The student shall present his or her defense.
4. The designated official shall present rebuttal evidence.
5. The designated official shall summarize and argue the district's case.
6. The student shall summarize and argue his or her case.
7. The designated official shall have an opportunity for rebuttal argument.
8. The hearing committee, by majority vote, shall decide the issue of guilt or innocence and an appropriate penalty on the basis of the evidence presented at the hearing.
9. The hearing committee may take the matter under advisement for up to three (3) business days before rendering a decision.
10. The decision shall be communicated to the student in writing within ten (10) working days of the hearing.

11. A recording of the hearing shall be made. The student may request a copy of the recording. A stenographic digest of the recording shall only be made, if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant shall along with his/her advisor may listen to the tape recording and compare it to the digest. A student defendant may at his or her own expense have a stenographer present at the hearing to make a stenographic transcript of the hearing.

## **EVIDENCE**

Evidence shall be handled according to the following:

Legal rules of evidence do not apply; the hearing committee chairperson may admit evidence and/or testimony that are commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.

## **DECISION**

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges. If it finds the student guilty, it shall set forth findings of facts in support of its decision. The penalty shall also be stated in the decision. The Vice President of Student Services shall administer the penalty, if any.

## **HEARING RECORDS**

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

## **TYPES OF PENALTIES**

The hearing committee may impose one or more of the following penalties:

1. *Reprimand* - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. *Specific Restrictions* - The committee assign specific academic, social, or behavioral restrictions without placing the student on Disciplinary Probation.
3. *Assessment of Fines or Restitution* - The committee may asses a specific monetary fine or requires restitution without placing the student on Disciplinary Probation.
4. *Community Service* - The committee may assign the student specific work hours or community service without placing the student on Disciplinary Probation.
5. *Disciplinary Probation* - The placing of a student on notice that any future infraction of the College's Code of Student Conduct, any future violation of the College's rules, regulations, or procedures, or violation of the conditions of probation may result in suspension or expulsion from the College. Disciplinary probation may include social and behavioral restrictions, a fine, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to immediate suspension or expulsion.
6. *Suspension* - Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse); however, suspension may exceed the one semester minimum.
7. *Expulsion* - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

## **APPEAL**

If the outcome of the hearing before the Student Affairs Committee is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the hearing officer's or committee's decision, submit to the College President an appeal of the Committee's decision. The appeal at a minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution.

The President may, in his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the hearing officer's or committee's decision will thereby be affirmed. If the outcome of the appeal to the President is not to the student's satisfaction, the student may submit to the President a written request to place the matter on the agenda of the Galveston College Board of Regents.

The College president or designee shall inform the student of the date, time, and place of the meeting. (The posting of the Board's agenda shall be considered adequate notice to the student.) The Board of Regents may, in its sole discretion, choose to allow oral arguments on the petition. If the Board elects to hear oral arguments, the Board Chairman shall establish a reasonable time limit for oral arguments. The Board may affirm, modify, remand, or reverse the previous decisions. If the Board takes no action within sixty (60) days, the decision of the president will thereby be affirmed.

The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. If the Board elects to allow oral arguments, each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

## **STUDENT COMPLAINT AND GRIEVANCE PROCESS**

Students, employees, and visitors at Galveston College, by nature of their citizenship and residence, have certain individual rights and freedoms established by the constitutions and laws of the United States, the State of Texas, and the respective communities in which they live. The possession of these personal rights and freedoms is neither increased nor diminished by reason of a person's association with Galveston College. Galveston College is an educational institution governed by the legally constituted Board of Regents of Galveston College. The freedom of students to receive an education at Galveston College, and the freedom of the College to provide such an education to students will be protected by the Board of Regents and the administrative personnel, it may select for the College.

### **RESPONSIBILITIES**

The Board of Regents of Galveston College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
3. Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression to the minority.

4. To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
5. Knowledge of and active support of College regulations.

## **EXCLUSIONS**

Student complaints about grades, discipline, financial aid, discrimination, harassment, retaliation and sexual assault are covered by separate procedures listed elsewhere in this handbook.

## **PURPOSE**

The grievance procedure at Galveston College shall serve two purposes: to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration, and if an error is established, to determine an equitable redress for the grievant.

Issues shall include all student related policies, extracurricular activities, athletics, and/or other matters as appropriate. The purpose of the grievance procedure of Galveston College is to ensure that all persons involved receive fair and equitable treatment and that there is a clear trail of documentation for each case.

## **REPRESENTATION**

The student may be represented at any level of the complaint. Under extenuating circumstances, a student may designate, in writing, a person to represent the student.

## **LEVEL ONE**

All grievances voiced by students of Galveston College should first be aired in an informal meeting between the student and the College representative directly involved (i.e., instructor, coach, or administrator). At this face-to-face meeting, a bona fide attempt must be made to resolve the issue(s) in question.

It shall be the responsibility of the student grievant to:

1. Explain fully the nature of the grievance;
2. When and under what conditions the alleged grievance occurred; and 3. What resolution is expected?

The College representative (instructor, coach, administrator, etc.) involved in the dispute shall have the responsibility to:

1. Hear the grievance;
2. Make an honest attempt to resolve the issue; or
3. If a resolution is not possible at that level, to refer the problem to the appropriate supervisor.

It shall also be the responsibility of the College representative to document the meeting in writing to include the date, location, person(s) involved, issues discussed, and results achieved.

## **LEVEL TWO**

If the outcome of the conference at level one is not to the student's satisfaction, the student has ten (10) working days to request a conference with the appropriate supervisor(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the resolution sought, the student's signature, and the date of the conference with the appropriate supervisor, dean, or division coordinator.



### **LEVEL THREE**

If the outcome of the conference with the appropriate supervisor is not to the student's satisfaction, the student has ten (10) working days to submit an appeal to the Student Affairs Committee. The appeal must be a written statement of the complaint and any evidence in its support, the resolution sought, the date of the appeal, and the signature of the student. The chairperson of the Committee shall schedule the appeal hearing in as timely a fashion as possible.

### **LEVEL FOUR**

If the matter is still not resolved by the Student Affairs Committee, the student may appeal to the appropriate Vice President within ten (10) working days. The Vice President will forward the appeal decision to the student within ten (10) working days of the receipt of the appeal document.

### **LEVEL FIVE**

If the outcome of the appeal to the Vice President is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the decision, submit a written appeal to the College President. The written appeal at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President's decision will be affirmed.

### **LEVEL SIX**

If the outcome of the appeal to the President is not to the student's satisfaction, the student may submit to the College President within ten (10) working days of the President's decision a written request to place the matter on the agenda of the Board. The College President or designee shall inform the student of the date, time, and place of the meeting. (The posting of the Board's agenda shall be considered adequate notice to the student.)

The Board Chairperson shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate. The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

### **CLOSED MEETING**

If the complaint involves complaints or charges about an employee, it will be heard by the Board in a closed meeting unless the employee complained about requests it to be public.

## **DISCRIMINATION, SEXUAL ASSAULT AND HARASSMENT**

It is the policy of Galveston College to provide an educational, employment, and business environment free of discrimination based on age, race, color, religion, national origin, gender, disability, genetic information or veteran status. Regents, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment, discrimination, sexual violence, dating violence, domestic violence, or stalking.

Discrimination and/or harassment may be motivated by race, color, religion, national origin, or disability and directed at another student. Harassment may include unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

### **SEXUAL HARASSMENT BY EMPLOYEES**

Employees are prohibited from sexually harassing students. [See also FLDA (LEGAL) and DHA (LEGAL).]

### **DISCRIMINATION AND/OR HARASSMENT BY STUDENTS**

Students shall not engage in discrimination and/or harassment toward another student or a College employee. A substantiated charge of discrimination and/or harassment against a student shall result in disciplinary action. (See FM series of Procedural Manual) Students who feel they have been the victim of harassment or discrimination may contact any College employee or the Vice President of Student Services (M-171).

## **SEXUAL ASSAULT AND SEXUAL HARASSMENT STAYING SAFE ON CAMPUS (TITLE IX)**

Students who have experienced sexual assault, sexual violence, stalking, domestic violence, or other crimes may seek advice, assistance, and resources from the Vice President of Student Services or the College's Title IX Coordinator. The Title IX Coordinator's duties include facilitating the complaint and investigation process. Individuals within these offices can assist the complainant with accessing medical or counseling services, advocacy services, social support services, legal services, and police services. Even in the absence of a formal complaint, the College may be able to aid the complainant with respect to his or her academic, living, transportation, or working situations.

For more information please refer to the College website [www.gc.edu/ search](http://www.gc.edu/search) Campus Safety and Security Staying Safe on Campus.

## **PROCEDURES FOR REPORTS, INVESTIGATIONS, RESOLUTION, AND APPEALS**

1. Any student who believes that he/she has been subjected to harassment and/or a discriminatory action shall report the incident to any College employee within 90 calendar days of the event. The administrator receiving the complaint shall report the incident in writing to the Vice President of Student Services. If the complaint is against an employee of the College, the college staff person receiving the complaint shall also notify the Title IX Coordinator in writing, who in turn shall take the appropriate actions in accordance with College Policy as it relates to an employee of the institution. (Under no circumstances shall this procedure require a student bringing a complaint to present the matter to a person who is the subject of the complaint.)
2. Upon the receipt of an allegation, the Vice President of Student Services shall ascertain the facts and shall seek redress as appropriate through an informal process and/or mediation.
3. If during the course of the investigation, the Vice President determines that disciplinary action against a student or students may be warranted, the Vice President shall take appropriate action through the college's disciplinary process.

4. If the Vice President makes a decision to resolve the issue and the complainant is not satisfied with the results, the complainant may formally appeal the decision of the Vice President to the Student Affairs Committee (See Student Complaints and Grievance Process). Or, if the Vice President determines that the evidence warrants further review, a hearing may be called, and the student bringing the allegations as well as any individuals named in the complaint will be notified of the time, date, and place of the hearing.
5. At the bearing, the student will have the opportunity to articulate his/her allegations and present substantiating evidence. In turn, those named in the complaint will have the same opportunity to rebut the allegations.
6. Once all evidence has been heard, the Committee will meet in closed session to consider the evidence and to reach a decision.
7. The Committee shall make a decision as soon as possible and shall communicate its decision to all parties. The Vice President shall be responsible for communicating the decision of the Committee to all parties and for enforcing student discipline as it relates to these matters.
8. Should the student not be satisfied with the Committee's decision, further appeals are possible in accordance with College policy.

### **PROTECTION FROM RETALIGATION**

The District (Galveston College) shall not retaliate against a student who in good faith reports perceived discrimination, harassment, sexual harassment or sexual abuse.

### **COMPLAINT PROCESS**

For the purposes of the following complaint process, "days" mean working/business days. (Monday – Friday, EXCLUDING weekend days – Saturday and Sunday)

## **INVESTIGATION AND INFORMAL RESOLUTION**

### **LEVEL ONE**

#### *STUDENT TO STUDENT COMPLAINT*

Upon the receipt of an allegation, the Vice President of Student Services shall ascertain the facts and shall seek redress as appropriate through an informal process and/or mediation. If during the course of the investigation, the Vice President determines that disciplinary action against a student or students may be warranted, the Vice President shall take appropriate action through the College's disciplinary process. If the complaint is against an employee of the College, the Vice President shall notify the Title IX Coordinator who in turn shall take the appropriate actions in accordance with College Policy as it relates to an employee of the institution (Under no circumstances shall this procedure require a student bringing a complaint to present the matter to a person who is the subject of the complaint).

