

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

In compliance with the Open Meetings Act, Texas Government Code, Section 551.041, notice is hereby given that a Policies Committee Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, June 10, 2020**, at 4:30 PM in Room M-220 Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

**- AGENDA -**

- I. **Call to Order**
  - II. Certification of Posting Notice of Policies Committee Meeting
  - III. Consider Approval of Minutes from January 15, 2020 Meeting *(Action Item)*
  - IV. Citizens Desiring to Appear Before the Committee on Agenda Items  
*(Please complete a request card prior to the start of the meeting. The Committee Chairperson may limit the time of appearance before the Committee to three minutes.)*
  - V. Review and Discuss Proposed Revisions to Local Board Policies and Regulations
    - Section B - Local Governance (BBF, BBI, BD, BDB)
    - Section C - Business and Support Services (CAA, CAIA, CAIC, CAK, CAK-Regulation, CIA, CS)
    - Section D - Personnel (DGC, DGCA, DIAA)
    - Section E - Instruction (EFAA, EFBA, EGC)
    - Section F - Students (FB, FFDA, FI, FLA, FLB, FLBE, FLD)
    - Section G - Community and Governmental Relations (GCB, GD)
  - VI. Determine Committee Recommendation to Board of Regents Regarding the Adoption of Proposed Revisions to Local Board Policies and Regulations *(Action Item)*
  - VII. Adjournment
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The notice for this meeting was posted on June 5, 2020, in compliance with the Texas Open Meetings Act.

W. Myles Shelton, Ed.D., President

**MINUTES OF THE BOARD OF REGENTS  
POLICIES COMMITTEE MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-202 – Moody Hall  
January 15, 2020  
4:30 p.m.**

At the Galveston Community College District Board of Regents Policies Committee Meeting, duly held on Wednesday, January 15, 2020, in Room M-202 of Moody Hall, commencing at 4:30 p.m., the following Policies Committee members were present: Mr. Carroll G. Sunseri, Chairperson, Mr. Carl E. Kelly, Mr. Raymond Lewis, Jr., Ms. Mary R. Longoria, and Ms. Rebecca Trout Unbehagen. Other Regents attending were Ms. Karen F. Flowers and Mr. Michael B. Hughes.

Staff present included Dr. W. Myles Shelton, President, Ms. Maria Garcia, Ms. Carol Langston, Ms. Debbie Mann, and Dr. Van Patterson. Also attending the meeting as a guest was Mr. M. Theron Waddell.

- I. CALL TO ORDER:** Chairperson Carroll G. Sunseri opened the meeting at 4:32 p.m. in Room M-202 of Moody Hall and determined a quorum was present.
- II. CERTIFICATION OF POSTING NOTICE OF POLICIES COMMITTEE MEETING:** Dr. Shelton confirmed that the notice of the Policies Committee Meeting had been properly posted on January 10, 2020.
- III. CONSIDER APPROVAL OF MINUTES FROM AUGUST 8, 2018 MEETING:** A reading of the minutes from the August 8, 2018 meeting was waived. Mr. Kelly moved to approve the minutes as presented; Ms. Unbehagen seconded. The motion passed unanimously.
- IV. CITIZENS DESIRING TO APPEAR BEFORE THE COMMITTEE ON OTHER AGENDA AND NON-AGENDA ITEMS:** There were no citizens present desiring to appear before the Committee.
- V. REVIEW AND DISCUSS PROPOSED BOARD POLICY FLC(LOCAL) – STUDENT RIGHTS AND RESPONSIBILITIES – INTERROGATIONS AND SEARCHES:** Dr. Shelton reported that this past fall, staff reviewed the student housing policies and found that the policy on Student Rights and Responsibilities relating to searches was inadequate and information in the Student Handbook was outdated. He explained the process for developing proposed Board Policy FLC(LOCAL) and the legal rights of the students as well as the College. Dr. Shelton gave an example of a situation that would require a legal search by administration.
- VI. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING THE ADOPTION OF PROPOSED BOARD POLICY FLC(LOCAL) – STUDENT RIGHTS AND RESPONSIBILITIES – INTERROGATIONS AND SEARCHES:** Following discussion, Mr. Kelly moved to recommend to the Board of Regents that proposed Board Policy FLC(LOCAL) be adopted; Ms. Longoria seconded. The motion passed unanimously.

**VII. ADJOURNMENT:** There being no further business to come before the Policies Committee, the meeting adjourned at 4:46 p.m.

APPROVED AS CORRECT:

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Carla D. Biggers, Clerk

\_\_\_\_\_  
Carroll G. Sunseri, Chairperson

**GALVESTON COLLEGE  
PROPOSED BOARD POLICIES**

Policy		Policy Title	Comments
BBF	Local	Board Members: Ethics	Updates language regarding discrimination and/or harassment.
BBI	Local	Board Members: Technology Resources and Electronic Communications	Adds a reference to policy GCB.
BD	Local	Board Meetings	Updates time for required notices for an emergency meeting.
BDB	Local	Board Meetings: Public Participation	The policy is updated to reflect changes in Texas law regarding public participation in board meetings in that public comment must be allowed at the beginning of the meeting.
CAA	Local	Appropriations and Revenue Sources: State and Federal Revenue Sources	New Policy - This new policy provides guidance regarding various state and/or federal grants and/or awards.
CAIA	Local	Ad Valorem Taxes: Selection and Duties of Chief Tax Officials	Delete this policy at CAIA and move to CAIC.
CAIC	Local	Ad Valorem Taxes: Selection and Duties of Chief Tax Officials	This policy moved from CAIA to CAIC without any other changes.
CAK	Local	Appropriations and Revenue Sources: Investments	This is a major update to the current Investment Policy. The language in the current policy is deleted except for two sections which are noted in green. These sections are inserted into the proposed policy which is more consistent with current law.
CAK	Regulation	Appropriations and Revenue Sources: Investments	CAK(Regulation) is recommended for deletion as it has now been incorporated into CAK(Local).
CIA	Local	Equipment and Supplies Management: Records Management	Includes new language to clarify that GC documents and/or records are the property of the College and that unauthorized destruction or removal of those records is prohibited.
CS	Local	Information Security	The updated policy now includes the provision for a designated information security officer who has specific responsibilities for information security at GC.
DGC	Local	Employee Rights and Privileges: Employee Expression and Use of College Facilities	Current DGC Policy moved to DGCA. It is replaced by a new policy at DGC that provides guidance on employee use of College facilities as well as the distribution of various types of literature on campus.
DGCA	Local	Academic Freedom and Responsibilities	This is a new policy at DGCA and was moved from DGC without any other changes.
DIAA	Local	Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence	This is a major update of DIAA. DIAA focuses on Title IX as it relates to College employees. The old language is deleted in its entirety. New language that is more consistent with current Title IX guidelines has been inserted. Additional updates to this policy are expected as the DOE has just recently released additional Title IX updates and guidance.
EFAA	Local	Core Curriculum	Removes the notation for the bachelors degree of "Pending SACSCOC approval."

**GALVESTON COLLEGE  
PROPOSED BOARD POLICIES**

Policy		Policy Title	Comments
EFBA	Local	Degrees and General Graduation Requirements	Removes the notation for the bachelors degree of "Pending SACSCOC approval."
EGC	Local	Awards and Academic Recognition	Removes the notation for the bachelors degree of "Pending SACSCOC approval."
FB	Local	Admission Requirements	Removes the notation for the bachelors degree of "Pending SACSCOC approval."
FFDA	Local	Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence	This is a major update of FFDA. FFDA focuses on Title IX as it relates to students. The old language is deleted in its entirety. New language that is more consistent with current Title IX guidelines has been inserted. Additional updates to this policy are expected as the DOE has just recently released additional Title IX updates and guidance.
FI	Local	Student Fund Raising and Solicitations	New language provides updates and clarification to student fund raising.
FLA	Local	Student Rights and Responsibilities: Student Expression and Use of College Facilities	Based on recent legislation and court decisions, the revised policy updates language and provides guidance regarding student use of college facilities, as well as the distribution of various types of literature on campus by students and/or student organizations.
FLB	Local	Student Code of Conduct	Adds updates and clarifying language on the use of the College's computing and informational resources and adds language regarding the use of tobacco and e-cigarettes on College property.
FLBE	Local	Student Conduct: Alcohol and Drug Use	Updates language to the College's Alcohol and Drug Use policy. It also provides clearer language to exceptions to the policy.
FLD	Local	Student Complaints and the Grievance Process	Editorial corrections.
GCB	Local	Public Information Program: Requests for Public Information	Adds clarifying language in case of a catastrophe.
GD	Local	Community Expression and Use of College Facilities	Based on recent legislation and court decisions, the revised policy updates language and provides guidance regarding community use of college facilities, as well as the distribution of various types of literature on campus. Employee use of college facilities is moved to DGC and student and/or student organization use of facilities is moved to FLA.

STATEMENT OF  
ETHICS

As a member of the Board, I will strive to improve community college education, and to that end I shall adhere to the following ethical standards:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the College President and his or her administrative officers.
4. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination, ~~including conduct that constitutes sexual harassment~~ and/or harassment.
5. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
6. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
7. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
8. Communicate to other Board members and the College President expressions of public reaction to Board policies and College District programs.
9. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Texas Association of Community Colleges, the American Association of Community Colleges, and the Association of Community College Trustees.
10. Support the employment of those persons best qualified to serve as College District staff and insist on a regular and impartial evaluation of all staff.
11. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

12. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
13. Remember always that my first and greatest concern must be the educational welfare of the students attending the College District.

REFERENCE: derived from *National School Boards Association*

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**Note:** For employee, student, and community use of College District technology resources, see CR.

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TECHNOLOGY  
RESOURCES

For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

AVAILABILITY OF  
ACCESS

Access to the College District's technology resources, including the internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.

LIMITED  
PERSONAL USE

Limited personal use of the College District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District's technology resources.

ACCEPTABLE USE

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District's technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

MONITORED USE

Electronic mail transmissions and other use of the College District's technology resources by a Board member shall not be considered private. The College President or designee shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use.

DISCLAIMER OF  
LIABILITY

The College District shall not be liable for a Board member's inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, and costs incurred. The College District shall not be responsible for ensuring the availability of the College District's technology resources or the accuracy, appropriateness, or usability of any information found on the internet.

