

STUDENT SERVICES

Academic Enhancement (Seibel Learning Center)

General Academics Major

The General Academics major at Texas A&M University at Galveston is to be utilized by continuing students who are not able to immediately enter their major of choice. A student must have completed at least one semester at TAMUG prior to entering the General Academics major. Entry into the major is not guaranteed; interested students must complete the General Academics Change of Major Application by the designated deadline and undergo review. A later deadline will be set for students who are suspended from their current major, but not from the campus, after the initial deadline passes. Review criteria for entry to the major will include the student's ability to meet the minimum requirements to enter into their intended major in one semester, as well as review of any previous academic or honor code issues. Students admitted to the General Academics major have one (1) semester to work toward entry to their major of choice; an extension of one additional semester will be considered on a case-by-case basis. For additional information, contact the Seibel Learning Center at (409) 741-4343.

Academic Deficiency

Any GPA below 2.0 is considered academically deficient; this applies to term GPA, major GPA, and cumulative GPA. At the conclusion of each academic term, all students with a deficient GPA will be reviewed. Depending on the severity of their case, and extenuating circumstances when relevant, the student will be placed into one of the following categories:

- Probation One – Students placed on Probation One are able to fully continue within their program, but must show consistent progress towards regaining good standing. Failure to show consistent academic progress, per terms set by the academic department, could result in the student being moved to another deficiency category.
- Probation Two – Students placed on Probation Two are able to fully continue within their academic program, but must meet additional probationary terms as well as showing consistent progress towards regaining good standing. These terms include full completion of the Academic Coaching and Success program, as well as remediation as deemed appropriate by the academic department. Failure to meet the full terms of probation and/or to show consistent academic progress, per terms set by the academic department, could result in the student being moved to another deficiency category.
- Departmental Suspension – Students placed on Departmental Suspension will not be able to continue within their academic program. Any classes that student has registered for will be dropped, and they will not be able to register for additional classes until they have successfully applied and been accepted into a new major. Admission to another major is not guaranteed.

- Campus Suspension – Students placed on Campus Suspension will not be able to continue at Texas A&M University at Galveston for a minimum of one (1) full semester. During that time, the student is required to develop an action plan addressing the specific issues causing their academic difficulty. After the semester suspension concludes, the student is eligible to reapply to the campus; readmission is not guaranteed.
- University Suspension – Students placed on University Suspension will not be able to continue at Texas A&M University for a minimum of 12 months. Following the completion of the 12-month suspension, the student may apply for readmission; readmission is not guaranteed.

For additional information, contact the Seibel Learning Center at (409) 741-4343.

Gateway Program

The Galveston Gateway Program helps incoming students become fully prepared for their academic program. Students will be selected for the Gateway Program during initial review of their application for admission to the University; any student offered admission through the Gateway Program are required to satisfactorily complete the program in order to gain full admission to the university.

Galveston Gateway students begin at TAMUG for the Summer II term and complete preparatory coursework, some of which will apply towards their major. At the conclusion of the Summer term, students who have met the terms of the program will continue as full students in good standing for the Fall term. Students who do not meet the terms of the program will be reviewed for possible continuation on probation or full suspension.

For additional information, contact the Seibel Learning Center at (409) 741-4343.

Admission and Course Credit

Both Texas resident and non-resident students can apply for undergraduate admission to any Texas Public University for freshman, transfer and international admission by using the ApplyTexas Application. You may access the appropriate application from the ApplyTexas application website www.applytexas.org.

The admission guidelines presented here are for admission to the Spring, Summer or Fall 2018 semester. While they are the best guide available, admission criteria are subject to change.

Deadlines for admissions are listed below. However, for Fall admission, it is advantageous to gain acceptance before February 1 to be prioritized for many scholarships and for on-campus housing. The application for Spring 2018, Summer 2018 and Fall 2018 are available online as of July 1, 2017.