#### *STUDENT TO EMPLOYEE COMPLAINT*

A student who has a complaint alleging discrimination, harassment, sexual harassment, or sexual abuse by an employee may request a conference with the appropriate administrator, designee, or the Title IX Coordinator. The student may be accompanied by an advisor at the initial conference and throughout the complaint process. The conference shall be scheduled and held as soon as possible, but in any event within seven (7) working days of receipt of the complaint. At the conference, the person bringing the complaint shall be informed of the right to file a formal complaint with the College's Title IX Coordinator.

The appropriate administrator or designee or the Title IX Coordinator shall coordinate an appropriate investigation. Nothing in the complaint process shall have the effect of requiring a student alleging discrimination, harassment, sexual harassment, or sexual abuse to report the matter to a person who is the subject of the complaint.

## **LEVEL TWO**

### *STUDENT TO STUDENT COMPLAINT*

If the complaint of discrimination and/or harassment is a complaint against a student and if the complaint cannot be resolved at Level One, the Vice President of Student Services may begin disciplinary proceedings against a student or students, as appropriate. From this point forward, the Student Disciplinary Process becomes the operative process for students charged with discrimination and/or harassment.

### *STUDENT TO EMPLOYEE COMPLAINT*

If the complaint is a complaint against an employee and if the complaint cannot be resolved informally, the Title IX Coordinator, after investigating the complaint and trying to resolve the complaint shall forward the results of the investigation, findings, and recommendations to the appropriate Vice President or designee. The Vice President or designee shall consider the investigation, findings, and recommendations of the Title IX Coordinator and take appropriate action in accordance with College Policy. If the complaint is not resolved to the satisfaction of the complainant, the complainant may appeal the decision through the institution's Student Affairs Committee and the institution's Complaint and Grievance Process (FLD) (Local).

## **REGISTRATION INFORMATION**

Registration generally begins one to three months prior to the start of the semester. Students who have completed the admissions process are eligible to register using Whitecaps Portal at any computer or in person at the Office of Admissions. When your program is declared, you will be able to access your Degree Audit on the Whitecaps portal to track your academic progress. Make sure you discuss your degree audit before registering with a counselor, faculty advisor or program director.

A full-time course load during a fall or spring semester is 12 or more credit hours but taking 15 hours will help you stay on track and graduate in 2 years. The Vice President of Instruction may approve a "course overload" to allow a student to register for more than 18 hours per fall or Spring semester. Fulltime enrollment for the summer is six hours each session and a maximum course load during a mini-term is one three-hour course.

## **DISTANCE EDUCATION**

Galveston College offers courses in non-traditional settings through Distance Education. Students enrolled in Distance Education do not have to attend classes but work independently following the course syllabus for assignments and exams. Attendance may be required at a mandatory orientation for students enrolling in Distance Education. Successful students are self-disciplined and possess good study habits. Courses require use of a computer, knowledge of the internet, and specific times to meet in a virtual classroom. Visit the Distance Education website at [www.gc.edu](http://www.gc.edu) or by phone at 409-944-1324. Distance Education courses are offered in the following formats:

## 1. INTERNET

Internet courses are the same as traditional classes in the terms of academic quality, credit hours, transferability, and additional cost. Instead of attending traditional classes on campus, students take an internet class using a computer. Students may access lessons and lectures via the World Wide Web and e-mail. Galveston College faculty are assigned to guide and instruct students throughout the semester. The following apply to internet courses:

- a. Requires access to the internet and use of Canvas course management system.
- b. Not limited by place or time constraints.
- c. On campus orientation may be required.
- d. Submission of assignments via e-mail.
- e. You may be required to complete exams in person or at a proctored testing center.

## 2. VIRTUAL COLLEGE OF TEXAS

Successful students are self-disciplined and possess good study habits. Students must meet the same criteria for enrollment in courses offered through the Virtual College of Texas as courses offered at Galveston College. Payment is made with Galveston College and VCT courses are shown. Contact 409-944-1324 for more information.

*Tuition and Fee Changes: Changes in become effective as authorized by the Board of Regents.*

*Semester tuition and fees may occur after the publication date. These changes are recommended when necessary by Administration.*

# INFORMATION ABOUT BACTERIAL MENINGITIS

Effective January 1, 2012, pursuant to the Jamie Schanbaum and Nicole Williams Act (Texas Education Code 51.9192) all entering students are required to submit proof of vaccination against Bacterial Meningitis. Evidence of the vaccination may be no older than 5 calendar years from the initial date of enrollment. Students who are not enrolled for one fall or spring semester may be required to resubmit proof of vaccination.

## EXEMPTIONS

- Students 22 years of age or older.
- Students taking online courses only.
- Dual credit students unless the course is taught on the Galveston College campus.
- Students who have a signed affidavit from the physician stating the vaccination is injurious to the health of the student.
- Students with a signed affidavit declining the vaccination for reasons of conscience.

## ACCEPTABLE PROOF OF VACCINATION

Acceptable proof of vaccination against meningitis must include the following:

- Name of facility administering vaccination.
- Name and signature of doctor/medical personnel administering vaccination.
- Name of vaccine administered to student Date of vaccine administration.

*Students with questions concerning Bacterial Meningitis should contact the Admissions and Records Office at 409-944-1230.*

## WHAT IS BACTERIAL MENINGITIS?

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The

bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

### **WHAT ARE THE SYMPTOMS?**

High Fever	Severe headache
Rash or purple patches on skin	Vomiting
Light sensitivity	Stiff neck
Confusion and sleepiness	Nausea
Lethargy	Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk - so, when these symptoms appear, seek immediate medical attention.

### **HOW BACTERIAL MENINGITIS IS DIAGNOSIS?**

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

### **HOW IS THE DISEASE TRANSMITTED?**

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

### **HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?**

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. Living in close conditions (such as sharing a room/suite in a dorm or group home).

### **WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?**

Death (in 8 to 24 hours)	Limb damage that requires amputation
Permanent brain damage	(fingers, toes, arms, legs)
Kidney failure	Gangrene
Learning disability	Coma
Hearing loss, blindness	Convulsions

### **HOW IS THE DISEASE TREATED?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur. Vaccinations are available and should be considered for those living in close quarters and college students 22 years old or younger.
- Vaccinations are effective against 4 of the 5 most common bacteria types that cause 70% of the disease in the United States. Vaccinations do not protect against all types of meningitis. Note - vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of the vaccine varies, so check with your health care provider. Vaccination is very safe - the most common side effects are redness and minor pain at the injection site for up to two days. Vaccinations are available at your doctor's office, local clinics, and most pharmacies.

## HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Visit the Centers for Disease Control website at [www.cdc.gov](http://www.cdc.gov).
- Visit the American College Health Association website at [www.acha.org](http://www.acha.org).
- Contact the Texas Department of Health at 888-963-7111 or visit [www.dshs.state.tx.us](http://www.dshs.state.tx.us).

## STUDENT INSURANCE

The College is not responsible for medical expenses incurred by students while on the campus or at college sponsored activities. College student health insurance is available for purchase through private companies. There are various island agencies who offer medical attention and insurance to Galveston College students. Please visit the Advising and Counseling Center for more information.

In an effort to address the health insurance needs of our students, Galveston College has assembled a list of helpful resource links to assist our students in their search for affordable healthcare. According to college policy, students enrolled in Galveston College classes that meet on campus or who live in campus housing are required to carry health insurance for themselves during their time of attendance.

Although the college is not responsible for any medical expenses incurred by students while on campus or at college-sponsored activities, we are providing contacts to assist students with purchasing health insurance through private insurance companies. We highly advise students to carefully study the specific terms of any healthcare policy before purchasing coverage.

Three ways U. S. residents may search for affordable insurance are as follows:

- *US Affordable Care Act:* <https://www.healthcare.gov>
- *Texas Student Health Insurance:* <https://www.ehealthinsurance.com/texas-health-insurance/health-plans/student>
- *Search the internet* for “student health insurance” or search by insurance company (Blue Cross/Blue Shield, Aetna, United Health Care, or one with which you are already familiar) to see what options you have for student health care coverage  
BlueCross/Blue Shield: <https://www.bcbs.com>  
Aetna: <https://www.aetna.com>  
United Health Care: <https://www.uhc.com>

International students who will be certified by Galveston College for an F or J visa during their studies at the college must have a health insurance policy that meets minimum standards. See International Student Health Insurance for more detailed information and links.

## INTERNATIONAL STUDENT HEALTH INSURANCE

Students enrolled in on-campus courses are required to carry health insurance for themselves and for their immediate families during their time of study at Galveston College and must provide proof of coverage before arriving on campus. (Though U.S. immigration law does not require F-1 visa students to carry health insurance, Galveston College’s requirement supersedes the F-1 regulations.)

J-1 visa professors/researchers/students are required to have health insurance meeting minimum standards as listed in the table below.

To explore health insurance options, consider the following:

- *Search online* for “International Student Insurance in U.S.” or “Student Health Insurance in U.S.”
- *International Student Insurance:* [www.internationalstudentinsurance.com](http://www.internationalstudentinsurance.com)
- *ISOA* (1-800-224-1180) or [www.isoa.org](http://www.isoa.org)
- *Edusure* (1-800-338-3924) or [www.edsure.com](http://www.edsure.com)

NOTE: For U.S.-based insurance organizations, international students should identify themselves as “international” to view appropriate health coverage.

### Minimum Standards for Insurance Coverage

Major Medical Coverage	\$100,000
Medical Evacuation	\$50,000
Repatriation of Remains	\$25,000
Deductible per Accident/Illness	\$500

A.M. Best, rating of “A-” or above

Insurance Solvency International, Ltd., rating of “A-” or above

Standard and Poor’s, rating of “A-” or above

Weiss Research, Inc., rating of “B+” or above

Questions? Please contact Admissions at [admissions@gc.edu](mailto:admissions@gc.edu)

## PAYING FOR COLLEGE

### TUITION AND FEES

Minimum tuition for Residents of Texas is \$160

Minimum tuition for Non-Residents of Texas is \$420

Tuition per credit hour for Residents of Texas is \$40

Tuition per credit hour for Non-Residents of Texas is \$105

*Tuition and Fee Changes: Changes in become effective as authorized by the Board of Regents.*

*Semester tuition and fees may occur after the publication date. These changes are recommended when necessary by Administration.*

### HOW TO PAY?

1. FACTS Payment Plan (available to students for the fall and spring semesters).
2. Cash/Check/Credit Card -accepted for payment online via your Whitecaps Portal under Self Service Student Financials Info or in the Business Office.
3. Financial Aid - see information below on exemptions, financial aid and scholarships.



# RESIDENCY STATUS

## IN-DISTRICT/OUT-OF-DISTRICT

1. A student is considered a Texas Resident - In-District resident if he/she has resided in the College taxing district for at least 12 months prior to the student's first registration at Galveston College for other than educational purposes.
2. A student is considered a Texas Resident - Out-Of-District resident if he/she has resided in the State of Texas for at least 12 months prior to the student's first registration at Galveston College for other than educational purposes and is not a resident of the College's taxing district.
3. A student is considered an Out-Of-State / Non-Resident student if he/she has NOT resided in the State of Texas for at least 12 months prior to the student's first registration at Galveston College for other than educational purposes.
4. A Student holding a permanent resident visa (I-151 or certain endorsed I-94 cards) are eligible to receive financial aid. Tuition rates will still be based on length of residency in the U.S.