RECORDS RETENTION

A Board member shall retain electronic records, whether created or maintained using the College District's technology resources or using personal technology resources, in accordance with the College District's record management program. [See BBE, CIA, and GCB]

BOARD MEETINGS

BD  
(LOCAL)

MEETING PLACE

Unless otherwise provided in the notice for a meeting, Board meetings shall be held at Galveston College, 4015 Avenue Q, Galveston, TX.

MEETING TIME

Regular meetings of the Board shall be held on the second Wednesday of each month at 5:30 p.m., unless otherwise provided by the Board. If the second Wednesday is a holiday, the meeting shall be held on the third Wednesday.

When determined necessary and for the convenience of Board members, the Chairperson of the Board may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

SPECIAL OR  
EMERGENCY  
MEETINGS

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The Chairperson of the Board shall call a special meeting at the Chairperson's discretion or on request by three members of the Board.

The Chairperson of the Board shall call an emergency meeting when it is determined by the Chairperson of the Board or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

AGENDA

PREPARATION

In consultation with the Chairperson of the Board, the College President shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the College President shall include on the agenda of any meeting all Board member-requested topics that have been timely submitted.

Before the official agenda is finalized for any meeting, the College President shall consult the Chairperson of the Board to ensure that the agenda and the topics included meet with the Chairperson's approval. In reviewing the preliminary agenda, the Chairperson shall ensure that any topic the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Chairperson shall not have the authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

CONSENT AGENDA

When the agenda is prepared, the President shall recommend to the Board a consent agenda that shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a

BOARD MEETINGS

BD  
(LOCAL)

Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

NOTICE TO MEMBERS Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least ~~two~~ ~~one~~ hours prior to the time of an emergency meeting.

POSTING NOTICE Notices of meetings of the Board shall be posted in a time frame and in a manner consistent with Texas Law.

CLOSED MEETING Closed meetings shall be posted and held in accordance with the law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

ORDER OF BUSINESS The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by the Board Chairperson or by consensus of Board members present.

RULES OF ORDER The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

VOTING Voting shall be by voice vote. The name of the person making the motion and the record of the vote shall be recorded in the minutes. A Board member voting against a motion may state his or her reasons and may have the reasons recorded in the minutes, if requested at the time of the voting.

MINUTES Board action shall be carefully recorded by the Board clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Chairperson and the Secretary of the Board. Minutes shall be succinct and their basic function shall be the recording of official actions of the Board. A Board member may request the inclusion of statements or data he or she deems vital to an adequate understanding of the minutes.

DISCUSSIONS AND LIMITATION Discussions shall be addressed to the Chairperson of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Chairperson of the Board shall halt discussion that does not apply to the business before the Board.

The Chairperson of the Board shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Chairperson of the Board shall not interfere with debate so long as members wish to address themselves to an item under consideration.

AGENDA REQUEST	An individual or group of individuals may request in writing to be placed on the agenda and to address the Board. The request should be submitted to the College President at least three days before the agenda is prepared. The request shall be addressed to the Board as a whole and shall include the person's name, address, phone number, and the subject matter he or she wishes to address.
LIMIT ON PARTICIPATION	Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
PUBLIC COMMENT	<p>At regular meetings the Board shall allot a portion of the meeting to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.</p> <p>At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.</p> <p>Public comment shall occur at the beginning of each meeting. Except as permitted by this policy, no presentation shall exceed three minutes <del>Delegations of more than five persons shall appoint one person to present their views before the Board.</del></p> <p>When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including:</p> <ul style="list-style-type: none"><li>• Adjusting when public comment will occur during the meeting;</li><li>• Reordering agenda items;</li><li>• Deferring public comment on non-agenda items; and/or</li><li>• Continuing agenda items to a later meeting.</li></ul> <p>The presiding officer may also provide expanded opportunity for public comment, establish an overall time limit for public comment, and/or adjust the time allotted to each speaker. However, no individual shall be given less than one minute to speak.</p>

BOARD MEETINGS  
PUBLIC PARTICIPATION

BDB  
(LOCAL)

BOARD'S RESPONSE	Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
COMPLAINTS AND CONCERNS	<p>The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, <i>the Board shall hear the complaint or concern and shall refer</i> the person <del>shall be referred</del> to the appropriate policy (see list below) <del>and procedures</del>.</p> <ul style="list-style-type: none"><li>• Employee Complaints: DGBA</li><li>• Student Complaints: FLD</li><li>• Public Complaints: GB</li></ul>
WRITTEN COMMUNICATIONS	All written communications to the Board that bear the signature and address of the person(s) originating the communication shall be transmitted to the Board as a report from the College President. Under normal circumstances, the College President, as assistant secretary of the Board, shall acknowledge receipt of the written communication and inform the writer(s) regarding the disposition of the communication.
DISRUPTION	The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.

**Grants and Awards**

The College President or designee shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the College District's operations;
2. Approve commitment of College District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The College District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The College President or designee shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the College District is complying with requirements for state and federal grants and awards.

**Federal Awards**

**Conflict of Interest**

Each employee, Board member, or agent of the College District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award, and who has a potential conflict of interest as defined at 2 C.F.R. 200.318, shall disclose to the College District in writing any conflict that meets the disclosure threshold in Local Government Code Chapter 176.

In addition, each employee, Board member, or agent of the College District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" has the same meaning as "family member" as described in Local Government Code Chapter 176.

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the College District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

**Gifts and Gratuities**

Employees, Board members, and agents of the College District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept any single item with a value at or above \$50.

Galveston College  
084502

AD VALOREM TAXES  
SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

GAIA-CAIC  
(LOCAL)

The College District shall have its taxes assessed by the Galveston County Tax Appraisal District and collected by the Galveston County Tax Assessor-Collector.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

<del>POLICY STATEMENT</del>	<del>It is the policy of the College District that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner that provides the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the College District and conforming to all applicable state statutes governing the investment of public funds. The receipt of a market rate of return shall be secondary to the requirements for safety and liquidity. It is the intent of the College District to be in complete compliance with College District policies and the Texas Public Funds Investment Act. The earnings from investments shall be used in a manner that best serves the public trust and interests of the College District.</del>
<del>SCOPE</del>	<del>This investment policy applies to all the financial assets and funds held by the College District. The College District commingles its funds into one pooled investment fund for investment purposes for efficiency and maximum investment opportunity. These funds are defined in the College District's Annual Financial Report.</del>
<del>INVESTMENT STRATEGY</del>	<del>Pursuant to the Public Funds Investment Act [see Texas Government Code 2256.005 (d)], CAK(REGULATION) enumerates the College District's investment strategy statement.</del>
<del>INVESTMENT OBJECTIVES</del>	<del>It is the policy of the College District that all funds shall be managed and invested with the following primary objectives, listed in order of their priority: safety, liquidity, diversification, and yield. These objectives encompass the following.</del>
<del>LIQUIDITY</del>	<del>The College District's investment portfolio shall remain sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated.</del>
<del>DIVERSIFICATION</del>	<del>Diversification of the College District's portfolio shall include diversification by type of security, final maturity, and market sector and shall include the use of a number of brokers/dealers for diversification and market coverage. With the exception of U.S. Government securities, as authorized in this policy and authorized by local government investment pools, no more than 50 percent of the total investment portfolio shall be invested in any one security or with a single financial institution.</del>
<del>YIELD</del>	<del>Competitive quotations shall be used on each purchase, excepting and excluding those purchased directly from the U.S. Treasury.</del>
	<del>The College District's investment portfolio shall be invested with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the College District's risk constraints and the cash flow of the portfolio. "Market rate of</del>

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

~~return" is defined as the average yield of the current three-month U.S. Treasury Bill or the average return of an index that most closely matches the average maturity of the portfolio.~~

~~Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The College District shall maintain a comprehensive cash management program that includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms, and the management of banking services.~~

~~MONITORING  
RATING CHANGES~~

~~In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.~~

~~LEGAL LIMITATIONS,  
RESPONSIBILITIES,  
AND AUTHORITY~~

~~Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits.~~

~~The Interlocal Cooperation Act, Chapter 791, Texas Government Code, authorizes local governments in Texas to participate in an investment pool established thereunder. That statute and reference to authorized investment in investment pools in the Act provide primary authority for use of investment pools by political subdivisions of the state of Texas.~~

~~DELEGATION OF  
INVESTMENT  
AUTHORITY~~

~~The College President and others acting on behalf of the Board shall serve as the investment officers and shall be responsible for investment management decisions and activities. The Board shall also be responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.~~

~~The investment officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff.~~

~~No officer or designee may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officers and approved by the College President.~~

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

<u>AUTHORIZED RESOLUTION</u>	<u>A trading resolution shall be established with this investment policy, authorizing the investment officer(s) or agent to engage in investment transactions on behalf of the College District. The trading resolution shall be used to establish brokerage and banking accounts in the performance of this policy. The persons authorized by the trading resolution to transact business for the College District are also authorized to approve wire transfers used in the process of investing.</u>
<u>PRUDENCE</u>	<u>The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:</u>  <u>"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."</u>
<u>LIMITATION OF PERSONAL LIABILITY</u>	<u>The College President, investment officers, and those delegated investment authority under this policy, when acting in accordance with the written procedures and all applicable policies and in accordance with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the College District's portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.</u>
<del>INTERNAL CONTROLS CASH FLOW FORECASTING</del>	<del>Cash flow forecasting is designed to protect and sustain the College District's cash flow requirements. Supplemental to the financial and budgetary systems, the College District's investment officers shall maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes. Cash flow shall include the historical researching and monitoring of specific cash flow items, payables and receivables, and overall cash position and patterns.</del>
<del>AUTHORIZED INVESTMENTS</del>	<del>Acceptable investments under this policy shall be limited to the instruments listed below. The investments are to be chosen in a manner that promotes diversity of market sector and final maturity. The choice of high-grade government investments and high-grade money market instruments is designed to ensure the marketability of those investments should liquidity needs arise. Authorized investments include:</del>