Admission Deadlines

- The application for Freshman admission will be available July 1, 2017. The application must be in the Office of Enrollment Services by 5 p.m., February 1, 2018 and completed by March 1, 2018 to be considered for admission.
- The application for Transfer admission will be available July 1, 2017. The completed application must be in the Office of Enrollment Services by 5 p.m., June 30, 2018 to be considered.
- The application for an International Freshman student is due:
 - To apply for Fall 2018, the application is available from July 1, 2017 to December 1, 2017.
 - To apply for Spring 2019, the application is available from April 1, 2018 to August 1, 2018.
- The application for an International Transfer student is due:
 - To apply for Fall 2018, the application is available from July 1, 2017 to December 1, 2017.
 - To apply for Spring 2019, the application is available from April 1, 2018 to August 1, 2018.
- The application for Readmission will be available July 1, 2017 for Fall 2018. The completed application must be in the Office of Enrollment Services by 5 p.m., June 30, 2018 to be considered.
- The application for Post Baccalaureate admission will be available July 1, 2017. The completed application must be in the Office of Enrollment Services no later than 5 p.m., May 30, 2018 to be considered.
- The application for Non-degree Seeking admission will be available July 1, 2017. The completed application must be in the Office of Enrollment Services by 5 p.m., June 30, 2018 to be considered.

Required Immunizations

- Texas Education Code (TEC) 51.9192 requires all entering students (under the age of 22) to provide evidence of vaccination against bacterial meningitis received within the last 5 years or a signed affidavit declining the vaccine at least 10 days prior to the start of classes for any given semester. Learn more about bacterial meningitis at <http://www.tamug.edu/admissions/BacterialMeningitis.html>.

Guidelines for Requesting Application Fee Waivers:

Fee waivers are not available for international students.

Freshman Waivers: Applicants requesting a fee waiver must submit an SAT/ACT fee waiver request form (must have an original signature from both the applicant and the counselor issuing the waiver), or submit documentation of need via a memo on school letterhead signed by the high school counselor. Typically, need is defined by qualification for free lunch programs. We recommend the correct form or letter be uploaded through the Applicant Information System (AIS) page. Copies, email attachments, or faxes of these forms will not be accepted. The original document is required, if it is not uploaded in AIS. Checking the fee waiver box on the application does not satisfy the fee waiver requirement. You must provide documentation of need as noted above. The application should be submitted prior to submitting fee waiver documents. Fee waiver request documents should be mailed to the following address:

Texas A&M University at Galveston
Office of Enrollment Services
P. O. Box 1675
Galveston, TX 77553-1675

Transfer or Readmit Waivers: To request a fee waiver, please provide your Student Aid Report (SAR), which you will find within your current FAFSA or a copy of an award letter from your current institution. Checking the fee waiver box on the application will not satisfy the fee waiver requirement.

The documents can be uploaded through the Applicant Information System (AIS) page. Documents will also be accepted by fax at (409) 740-4731 or email at seaaggie@tamug.edu, as well as U.S. mail.

Entry to a Major – College of Engineering

Freshmen in General Engineering, Engineering at Galveston, or Engineering Academy programs have a common first year engineering curriculum to allow time for students to learn about the 17 engineering degree granting majors. It is recognized that in most cases students are not made aware of all of our engineering majors while in high school. Students are introduced to the different engineering majors in the first year engineering courses, ENGR 111 and ENGR 112. Students are encouraged to leverage additional resources, including the career center, faculty, as well as advisors to get career advice. Students must complete the following courses in at least two semesters before applying to an engineering major: two engineering courses, two math courses, and two science courses in the freshman year engineering curriculum. Exceptions will be made as needed for students entering with credit for the required courses. The entry-to-a-major process is designed for students to take ownership of their future to identify at least three majors that are a good match for their career goals and academic performance. The entry-to-a-major process is designed to place students in the highest rank major possible based upon capacity and student performance. Students are encouraged to be in a major as early as possible. Students in the General Engineering and Engineering at Galveston programs must be in a major by the end of the third semester in engineering. Students in the Engineering Academy program must be in a major by the end of the fourth semester in engineering.

Transfer students are admitted directly to a major degree granting program through the admissions process.