## OTHER

1. Non-citizens holding only student visas are not eligible for federal and state financial aid, however, scholarship opportunities may be available, if you are a. an eligible noncitizen;
  - b. a permanent U.S. resident with a Permanent Resident Card (I- 551);
  - c. a conditional permanent resident with a Conditional Green Card (I-551C); the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms that you were paroled for a minimum of one Entrant;"
  - d. or, the holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of "Victim of Human Trafficking."
2. If you possess an F-1 or F-2 student visa, a J-1 or J-2 exchange visitor visa, or a G series visa (pertaining to international organizations) and you are not a citizen or eligible noncitizen.
  - a. You will not be eligible for federal student aid.
  - b. If you have a Social Security Number but are not a citizen or an eligible non-citizen, you should still complete the FAFSA because you may be eligible for state or college aid.

The Board of Regents of Galveston College has authorized the waiver of the difference in the rate of tuition for nonresident and resident students for a person, or his/ her dependents, who owns property which is subject to ad valorem taxation by the Galveston College District. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the Galveston College District, or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the Galveston College District. The responsibility of registering under the proper residence classification is that of the student. If there is any question regarding the student's correct residency classification, it is the responsibility of the student to discuss this matter with the Registrar/Director of Admissions.

## FINANCIAL AID

The financial aid program at Galveston College attempts to provide financial assistance to those students who, without such aid, would not be able to pursue a higher education. The primary responsibility for financing an education rests with the student and his/her family. Galveston College is aware that assistance beyond the family's resources sometimes becomes necessary. In cases in which financial need for eligible students is documented, Galveston College will assist, to every extent possible, utilizing available local, state, and federal funds. Financial assistance is offered in many forms such as grants, scholarships, loans, and employment, or a combination of these aids.

In general, to be considered for financial aid you must:

1. Be a United States citizen or an eligible non-citizen.
2. Have been accepted for admission.
3. Be enrolled as a regular student in an eligible program and pursuing an associate degree.
4. Have a high school diploma or GED or equivalency (students may be eligible for aid if enrolled in developmental studies courses, but for no more than a total of 27 semester hours of such courses).
5. Demonstrate financial need as described by program guidelines,
6. Register with Selective Service (if required).
7. Make progress toward the completion of your course of study according to the "Satisfactory Academic Progress Requirements for Receiving Financial Aid."
8. Not be in default on a federal student loan.
9. Not owe a refund on any grant received under Title IV programs at any institution.
10. Meet program regulations.

Each student requesting consideration for financial assistance must, at a minimum, submit the following:

1. Application for Admissions
2. Galveston College Financial Aid Application
3. Free Application for Federal Student Aid (FAFSA)
4. Submit official transcripts from all previously attended colleges to the Admissions and Financial Aid offices.
5. Any other forms that may be requested by either the Federal government or the GC Financial Aid office.

All financial aid application forms are available in the Galveston College Financial Aid Office. Information obtained via financial aid application forms is used to determine the student's need and the types of awards for which he/she qualifies.

Awards made through the office fall into two categories:

1. Gift aid which includes grants and/or scholarships, and
2. Self-help funds from Work-Study and student loans

The amount offered as a financial aid award plus the student's resources and those of his/her parents (if applicable) cannot exceed the cost of attendance for a student as determined by the Financial Aid Office.

## ESTIMATED COST OF ATTENDANCE

The estimated cost of attending Galveston College based upon 30 credit hours for the 2019-2020 academic year is: For out-of-state students, add \$2,250 for out of state tuition. Dependent care expenses, also added to the cost of education, begin at \$1,800 for the first dependent and increase with each additional dependent. Out-of-district students should add an additional \$360 for out-of-district fees.

	Not Living with Parents	Living with Parents
Tuition/Fees	\$ 2,050	\$ 2,050
Books/Supplies	\$ 1,900	\$ 1,900
Room/Board	\$ 6,264	\$ 4,000
Transportation	\$ 2,100	\$ 2,100
Miscellaneous	\$ 2,220	\$ 2,000
Subtotal	\$14, 534	\$12, 050

### IMPORTANT DATES

Applicants may apply throughout the year but should apply

- Before **March 29th** for the **summer 2019 priority**,
- **June 10th** for the following **fall 2019 semester** and
- By **November 12th** for the **spring 2020 semester** and
- **March 30th** for **summer 2020**.

Students whose files are completed by these priority dates will be given priority in processing. Files completed after this date will be processed as time and funds permit. Generally, applicants who do not complete the application process by the priority date should be prepared to pay all educational costs incurred until their applications are processed and eligibility is determined. Applicants are encouraged to contact the Financial Aid Office to discuss other options. A file is complete when all necessary paperwork has been received, the information verified, and the file reviewed. Minimum processing time is four weeks.

## STATE TUITION AND EXEMPTION PROGRAMS

### MATURE CITIZEN STUDENT

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years are entitled to enroll for credit classes free of charge, and at 1/2 the regular cost of fees, except those listed hereafter and/or as noted in the published schedule of classes: individual music instruction, liability insurance, health fees, golf fees and testing fees (when applicable).

### OUTSIDE AID SOURCES

Veterans Administration Educational Benefits: The purpose of this program is to assist veterans, widows, or children of certain deceased or disabled veterans. For specific information, contact the nearest Veterans Administration Field Office or the Veterans Affairs Assistant in the Financial Aid Office.

## **STUDENTS WITH PHYSICAL DISABILITIES (VOCATIONAL REHABILITATION):**

The State Board for Vocational Education through the Vocational Rehabilitation Division offers tuition assistance to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Division. Applications for vocational rehabilitation assistance should be made to the nearest Vocational Rehabilitation Office.

## **GRANTS AND LOANS**

### **FEDERAL PELL GRANT**

The Federal Pell Grant is awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant eligibility is determined by a standard formula used to evaluate the information reported on the Free Application for Federal Student Aid. Pell Grant awards range from \$165 to \$6,196 per annual disbursement schedule, based on the Federal Pell Payment Schedule and enrollment status (full-time or part-time). This is an entitlement program with funding available to eligible applicants, including those who apply after priority deadlines.

### **FEDERAL DIRECT LOANS**

Student loans will help you finance your college education, but they will have a long-term impact on your financial future. You should investigate all available resources before you consider applying for a student loan. The amount of money you borrow may affect your ability to borrow money to purchase a car or house after college. Familiarize yourself with the terms of your loans, their repayment procedures, and how borrowing today will affect your future.

### **DIRECT SUBSIDIZED STAFFORD LOAN**

Repayment of this loan is deferred while the student is attending school. Interest rates are variable but will not exceed 8.25 percent. There is a loan origination fee totaling 3 percent, which will be subtracted from each loan disbursement. The amount the student may borrow depends on his/her level of college completion, other financial aid the student receives, and the expected family contribution, as determined through the Free Application for Federal Student Aid (FAFSA).

### **DIRECT UNSUBSIDIZED STAFFORD LOAN**

Unsubsidized Stafford loans are low-interest loans for undergraduate and graduate students. Students are responsible for the interest for the life of the loan, including when they are in school. Financial need is not a requirement to obtain an unsubsidized Stafford Loan.

### **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**

Parents of a dependent student can borrow under this program to help pay the student's cost of attendance. Repayment begins 60 days after the second disbursement. The interest rate is variable but will not exceed 9 percent.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The Federal FSEOG program aids with eligible undergraduate students who show financial need and are making satisfactory progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition, and other financial aid the student is receiving.

### **TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)**

The TPEG program is a state financial aid program to assist students attending state-supported Colleges. To be eligible students must show financial need and be making satisfactory progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition and other financial aid awards.

### **TEXAS EDUCATIONAL OPPORTUNITY GRANT (TEOG)**

The TEOG is for students at community Colleges who are Texas residents, in the last 30 hours of their degree or certificate program, and who have an Expected Family Contribution (EFC) of \$2000 or less. Students must apply for financial aid and be enrolled at least half-time.

### **FEDERAL COLLEGE WORK-STUDY**

The College Work/Study Program is a federal program to assist students with jobs. To be eligible, students must demonstrate financial need, and be making satisfactory progress toward their educational goal. Students will generally work 12-15 hours per week.

### **HAZELWOOD ACT**

Under the Hazelwood Act certain veterans or their dependents/spouse who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state-supported institutions and have tuition and certain fees waived. To be eligible, veterans must have been residents of Texas at the time they entered the service or have been discharged under honorable conditions and be a current resident of Texas. Applications are available in the Financial Aid Office. To apply, students must submit a Hazelwood Act application and a copy of the Form DD-214 to the Financial Aid Office. The VA Certificate of Eligibility for GI benefits will be required if served after 9/11/01. Application processing must be completed prior to the semester the veteran wishes to use this benefit.

## **SCHOLARSHIPS**

Galveston College is committed to providing scholarship opportunities to deserving students by developing funds from individuals, businesses, organizations and College resources. The criteria for eligibility and the award amount for these scholarships have been developed in coordination with each scholarship sponsor. The scholarships listed in this publication may be applied for by contacting the Galveston College Financial Aid Office on the first floor of Moody Hall and filling out a general scholarship application. Some scholarships may require additional applications materials. The awards are made for the year covering the fall and spring semesters.

### **UNIVERSAL ACCESS**

The Galveston College Foundation Universal Access award is \$4,620 for full-time and part-time (at least 6 credit hours) students, which covers all tuition for a 60-credit hour associate degree. All Universal Access Scholarship recipients must have a degree plan on file. Upon enrollment for the Universal Access award, a student's allocation must be used within a five-year period. A one-time \$200 book-only voucher will be given to each eligible student. If the \$200 book voucher is not used in the first semester that it is assessed, the balance will not be forwarded to future semesters.

Graduate of accredited high schools within the Galveston College taxing district, or GED certificate holder; or completed home schooling within the Galveston College taxing district. All applicants must

complete a Free Application for Federal Student Aid (FAFSA), a Universal Access Scholarship application, a degree plan signed by Counseling Office, and an admissions application.

All final official college transcripts must be submitted to **Admissions Office**. Renewal applicants must complete a FAFSA; submit an updated degree plan signed by Counseling Office, and a Universal Access Scholarship application. The FAFSA is completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov); the other forms are turned in to the Financial Aid Office at Galveston College. A final high school transcript or GED certificate must be submitted to the Admissions Office prior to registration. Forms should be turned in by the Financial Aid Priority Deadline date indicated on the Universal Access Scholarship application. All documents must be submitted by the **Financial Aid Priority Deadline Date** to ensure the Universal Access Scholarship file is reviewed by the payment deadline date. ***Incomplete or insufficient forms will cause processing delays.***

## FOUNDATION SCHOLARSHIPS

The scholarship program at Galveston College encourages graduating high school seniors, transfer students and currently enrolled students to apply for scholarship monies. Awards range from \$200 to \$1,100 per academic year. Academic excellence, financial need, displayed leadership abilities and participation in extracurricular activities are taken into consideration during the awarding process. For more information, visit [www.gc.edu](http://www.gc.edu) or contact the Financial Aid Office at 409-944-1235.