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

- ~~1. Obligations of the U.S. Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed two years to stated and final maturity.~~
- ~~2. Fully insured or collateralized certificates of deposit from a bank that has its main office or a branch office in the state of Texas or a state or federal credit union domiciled in the state of Texas and under the terms of a written depository agreement with that bank, not to exceed one year to the stated and final maturity.~~
- ~~3. Repurchase agreements and reverse purchase agreements as defined by the Texas Public Funds Investment Act provided an executed Master Repurchase Agreement is on file with the College District and the counter party bank or primary dealer. The agreement must have a defined termination date. Reverse agreements shall not exceed 90 days to stated and final maturity.~~
- ~~4. Eligible Local Government Investment Pools as defined by the Texas Public Funds Investment Act. The pool's investment philosophy and strategy must be consistent with this policy and shall maintain a stable net asset value of one dollar.~~
- ~~5. Investment grade obligations (defined as the top three grades by at least two nationally recognized rating services) of state, provincial, and local governments and public authorities.~~
- ~~6. Commercial paper rated A-1/P-1 or the equivalent by at least two nationally recognized rating agencies not to exceed 270 days to the stated and final maturity.~~
- ~~7. No load, SEC registered, and regulated money market funds, only after receipt of the prospectus for the fund and after specific approval by the Board. The fund must have a dollar-weighted average portfolio, not to exceed 90 days to the stated and final maturity. The fund's investment philosophy and strategy must be consistent with this policy and shall maintain a stable net asset value of one dollar.~~

~~If additional types of securities are approved for investment of public funds by state statute, they shall not be eligible for investment until this policy has been amended and the amended version has been approved by the Board.~~

~~DELIVERY VERSUS  
PAYMENT~~

~~All security transactions, including collateral for repurchase agreements, entered into by the College District, shall be conducted on a delivery versus payment (DVP) basis.~~

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

~~AUTHORIZED  
FINANCIAL DEALERS  
AND INSTITUTIONS~~

~~All investments made by the College District shall be made through the College District's banking services bank (trading desk), a primary dealer, or a secondary dealer.~~

~~The College District shall maintain a list of financial institutions authorized to provide investment services. Banks shall continuously provide their most recent "Consolidated Report of Condition" (call report).~~

~~Securities brokers/dealers not affiliated with a bank may be required to be classified as reporting dealers affiliated with the New York Reserve as primary dealers and meet certain other criteria as determined by the investment officers. A list of authorized dealers shall be established and maintained by the College District. The following criteria must be met by the firms on the list:~~

- ~~1. Provision of an audited financial statement for the most recent fiscal year and interim period;~~
- ~~2. Proof of certification by the National Association of Securities Dealers (NASD);~~
- ~~3. Proof of current registration with the State Securities Commission; and~~
- ~~4. Completion of a College District questionnaire.~~

~~Every dealer with whom the College District transacts business shall be provided a copy of this investment policy to ensure that they are familiar with the goals and objectives of the investment program. The brokers/dealers shall be required to return a copy of the certification form signed by a qualified representative (senior compliance officer) certifying that the policy has been received and reviewed.~~

~~As investments are made, the College District's investment officers shall solicit from the authorized list of dealers. An attempt shall be made to utilize as many names on the list as possible.~~

~~DIVERSIFICATION AND  
MATURITY  
LIMITATIONS~~

~~It is the policy of the College District to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from overconcentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed.~~

~~SAFEKEEPING AND  
COLLATERALIZATION~~

~~The laws of the state of Texas and prudent treasury management require that all purchased securities be bought on a DVP basis and be held in safekeeping by either the College District, an independent third-party financial institution, or the College District's designated depository.~~

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

~~All safekeeping arrangements shall be designated by the investment officers and an agreement of the terms executed in writing. The third-party custodian shall be required to issue safekeeping receipts to the College District listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information as required by the College District's external auditors. Each safekeeping receipt shall be clearly marked that the security is held for the College District or pledged to the College District.~~

~~All securities pledged to the College District for certificates of deposit or demand deposits shall be held by an independent third-party bank domiciled in Texas with assets of \$100 million, net worth \$10 million, and ten years in business. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.~~

~~Collateralization shall be required on two types of investments:~~

- ~~1. Certificates of deposits over the FDIC insurance coverage of \$250,000; and~~
- ~~2. Repurchase agreements.~~

~~In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required shall be 102 percent of the market value of the principal and accrued interest.~~

PERFORMANCE  
EVALUATION AND  
REPORTING

The investment officer(s) shall submit quarterly reports to the Board containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program. At a minimum, this report shall contain:

1. Beginning and ending market value of the portfolio by market sector and total portfolio;
2. Beginning and ending carrying (book) value of the portfolio by market sector and total portfolio;
3. Transactions that change market and book value;
4. Detail reporting on each asset (book, market, and maturity dates at a minimum);
5. Overall current yield of the portfolio;
6. Overall weighted average maturity of the portfolio; and
7. Maximum maturities in the portfolio.

The report shall be prepared jointly by all involved in the investment activity and signed by the investment officers.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

~~DEPOSITORIES~~

~~The College District shall designate one banking institution through a competitive process as its central banking services provider. This institution shall be used for normal banking services, including disbursements, deposits, lockbox, controlled disbursement, and safekeeping of securities. Other banking institutions from which the College District may purchase certificates of deposit shall also be designated after they provide their latest audited financial statements to the College District and are approved by the Board.~~

~~INVESTMENT POLICY  
ADOPTION BY THE  
BOARD~~

~~The College District's investment policy shall be reviewed annually by the College President, the investment officer, and the Board. Annual approval of the policy shall include changes made therein.~~

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

The College District shall invest all available funds in conformance with these legal and administrative guidelines.

**Investment Authority**

The President and other person(s) designated by Board resolution shall serve as the investment officer(s) of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

Authorized  
Resolution

A trading resolution shall be established with this investment policy, authorizing the investment officer(s) or agent to engage in investment transactions on behalf of the College District. The trading resolution shall be used to establish brokerage and banking accounts in the performance of this policy. The persons authorized by the trading resolution to transact business for the College District are also authorized to approve wire transfers used in the process of investing.

Prudence

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

LIMITATION OF  
PERSONAL  
LIABILITY

The College President, investment officers, and those delegated investment authority under this policy, when acting in accordance with the written procedures and all applicable policies and in accordance with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the College District's portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

**Approved  
Investment  
Instruments**

From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities, as permitted by Government Code 2256.009.
2. Certificates of Deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.0013
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.105
9. Public funds investment pools as permitted by Government Code 2256.016
10. Cash management and fixed income funds as permitted by Government Code 2256.020.
11. Negotiable certificates of deposits as permitted by Government Code 2256.020.
12. Corporate bond, debentures, or similar debt obligations as permitted by Government Code 2256.020.

Investments in collateralized mortgage obligations are strictly prohibited. In accordance with Texas state law, the following are not authorized investments:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no interest;

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and  
Maturity**

Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market  
Prices**

The investment officer(s) shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and elec-

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

tronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating Changes**

In accordance with Government Code 2256.005(b), the investment officer(s) shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Collateralization**

Consistent with the requirements of state law, the College District requires all banks, savings banks, and credit union deposits to be federally insured or collateralized with eligible obligations. Financial institutions serving as College District depositories shall be required to sign an agreement with the College District in compliance with federal regulations. The agreement shall require compliance with the PFIA and this investment policy, establish an independent custodian for all pledged collateral, define the eligible collateral and the College District's rights to the collateral in case of default, bankruptcy, or closing, and establish a perfected security interest in compliance with federal and state regulations.

**Allowable Collateral**

For financial institution deposits, the eligible types of collateralization of deposits are defined by the "Public Funds Collateral Act" (Chapter 2257, Texas Government Code). The eligibility of specific issues may at times be restricted or prohibited, at the sole discretion of the College District.

For repurchase agreements, collateral underlying the repurchase agreement is limited to cash and U.S. government and agency obligations, which are eligible for wire transfer (i.e., book entry) to the College District's designated custodian through the Federal Reserve System.

**Collateral Levels**

Collateral is valued at current market plus interest accrued through the date of valuation.

**Monitoring Collateral Adequacy**

For financial institution deposits, the College District requires monthly reports with market values of pledged securities from all financial institutions with which the College District has collateralized deposits. The College District shall regularly monitor the adequacy of collateral.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

For repurchase agreements, regular monitoring by the College District of all collateral underlying repurchase agreements shall be required. More frequent monitoring may be necessary during periods of market volatility.

Collateral  
Substitution

Collateralized deposits often require substitution of collateral. Any broker/dealer or financial institution requesting substitution must contact the investment officer(s) for approval and settlement. The substituted collateral's value will be calculated and substitution approved if its value is equal to or greater than the required value [see Collateral Levels]. The investment officer(s) shall give immediate notification of the decision to the custodian holding the collateral. Substitution is allowable for all transactions but should be limited, if possible, to minimize potential administrative problems and transfer expense. The investment officer(s) may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

Collateral  
Reductions

Should the collateral's market value exceed the required amount, any broker/dealer or financial institution may request approval from the investment officer(s) to reduce collateral. Collateral reductions may be permitted only if the College District's records indicate that the collateral's market value exceeds the required amount.

**Funds / Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

Operating and  
Operating Reserve  
Funds

Investment strategies for operating funds and operating reserve funds (including any commingled pools containing operating funds) shall have as their primary objectives the preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Debt Service Funds

Investment strategies for debt service funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Custodial (Agency)  
Funds

Investment strategies for custodial (agency) funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

<b>Capital Project Funds</b>	Investment strategies for capital project funds shall have as their primary objective the preservation and safety of the principal and sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Safekeeping and Custody</b>	The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.
<b>Sellers of Investments / Authorized Financial Dealers and Institutions</b>	<p>Securities shall only be purchased from those institutions included on the College District's approved list of brokers/dealers. This list of approved brokers/dealers shall be reviewed at least annually by the College District's investment officers.</p> <p>Prior to handling investments on behalf of the College District, a broker/dealer or qualified representative of a business organization must submit required written documents in accordance with law.</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
<b>Soliciting Bids for CDs</b>	In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
<b>Interest Rate Risk</b>	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.</p> <p>The College District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
<b>Internal Controls</b>	<p>A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:</p> <ol style="list-style-type: none"><li>1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.</li></ol>

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

**Performance  
Evaluation and  
Reporting**

The investment officer(s) shall submit quarterly reports to the Board containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program. At a minimum, this report shall contain:

1. Beginning and ending market value of the portfolio by market sector and total portfolio;
2. Beginning and ending carrying (book) value of the portfolio by market sector and total portfolio;
3. Transactions that change market and book value;
4. Detail reporting on each asset (book, market, and maturity dates at a minimum);
5. Overall current yield of the portfolio;
6. Overall weighted average maturity of the portfolio; and
7. Maximum maturities in the portfolio.