Credit by Examination

Information concerning credit by examination may be obtained from the Seibel Learning Center Staff, (409) 741-4343. For information regarding current procedures for accepting credit, please visit the [Academic Enhancement](#) website.

Graduate Admission

For information or applications for graduate admission, please contact the Texas A&M University at Galveston Office of Graduate Studies at 409-740-4479 or e-mail gradstudies@tamug.edu; for additional details visit <http://www.tamug.edu/admissions/Graduate/index.html> or reference the Texas A&M University Graduate and Professional Catalog at <http://catalog.tamu.edu/graduate/galveston/>.

Campus Life

Housing

The Office of Student Life coordinates on-campus housing in modern student residence halls. Rooms are double and single occupancy and furnished with beds, desks, chairs, wardrobes or closets, and dressers. Students are expected to furnish pillows, blankets, shower curtains, linens, and cleaning supplies.

Students not enrolled in the Texas A&M Maritime Academy (TAMMA) are required to live on campus until the age of 21. Exceptions will be granted for special circumstances, including:

Permission to live off-campus is typically granted if one of the following circumstances are met:

- The student is married and living with their spouse in the local Galveston area.
- The student is a single parent/guardian and their child resides with them at their local Galveston area residence.
- The student is a veteran of the U.S. Armed Forces (copy of DD-214; not active duty for training only).
- The student will live with a parent/guardian in the Galveston area. (A typed verification letter will be required)
- The student will enroll in 9 credit hours or less for the semester.
- The student has a medical exception. (Documentation from a doctor will be required.)

For on-campus housing is required for all Cadets enrolled in TAMMA who are under the age of 25 unless the Cadet is married and living with their spouse in the Galveston area.

Any student who believes they are exempt from on-campus housing must apply for permission to seek off-campus housing. Approximately 40 percent of the undergraduate students are housed on campus, and returning students are given priority in granting permission to live off campus.

Campus residents accepting housing in the fall semester are required to sign a Fall and Spring

Semester contract and are not permitted to move off campus for the spring semester. An on-line application for campus housing, which is separate from the application for admission to the University, is available from the Office of Residence Life website at www.tamug.edu/reslife. Rooms are assigned in accordance with the date on which the housing application and room deposit are received in Financial Management Services. Housing applications may be forwarded prior to acceptance to the University, but housing assignments will be contingent upon admission to the University.

Upon admission to the University, students who will be living on campus must submit a \$300 housing deposit to reserve their spot in the residence halls. A waiver for the \$300 housing deposit may be submitted. To do so, the student should submit the housing application with an attached letter stating reasons for the waiver request. In order to be considered, the student must have a FAFSA submitted to TAMUG. The waiver request can be emailed to reslife@tamug.edu or mailed to TAMUG Residence Life, P.O. Box 1675, Galveston, TX, 77553-1675.

It is recommended that housing applications be submitted early. In the event that on-campus housing is not available, information concerning off-campus housing will be provided upon request. Since TAMMA Cadets are required to live on campus, Cadets will be able to pursue a license option only if campus housing is available for them.

Housing Costs

The cost of housing for each semester will vary based on the residence hall and room style a student resides in. Visit <http://www.tamug.edu/reslife/Housing/HallSpecifics.html> for current costs.

Campus Dining

There are several dining options on the Galveston campus. Captain's Landing is the main dining area; this buffet style dining location offers a wide variety of choices which change daily. During the Fall and Spring semesters, Captain's Landing is open for breakfast, lunch, lite lunch, and dinner on weekdays; for brunch, lite lunch, and dinner on weekends. It is additionally open during the Summer semesters for limited hours. Java the Hut, located in the Jack K Williams Library, serves Starbucks Coffee beverages and an assortment of pastries and grab-and-go snacks. During the Fall and Spring semesters, it is open Sunday 6:30pm – 11pm, Monday through Thursday 7:30am – 11pm, and Friday 7:30am – 6:00pm. Outtakes Wall Mall offers on-the-go meals, including salads, soups, and sandwiches. Located in the Sea Aggie Center, this option is available during the Fall and Spring semesters from 11:00am - 3:00pm. The Chick-N-Grill serves chicken strips, sandwiches, tacos, and more. It is located in the Old Res Life Building and is open during the Fall and Spring semesters, Monday – Friday 10:30am – 9:00pm.