AMERICAN CULTURAL SCHOLARSHIP  
BEN S. AND MARJORIE H. BROWN TRUST SCHOLARSHIP  
CARL KELLY SCHOLARSHIP  
CECILE KEMPNER (APPLIED TECHNOLOGY CENTER)  
CLELIE ANN MOORE CERAMICS SCHOLARSHIP  
COCA COLA SCHOLARSHIP  
CULINARY SCHOLARSHIP  
DEL PAPA DISTRIBUTORS ANNIVERSARY SCHOLARSHIP  
EASTER-WILSON SCHOLARSHIP  
EDMONDS/ NELSON/ CRAFT/PARKER SCHOLARSHIP  
FRED LANE MEMPRIAL SCHOLARSHIP  
FRIENDS OF TRUDY JORDAN SCHOLARSHIP GALVESTON  
COLLEGE SCHOLARS GREATER TEXAS  
FOUNDATION  
GREENWOOD MILLS PATTINSON SCHOLARSHIP  
HERMES-JORDAN ATHLETIC SCHOLARSHIP  
AMERICAN CULTURAL SCHOLARSHIP  
BEN S. AND MARJORIE H. BROWN TRUST SCHOLARSHIP  
JANICE STANTON SCHOLARSHIP  
JEAN THOMPSON PSYCHOLOGY SCHOLARSHIP  
JOHN PARKER DAVIE TRUST  
LAMBDA SCHOLARSHIP LARRY PATTON MUSIC SCHOLARSHIP  
LAURA MAE ELROD SCHOLARSHIP  
MARIONETTE BEYAH MEMORIAL MICHAEL HODGE MEMORIAL SCHOLARSHIP  
MR. AND MRS. JESSE MURILLO SCHOLARSHIP NIELSON MUSIC SCHOLARSHIP  
OLGA OLSON SCHOLARSHIP

REGENTS SCHOLARSHIP  
ROTARY CLUB OF GALVESTON FOUNDATION INC. RUDY TOMJANOVICH  
SCHOLARSHIP  
SISTER AGNESITA CCVI/BUELL/HUMPHRIES NURSING SCHOLARSHIP  
SOCIAL SERVICES SCHOLARSHIP  
UNIVERSITY FEDERAL CREDIT UNION SCHOLARSHIP  
WILLIAM MAURY DARST SCHOLARSHIP  
WINDLE VOCAL SCHOLARSHIP

## **FINANCIAL AID ACADEMIC STANDARDS OF PROGRESS (SAP)**

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Galveston College students must meet the standard specified for acceptable academic performance and for satisfactory progress toward completion of their program of study. This standard should not be confused with Probation or Good Standing as defined by academic regulations, nor is satisfactory progress affected by "academic fresh start." For the purpose of determining eligibility for student loans, the "Time Frame" and "Incremental Progress" components will take into account hours the student has attempted at other schools. The Galveston College definition of satisfactory academic progress (SAP) for receiving financial aid includes the following components:

1. Academic Standard Component: Galveston College uses the 4.0 grade point average system and numerical code:

A=4.0

B=3.0

C=2.0

D= 1.0

F=0

\*Students are expected to maintain an overall cumulative grade point average (GPA) of 2.00 based on the number of semester hours attempted at Galveston College to be eligible for all federal and state financial assistance.

2. Maximum Time Frame Component: Students may receive consideration for financial aid for up to 90 hours attempted.
3. Rate of Completion: a student's overall completion rate (percentage of credit hours attempted) is required to be at least 75%.

### **Change of Major**

A student may change from one major to another during attendance at the Galveston College. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the coursework within the time frame or hour limitation stated unless an appeal is approved. All attempted hours from a prior major(s) are included in the total maximum attempted hours.

### **REVIEW PROCEDURE**

1. Academic Standards and Incremental Progress

The Financial Aid Office staff will determine each semester/session whether or not a student has successfully completed at least the minimum expected percentage of hours with the required grade point average and shows progress toward the educational objective for all completed coursework.

The following will be considered as semester hours successfully completed:

"A" through "D" and "CRA, CRB, or CRC" grades.

The following shall be considered as semester hours not completed:

"F" Grade	"WX" Progress
"I" Incomplete	"Audit" No Credit
"IP" In Progress	"AWN" Administrative withdrawal-No Credit
"W" Withdrawal	"NC", "NCD", "NCF" No Credit
"NR" Not Reported	

2. Repeat Courses

Students may receive financial aid for repeating failed courses pending that they are meeting SAP standards. Students who receive a passing grade for a course and decided to repeat the course to receive a higher grade may only receive financial assistance on the first repeat of the passed course. Students are not eligible to receive financial aid for two or more repeats of a passed course. For repeated courses, only the latest grade earned is included in cumulative grade point averages, but both courses will remain as a part of the aggregate hours attempted. Financial aid will not be provided for courses taken by audit, credit hours earned by placement tests, or continuing education courses.

3. Time Frame

At the end of each semester, the Financial Aid Office staff will determine the aggregate number of hours the student has attempted. The student must not exceed 150% of the required program hours to graduate from any one-degree program. Once a student has attempted 90 hours, he/she is ineligible to receive consideration for financial aid after that semester. He/she may appeal to have aid reinstated by enacting the appeal process. (Example-Students requiring 60 credits to graduate from a program may not earn more than 90 hours and still receive financial aid). Students are allowed only two opportunities to change their program.

4. Developmental Classes

Federal regulation limits financial aid for developmental classes to 30 attempted hours. Students who enroll in developmental hours in excess of 30 hours will not be considered in calculating eligibility for federal aid which includes Pell Grant, Supplemental Educational Opportunity Grants (SEOG), Federal Direct Loans and Stafford Loans; no exceptions may be made.

## SAP STATUSES

### FINANCIAL AID WARNING

Students who are in violation of one or more of the aforementioned SAP criteria for their first offense will be placed on a WARNING SAP status for their next term of enrollment. While on "Warning", students are eligible to receive financial assistance and must bring themselves into SAP compliance by the end of the "Warning" term. If the student is not meeting SAP at the end of the term, the student will be placed on SAP "Suspension" in which the student is no longer eligible to receive financial assistance.



## **FINANCIAL AID SUSPENSION**

The student who fails to meet the standards of satisfactory academic progress during the semester of attendance while on "Warning" will be placed on suspension and denied further funding. Automatic suspension will be placed on students who totally withdraw during a semester or receive 0 .00 GPA or receive NC's in all developmental classes. Students may appeal their suspension status to the Financial Aid Office to regain Financial Aid eligibility. A student whose financial aid has been suspended may also bring themselves back into compliance with the satisfactory academic progress requirements at their own expense; except for time frame. To do so, you must take at least 6 credit hours toward your degree or certificate and pass with a "C" or better ("CR" for developmental courses). If you choose to take more than the recommended 6 hours, all hours enrolled will be taken into consideration to determine your eligibility. Courses taken outside of your degree or certificate will not qualify you to regain financial aid eligibility.

## **FINANCIAL APPEALS**

A student whose financial aid has been suspended may submit the [Satisfactory Academic Progress \(SAP\) Appeal Form](#) to the Financial Aid Office. The appeal must include a typed statement with supporting documentation regarding extenuating circumstances. The Satisfactory Academic Appeal Team will review the appeal within 10 working days of receipt. Appeals are considered for extenuating circumstances such as injury, illness, death in the immediate family, or undue hardship that can be supported through documentation. Students who have their appeals approved by the Satisfactory Academic Appeal Team will be placed on financial aid probation.

To address an appeal denial decision made by the Satisfactory Academic Appeal Team, the student must respond the decision within 10 working days of the receipt of the decision. The rebuttal appeal must be submitted to the Director of Financial Aid via the Financial Aid Office. The Director of Financial Aid will forward the appeal decision to the student within 10 working days of the receipt of the rebuttal appeal.

To address an appeal denial decision made by the Director of Financial Aid, the student must respond to the decision within 10 working days of the receipt of the decision. The rebuttal appeal must be submitted to the Associate Vice President of Student Services via the Counseling Center. The Associate Vice President of Student Services will forward the appeal decision to the student within 10 working days of the receipt of the rebuttal appeal.

To address an appeal denial decision made by the Associate Vice President of Student Services, the student must respond to the decision within 10 working days of the receipt of the decision. The rebuttal appeal must be submitted to the Galveston College President. Rebuttal appeals at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President's decision will be affirmed. The appeal process ends with the decision of the President.

## **FINANCIAL AID PROBATION**

Students whose appeal was approved by the Satisfactory Academic Appeal Team, Director of Financial, Associate Vice President of Student Services or the College President will be placed on Financial aid "Probation" for their next term of attendance. Students may be required to adhere to an academic plan set forth by the approving entity in an effort to bring them into SAP compliance. Students who fail to meet the terms of their financial aid "Probation" by bringing themselves into SAP compliance will be placed on Financial Aid "Suspension."

## **PROGRAMS OF STUDY OFFERED DEGREE PROGRAMS**

### **TRANSFERABLE DEGREES:**

### **ASSOCIATE OF ARTS (A.A.) and ASSOCIATE OF SCIENCE (A.S.)**

Associate Degrees at Galveston College require a minimum of 60 credit hours for completion. Each program will satisfy the requirements for the first two years of a four-year degree. Programs of study for the Associate of Arts and Associate of Science degrees parallel the first two years required for Bachelor of Arts and/or Bachelor of Science degrees at senior colleges and universities. However, because degree requirements at senior colleges and universities vary, students should select courses with the assistance of a Galveston College counselor or faculty advisor.

### **ASSOCIATE OF ARTS DEGREES (A.A.)**

General Studies	History
Art	Political Science
Criminal Justice	Psychology
Drama/Theatre	Sociology/Social Work
English	Speech/Speech Communication
Health and Physical Education	

### **ASSOCIATE OF SCIENCE DEGREES (A.S.)**

General Studies	Mathematics ED-MS Level
Biology	Engineering <ul style="list-style-type: none"><li>• Industrial</li><li>• Mechanical</li></ul>
Biology/Pre-Professional Health	Health Science <ul style="list-style-type: none"><li>• Allied Health-clinical Lab Sciences</li><li>• Allied Health-Occupational Therapy</li><li>• Transfer Nursing</li></ul>
Business Administration	Mathematics
Chemistry	Physics
Computer Science	Psychology
Education/ Teaching <ul style="list-style-type: none"><li>• EC-6</li></ul>	
Generalist	
Mathematics Education-HS Level	

## **ASSOCIATE OF APPLIED SCIENCE (A.A.S.)**

The Associate of Applied Science Degree (A.A.S.) is awarded to students who successfully complete an approved curriculum for a two-year technical or vocational program. Each program must include a minimum of 15 credit hours of general education courses with at least one course taken from each of the following areas: Humanities/Fine Arts, Behavioral/Social Sciences, and Natural Science/Mathematics. In addition, evidence of computer literacy must be demonstrated. Galveston College offers Associate of Applied Science degrees:

Cosmetology	Nursing
Culinary Arts	EMT-P to ADN Transitional
Electrical and Electronics Technology	LVN to ADN Transitional
Emergency Medical Services	Radiation Therapy Technology
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R)	Radiography
Medical Office Administration	Surgical Technology
Nuclear Medicine Technology	Welding

NOTE: Students interested in earning a second associate degree must complete a minimum of 18 additional hours in residence at Galveston College. A few courses contained in the AAS degree programs are specifically created as workforce education courses and may not transfer to baccalaureate programs, please visit a counselor, faculty advisor or program coordinator for more information.

## **CERTIFICATE PROGRAMS**

A certificate program of study is a program requiring less than 60 credit hours for completion. These programs are normally designed to provide the short-term training necessary to develop entry-level job skills without requiring completion of an Associate Degree. Credit may be awarded toward a related degree at Galveston College.