The report shall be prepared jointly by all involved in the investment activity and signed by the investment officers.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

## **Galveston College Investment Policy**

### **—Investment Strategy Statement**

#### **OPERATING FUNDS AND COMMINGLED FUNDS CONTAINING OPERATING FUNDS**

The primary objectives, in priority order, will be safety of principal, liquidity, and reasonable market yield. Funds will be invested in accordance with the investment policy. The authorized securities chosen or pool utilized for this portfolio are of the highest credit quality and marketability supporting the College District's objectives. Securities, when not matched to a specific liability, will be of a nature to provide adequate liquidity. The portfolio will be diversified to protect against market and credit risk in any one sector. Diversification requirements can be fully met through the use of an authorized investment pool.

The weighted average maturity on the pooled investment group will be no greater than 90 days. Because the funds are pooled for investment purposes, the portfolio will address the varying needs of all funds, recognizing liquidity needs.

#### **DEBT SERVICE FUNDS**

Investments for debt service funds will have a primary objective of ensuring investment liquidity that is adequate to cover the debt service obligation on the required payment date. Securities will be chosen with the highest priorities of safety and for their maturity dates and will not require the highest degree of diversification. Securities purchased will not have a stated final maturity date that exceeds the next debt service payment date and will be chosen secondarily with regard to yield and diversification.

#### **DEBT SERVICE RESERVE FUNDS**

Investments for debt service reserve funds will have as their primary objective the ability to generate a safe, dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Except as may be required by the bond ordinance specific to an individual issue, securities should be of high quality, with short- to intermediate-term maturities. Volatility will be further controlled through the purchase of securities carrying the highest coupon (net yield) available, within the desired maturity and quality range, without paying a premium, if at all possible. Such securities will tend to hold their value during economic cycles.

**Developed: November 1997**

**Reviewed and Approved: February 20, 2019**

EQUIPMENT AND SUPPLIES MANAGEMENT  
RECORDS MANAGEMENT

CIA  
(LOCAL)

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

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

DOCUMENT  
DESTRUCTION  
PRACTICES

All local government records shall be considered College District property and any unauthorized destruction or removal shall be prohibited. The College District shall follow its records management program regarding document destruction. However, the College District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:

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

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

WEBSITE POSTINGS

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

INFORMATION SECURITY

CS  
(LOCAL)

INFORMATION  
SECURITY PROGRAM

The College President shall approve an information security program designed to address the security of the College District's information resources against unauthorized or accidental modification, destruction, or disclosure. This program shall ~~also address~~ include procedures for risk assessment and for information security awareness education for employees when hired and ongoing program for all users, as well as compliance with all applicable laws. ~~accessibility, privacy, and security of the College District's Web site.~~

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under the law. The College President or designee shall notify the Texas Department of Information Resources (DIR) of the individual designated to serve as the ISO.

The College shall adopt procedures for addressing the privacy and security of information resources, including the College's website and mobile applications and shall submit, as required, the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College must subject the website or application to vulnerability and penetration test before deployment.

The College shall submit a biennial information security plan to DIR in accordance with law.

The ISO shall report annually to the President on the effectiveness of the College's information security policies, procedures, and practices in accordance with law and administrative procedures.

SECURITY BREACH  
NOTIFICATION

Upon discovering or receiving notification of a breach of system security, the College District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The College shall also assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.

3. Conspicuous posting on the College District's Web site.
4. Publication through broadcast media.

The College District must provide summary reports of security incidents in accordance with DIR guidelines.

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with current law and administrative procedures.

ACCESS BY  
INDIVIDUALS WITH  
DISABILITIES

The College President or designee shall develop procedures to ensure that individuals with disabilities have access to the College District's electronic and information resources similar to individuals without disabilities. The procedures shall include the standards and specifications in accordance with 1 Administrative Code Chapter 213.

SECURITY AND  
PRIVACY

The security and integrity of the College District's electronic and technology resources are essential. Therefore, priority shall be given to maintaining system security and integrity, backing up the system, and general maintenance of the system. The following relate to system security, integrity, and privacy:

1. The College President shall appoint an administrator responsible for developing and maintaining College District procedures regarding security and privacy of computer data, software, and hardware.
2. Any student or employee use of College District electronic and technology resources is a privilege that may be revoked for violation of this policy, regardless of the need for such use in performing assigned duties.
3. A student or employee (regardless of employment contract or tenure status) found to be involved in infractions of this policy or civil or criminal laws regarding College District electronic and technology resources security and privacy shall be subject to disciplinary actions including, but not limited to, revocation of user privileges, suspension, dismissal, prosecution, and restitution for damages. Involvement, as used here, includes, but is not limited to, participating, encouraging, aiding, or failing to report known infractions.
4. Under the authority of the College President, the department of information technology shall have the authority to monitor all electronic and technology resources to protect the integrity of the College District's systems, computing software, workstations, and lab facilities. Designated personnel from the IT

department shall have the authority to access files when necessary for the maintenance of the electronic and technology systems. When performing maintenance, every effort shall be made to ensure the privacy of a user's files. However, if violations are discovered, the violation(s) shall be reported immediately to the director of human resources, the appropriate vice president, and the College President.

5. Some jobs or activities of the College District involve access to resources critical to electronic and technology resources security and privacy. The College District may require employees or students involved in these jobs or activities to disclose personal histories, participate in special training, or sign special agreements concerning computer use.
6. All students and employees shall cooperate with official state and federal law enforcement authorities in aiding the investigation and prosecution of any suspected infraction of security and privacy involving either College District personnel or College District electronic and technology resources.
7. The College District shall make every effort to ensure the integrity of its various systems. All electronic and technology resources available to users offer some form of dataset protection, which can be modified by an authorized user as needed. However, none of the systems offer absolute security. Therefore, users shall not place sensitive information on a publicly accessible system.
8. The College District shall not be responsible for the safe storage of student-generated files. Each student shall be responsible for maintaining copies of any information and work created on College District equipment. The College District shall not be responsible for any loss of student information or student-generated files from College District electronic and technology resources equipment, regardless of the cause.

IDENTITY THEFT  
PREVENTION

The College President or designee shall approve and maintain an Identity Theft Prevention Program designed to prevent the unauthorized distribution or theft of personal/confidential information pursuant to the Federal Trade Commission's Red Flags Rule (Rule), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. [16 CFR 681.2]

SECURITY AND  
PRIVACY

The College District has identified the following areas requiring oversight for the prevention of identity theft:

1. Customer/consumer information submitted to and required by the College District or by a third party;

2. Employee information submitted to and required by the College District or by a third party; and
3. Confidential information of an employee or a student provided to a third party.

OBJECTIVES

The objectives of the Identity Theft Prevention Program shall be:

1. To ensure the security and confidentiality of customer/consumer information;
2. To prevent disclosure of an employee's personal/confidential information;
3. To protect and secure personal/confidential information stored in departmental file cabinets;
4. To protect and secure personal/confidential information stored in the College District's ERP system or other computers owned by the College District;
5. To protect and secure personal/confidential information provided to third parties;
6. To protect against any anticipated threats or hazards to the security or integrity of such information; and
7. To protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any employee or student/customer/consumer.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

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**Note:** For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

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**Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with Board policy (For additional information see CT(Legal) and CT(Local)).

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

**Limitations on Content**

Materials shall not be distributed by an employee or employee organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute non-permissible solicitation (For additional information see FI(Local)); or
6. The materials infringe upon intellectual property rights of the College District [see CT].

**Time, Place, and Manner Restrictions**

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive to College District operations;
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The President or designee shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others in College District facilities and areas that are not considered common outdoor areas.

**Use of Facilities and Grounds**

In accordance with rules and regulations regarding use of buildings, grounds, and equipment, the College President or designee shall approve all applications from employees or employee organizations for the use of College District property and College District rentals.

Facilities shall be used for meetings or other events in accordance with the mission of the College District and for the benefit of the College District community. Facilities shall not be used for personal events (for example, weddings or personal parties).

Facilities shall not be rented or leased on a long-term basis without prior approval of the Board.

College District use shall have the highest priority in terms of facility usage, i.e., credit classes, workforce education classes, intercollegiate sports, credit-free classes, and student activities have prior claim on all facilities. Facility use for events other than those sponsored by the College District shall be reserved on a first-come, first-served basis.

**Requests**

To request permission to meet or host a speaker in College District facilities, interested employees or employee organizations shall file a written request with the President or designee in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

*Approval*

The President or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The President or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common  
Outdoor Area  
Exception*

Common outdoor areas are traditional public forums and are not subject to the same approval procedures. Employees and employee organizations may engage in expressive activities in designated outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

4. The use would result in damage to or defacement of property.

Announcements  
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

**Violations**

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with  
Expression

Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

**Appeals**

Decisions made by the administration under this policy may be appealed in accordance with College policy and procedures.

ACADEMIC FREEDOM AND RESPONSIBILITIES

ACADEMIC FREEDOM

Institutions of higher education are conducted for the common good. The following statements rest upon the belief that the common good depends upon a free search for truth and its free expression without intent to do personal harm.

Each faculty member shall be entitled to freedom in discussing the subject that he or she teaches. Limitations to this basic statement exist only within bounds of common decency and good taste. Each faculty member is also entitled to speak or write as a citizen of his or her nation, state, and community without fear of institutional censorship or discipline.

ACADEMIC  
RESPONSIBILITY

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility, shared by the Board of Regents, the administration, and faculty members.

The fundamental responsibilities of a faculty member as a teacher and scholar include the maintenance of competence in his or her field of specialization and the exhibition of such competency in lectures, discussions, and publications.

Exercise of professional integrity by a faculty member includes recognition that the public will judge one's profession and institution by his or her statements. Therefore, a faculty member shall strive to be accurate, to exercise appropriate restraint, to show respect for the opinion of others, and to avoid creating the impression that any speech or action is for the College District when he or she speaks or acts as a private person.

A faculty member shall be selective in the use of controversial material in the classroom and shall introduce such material only as it has a clear relationship to the applicable subject or field.

FACULTY  
RESPONSIBILITIES

The responsibilities of each faculty member arise from one's involvement with students, from one's professional roles, from one's role in educational affairs and participation in governance, and from one's relationship with the institution.

