

GUARANTEE
FOR
TRANSFER
CREDIT

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

Special Conditions Which Apply to the Guarantee Are As Follows:

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

up to six (6) semester credit hours of comparable courses, which are acceptable to the receiving institution.

7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
8. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.

**GUARANTEE
FOR
JOB
COMPETENCY**

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

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

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