The Mess Deck is now open in the new Maritime Academy Hall. With options including coffee beverages, ice cream, sandwiches, and grocery items, this option is available during the Fall and Spring terms. Hours vary per offering.

For additional details and full hour listings, visit <http://www.dineoncampus.com/tamug/show.cfm?cmd=menus>.

Health Services

Medical Clinic: Texas A&M University at Galveston contracts with the University of Texas Medical Branch (UTMB) Family Medicine clinic for health services for enrolled undergraduate students. Under the contract, office visits to the doctor are free of charge. Medications, inoculations, x-rays, physicals, and other services provided at the clinic may be covered under students' private insurance or at the student's expense. Hospitalization and emergency room visits are full-charge at the student's expense. Educational pamphlets concerning HIV/AIDS, meningitis and other health concerns are available to students from the Counseling Office.

Group Insurance: Since there are numerous health needs and costs, which are not provided or paid for by the Campus Health Service, students are strongly encouraged to maintain medical insurance. A group plan is available to all students in the Texas A&M University System. Information about this program will be distributed during new student orientation and are available from the student counseling office. Students and parents should give careful consideration prior to dropping any current health insurance.

Emergency Medical Transport: Please note that if an ambulance or other emergency transport is called, it is the responsibility of the student to cover any cost incurred; it is not the liability of the University.

International Student Services

The Office of Student Diversity Initiatives serves as the liaison with the International Student Services Office at Texas A&M University in College Station. Personal counseling, financial planning, liaison with embassies and consulates, legal referrals, academic referrals, immigration matters, orientation programs, and advisement to groups, are among the services offered in collaboration with the Office of Counseling Services, Financial Aid, and International Student Services in College Station, TX.

For more information regarding International Student Services, contact the Office of Student Diversity Initiatives, P.O. Box 1675, Galveston, TX 77553-1675 or call 409-740-4582.

Disabled Student Services

The Counseling & Career Services office provides services to students with documented disabilities. The office offers information on disabilities, campus services, and related resources. Persons with disabilities are encouraged to apply for services early and to request a meeting to discuss their individual needs prior to registration. Accommodations provided to students are

based on individual need. Information regarding disabilities can be obtained through the Counseling & Career Services, P.O. Box 1675, Galveston, TX 77553-1675, call 409-740-4736.

Financial Information

Payment of Tuition and Fees

Students must meet all financial obligations to the University by their due dates to avoid late penalties, regardless of timing of payment assistance (scholarships, loans, tuition assistance, etc). Failure to pay amounts owed may result in cancellation of the student's registration and their being barred from future enrollment and receiving official transcripts. Students who wish to pay fees in installments can select the option on the My Finances tab at their Howdy portal at <https://howdy.tamu.edu/cp/home/displaylogin>.

- Payments to Student Business Services may be in the form of cashier's check, personal check, debit card or money order payable to Texas A&M University at Galveston (or TAMUG). All checks and money orders are accepted subject to final payment. Debit cards are also accepted in person. Cash is not accepted at the Cashier's booth.
- Discover, Mastercard and American Express credit cards and E-checks are accepted for tuition and fee payments over the website at the Howdy Portal/ My Finance Tab. Convenience fees of 2.25% will be charged for online credit card transactions, with a minimum \$3 charge. Visa cannot be used for payment.
- Credit card payments cannot be accepted in person by the Student Business Service Office.

No tuition and fee statements will be mailed. Notices of amounts owed should be obtained through the Howdy Portal/ My Finance Tab at <https://howdy.tamu.edu/cp/home/displaylogin> . An email will be sent to a student's University email address (email.tamu.edu) when the tuition and fee statement is available to view online. Students must use their Howdy NetID and password to log into these two programs.