Student-related responsibilities are as follows:

1. Responsibility to deal seriously and conscientiously with the teaching assignment, including careful planning of courses, preparation of lectures, regularity in meeting scheduled classes, clearly informing students of course requirements, and fair and impartial grading according to standards established by the institution.
2. Recognize that students deserve respect as individuals and have certain rights that must be protected. This encompasses an active interest in individual academic and personal

problems of students, the giving of mature professional advice, courteous treatment of students in class, and keeping in confidence personal information about students that may come to the faculty member's attention in his or her role as advisor or counselor.

3. Recognize that the faculty member serves as a model and exercises a great influence in shaping the individual. This being true, he or she must try to set a high standard in academic and scholarly excellence, personal integrity, and professional ethics.
4. Recognize that in one's influential classroom role a person is morally bound not to take advantage of his or her position by repeatedly introducing class discussions of subject matter outside the scope of the course and not within his or her field of professional competence.

Professional responsibilities are as follows:

1. Special responsibility to keep current with developing knowledge in his or her academic discipline through familiarity with recent publications and journals and participation in local or national professional societies and meetings where appropriate.
2. Responsibility to seek ways of improving his or her effectiveness as a teacher, exploring new ways of presenting academic subject matter, motivating students, and improving methods of evaluating student performance.
3. Responsibility to assist faculty colleagues in academic and College District activities including:
  - a. Contributing to curriculum studies.
  - b. Participating in divisional and general faculty meetings for the better operation and strengthening of the educational programs of the institution.
  - c. Carrying a fair share of the burden of special faculty committee assignments, including participation in such bodies as curriculum committees and club sponsorships as well as sharing in joint faculty responsibilities such as registration, advising or counseling, and examination proctoring.
4. Responsibility to exercise an active role in protecting and enhancing the academic and professional standing of the faculty by:

- a. Assisting with recruitment of competent new faculty members.
  - b. Giving appropriate recommendations regarding promotion for able faculty colleagues.
  - c. Recommending the removal of colleagues who, after a fair hearing, have been found to be incompetent, guilty of moral turpitude or gross misconduct, or lacking in personal or professional integrity.
5. Responsibility to demonstrate respect for the right of others in the College District community to hold divergent opinions, including other faculty members, students, administrators, and staff.

Responsibilities in educational affairs and governance are as follows:

1. The faculty of the College District shall maintain ultimate responsibility for the assurance of quality for current instructional programs. In addition, the faculty, through leadership and participation in the College District's standing committees, shall maintain ultimate responsibility for the development of new instructional initiatives and/or the enhancement of current efforts.
2. The faculty shall maintain this responsibility through professional obligation and institutional procedure. The faculty is also charged with providing input and guidance to a variety of educational affairs including, but not limited to, educational policies. The faculty shall accomplish these responsibilities through three distinct processes:
  - a. First, each faculty member is required to participate in the program area and divisional structure. All curricular changes and initiatives shall begin with faculty input through program area and divisional meetings, which are convened by the appropriate chairperson, program coordinator, administrative coordinator, and/or director. These recommendations are subsequently forwarded to the curriculum committee where changes in academic and student-support processes may be made.
  - b. Secondly, each member of the faculty is expected to participate in one or more of the College District's standing committees. Through leadership and participation in the College District's governance structure through the College District's standing committees, each faculty mem-

ber has an opportunity to influence and/or develop institutional policy and shall be involved in almost every aspect of the operation and governance of the College District.

- c. The third method for participation by faculty in educational affairs and governance of the College District is through participation in the faculty council assembly. The faculty council assembly addresses issues specifically related to the faculty.

Responsibilities to the institution are as follow:

1. To conscientiously fulfill all the contractual obligations for the period of time agreed upon and that he or she will give the institution reasonable notice when resigning.
2. To make conscientious use of the funds of the institution entrusted to his or her care, such as those allocated to budgets of academic divisions or special projects.
3. To make every effort to avoid professional and personal actions that may cause economic loss or legal embarrassment to his or her institution.
4. To give reasonable support to institutional activities.
5. To commit himself or herself to a reasonable amount of service on College District committees.
6. When making a public statement of his or her views, to indicate clearly that he or she does not speak as a representative of the institution but as an independent scholar and citizen.

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**Note:** — This policy addresses employee complaints of sex and gender discrimination, sexual harassment, sexual violence, and retaliation. For sex discrimination, sexual harassment, sexual violence, and retaliation targeting students, see FFDA.

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**Definitions**

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

**Statement of Nondiscrimination**

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

**Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee’s employment.

**Sexual Harassment**

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

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

**Sexual Violence**

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

**Examples**

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language directed at another person’s gender identity; and other sexually motivated conduct, communication, or contact.

**Retaliation**

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

DIAA  
(LOCAL)

	<p><del>An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.</del></p>
<b>Examples</b>	<p><del>Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.</del></p>
<b>Prohibited Conduct</b>	<p><del>In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</del></p>
<b>Reporting Procedures</b>	<p><del>An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.</del></p> <p><del>Alternatively, the employee may report the alleged acts to one of the College District officials below or electronically through the College District's website.</del></p> <p><del>For the purposes of this policy, College District officials are the Title IX coordinator and the College President.</del></p>
<b>Definition of College District Officials</b>	<p><del>Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:</del></p>
<b>Title IX Coordinator</b>	<p><del>Name: Dr. Mary Jan Lantz</del></p> <p><del>Position: Director of Human Resources &amp; Risk Management</del></p> <p><del>Address: 4015 Avenue Q</del></p> <p><del>Telephone: 409.944.1281</del></p>
<b>Other Anti-discrimination Laws</b>	<p><del>The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</del></p>
<b>Alternative Reporting Procedures</b>	<p><del>An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President or designee.</del></p>

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

**~~Timely Reporting~~**

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

**~~Notice of Report~~**

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

**~~Investigation of the Report~~**

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

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

~~If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.~~

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

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

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

**~~Concluding the Investigation~~**

~~Galveston College shall conduct a prompt, fair, and impartial investigation from initial report to final results.~~

	<p><del>Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</del></p> <p><del>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</del></p>
<b>College District Action</b>	<p><del>If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</del></p> <p><del>The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</del></p>
<b>Confidentiality</b>	<p><del>To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</del></p>
<b>Appeal</b>	<p><del>A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level.</del></p> <p><del>The party may have a right to file a complaint with appropriate state or federal agencies.</del></p>
<b>Records Retention</b>	<p><del>Retention of records shall be in accordance with the College District's records retention procedures. [See GIA]</del></p>
<b>Access to Policy, Procedures, and Related Materials</b>	<p><del>Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy shall be published annually on the College's website to ensure easy access and wide distribution. Copies of the policy shall also be readily available at the College administrative offices upon request.</del></p>

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**Note:** This policy addresses employee complaints of sex and gender discrimination, sexual harassment, sexual violence, dating violence, stalking, and retaliation. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, dating violence, stalking, and retaliation targeting students, see FFDA.

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**Statement of  
Nondiscrimination**

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

**Definitions**

*Employee*

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

*Discrimination*

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee’s employment.

*Sexual Harassment*

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

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

*Sexual Violence*

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

*Examples*

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; sexual assault as defined by law; offensive or derogatory language directed at another person’s gender identity; and other sexually motivated conduct, communication, or contact.

Dating Violence	<p>“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the Clery Act definition of domestic violence [see FA].</p>
Stalking	<p>“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.</p> <p>For the purposes of this definition:</p> <ol style="list-style-type: none"><li>1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.</li><li>2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.</li></ol>
Prohibited Conduct	<p>In this policy, the term “prohibited conduct” includes discrimination, sexual harassment, dating violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>
Confidential Employee	<p>A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.</p>
<b>Reporting Procedures</b> Reporting by Alleged Victim	<p>A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.</p> <p>An employee who believes that he or she has experienced prohibited conduct may report the alleged acts to his or her immediate supervisor, to the Title IX Coordinator, or to the President or designee. Additionally, the employee may report electronically through the College District’s website.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

DIAA  
(LOCAL)

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

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Reporting by Other  
Employees

Any employee who believes that another employee has experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately report the alleged acts to the Title IX Coordinator. Additionally, the employee may report to the President or designee.

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

*Exceptions*

Disclosure at  
Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct.

Employee  
Subject to  
Confidentiality  
Rules

Absent the employee's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the employee's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

Prior Report

A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

**Definition of College  
District Officials**

Title IX Coordinator

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

DIAA  
(LOCAL)

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

Name: Dr. Mary Jan Lantz  
Position: Director of Human Resources and Risk Management  
Address: 4015 Avenue Q  
Telephone: 409.944.1281

**Other Anti-discrimination Laws**

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

**Responsible Employees**

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

**Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

**Investigation of the Report**

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

**Initial Assessment**

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

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

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

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

*Request Not to Investigate*

The alleged victim may request that the College District not investigate the allegations. If the victim requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District must promptly notify the alleged victim of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District must take reasonable steps to protect the health and safety of the College District community.

Interim Action

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct and protect the victim from retaliation prior to the completion of the investigation. Examples of possible accommodations and supportive measures include work accommodations, counseling, and health services.

**Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

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

**College District Action**

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

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

**Confidentiality**

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

**Retaliation**

The College District prohibits retaliation against an employee who makes a claim alleging to have experienced prohibited conduct, or

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

DIAA  
(LOCAL)

a person who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

**Examples**

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**Failure to Report and False Claims**

An employee who fails to make a required report or an employee or student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

**Appeal**

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See Employee Handbook for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

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

**Records Retention**

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

**Access to Policy, Procedures, and Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

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CORE  
CURRICULUM

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

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

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

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

CORE  
CURRICULUM  
COURSE  
REQUIREMENTS

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

~~*\*Pending SACSCOC approval.*~~

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DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA  
(LOCAL)

BACHELOR OF APPLIED SCIENCE\*

(\*PENDING  
SACSCOC  
APPROVAL)

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

1. The student must complete a minimum of 120 semester hours of college-level credit.\*
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete a minimum of 45 credit hours in 3000 level courses or higher in the major field of study as outlined for the degree in the College Catalog.
4. The student must complete at least 45 upper-level semester credit hours at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College and a cumulative 2.0 grade point average on course work in the major field of study.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

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

ASSOCIATE OF ARTS

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

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA  
(LOCAL)

3. The student must complete the general academic course requirements for the AA degree as outlined in the College Catalog.
4. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

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

ASSOCIATE  
OF SCIENCE

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

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

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA  
(LOCAL)

7. The student must have satisfactorily settled all college financial obligations.

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

ASSOCIATE  
OF  
APPLIED  
SCIENCE

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

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities / Fine Arts, Social/Behavioral Sciences, and Natural Sciences / Mathematics.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational or work force education program as outlined in the degree plan (Galveston College Catalog).
4. The student must earn at least 18 semester credit hours of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

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

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA  
(LOCAL)

CERTIFICATE  
OF  
TECHNOLOGY

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

1. The student must complete a minimum of 45 semester hours.
2. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.\*
3. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.
4. The student must have a 2.0 grade point average on all work from Galveston College.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

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

CERTIFICATE  
OF  
COMPLETION

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

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.\*
2. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA  
(LOCAL)

4. If the Certificate of Completion is a Level II Certificate, the student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
5. The student must have satisfactorily settled all college financial obligations.