Criminal Justice - Law Enforcement	Medical Coding
Cosmetology	Medical Administrative Assistant
Culinary Arts	Radiologic Health Science
Electrical and Electronics Technology	Computerized Tomography (CT)
EMS Advanced	Magnetic Resonance Imaging
EMS Paramedic	Technology (MRI)
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R)	Radiation Therapy Technology
Vocational Nursing	Surgical Technology
	Welding

## **ADVANCED TECHNICAL CERTIFICATES**

These certificates provide advanced studies in specific associate of applied science programs. Completion of the skills certificates enhances employability and offers specialized training. In most cases, students must complete an associate degree program to enroll. Level 2 and advanced certificates require students to be TSI (Texas Success Initiative) complete. For more information, please consult a counselor or faculty advisor.

## **ARTICULATION AGREEMENTS**

Articulation agreements have been made with The University of Texas Medical Branch Wiley College, University of Houston (Clear Lake, Downtown, and Victoria), Texas A&M at Galveston, Midwestern University, Sam Houston State University and the University of Phoenix. Students should contact for specific course requirements before making a degree plan.

## **TRANSFER INFORMATION**

Students who plan to transfer to a four-year college or university will want to decide upon a major, field of study, or area of emphasis that fits their career plans. Examples of an area of emphasis or major in a transfer program are: Art, Biology, Business, Drama, Mathematics, Education, etc. Students preparing for law school should consider a major in Business, Government/Political Science, or a closely related area, and students considering a career in medicine or other professional health programs should consider a major in Biology, Chemistry, or a closely related field of study.

In general, all students working towards a Bachelor's Degree should follow one of the Associate of Arts or Associate of Science degree plans. Students who are undecided about a major, field of study, or an area of emphasis and who are planning to transfer to a senior institution are strongly advised to complete the Galveston College Core Curriculum. In addition, undecided majors should follow the Liberal Arts or the General Studies course of study until such time a major or an area of emphasis is declared. Students planning to transfer to a senior college or university are advised to consult a copy of that institution's catalog, use it for additional guidance in course selection, and work with a counselor or faculty advisor to plan their course of study.

## **ACADEMIC INFORMATION**

Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism. For more information refer to Students Rights and Responsibilities section of the local policy, (FBL) Student Code of Conduct. Any student violation of scholastic integrity for plagiarism or cheating falls properly within the realm of student/faculty relations and is subject to faculty recommendation to the College administration for loss of credit for a particular assignment, examination, or unit of work; failure in a course; or dismissal from the College.

## **GRADING SYSTEM**

<b>Grade</b>	<b>Interpretation</b>	<b>Grade Point Value</b>
A	Excellent or Outstanding	4
B	Good or Above Average	3
C	Average or Expected	2
D	Poor but Passing	1
F	Failure	0
I	Incomplete Work*	Not Computed

## GRADING SYSTEM (continued)

W	Official Withdrawal	Not Computed
Audit	No Credit	Not Computed
AWN	Administratively Withdrawn	Not Computed
CR CRA CRB CRC	Credit	Not Computed
NC NCD NCF	No Credit	Not Computed
NR	In Progress-No Grade Reported Yet	Not Computed

**\*Note 1:** Incomplete work must be completed on or before the end of the next long-term semester. Work not completed by the end of the next long semester (summers do not count) will automatically be changed to a grade of "F" or "NC ". Students with grade of "I" will not be eligible for "Honors" until "I" has been completed.

**\*Note 2:** The last day to drop a course with a grade of "W" is noted in the College Calendar.

**\*Note 3:** See Administrative Withdrawal section in catalog.

**\*Note 4:** Developmental courses are not computed in semester or cumulative GPA, effective spring 1988.

### GRADE POINT AVERAGE (GPA)

Four grade points are awarded for each semester hour in which the student receives an "A", three grade points for each hour of "B", two grade points for each hour of "C", one grade point for each hour of "D", and 0 grade points for an "F". The grade point average (GPA) is calculated by dividing the total number of grade points by the number of graded semester hours earned. Entries of "Audit," "I," "IP," "AWN," "CR," "CRA/B/C," "NC," "NC/D/F," "NR," are not assigned grade point values.

A student's grade point average is computed by adding the total grade point values for all courses and dividing by the number of graded credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average of 2.53:

Courses	Grade	Hours	Grade Points
BIOL 2401	A	4	16
ENGL 1301	B	3	9
HIST 1301	B	3	9
SPCH 1315	C	3	6
PSYC 2301	D	3	3
KINE 1164	F	1	0
Total Credit Hours:	17		
Total Grade Points:	43		
Calculation of GPA:	$43/17 = 2.53$		

## **CUMULATIVE GRADE POINT AVERAGE**

The cumulative grade point average is based upon all of the student's work taken at Galveston College; however, when courses are repeated only the most recent grade will be used to calculate grade points and semester hours. Transfer students must meet the minimum grade point average of 2.0. No grade lower than a "C" is acceptable for transfer credit.

## **CLASS ATTENDANCE**

Students are required to attend all lectures and laboratory periods, and an accurate record of each student's class attendance is kept by each instructor for the duration of the course. Any student who has missed 10% of the total clock hours of instruction, not excused by the instructor, may be withdrawn from class by the instructor with a grade of "Administrative Withdrawal" (AWN). If an AWN is processed before a student completes the drop procedures, the AWN will become the grade of record. The student, instructor, and financial aid office will receive copies of the AWN form. Students are expected to report to class on time. Tardiness may be treated the same as an absence and the AWN policy may be applied at the discretion of the instructor. Read your class syllabus for your instructors policies on attendance, quizzes and exams.

Programs with special attendance requirements mandated by local, state, or national accrediting or professional agencies will observe the agency attendance requirements which affect student certification, registry or licensure, as well as those of the College. All special attendance requirements must be approved in writing by the Vice President of Instruction.

## **STUDENT ABSENCE ON RELIGIOUS HOLIDAY**

Under Texas Education Code 51 .911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Written notice to the instructors is required no later than the fifteenth day after the first day of the semester and the student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

## **EXAMINATIONS**

The academic performance of students in all credit courses will be evaluated and graded. It shall be the responsibility of the instructor to design and administer appropriate tests and/or other assessments to determine the adequacy of student learning in each course taught. The preparation and administration of examinations/assessments shall be the responsibility of each faculty member who teaches a course at the College, except where divisional course examinations have been authorized.

To evaluate students learning, a final exam or final experience is required in each course as provided for in the course syllabus. Guidelines covering the final examinations are listed below:

1. A final examination or final experience is required as stated in the grading section of the course syllabus. (A final exam is defined to include a test, a final project, a portfolio, or other final experience.)
2. An examination schedule will be published each semester. All tests should be given at the time scheduled.

Students will not normally be allowed to take a final examination at any time other than the assigned period. Exceptions to this policy may be granted in cases of extreme need when approved by both the faculty member and the appropriate Dean or Division Coordinator.

### **CLASSROOM CONDUCT**

Students are expected to conduct themselves in the classroom and/or laboratory in a manner that is conducive to good academic progress. Failure to comply with the lawful direction of a faculty member, teaching assistant, and/or laboratory instructor may be a disruption for all students enrolled in the class. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student from a class for just cause. Students removed may be referred to the Vice President of Student Services for disciplinary action, up to and including disciplinary suspension.

### **UNATTENDED CHILDREN ON CAMPUS**

Students should not bring children on campus and leave them unattended, nor are children permitted in classroom areas except for those so designated.

### **CELL PHONE USE**

Cell phone use is strictly prohibited during any and all class/lab sessions. If an emergency, please step outside to avoid disruption.

## **ACADEMIC RECOGNITION**

Galveston College has several means of recognizing students for their outstanding and distinguished academic achievement. Academic recognition is awarded at the end of each long semester.

### **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).

### **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).

### **DEAN'S LIST**

Students who have a 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).

## **GRADE REPORTS/TRANSCRIPTS**

Final grades are available at the end of each semester via Whitecaps Portal. A transcript is the official record of all College coursework. Transcripts are withheld from students who have not met financial or other obligations to the College. Students can request up to five transcripts per week at no cost from the Office of Admissions. For more information visit [www.gc.edu](http://www.gc.edu) under Admissions & Records/Transcript Requests.

# GRADE APPEAL

Any student at Galveston College has the right to appeal academic decisions or actions which he or she considers manifestly unjust or improper. The primary responsibility for assigning grades in a course belongs to the individual course instructor, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the instructor responsible for the course must remain determinant.

## **LEVEL ONE (Informal Steps)**

A student who believes that an improper or incorrect grade was assigned should first take informal steps to resolve the situation. The request for a grade correction must occur within thirty (30) calendar days of the end of the semester in which the grade was issued. The student should first discuss the matter with the instructor of record. If the matter is not resolved at this point, the student should discuss the matter with the appropriate program or faculty chair, who will attempt to resolve the grade dispute.

## **LEVEL TWO**

If an informal attempt to resolve the grade issue is unsuccessful, the following procedures will be observed at level two:

1. The student will submit to the appropriate Dean, in writing, a request for review using a Grade Appeal Form, which is available in the Office of the Dean or the Division Coordinator.
2. The Dean or Division Coordinator, on receiving the request, will inform the instructor, the program coordinator and the faculty chair of the appeal, provide the instructor with a copy of the appeal, and request a written response from the instructor.
3. The Dean or Division Coordinator shall review all material and information and seek an appropriate solution.

## **LEVEL THREE**

If an appropriate solution is not forthcoming at the Dean's level, the Dean shall forward the appeal to the Student Affairs Committee. The Committee's responsibility shall be:

1. To review the complainant's request and evidence;
2. To consider the instructor's response;
3. To consider the Dean's or Division Coordinator decision; and,
4. To call any witnesses, if deemed appropriate by the committee, to corroborate documentary evidence; (A witness requested to testify by either the complainant or the instructor, or both, may decline.)
5. The Student Affairs Committee shall render a decision which shall be communicated to the Dean or the Division Coordinator who in turn shall communicate the decision in writing to the student and to the instructor within ten (10) working days following the report of the committee.

## **LEVEL FOUR**

If the matter is still not resolved to the student's satisfaction, he or she may present a written request for review by the Vice President of instruction. The Vice President of Instruction will review the appeal with the appropriate Dean or Division Coordinator and render a decision.

## **LEVEL FIVE**

If the outcome of the appeal to the Vice President of Instruction is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the decision, submit a written appeal



to the College President. The written appeal at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President's decision will thereby be affirmed. The grade appeal process ends with the decision of the President.

## **RESOLUTION OF TRANSFER DISPUTES**

The following procedures will be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower division courses according to the Texas Higher Education Coordinating Board and Texas Education code 61.826:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution will give written notice to the student and to the sending institution that the transfer of the course credit is denied. A receiving institution will also provide written notice of the reasons for denying credit for a course or set of courses at the request of the sending institution.
2. A student who receives the notice of denial for transfer credit may dispute the denial of credit by contacting a designated official at either the sending institution or the receiving institution.
3. The two institutions and the student will attempt to resolve transfer of the course credit in accordance with Board rules and regulations.
4. If the transfer dispute is not resolved to the satisfaction of the student or sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer will notify the Commissioner of its denial and the reason for its denial.
5. The Commissioner of Higher Education or the Commissioner's designee will make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
6. The Board will collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. If the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If the quality is found to be unacceptable, the Board may discontinue funding for the course.

More information on the guidelines of the resolution of transfer disputes is available in the Admissions and Registrar's Office.

## **GRADUATION REQUIREMENTS**

All students interested in obtaining a degree and/or certificate should meet with a counselor/advisor to verify degree progress. A minimum cumulative grade point average of 2.0 is required on all course work taken at Galveston College. Specific programs may stipulate additional GPA requirements for successful completion. Developmental courses are not applied toward graduation requirements. Students may not graduate if on scholastic probation (below a 2.0 GPA) in the last semester of enrollment.