Students who plan to pay their bill in full by the due date will receive notification through their University email address that the fee statement is available to view online and when tuition is due and payable.

Students may choose to pay tuition and fees in installments. Students on the installment plan will receive notification through their University email account that the fee statement is available to view on line and when each installment payment is due and payable. In addition, students will be notified through this medium when any changes have occurred to their tuition and fee statement and if and when they have a refund available. All financial aid or loans must be accepted before being applied toward the student's account.

One Time Only Fees

Room Deposit (refundable)	\$300.00
New Student Conference Fee (not refundable)	\$100.00

General Property Deposit (refundable)

\$100.00

Housing and Meal Plans

With limited exception, all undergraduate students enrolled in more than nine credit hours are required to reside in campus housing (if available) and are required to purchase a meal plan. Information concerning a request to live off-campus can be obtained at <http://www.tamug.edu/reslife/Housing/OffCampus.html>. Any student living off campus at the beginning of the semester who adds enough hours to require living on campus must pay for room and board for the entire semester. Residence hall fees are included in the fee schedules at <http://www.tamug.edu/reslife/Housing/HallSpecifics.html>. In certain cases, single room housing is offered. The fee for that room is the normal rate plus 50%.

Upon admission to the University, students who will be living on campus must submit a \$300 housing deposit to reserve their spot in the residence halls. A waiver for the \$300 housing deposit may be submitted. To do so, the student should submit the housing application with an attached letter stating reasons for the waiver request. In order to be considered, the student must have a FAFSA submitted to TAMUG. The waiver request can be emailed to reslife@tamug.edu or mailed to TAMUG Residence Life, P.O. Box 1675, Galveston, TX, 77553-1675.

Students requesting to change meal plans during the semester will have 30 days from the first class day to make any changes and the cost of those changes will adhere to the University's refund schedule. Requests for changes to a meal plan after the 30 day period will not be permitted. All changes must be made through the Dining Services Office at (409) 740-4508.

Meal Plan Fees:

For On Campus: <http://www.dineoncampus.com/tamug/show.cfm?cmd=residents>

For Off Campus: <http://www.dineoncampus.com/tamug/show.cfm?cmd=commuters>

Tuition and Fees: Texas Resident and Non-Texas Resident (Both undergraduate and graduate)

Tuition and fees can be found at <http://fms-galveston.tamu.edu/sbs-galveston/tuition/>, Tuition Information. The student will need to know his/her chosen tuition plan for determination of his/her tuition and fees.

Tuition and Fees: Texas A&M Maritime Academy Cadets

Cadets enrolled in MARB-LO, MARS-LO, MART or MARR-LO curricula pay a special tuition rate regardless of their state residency status (in-state or out-of-state).

Tuition and fees can be found at <http://fms-galveston.tamu.edu/sbs-galveston/tuition/>. The Cadet's cohort will determine the applicable Tuition and Fees. NROTC Midshipmen, Drill and Ceremonies Cadets or International Cadets are not eligible for this special License Option tuition and must pay normal Texas Resident or Non-Resident as applicable.

Summer Cruise

Cadets may sail on the Texas A&M Maritime Academy training ship or they may sail aboard another maritime academy's training ships, all depending on capacity and timing issues. There are additional costs associated with travel to the ports of departure and arrival.

Cadets in the License Option Program must achieve the minimum sea service aboard ships required by the U.S. Coast Guard within four (4) years. In order to obtain federal financial aid, students must enroll in a minimum of six semester credit hours during the summer term. Cadets may meet this requirement by completing two additional semester credit hours while on cruise or by completing an additional course on campus. Either of these options will result in additional tuition expenses.

The Summer Cruise expense for training aboard the TAMMA training ship includes a cruise fee, room and meal plan. Summer cruise fees for students sailing with alternate schools will incur fees as charged by those schools and additional travel expenses to and from the ports (estimated to be between \$9,500 to \$10,500). The Summer Cruise meal plan expense includes state and city tax of 8.25%.

Other Expenses

This may include uniforms with an initial outlay of \$1,500, special training such as Fire Fighting School and incidentals.