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

ADVANCED  
TECHNICAL  
CERTIFICATE

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

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

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

SECOND  
ASSOCIATE  
DEGREE

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

POSTHUMOUS  
DEGREE

A request to award a posthumous degree to a student may be submitted by a family member of the student, a college official, or a Galveston College registered student organization. To be

DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA  
(LOCAL)

considered, the request must meet one of the following two conditions:

1. When a student's death occurs after **ALL** requirements for the awarding of the degree have been completed (If the student has filed an application for graduation, then the posthumous degree will be awarded without a formal request as outlined above), or
2. When an undergraduate student's death occurs in the final semester of attendance and the student is in good academic and financial standing with the College. Although grades in the final courses, and applications and other arrangements for graduation may not have been completed, the College may consider awarding the degree posthumously.

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

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

HONOR  
STUDENTS

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

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

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

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

GRADUATION  
WITH HONORS

Cum Laude:

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

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

Magna Cum Laude:

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

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

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

Summa Cum Laude:

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

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

~~\*Pending SACSCOC approval.~~

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ADMISSIONS REQUIREMENTS

FB  
(LOCAL)

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RESPONSIBILITY FOR  
STUDENT ADMISSIONS

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

GENERAL  
ADMISSIONS

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

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

ADMISSIONS REQUIREMENTS

FB  
(LOCAL)

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

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

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

ADMISSIONS REQUIREMENTS

FB  
(LOCAL)

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

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

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

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

Technology Education Office or the Ball High School Career Center.

- d. **High School Graduation from a Non-Accredited High School** – Graduates from a non-accredited high school (schools not accredited as defined in item 1 or 2 above) may be admitted upon completion of an Application for Admission and presentation of an official transcript. Special conditions may apply. Please contact the Director of Admissions/Registrar for additional information.
  - e. **Non-High School Graduate** - Persons who have not obtained a high school diploma or GED (but who are 18 years of age or older and whose high school class has graduated) may be admitted after demonstrating evidence of an ability-to-benefit from college instruction. Students admitted under ability-to-benefit are required to take the appropriate placement test. Special conditions may apply. Please contact the Director of Admissions/Registrar for additional information.
6. **Non-Degree Seeking** – Students who enroll in classes for professional review, cultural, or personal growth and achievement will be classified as non-degree seeking students. Students who have declared a degree at another university or college, and are enrolled in classes at Galveston College for transfer purposes only, are also classified as non-degree seeking. Non-degree seeking students are required to submit the following documents:
- a. Application for Admission
  - b. Appropriate transcript(s) for placement or TSI status.

ADMISSIONS REQUIREMENTS

FB  
(LOCAL)

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

7. **Readmission.** A Galveston College student who has not attended the previous long semester (fall or spring) must apply for re-admission through the Office of Admissions. If the student has attended another college since his/her previous enrollment at Galveston College, a current transcript of all college credits is required.
8. **International Students.** Galveston College is authorized under federal law to enroll non-immigrant students. International students seeking admissions should submit the following:
  - a. Application for Admission. The Application should be submitted along with a nonrefundable application fee at least sixty (60) days prior to the beginning of registration for any given semester.
  - b. An official transcript of the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and the grade earned.
  - c. An official transcript from each college or university attended (translated into English).
  - d. Test of English as a Foreign Language (TOEFL). The minimum acceptable score of 500 on the written examination, a minimum score of 173 on the computerized examination, a minimum of 61 on the internet examination, or a minimum score of 109 from an English Language Center (ELC) is required. Applicants are

ADMISSIONS REQUIREMENTS

FB  
(LOCAL)

exempt from the TOEFL requirement if they speak English as their native language. This exemption refers to students from Australia, the Bahamas, Belize, Bermuda, the British Isles, Cameroon, English-speaking Canadian provinces, the Cayman Islands, the Fiji Islands, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, New Zealand, Nigeria, Sierra Leone, the Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago, Trinidad, United Kingdom, the Virgin Islands, the West Indies, Zambia, and Zimbabwe.

- e. Statement of financial support.
  - f. Certificate of Immunizations.
  - g. Individuals must have proof of US insurance (medical and life) or purchase appropriate insurance.
9. Applicants not eligible for enrollment under one of the methods listed above should contact the Director of Admissions/Registrar for consideration.

ADMISSION TO SPECIFIC COURSES, PROGRAMS OF STUDY, OR A BACHELOR OF APPLIED SCIENCE PROGRAM

Admission to Galveston College does not guarantee admission or placement in specific courses, a specific program of study, or a Bachelor of Applied Science\* program (~~\*pending SACSCOC approval~~). Prerequisites are required for some courses and some programs of study require specific approval or have additional requirements for admission in addition to those outlined for general admission to the institution.

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

ADMISSIONS REQUIREMENTS

FB  
(LOCAL)

ACADEMIC FRESH START

An applicant for admission who is a Texas resident may enter Galveston College pursuant to the “academic fresh start” status, Texas Education Code, 51.931. Applicants can request a Petition For Academic Fresh Start from the Office of Admissions. Fresh Start must be declared upon entrance to the college. Students who do not declare upon entrance will not be considered after enrolled. An applicant who elects to apply under this statute may not receive any course credits or grades earned for courses taken 10 or more years prior to enrollment. This does not apply to Financial Aid or VA benefits.

ADMISSIONS OF VETERANS

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

ADMISSIONS PROCEDURE

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

1. Obtain an Application for Admission from the Office of Admissions, the Galveston College website ([www.gc.edu](http://www.gc.edu)), or complete the Texas Common Application for Admission to community colleges on line at [www.gc.edu](http://www.gc.edu).
2. Submit the completed Application for Admission to the Office of Admissions. Note: the submission of the application form authorizes the College to access the state THEA database for a student’s test scores.
3. Submit official transcripts from all colleges and universities attended. Students with less than fifteen (15) college credits are required to submit an official high school transcript or certificate of high school equivalency / GED. (The submission of all transcripts is required for evaluation of high school and/or college curricular requirements.)

ADMISSIONS REQUIREMENTS

4. Submit official placement scores, as appropriate.
5. Submit an exemption from or proof of the Bacterial Meningitis Vaccination.
6. Meet with a Counselor/Advisor prior to registration.

ACCESS TO COUNSELING  
AND ADVISING

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

WITHDRAWAL

Procedures for student withdrawal from courses, programs, and/or the College shall be made available to all students. Information regarding the College's Withdrawal Procedures shall be published in the College Catalog and made available on the College's website ([www.gc.edu](http://www.gc.edu)). Additional assistance concerning withdrawing shall be made available to students through the Counseling and Advising Center.

IDENTIFICATION CARDS

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

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

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

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**Statement of  
Nondiscrimination**

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

**Discrimination**

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

**Sexual Harassment  
By an Employee**

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

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

**By Others**

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

**Sexual Violence**

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

**Examples**

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

	<p><del>tact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.</del></p> <p><del>Physical contact not reasonably construed as sexual in nature is not sexual harassment.</del></p>
<b>Gender-Based Harassment</b>	<p><del>Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.</del></p>
Examples	<p><del>Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.</del></p>
<b>Retaliation</b>	<p><del>The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.</del></p>
Examples	<p><del>Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.</del></p>
<b>False Claims</b>	<p><del>A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.</del></p>
<b>Prohibited Conduct</b>	<p><del>In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</del></p>
<b>Reporting Procedures</b>	<p><del>For purposes of this policy, a "responsible employee" is an employee:</del></p>
Responsible Employee	<p><del>1. Who has the authority to remedy prohibited conduct;</del></p>

~~2. Who has been given the duty of reporting incidents of prohibited conduct; or~~

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

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

~~Student Report~~

~~Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee or submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.~~

~~Employee Report~~

~~Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy. An employee who does not meet the description of a responsible employee in accordance with this policy may alternatively submit the report electronically via the College District's website.~~

~~Exceptions~~

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

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

~~Definition of College District Officials~~

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

~~Title IX Coordinator~~

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

FFDA  
(LOCAL)

Name: Dr. Mary Jan Lantz  
Position: Director of Human Resources and Risk Management  
Address: 4015 Avenue Q, Galveston, TX 77550  
Telephone: 409.944.1281

~~Other Anti-discrimination Laws~~

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

**Alternative Reporting Procedures**

~~A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President.~~

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

**Timely Reporting**

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

**Investigation of the Report**

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

**Initial Assessment**

~~Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint.~~

~~If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.~~

**Informal Resolution**

~~If the parties voluntarily agree to participate in informal resolution of the complaint, the College District official shall determine if informal resolution is appropriate for the complaint. If the official determines that informal resolution is appropriate, then the official may facili-~~

	<p><del>tate that resolution. If the official does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.</del></p>
<b>Formal Resolution</b>	<p><del>If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official shall authorize or undertake an investigation, except as provided below at Criminal Investigation.</del></p>
<b>Interim Action</b>	<p><del>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.</del></p>
<b>College District Investigation</b>	<p><del>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</del></p> <p><del>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</del></p>
<b>Criminal Investigation</b>	<p><del>If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.</del></p>
<b>Concluding the Investigation</b>	<p><del>Galveston College will conduct a prompt, fair, and impartial investigation from initial report to the final results.</del></p> <p><del>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</del></p>

	<p><del>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</del></p>
<p><del>Notification of the Outcome</del></p>	<p><del>The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed. The parties shall be given the opportunity to respond to the report.</del></p>
<p><del>College District Action</del></p>	<p><del>The College District shall determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a preponderance of the evidence standard. If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]</del></p>
<p><del>Prohibited Conduct</del></p>	
<p><del>Corrective Action</del></p>	<p><del>Examples of corrective action may include:</del></p> <ul style="list-style-type: none"><li><del>• Providing a training program for those involved in the complaint;</del></li><li><del>• Providing a comprehensive education program for the College District community;</del></li><li><del>• Providing counseling for the victim and the student who engaged in prohibited conduct;</del></li><li><del>• Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;</del></li><li><del>• Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;</del></li><li><del>• Involving students in efforts to identify problems and improve the College District climate;</del></li><li><del>• Increasing staff monitoring of areas where prohibited conduct has occurred; and</del></li><li><del>• Reaffirming the College District's policy against discrimination and harassment.</del></li></ul>
<p><del>Exception</del></p>	<p><del>The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.</del></p>

- Improper Conduct** ~~If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.~~
- Confidentiality** ~~To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.~~
- Appeal** ~~A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.~~
- Records Retention** ~~Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]~~
- Access to Policy, Procedures, and Related Materials** ~~Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be published annually on the College's website to ensure easy access and wide distribution. Copies of the policy and procedures shall also be available at the College District's administrative offices upon request.~~

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**Note:** This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, dating violence, stalking, and retaliation targeting students. For legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL). For sex discrimination, sexual harassment, sexual assault, dating violence, stalking, and retaliation targeting employees, see DIAA.