## **GRADUATION UNDER A PARTICULAR CATALOG DEGREE PLAN**

The student is responsible for all requirements of the catalog under which that student is graduating. To graduate, students must complete the course requirements of the Galveston College Catalog in effect at the time a degree or certificate program is selected. To change majors, a Change of Major form must be completed in the Counseling Office and filed in the Office of Admissions. Major changes will be governed by the degree requirements in effect at the time the change of major becomes effective. These exceptions apply:

1. A catalog more than 10 years old shall not be used.
2. Students who stop (not enrolled) for twelve months or more, will be governed by the catalog in effect at the time of the student's re-entrance to the College. For these purposes, enrollment will be defined as registration for and successful completion of at least one course during an academic term.

## **APPLICATION FOR GRADUATION**

Students who plan to receive an Associate of Arts, Associate of Science, Associate of Applied Science degree or a Program Certificate must submit an Application for Graduation to the Office of Admissions by the posted deadline. Graduation application deadline dates are available in the semester class schedule and the catalog. Applying for graduation in advance to the Office of Admissions permits timely updating of degree audits, allowing students to plan or change their final semester courses to ensure completion of all requirements. Applications should be reviewed and accessed via the Counseling and Advising Office.

Incomplete grades, grade changes, and transfer work needed to complete graduation requirements that are not resolved within thirty days after graduation will result in reapplying for graduation for the subsequent semester. Academic records are sealed thirty days after the conferral of a degree/certificate; no changes to the record will be made following that date. There is one formal commencement exercise held at the end of each spring semester. All graduating students are encouraged to participate in the exercise. Summer and fall graduates are also encouraged to participate.

## **GRADUATION WITH HONORS**

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

### *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).

### *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).

### *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).

### **GRADUATION AND COMPLETION RATES**

In compliance with Public Law 101-542 (as amended by P.L.106-25), Galveston College publishes a report of completion rates for full-time undergraduate students seeking an associate degree, a certificate of technology, or transfer to a four-year institution. This report is updated annually and is available in the College's Office of Institutional Effectiveness and Research. Current and prospective students and student athletes are encouraged to avail themselves of the information in this report prior to enrolling or entering into any financial obligations with or through the College.

### **ACADEMIC STANDARDS OF PROGRESS (Probation and Suspension)**

1. **Measure of Quality.** The records of all students enrolled each semester will be reviewed and evaluated at the end of each semester. Full-time students and part-time students will be achieving satisfactory progress and be in "Good Standing" if they earn a cumulative 2.0 grade point average or higher (on a 4.0 scale).
2. **Academic Probation.** Students who do not achieve satisfactory progress (cumulative minimum GPA of 2.0) will be placed on Academic Probation for the next long semester (*Note: both summer sessions are considered equivalent to one long semester*). Students on academic probation are required to meet with an advisor or counselor to complete an enrollment contract. In addition, students on academic probation may be limited to a maximum of 16 semester credit hours.
3. **Academic Suspension.** Students who are on Academic Probation and fail to achieve minimum cumulative GPA of 2.0 or higher during the next term will be placed on Academic Suspension (suspended from enrollment for the next long semester). A student may appeal this action through the Student Affairs Committee if there are extenuating circumstances which might alter the suspension status. After serving a one-semester suspension, these students will be eligible to re-enter on Academic Probation.
4. **Continued Academic Probation.** Continued probation instead of suspension will be in effect for students who fail to achieve the cumulative 2.0 GPA, but who attain a 2.0 GPA or higher in the current semester. When these students attain the cumulative minimum of 2.0 or higher GPA, they will be in "Good Standing."
5. **Re-entry.** Students who have been on suspension may re-enter on Academic Probation. If they fail to meet the minimum requirements as indicated, they will be placed on Academic Suspension for one calendar year. After one year the student may be admitted on Academic Probation. Should the student still not meet the minimum requirements, he/she will be placed on Academic Suspension again for a calendar year and may be re-admitted only upon approval of the Director of Admissions/Registrar or the President's designee.

## **STUDENT LIFE AND SERVICES**

Galveston College is committed to providing Student Services that support the vision, mission and goals of the institution. Student Services are provided by the Admissions Office, Financial Aid, Counseling and Advising, Student Activities, Special Services, Learning Resource Center, Testing Center, Public Relations, TRIO Programs (Building Bridges to Success) and the Student Success Center.

Student Services are integrated with the programs of the College to address the individual needs for educational, personal, social, cultural, and career development.

### **BUILDING BRIDGES TO SUCCESS**

The Building Bridges to Success (BBS) program at Galveston College is designed to provide support for approximately 200 students who are first generation College students and/or economically disadvantaged. The purpose of BBS, a TRIO Student Support Services program funded by the United States Department of Education is to increase retention rates, course completion, graduation, and transfers. Services offered include; academic advising, degree planning, course selection, registration, individualized tutoring, personal counseling, career guidance, financial aid, scholarship information, educational activities, and transfer assistance to four-year colleges or universities. Interested students must complete an application and orientation interview to determine if they qualify. Building Bridges to Success is in R-286 or contact BBS at (409) 944-1296.

### **COUNSELING AND ADVISING SERVICES**

The Counseling Center is located on the first floor of Moody Hall. Seminars and workshops are presented or hosted by the Counseling Center and Student Services throughout the academic year on a variety of topics related to student success. Confidential personal counseling is provided on a short-term basis to assist students with academic as well as personal issues. Career counseling is available for students who would like to explore career options and choices.

### **CAREER PLACEMENT AND STUDENT SUCCESS CENTER**

The Career Placement & Student Success Center, located on the Galveston College campus in room N-119. Tutoring services are provided by a knowledgeable tutoring staff. Student Success Center tutors are available to help all currently enrolled Galveston College students with general study and test-taking skills, as well as subject-specific tutoring. The SSC also offers free 24 hour online tutoring services via NetTutor to all students. In addition, the center offers career readiness trainings, resume writing assistance and support with basic computer skill navigation. These services are a FREE amenity to all Galveston College students.

### **FACULTY ADVISOR**

Faculty advisors from each program area are available to advise students. For planning and assistance in attaining their academic and vocational goals, students should meet with their advisors on an ongoing basis to plan their program of study.

### **SPECIAL SERVICES OFFICE**

The major goals of the Special Services Office are to increase the admission, retention and graduation rates of students' who self- identify as having a disability, impairment, or health condition or other special circumstance may impede the students' ability to be successful in a college setting. A variety of programs,

services, and related activities are designed to provide educational support such as academic advising, assistance with class scheduling, child care assistance and referrals to local community agencies.

**\*\*Note:** Students with special needs are requested to notify the Special Services Office regarding assistance and/or academic adjustments/auxiliary aids. Students with disabilities, impairments, or other health conditions are required to provide documentation from medical physician(s), and/or referral agency, (i.e., Texas Rehabilitation Commission, Texas Commission for the Blind, etc.). Any student inquiries or complaints concerning Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 should be referred to the Special Services Office or the Vice President of Student Services.

### *SPECIAL SERVICES FOR STUDENTS WITH DISABILITIES*

1. Pre-enrollment advising, class scheduling, and priority registration are available. Students must notify the Special Services Office regarding any special needs, academic adjustments and/or auxiliary aids.
2. Orientation - is available to familiarize students with the campus and inform them of the support services available.
3. Auxiliary Aids -the Special Services Office provides students with disabilities (who provide appropriate documentation) assistance obtaining auxiliary aids. Some auxiliary aids are available for check-out through the Special Services Office.
4. Sign Interpreters - in conjunction with the Texas Rehabilitation Commission, assistance is given to locating speech interpreters to translate information to the hearing impaired.
5. Tutors -tutoring services are provided by the College's Student Success Center for all students.
6. Limited Personal Counseling -the Special Services Office assists with referrals to appropriate local agencies and organizations and serves as liaison to the Texas Rehabilitation Commission, Texas Commission for the Blind, local high schools, etc. as needed.

### **SUBSTANCE ABUSE AND PREVENTION PROGRAMS**

The policy of Galveston College is to provide all students and employees with an environment that is free of substance abuse. Illegal use of controlled substances on college campuses subjects the College, its students, and employees to unacceptable risks of accidents, interferes with the learning and working environment, and is inconsistent with the behavior expected of persons associated with the college.

The College supports remedial assistance and, when necessary, disciplinary action for those individuals who violate conduct expectations, including those related to the use, possession, distribution, or possession for purposes of distribution any controlled substances or illegal drugs on College property or at College- sponsored activities at off- campus locations. All law enforcement agencies are supported by the College to ensure compliance with all laws including those relating to alcohol and to the use, abuse, possession, or distribution of controlled substances or illegal drugs.

### *HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE*

Alcohol abuse can lead to alcoholism, premature death and complications of the brain, heart, liver and other body organs. It is a prime contributor to suicide, homicide, motor vehicle deaths and other so-called "accidental causes" of death. Alcohol interferes with psychological functions and disrupts occupational and educational effectiveness. Illicit drug use can result in a wide range of health problems

including drug addiction, death by overdose or withdrawal seizures, heart problems, infections, liver disease and chronic brain dysfunction (i.e. memory loss, hallucinations, paranoia and psychosis).

#### *Associated Health Risks with Illicit Drug Use, use of Tobacco Products, and Alcohol Abuse*

Health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain pancreas, kidneys, liver, and lungs; high blood pressure, heart attacks, and strokes; ulcers; birth defects; a diminished immune system; and death. The use of tobacco products has been linked to coronary heart disease. Lung, oral, larynx, esophagus, bladder, pancreas and kidney cancers strike tobacco users at increased rates. Either information concerning health risks may be found in the Counseling and Advising Center or consult with your personal physician.

#### **ILLICIT DRUGS**

Illicit drugs are not permitted on campus for sale or use. Students in possession are subject to the laws pertaining to the specific infraction.

#### **National Hotlines & Help Lines**

Alcohol Treatment Referral Hotline: 1-800-252-6465 Referrals available 24 hours a day.

National Drug/Alcohol Treatment Referral Service: 1-800-662-4357 Referrals available 24 hours a day.

National Council of Alcoholism and Drug Dependence (NCADD) – Helpline: 1-800-662-2255 Refers caller to local affiliate office of NCADD. Referrals available 24 hours a day.

#### **Local Hotlines and Agencies**

Bay Area Council of Drugs and Alcohol: 1-800-510-3111

The Gulf Coast Center (MHMR) - 24 Crisis Hotline: 1-866-729-3848

#### **VETERANS BENEFITS PROGRAM**

The Office of Admissions assists the eligible student veterans and their dependents to obtain veterans' educational benefits in compliance with Veterans Administration procedures and regulations. To receive veterans' benefits, students must be admitted to Galveston College, enroll in a degree-seeking or certificate-seeking program, and apply for Veterans Educational Benefits. Current students should visit or contact the Financial Aid Office each semester after registering for classes to verify their eligibility of benefits. For more information regarding Veterans Administration benefits, contact the Financial Aid Office at (409) 944- 1235.

## **STUDENT ACTIVITIES**

Galveston College promotes a wide range of student organizations that offer students the opportunity to develop leadership skills to become more involved in campus life and make new friends. The Office of Student Activities has a variety of organizations to meet the needs and interests of all our students, but if you have an idea for a new organization, the Office of Student Activities is always open to starting new groups! In addition, the Office of Student Activities promotes all student events on campus from recreational events to student success seminars. To get involved, contact the Office of Student Activities at (409) 944-1234 or email [activities@gc.edu](mailto:activities@gc.edu) for more information.