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**Statement of  
Nondiscrimination**

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

**Definitions**

*Discrimination*

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

*Sexual Harassment  
By an Employee*

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

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

*By Others*

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

*Sexual Violence*

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

*Examples*

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

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

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

**Gender-Based Harassment**

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

*Examples*

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

**Dating Violence**

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the Clery Act definition of domestic violence.

**Stalking**

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

**Prohibited Conduct** In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Confidential Employee** A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

**Reporting Procedures**

**Student Report** A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator or another employee or submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

*Exception* Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

**Employee Report** Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the President or designee.

A report against the Title IX Coordinator may be made to the President or designee. A report against the President may be made to the Title IX Coordinator or directly to the Board. If a report is made

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

FFDA  
(LOCAL)

directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

*Exceptions*

Disclosure at  
Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct.

Employee  
Subject to  
Confidentiality  
Rules

Absent the student's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

Prior Report

A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

**Definition of College  
District Officials**

For the purposes of this policy, College District officials are the Title IX coordinator and the [G head of district/college/ESC, initial upper case].

Title IX Coordinator

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

Name: Dr. Mary Jan Lantz

Position: Director of Human Resources and Risk  
Management

Address: 4015 Avenue Q

Telephone: 409.944.1281

Other Anti-  
discrimination Laws

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

**Responsible  
Employees**

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

**Alternative Reporting Procedures**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the President.

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

**Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Investigation of the Report**

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

*Initial Assessment*

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

*Request Not to Investigate*

The alleged victim may request that the College District not investigate the allegations. If the victim requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District must promptly notify the alleged victim of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District must take reasonable steps to protect the health and safety of the College District community.

*Informal Resolution*

If the parties voluntarily agree to participate in informal resolution of the complaint, the College District official shall determine if informal resolution is appropriate for the complaint. If the official determines that informal resolution is appropriate, then the official may facili-

	<p>tate that resolution. If the official does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.</p>
<b>Formal Resolution</b>	<p>If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official shall authorize or undertake an investigation, except as provided below at Criminal Investigation.</p>
<b>Interim Action</b>	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct and protect the victim from retaliation prior to the completion of the College District's investigation. Examples of possible accommodations and supportive measures include academic accommodations, housing and dining modifications, counseling, and health services.</p>
<b>College District Investigation</b>	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
<b>Criminal Investigation</b>	<p>If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.</p>
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p>

	<p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
<p>Notification of the Outcome</p>	<p>The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed. The parties shall be given the opportunity to respond to the report.</p>
<p><b>College District Action</b></p>	<p>The College District shall determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a preponderance of the evidence standard. If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]</p>
<p>Prohibited Conduct</p>	
<p><i>Corrective Action</i></p>	<p>Examples of corrective action may include:</p> <ul style="list-style-type: none"><li>• Providing a training program for those involved in the complaint;</li><li>• Providing a comprehensive education program for the College District community;</li><li>• Providing counseling for the victim and the student who engaged in prohibited conduct;</li><li>• Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;</li><li>• Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;</li><li>• Involving students in efforts to identify problems and improve the College District climate;</li><li>• Increasing staff monitoring of areas where prohibited conduct has occurred; and</li><li>• Reaffirming the College District's policy against discrimination and harassment.</li></ul>
<p>Exception</p>	<p>The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

FFDA  
(LOCAL)

<b>Improper Conduct</b>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
<b>Confidentiality</b>	To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
<b>Retaliation</b>	The College District prohibits retaliation against a student who makes a claim alleging to have experienced prohibited conduct or a person who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.
<b>Examples</b>	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
<b>Failure to Report and False Claims</b>	An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.
<b>Appeal</b>	A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See Employee Handbook for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.
<b>Records Retention</b>	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
<b>Access to Policy, Procedures, and Related Materials</b>	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

FFDA  
(LOCAL)

the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

STUDENT FUND RAISING AND SOLICITATIONS

FI  
(LOCAL)

STUDENT FUND  
RAISING AND  
SOLICITATIONS

All student fund-raising activities and publications must be approved in advance by the President or the President's designee.

A final report of the fund-raising activities must be submitted to the Office of Development. The report should include the name of the activity, the names of the donors (if available), and the amount of monies/pledges collected.

Galveston College student clubs and organizations raising funds on- or off-campus shall follow any additional guidelines that have been established by the President or the President's designee.

PERMISSIBLE  
SOLICITATION

As used in this policy, the words "student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

No student solicitation shall be conducted in or on any property either owned or controlled by the District, except in accordance with the following provisions when they do not violate a sole-source vendor contract clause:

1. The sale or offer for sale of any newspaper, magazine, or other publication [print or non-print (electronic)] in an area designated in advance by the President or designee for the conduct of such activity;
2. The sale or offer for sale of any [merchandise](#), food or drink item in an area designated in advance by the President or a designated representative for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the college's regulations on use of facilities; [See [GF FLA](#)]
4. The collection of admission fees for the exhibition of movies or other programs that are sponsored by a student or

registered student organization, and are scheduled in accordance with college ~~regulations~~ policies and procedures;

- ~~5.~~ The activities of a student or registered student organization that can present to the President or designee written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3); ~~Internal Revenue Code. No organization may solicit under this section for more than a total of fourteen days, whether continuous or intermittent, during each fiscal year~~
6. The collection of donations by a registered student organization;
7. The sale of personal items by a student; or
8. The sale of items by a registered student organization to its members.

Student solicitation must comply with law and College District policies and procedures. No solicitation shall be conducted by Galveston College student organizations or on the grounds, sidewalks, or streets of any property either owned or controlled by the District, except as approved by the President or designee.

No student or registered student organization shall solicit under this policy for more than the time established and approved time limit.

Only authorized students and/or student organizations shall be allowed to sponsor and/or engage in solicitation and/or fund-raising activities under the name of the College. All such activities shall be compatible with the mission and objectives of the College and shall be approved by the President or designee in accordance with procedures developed for that purpose.

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation ~~will~~ shall not ~~disrupt~~, disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the District.
2. The solicitation ~~will~~ shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on

sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the District.

3. The solicitation ~~will~~ shall not harass, ~~embarrass~~ threaten, or intimidate the person or persons being solicited.

If a student or registered student organization is alleged to have violated this policy, the student or student organization shall be subject to a reasonable investigation conducted by the Vice President of Student Services or designee.

If, after a reasonable investigation, the Vice-President of Student Services or designee determines that a solicitation is being conducted in a manner violating this policy, the President may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate. In the case of a registered student organization, the President may cancel the registered status of the organization. A student in violation of this policy shall also be subject to disciplinary measures as authorized by Board policies and administrative regulations.

SOLICITATIONS OR FUND RAISING PROJECTS BY OUTSIDE ORGANIZATIONS Any outside organization that raises money under the College's name to aid or assist a program, a student organization, or other activities carried on by the College must first receive permission from the President or ~~his/her~~ designee.

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STUDENT RIGHTS AND RESPONSIBILITIES  
~~SIGNS AND DISTRIBUTION OF PUBLICATIONS ON CAMPUS~~  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

DISTRIBUTION  
AND/OR SALE OF  
PUBLICATIONS ON  
CAMPUS OF  
LITERATURE

~~A publication may be sold or otherwise distributed on campus if it:~~

~~1. Meets the U.S. Postal Service requirements for entering as second class mail;~~

~~2. Is published by or with the approval of the College President or designee; or~~

~~3. Meets the following requirements:~~

~~a. The person, corporation, public association, or club has made a written application to the President or designee for a permit to sell or distribute publications or leaflets. The application shall contain the following information:~~

~~1. Name of the publisher.~~

~~2. Name or names of owner.~~

~~3. Place where published, with address.~~

~~4. Frequency of publication.~~

~~5. Proposed sales price, if applicable.~~

~~b. The distributor warrants to hold the District harmless in any dispute, claim, or legal action resulting from the distribution or sale of the publication.~~

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

**PETITIONS,  
HANDBILLS, AND  
LITERATURE**

~~Each petition, handbill, or piece of literature shall identify the person or organization distributing it.~~

~~No person or organization may publicly distribute on College District property one or more petitions, handbills, or pieces of literature that are obscene or libelous, that are considered prohibited harassment, that infringe on intellectual property rights, or that contain a non-permissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities.~~

~~No person or organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the literature was distributed.~~

**Limitations On Content**

Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

**Time, Place, And  
Manner Restrictions**

The President or designee shall designate times, locations, and means by which non-school literature that is appropriate for distribution may be made available or distributed by students, registered student organizations, or others at College District facilities.

Distribution of non-school literature shall be conducted in a manner that:

1. Is not disruptive;
2. Does not impede reasonable access to College facilities;
3. Does not result in damage to College facilities;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others;
6. Does not violate College procedures or policy; and,
7. Does not violate local, state, or federal laws.

## SIGNS

For the purposes of this policy, "sign" shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for non-permissible signs, as defined herein, a student or registered student organization may publicly post a sign on District property in areas or locations designated by the Vice President of Student Services. No object other than a sign may be posted on District property.