## **STUDENT GOVERNMENT ASSOCIATION**

The purpose of the Student Government Association (SGA) is to form a representative, constructive, and responsible student government; promote beneficial understanding among the students, faculty and the administration; foster the recognition of the rights and responsibilities to the students in such a capacity as to further their interest and educational attainment. SGA hosts the annual Fall Festival for the community, the annual Spring Fling for students, and a variety of activities through the year to help fellow students become acclimated and involved on campus.

SGA elections are held every April. If you want to be involved in SGA, participate as a Student Organization Representative or an Ambassador!

### **STUDENT CLUBS AND ORGANIZATIONS**

African-American Club	Island Potters
Art Club	Male Success Initiative
Bowling Club	Multi-Ethnic
Campus Ministry	Nuclear Medicine Club
Chef's R Us Club	Performing Arts Club
Computer Science Club	Phi Theta Kappa
Cosmetology Club	Political Science
Craft Club	Radiography Club
Criminal Justice Club	SPARK: Poets & Writers
Electrical Electronics Club	Sport Activity Club
EMS Club	STEM Club
Environmental Awareness Club	Student Nursing Association
Film Club	TACCA
Fishing Club	(Texas Air Conditioning Contractors Association)
Fishing Club	Veterans Student
Gay Straight Alliance: Queer Space	Welding Club
Hispanic Student Organization	
History Club	
HVAC-R (Heat, Ventilation, Air, Refrigeration)	
Island Potters	
Journalism Club	

Faculty and staff help support student development and service learning by serving as advisors of clubs and organizations on campus. Clubs and organizations are an integral part of academic culture and help students gain leadership, teambuilding, event planning, and volunteer experience outside of the classroom. Popular clubs are listed below:

## **PHI THETA KAPPA, HONORS SOCIETY (PTK) SIGMA GAMMA CHAPTER**

Phi Theta Kappa is recognized by the American Association of Community Colleges as the official international honor society of two-year colleges. The purpose of this organization is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service; an intellectual climate to exchange

ideas and ideals; lively fellowship for scholars; and stimulation of interest in continuing academic excellence. Membership is by invitation only and strict requirements must be met prior to the extension of an invitation.

## **ATHLETICS**

Whitecaps athletic teams compete locally in the nationally prominent and highly competitive National Junior College Athletic Association - Region XIV. The governing body for two-year college athletics in the United States is the National Junior College Athletic Association (NJCAA). Galveston College is active in the NJCAA and abides by its regulations and policies in the operation of its intercollegiate athletic programs. For additional information regarding the intercollegiate athletic program, please contact the Director of Athletics at Galveston College at 409-944-1202.

The intercollegiate athletic program at Galveston College was reestablished in 1991 as a result of a grant provided by the Moody Foundation of Galveston, Texas. Sports selected for sponsorship by the Foundation and the College includes women's fast pitch softball and men's baseball, at the NJCAA Division I level contested during the spring.

## **INTRAMURALS**

Galveston College promotes team building and healthy competition among students via intramural sports. The college offers intramural sports in indoor soccer, basketball, volleyball, tennis and badminton. Faculty, staff and students are encouraged to participate and get involved on campus.

## **GULF COAST INTERCOLLEGIATE CONFERENCE**

Galveston College is a member of the Gulf Coast Intercollegiate Conference (GCIC), which provides its students the opportunity to compete on an extramural level. Sports Day competition includes such activities as tennis, co-ed volleyball, co-ed soccer, basketball, flag football, billiards and golf. Tournaments are held in the fall, spring and in Galveston. For more information, contact the Student Activities Office via email [activities@gc.edu](mailto:activities@gc.edu) or at 409-944-1234.

## **PARKING RULES AND REGULATIONS**

### **GENERAL PROVISIONS**

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



2. The fact that a violation notice is not issued when a violation occurs does not imply that the regulation or rule is not in effect. Each vehicle operator is responsible for knowing and following the parking rules and regulations.
3. Campus Security has been charged with the authority to enforce these regulations, including the right to immobilize or tow vehicles for specific violations and/or for repeat violators. The owner or operator of an immobilized or towed vehicle is responsible for the cost of towing and storage fees in addition to any other assessed fines.
4. The College assumes no responsibility for any vehicle or its contents while the vehicle is parked or operated on College property. All vehicle operators should lock or otherwise secure their vehicles when parked on the Galveston College campus.
5. Registration of Motor Vehicles: All students, faculty and staff at Galveston College are required to identify their motor vehicles on campus using a Galveston College Parking Permit. Parking Permits may be obtained free of charge from Media Services (R-120) by completing the appropriate form.
6. Procurement of a Parking Permit by students or employees does not guarantee a specified parking space. Each driver is responsible for finding a legal parking space. Inability to locate a parking space is not an excuse for violating parking regulations.
7. A Parking Permit may not be obtained for or displayed by an individual ineligible to receive the permit. The College may suspend for a period of up to one (1) year, the parking privileges of individuals who violate this regulation.
8. Reserved Parking Permit: GC Employees assigned to designated reserved (restricted) parking spaces will be required to display a valid parking permit and the reserved parking hang-tag.

**NOTICE:** Parking in a Galveston College parking space/lot requires a valid Galveston College Parking Permit. All others will be towed. Parking Permits may be obtained (with proof of current paid registration) from Media Services (R-120). Several parking spaces have been designated and are clearly marked as Visitor Parking with a one (1) hour limit. Violators will be towed.

## **STUDENTS**

All students utilizing campus parking facilities must properly display a valid Galveston College parking permit, and park in an appropriate parking space. Galveston College does not guarantee a parking place, nor does the absence of a parking space justify violation of the Campus Motor Vehicle Rules and Regulations.

## **PERMITS**

Students may obtain GC Parking Permits (with proof of current enrollment) free of charge from Media Services (R-120). All automobiles on campus must display a valid parking permit on the outside lower left corner of the rear window. Permits for convertibles, pickups with temporary campers, and vehicles with a rear window sun shield may be displayed on the left rear bumper.

Failure to display a parking permit as described above constitutes a parking violation. (For additional information on parking violations, see parking violations below.) Students shall be responsible for all permits registered in their name, regardless of the owner of the vehicle. If a parking permit is lost, the loss should be reported, in person, immediately to Media Services.

## **WHERE TO PARK**

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

## **BICYCLE, MOTORCYCLE, MOTOR SCOOTER AND MOPED PARKING REGULATION**

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

## **VIOLATIONS**

1. Parking Permit Violations
  - No valid permit
  - Failure to display valid GC parking permit
  - Permit improperly displayed
  - Displaying a permit that has been altered or forged
2. Parking Violations
  - Parking in a "No Parking" zone
  - Parking where prohibited by signs, painted curbs, or lines
  - Parking where no marked space exists Parking on grass, grounds, or turf
  - Parking in area which has not been designated for parking
  - Parking in a fire zone
  - Parking in a loading zone
  - Parking in a reserved space or area
  - Parking in faculty/staff or reserved space
  - Parking illegally in a "Visitor Only" reserved space(s)
  - Parking illegally in any controlled space or area
  - Parking in a space for disabled individuals without properly displaying a license plate or placard (hang-tag) for disabled individuals.
  - Blocking drives, sidewalks, and exits or loading zones.
  - Parking in a manner that obstructs or impairs proper usage of sidewalks, driveways, streets, curbs, ramps, loading zones, marked crosswalks, or disabled access.
  - Parking in a manner to prevent, impair or obstruct other vehicles from entering or exiting parking lots, parking spaces, or access streets that enter and exit the campus.
  - Parking in a manner that obstructs truck access to dumpsters.
  - Illegal parallel parking on two-way streets and roadways.
  - Parking in a manner that obstructs two-way flow of traffic on any campus street or within a parking lot.

- Failure to park with right-hand wheels within eighteen (18) inches of the street curb.
  - Failing to park within marked space. Failure of one vehicle to park within the marked boundaries is not implied consent for others to park with any part of the vehicle over the line.
  - Parking in a "double parked" fashion.
  - Playing loud and disruptive music.
  - Stopping or parking a vehicle on the roadway side of any vehicle parked at the edge or curb of a street or parking lot.
3. Moving Violations
- Speeding (The campus speed limit is 10 miles per hour)
  - Burning-off
  - Reckless driving
  - Running a stop sign
  - Failure to yield right-of-way
  - Driving the wrong way on a one-way street or parking lot through way.
  - Executing an illegal U-turn
  - Failure to yield to a pedestrian in a cross-walk
  - Operating a motor vehicle on curbs, sidewalks, grass, etc.
  - Other moving violations as defined by law

## **ENFORCEMENT**

1. All laws of the State of Texas, ordinances of the City of Galveston and rules and regulations of Galveston College are in effect on the campus 24 hours a day.
2. Special temporary parking arrangements may be made through the Director of Facilities and Security.
3. Reserved spaces, whether by designated "Reserved" signs or reserved by Campus Security for special events, will be enforced.
4. Traffic and Parking Notices: Galveston College Security may issue Galveston College Violation Notices.
5. Immobilization of Vehicles: Vehicles may be immobilized by means of an automobile 'boot' at the expense of driver/owner. Immobilized vehicles may be subject to additional fines and/or penalties.
6. Towing of Motor Vehicles: All Galveston College parking lots are posted with signs stating, "Towing Enforced - Permit Parking Only - Unauthorized Vehicles Will Be Towed at Owner's or Operator's Expense -Towing Enforced 24 hours a Day." Unauthorized, illegally parked and abandoned motor vehicles are subject to removal from Galveston College parking lots by towing. Towing will be in accordance with Texas Transportation Code - Chapter 684.

### ***VIOLATIONS AND VIOLATION NOTICES RESULTING IN IMMOBILAZTION OR TOWING:***

- Receiving three (3) Violation Notices for any violation may result in vehicle being immediately towed at owner's expense.
- Unpaid parking fines
- Blocking emergency access and driveways/doorways
- Parking in fire zones
- Blocking fire hydrants

- Vehicles determined to be abandoned

\*Note: For any violation causing disruption or a safety concern, the vehicle may be immediately towed at the owner's expense.

### **FINES AND PENALTIES**

	Violation	Fee
First Offense	Parking Permit Violations	\$25
First Offense	Parking in a No Parking Zone	\$25
First Offense	Parking in a reserved, visitor, or faculty/staff space	\$25
First Offense	Moving Violation	\$550
First Offense	Parking in a designated space without appropriate permit	\$10
First Offense	Immobilization Fee	\$50
Second Offense	All fines are doubled for second offenses within the academic year.	

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

All fines for parking violations, permit violations, or moving violations are due within ten (10) working days from the date of the violation. Payments may be made in the Business Office (M-222). A late payment fee of \$10 will be added to a traffic/parking violation fine if payment is not made within ten (10) working days from the date of the violation. Failure to pay for violations may prevent future registration, obtaining official transcripts and/or a diploma.

### **APPEALS OF VIOLATIONS, FINES, IMMOBILIZATION, OR IMPOUNDS**

1. Students, faculty, and staff who receive a violation notice or whose vehicle has been impounded may request a review of that action by submitting a written request to the Director of Facilities and Security within ten (10) working days of the date of the Violation Notice.
2. The review request will be acted upon within fifteen (15) working days of the date of submission. If the Director of Facilities and Security finds that the vehicle was improperly impounded, the Violation Notice and towing/impounding expenses incurred by the student for whose vehicle was impounded, will be reimbursed by the College. Appeals to the decision of the Director of Facilities and Security will be handled for students through the Vice President of Student Services.