Before publicly posting a sign, a student or registered student organization must:

1. Deposit in the Vice President of Student Services' office a copy, photograph, or description of the sign to be posted.
2. Give notice to the Vice President of Student Services on a form prescribed by the College President or designee and which may contain the following information:
  - a. The name of the student or organization; and, if an organization, the name of its advisor.
  - b. The proposed general location for posting the sign.
  - c. The length of time the sign will be posted.

- d. The signature of the student; or, if an organization, the signature of its authorized representative and the signature of its advisor.

3. Place the date of posting on each sign posted.

A sign may not be:

- 1. Larger than 22”X28”, unless approved by the Vice President of Student Services or designee.
- 2. Attached to:
  - a. A shrub or plant.
  - b. A tree, except by string to its trunk.
  - c. A permanent sign installed for another purpose.
  - d. A fence or chain or its supporting structure.
  - e. A brick, concrete, or masonry structure.
  - f. A statue, monument, or similar structure.

2. Posted:

- a. On or adjacent to a fire hydrant.
- b. On or between a curb and sidewalk.
- c. In a college building except on a bulletin board.

A student or organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted.

No person may remove a sign posted or attached in accordance with this section without permission from the Vice President of Student Services, the student, or the registered student organization.

**Non-Permissible Signs** No student or registered student organization may post or carry a sign that:

1. Involves a non-permissible solicitation.
2. Contains material that is obscene or libelous.
3. Is larger than 22 inches by 28 inches, unless authorized by the Vice President of Student Services.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials or literature are not sponsored by the College District and do not represent the views of the College District, the College's Board of Regents, College officials, faculty, and/or staff.

FACILITIES USE:

In accordance with rules and regulations regarding use of buildings, grounds, and equipment, the College President or designee shall approve all applications from registered students and/or student organizations for the use of College District property and College District rentals.

Facilities shall be used for meetings or other events in accordance with the mission of the College District and for the benefit of the College District community. Facilities shall not be used for personal events (for example, weddings or personal parties).

Facilities shall not be rented or leased on a long-term basis without prior approval of the Board.

College District use shall have the highest priority in terms of facility usage, i.e., credit classes, workforce education classes, intercollegiate sports, credit-free classes, and student activities have prior claim on all facilities. Facility use for events other than those sponsored by the College District shall be reserved on a first-come, first-served basis.

Requests

Written applications for use of a College District facility shall be made through the appropriate scheduling office within a time frame providing adequate notice and planning by the College District, preferably two weeks prior to the requested time of use. All arrangements shall be finalized at least 48

hours before time of use. The rental agreement must be executed, and all fees, if applicable, shall be paid in advance.

Approval:

The President or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the registered student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

If a request is denied, a written statement of the grounds for rejection shall be provided to the applicant.

Common Outdoor Area Exception

Common outdoor areas are traditional public forums and are not subject to the same approval procedures. Students and student organizations may engage in expressive activities in designated outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Identification: Students or student organizations distributing materials on campus or using college facilities shall provide identification when requested to do so by a College District representative.

Violations of Policy Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

Interference with expression Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals Decisions made by the administration in accordance with this policy may be appealed in accordance with College policy and procedures.

Publication This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

STUDENT CODE OF CONDUCT

FLB  
(LOCAL)

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STUDENT  
CONDUCT

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

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

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

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

STUDENT CODE OF CONDUCT

FLB  
(LOCAL)

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.

STUDENT CODE OF CONDUCT

FLB  
(LOCAL)

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

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

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

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

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

STUDENT CODE OF CONDUCT

FLB  
(LOCAL)

*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.

STUDENT CODE OF CONDUCT

FLB  
(LOCAL)

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.

STUDENT CODE OF CONDUCT

FLB  
(LOCAL)

27. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
28. Knowingly giving false information in response to requests from the College or a College official. (Providing false information to a College official.)
29. Making false accusations; perpetrating hoaxes regarding the safety of the College, students, employees, visitors, and/or others.
30. Failure to provide identification when requested to do so by College personnel.
31. Malfeasance in an elective or appointive student office of any college endeavor.
32. Misusing the College's computing and informational resources, including but not limited to:
  - ~~a. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;~~
  - ~~b. Attempting to access or circumvent passwords or other security-related protocols and information;~~
  - ~~c. Creating and/or uploading computer viruses;~~
  - ~~d. Altering or attempting to alter, destroy, or disable College technology resources;~~
  - ~~e. Using the internet or other electronic communications, including social media, to threaten other students, employees, or volunteers;~~
  - ~~f. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging, or otherwise illegal; and/or,~~
  - ~~g. Using email or websites to engage in or encourage illegal behavior or threaten the safety of others.~~
  - ~~h. —~~
  - a. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;

STUDENT CODE OF CONDUCT

FLB  
(LOCAL)

- b. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
- c. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
- d. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
- e. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
- f. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
- g. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

33. Violating College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place, and manner of public expression.

34. Behaving in a manner that adversely affects his or her suitability as a member of the academic community or endangers his or her own safety or the safety of others.

35. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H.B. 141, as enacted by the 61st Texas Legislature.

36. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.

STUDENT CODE OF CONDUCT

FLB  
(LOCAL)

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. Possession or use of tobacco products and/or e-cigarettes on College District property.

39. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.

DISCIPLINE

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

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ALCOHOL

~~The use of intoxicating beverages~~ A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of an intoxicating beverage in classroom buildings, student housing, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the College President, the provisions herein may be waived with respect to the Culinary Arts Program, other specific instructional programs, or to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

CONTROLLED  
SUBSTANCES

No student shall possess, use, control, manufacture, distribute, transmit, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of (legal intoxication not required), any of the following substances on school College premises during any school term or off school premises at a college-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.
5. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

EXCEPTIONS ~~A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.~~

It shall not be considered a violation of this policy if the student:

1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use; or,
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian.

VIOLATION Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs (at the student's expense), suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

NOTICE Each student taking one or more classes shall have access to the District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

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STUDENT COMPLAINTS AND THE GRIEVANCE PROCESS

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(LOCAL)

RIGHTS

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 of the minority;
- (4) To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences; and,
- (5) Knowledge of and active support of college regulations.

EXCLUSIONS

Student complaints regarding grades, discipline, financial aid, discrimination, and harassment are covered by separate procedures.

**PURPOSE** The grievance procedure at Galveston College shall serve two purposes: to determine whether an **injury concern** 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.

Grievable 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 to 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-g**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 bonafide 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) provide details as to when and under what conditions the alleged grievance occurred; and,
- (3) articulate what redress 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 resolution is not possible at that level, to refer the problem to the appropriate supervisor or dean.

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) or dean, 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 or dean.

LEVEL THREE

If the outcome of the conference with the appropriate supervisor or dean 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 set 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 College President may, at his/her sole discretion, choose to allow oral arguments on the petition. The College 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 College 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.

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Requests for public information shall be made to Galveston College by one of the following methods:

Hand delivery;

U.S. mail to Public Information Requests, 4015 Avenue Q, Galveston, TX 77550

Email at: [PublicInformationRequest@gc.edu](mailto:PublicInformationRequest@gc.edu)

**SUSPENSION OF  
PUBLIC  
INFORMATION  
DURING  
CATASTROPHE**

In the event a catastrophe, as defined by law, impacts the College District, the College may suspend the applicability of the Texas Public Information Act to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The College may extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

**CHARGING FOR  
PERSONNEL TIME**

In addition to other labor charges permitted by and in accordance with law, the College shall charge a requestor for additional personnel time spent producing information for the requestor after College personnel have collectively spent:

1. Thirty-six (36) hours of time during the College's fiscal year; or,
2. Fifteen (15) hours of time during a one-month period.

~~STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES~~  
COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA.

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~~APPLICATION AND APPROVAL~~

USE OF COLLEGE DISTRICT FACILITIES

In accordance with rules and regulations regarding use of buildings, grounds, and equipment, the College President or designee shall approve all applications from outside agencies for the use of College District property and College District rentals and shall supervise such use.

Facilities shall be used for meetings or other events in accordance with the mission of the College District and for the benefit of the College District community. Facilities shall not be used for personal events (for example, weddings or personal parties).

Facilities shall not be rented or leased on a long-term basis without prior approval of the Board.

College District use shall have the highest priority in terms of facility usage, i.e., credit classes, workforce education classes, intercollegiate sports, credit-free classes, and student activities have prior claim on all facilities. Facility use for events other than those sponsored by the College District shall be reserved on a first-come, first-served basis.

**In case of emergencies or disasters, the President of the College or designee may authorize the use of College facilities by civil defense, health, or other emergency services.**

Application for use of a College District facility shall be made through the appropriate scheduling office within a time frame providing adequate notice and planning by the College District, preferably two weeks prior to the requested time of use. All arrangements shall be finalized at least 24 hours before time of use. The rental agreement must be executed, and all fees shall be paid in advance.

Supervision By College District Personnel

College District custodial and security personnel shall be on duty when any College District facility is used. The number of people on duty and the time required of them shall depend

~~STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES~~  
COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

on the size of the group using the facility and shall be determined by the director of facilities and security.

Other  
Requirements

Outside users of College District facilities shall accept all liability for any damage, personal injury, or damage to personal property that may be associated with the use. The College District shall require the outside user to provide liability insurance in such amounts and limits as the College District may prescribe and to furnish a certificate of insurance on execution of the Facility Usage Contract.

All food service operations shall be contracted through the College District's food service operations.

Rental Fees

The base rental fee shall be for up to four hours of use and shall begin when the user occupies the facility. The total time shall end when the user vacates the facilities and has removed all equipment furnished by the user. Fees shall include all rental fees plus fees relating to personnel required to be on duty. All personnel costs shall be charged to the user at the regular hourly rate of pay for time worked within normal working hours. For hours that the College District would normally be closed, the personnel costs shall be charged at one and one-half times the regular hourly rate and additional utility charges may be required.

Fees for the use of College District facilities by outside groups may be granted a partial or full waiver by the College President or designee, if circumstances warrant.

**DISTRIBUTION OF  
LITERATURE**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

~~STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES~~  
COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

Limitations on  
Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials are obscene;
2. The materials contain libelous statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT] or others.

Time, Place, and  
Manner  
Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The College President or designee shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others at Galveston College.

Galveston College  
084502

~~STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES~~  
COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

**APPEALS**

Decisions made by the administration in accordance with this policy may be appealed in accordance with College policy and procedures.