#### **DEFINITIONS**

1. Abandoned Vehicle - a motor vehicle, bicycle, or other conveyance parked on Galveston College property for more than three (3) days without being moved.
2. Campus - all property owned or controlled by Galveston College.

3. Citation -Notification issued by a Galveston police officer which may be written to any vehicle found in violation of state law or city ordinances on Galveston College property.
4. Parking for Disabled Individuals - spaces or areas reserved for any disabled individual who has an appropriate hang tag or license plate.
5. Habitual Violator - any person who has received three (3) or more violations notices within a twelve-month period.
6. Impound - towing and storage of a vehicle at a towing facility.
7. Marked Space -parking space defined by two parallel lines.
8. Motor Vehicle - all automobiles, buses, trucks, motorcycles, motor scooters, motorbikes, mopeds, etc.
9. Moving Violations - moving traffic law violations as enacted by the State of Texas.
10. No Parking Zones - all areas not specifically designated for parking, including painted curbs, fire lanes, loading zones, service delivery and dumpster pads.
11. Parking Permit - a temporary card, hang tag or self-adhering decal issued by Galveston College, authorizing the motor vehicle properly displaying the permit to be lawfully parked within designated areas. The issuance and display of the permit serves as proper registration.
12. Reserved Parking -parking spaces identified by signs and/or pavement markings; enforced during business hours.
13. Restricted Parking -parking spaces reserved for use by holders of designated permits.
14. Visitors -persons other than students, faculty members, staff members or employees of Galveston College.
15. Violation Notice - a notification issued by Galveston College Security for violations of parking and traffic regulations.
16. VIP- Vehicle Identification Permit; same as Parking Permit.

### **IMPORTANT RESOURCES**

<b>Department</b>	<b>Phone #</b>	<b>Services Offered</b>	<b>Location</b>
Admissions	409-944-1230	Initial Applications, Admissions for Dual Credit/Early Admit International, and Transfer students; Residency Information and Reclassification, Enrollment Verifications, Transcripts, Recruitment, Graduation Certification, Housing of Student Records, and Name/Address Changes, and Transcript Evaluation.	M-160
Bookstore	409-944-1260	Books, Supplies, Book Buybacks, College Apparel and Gifts.	M-180
Business Office	409-944-1362	Installment Loan (Fall and Spring Only), Payment of Student Bills, Fines and Miscellaneous Charges.	M-222B
Career Placement & Student Success Center	409-944-1399	Tutoring services, assistance with general study and test-taking skills, as well as free 24 hour online tutoring services via NetTutor. The center offers career readiness trainings, resume writing assistance and support with basic computer skill navigation.	N-119
Counseling and Advising Center	409-944-1220	Academic Advising, Degree Planning, Placement Test Services, Career Counseling, Personal Counseling, Referral Services, Special Services Office, Transfer Assistance Planning, and New Student Orientation.	M-150
Financial Aid	409-944-1235	Grants, Loans, Scholarships, Work Study, FAFSA and Veterans Educational Benefits.	M-170
IT Help Desk	409-944-1352	Help with activating Whitecaps email, trouble- shooting log in issues, and general advice regarding the student information system.	R-120

Learning Resource Center (LRC)	409-944-1240 409-944-1481	Library, Testing Center, Cyber Cafe, Study Rooms, Center Computer Lab, and Distance Education, Virtual College of Texas (VCT).	R-107
Media & Print Center	409-944-1249	Student IDs and Parking Permits.	R-120
Student Activities	409-944-1234	Student Government Association, Student Clubs/Organizations, and Campus Events.	SC-110
Testing Center	409-944-1290	Administers, reports, and secures assessments used by both the college and community.	R-117
Virtual College of Texas	409-944-1324	The Virtual College of Texas (VCT) is a collaboration of community colleges in Texas that allows students to enroll in courses at other Colleges using the internet. Access to a computer with an internet connection is required for all VCT courses.	R-110

## CAMPUS INFORMATION

Department	Phone #	Services Offered	Location
Campus Police/ Security	409-944-1361 Or 409-996-7663 (after- hours)	Campus Police, Parking, Security and Safety Issues, Operator 8:00 a.m.-10:00 p.m.	N-102
First Aid		Commercial first aid kits are in Admissions, Business Office, Hermes Fitness Center and Security Office.	N-102
Lost & Found	409-944-4242	Personal items, books, or articles left on college property should be turned into to Security.	N-105
Connect ED		Emergency communication system that will notify you via email, phone or text-message if there is a campus emergency.	Update your address and phone number in admissions.

## SERVICES FOR STUDENTS

Department	Phone #	Services Offered	Location
Athletics	409-944-1202	NJCAA Baseball and Softball, Coaches offices, Games and Schedules	H-100
Building Bridges to Success	409-944-1296	Assist first generation and low-income participants at Galveston College.	R-286
Continuing Education	409-944-1344	Leisure Learning, Non-Credit Courses, Kid's College, Medical, Language, Real Estate, Business, Computer, Culinary and Industrial Institutes, Customized and Onsite Training	M- 140
Food Services	409-944-1284	Student Cheney Center (Breakfast and Lunch), vending machines, and the Bookstore	SC LRC
Hermes Fitness Center (Gym)	409-944-1308	Basketball Court, Aerobic Room, Weight Room, Locker Room, Showers, and Dressing Areas	H-100
Salon G	409-944-1406	Hair, make-up, eyelash, pedicure and manicure services provided by Cosmetology students	ATC
Upward Bound	409-944-1254	Assist first generation and low-income participants at Ball High School	R-286 C+D

## COLLEGE ADMINISTRATION

President of Galveston College	409-944 -1200	M-200
Vice President for Administration	409-944- 1206	M-211
Vice President for Instruction	409-944 -1203	M-213
Associate Vice President for Student Services	409-944 - 1340	M-150
Dean of Technical and Professional Education	409-944 -1404	ATC-102

## LOCAL RESOURCES

**Alvin Community Health Endeavors (ACHE)** **281-331-1036**  
1111 West Adoue Bldg. C  
Alvin TX 77511

**Catholic Charities Intake (7:30-5:30 M-F)** **713-874-6590**  
6811 Stewart Rd

**Crisis Hotline (24 hours)** **713-468-5463**  
Galveston, TX  
[www.catholiccharitiesusa.org](http://www.catholiccharitiesusa.org)

- Sliding scale
- Counseling Services
- Financial assistance (utilities, etc.)
- Transitional Housing
- Seniors assistance
- Adoption and pregnancy assistance
- Community resource referral for other needs
- Intakes must be done over the phone through the Houston Office
  - Services provided in Galveston Office

**Coastal Health and Wellness** **409-938-2234**  
*(Formerly 4-C's Clinic)*  
[www.coastalhw.org](http://www.coastalhw.org)

- Sliding scale based on income for medical/mental health services
- Must bring:
  - Picture ID
  - Proof of Galveston residency

- Pay check stub if employed
- Psychological services are available

**Coastal Health & Wellness Clinic (formerly 4c's Clinic)** **409-938-2234**  
 9850-C Emmett F. Lowry Expy,  
 Texas City, TX 281-309-0255

4700 Broadway, Suite F100 **409-938-2234**  
 Galveston, TX

Provide basic dental services from cleanings to tooth extractions. Some denture services available by contract.

**Community Action Council**

**Intake** **409-762-8418**

**Administrative Office** **409-765-7878**

4700 Broadway – C100  
 Galveston, TX

[www.gccac.org](http://www.gccac.org)

- Hours 8:30-12:30/1:30-5:00 p.m.
- Head-Start (ages 3-5)
- Utilities, Rent/Mortgage Assistance
  - Must bring:
    - Proof of Income
    - Texas ID
    - SS Card of all living in household
    - Bill to be paid or lease agreement

**Jesse Tree** **409-762-2233**

6802 Emmett F. Lowry Expressway  
 Texas, City, TX  
 (Behind Mainland Medical Center)

- Hours: 9:00-3:00 M-F
  - By appointment only
- Food
- Social Services/Case Management
- Substance abuse screening
- Prescription drugs
- Medical screening supplies and rental assistance



- Financial assistance for
  - Rent
  - Utility bills
  - Obtaining ID & Birth Certificates

**Lone Star Legal Aid**

**409-763-0381**

2200 Market Street Suite 301 (Bank of America building)  
Galveston, TX

- Hours: 8:00 – 12:00/1:00-4:00 p.m.
- Legal Advocacy
- Legal Assistance
- Crisis Advocacy, Support & Referral

**Our Daily Bread**

**409-765-6971**

2420 Winnie  
Galveston, TX

- Day shelter
- AA/NA Meetings
- Breakfast 8:30 a.m.
- Lunch check-in @ 10:00 a.m.- Lunch is served at 11:30 a.m.
- Closes at 4:00 p.m.

**Resource & Crisis Center Hotline**

**409-765-7233**

1802 Broadway Suite 122  
Galveston, TX 77550

**1-888-919-7233**

- ***Free and Confidential*** Family Violence and/or Sexual Assault assistance
- Emergency Shelter
- Transitional Housing
- Legal Advocacy/Protective Orders
- Support/Counseling
- Resource Distribution (food, clothing, school supplies, etc.)
- Information & Referral to other services and agencies

**Salvation Army**

**409-763-1691**

601 51<sup>st</sup> St  
Galveston, TX 77551

- Shelter for men and women 18+

- Check-in time: 5:00 p.m. daily
- 3 nights free/\$5 per night after
- Office hours: 9:00-11:45a.m./1:00-5:00 p.m.

**St. Vincent's**

**409-763-8521**

2817 Post Office ST.  
Galveston, TX 77550

- \$25 doctor visits
- Free tooth extractions (up to two teeth)
- Medication assistance
- Food assistance
- Other resources

**Southeast Dental Clinic (Ask for the Dental Clinic)**

**713-740-5000**

3737 Redbluff  
Pasadena TX 77502

- These are Harris County Public Health and Environmental Services' (HCPHES) dental clinics. Provides dental services for children and limited dental services for HCPHES maternity patients.

**Teen Health Center, Inc**

**Ball High School Clinic**

**409-766-5750**

OPEN ALL SUMMER

Summer hours: Monday - Thursday, 8:00 AM - 5:00 PM

4115 Avenue O,  
Galveston, Texas

**Austin Middle School Clinic**

**409-761-3516**

CLOSED FOR SUMMER

Open Tuesdays and Thursdays, 8:00 AM - 4:00 PM

Closed 12:00 PM - 1:00 PM for Lunch

1514 Avenue N ½  
Galveston, Texas

**Central Middle School Clinic**

**409-761-6216**

CLOSED FOR SUMMER

Open Monday - Friday, 8:00 AM - 4:00 PM

Closed 12:00 PM - 1:00 PM for Lunch

3014 Sealy

Galveston, Texas

**Collegiate Academy at Weis**

**409-761-6121**

CLOSED FOR SUMMER

Open Monday, Wednesday, and Friday, 8:00 AM - 4:00 PM

Closed 12:00 PM - 1:00 PM for Lunch

7100 Stewart Road

Galveston, Texas

**Moody Early Childhood Center**

COMING SOON!

Open Monday - Friday, 8:00 AM - 4:00 PM and one late evening per week,  
day to be determined.

Appointments available for MECC students and families only.

Closed 12:00 PM - 1:00 PM for Lunch

1110 21st Street

Galveston, Texas

**Please note that Teen Health's La Marque and Texas City clinics have permanently closed.**