Students who are dismissed or withdraw from a license-option degree plan after the semester begins will have fees adjusted to the appropriate resident or nonresident rate retroactive to the beginning of the semester.

License-option Cadets who are granted a leave of absence for the summer and who enroll in the onshore summer program at the Mitchell Campus instead of the summer training cruise will pay license-option fees as appropriate for that period.

License-option Cadets must complete all required sea service within four (4) years.

Students Dropped for Non-Payment: Summer Terms

Students that have not paid their tuition and fees in full by the 15th class day will be "hard" dropped from their classes. At this point in time, students may no longer attend classes in the current term. To re-enroll, all tuition and fees must be paid in full and a \$200 reinstatement fee will be assessed.

Emergency Tuition and Fee Loans

Emergency tuition and fees loans are available to help students get through the crunch at fee payment time. Students can borrow up to the amount of their tuition and fees for a maximum term of 90 days in the Fall and Spring semester and 30 days in the Summer semester. The loan proceeds are applied directly to the student's account to cover current due charges. Students that

anticipate their financial aid or some other third party payment may be delayed are encouraged to pursue an emergency tuition and fees loan so they will not get dropped from their classes or incur additional fees. Students may apply for this loan at the Howdy Portal/ My Finance Tab.

Short term loans are also available to pay optional fees, such as residence hall fees, meal plans, parking, etc. They can be repaid up to 12 months. To qualify you must be registered for 6 hours in the fall or spring semester and 3 hours in the summer term and be clear of all past due loans and blocks. To obtain short term loans, students should consult with Financial Management Services, located in the Main Building or at 409-740-4434.

Unpaid Check

If a check or ACH payment accepted by Student Business Services, the bookstore or any other campus department is returned unpaid by the bank on which it is drawn, a penalty of \$30 will be assessed. The returned check or ACH payment and the penalty fee must be paid with cashier's check, money order or credit card online. If not redeemed, the student may be dropped from the University. Student accounts will be blocked for future registration and transcripts. The student is eligible for reinstatement after payment of penalties, a \$50 reinstatement fee and redemption of the check or ACH payment. If Student Business Services receives three returned checks or ACH payments from one student, the University will no longer accept this payment type for the student.

Fees

Please note that not all fees listed below are relevant to all students.

Academic Enhancement Fee for the Texas Success Initiative

This \$50 per course fee will be used to provide tutoring, classroom materials and textbooks to students required to take academic enhancement developmental courses in math, reading and/or writing (for CAEX or MATH 102 courses) in compliance with Texas Success Initiative regulations.

Application Fee

Students who submit an application for undergraduate studies pay a \$75 fee. Students who submit an application for graduate studies pay a \$50 fee. International students pay a \$90 application fee.

Career Center Fee

This \$35 fee is required of students in the semester they register for on-campus interviews to support full-time and internship placement services. This fee is optional if the student desires to access career services through Texas A&M University in College Station.

Commercial Cruise Fee

A fee of \$800 will be charged for all license option students sailing on a commercial cruise.

Distance Education Fee

\$50 per semester credit hour is assessed to students taking courses using distance education resources.

Field Trip Fees

A field trip fee ranging from \$15 to \$5,740 may be charged for courses that include field trips.

Graduation Fee

A non-refundable fee of \$47.50 per degree sought is assessed the semester a student applies for graduation. This must be paid within the first 15 class days of the student's final semester. Late payment of the Graduation Fee will result in a \$50 late charge.

International Student Service Fee

International students who are not sponsored are assessed a \$46 fee each semester to defray administrative support costs.

Independent Study Abroad Fee

In the event that a student is planning to Study Abroad, this fee of \$100 is to cover services provided by the TAMU Study Abroad Office.

International Student Health Insurance

International students (students who are not U.S. Citizens or Lawful Permanent Residents of the United States) enrolled at Texas A&M are required to have health insurance. International students will be automatically enrolled in and charged for the System Student Health Insurance Plan (SSHIP) unless they apply for and are granted a waiver. Individually purchased plans from vendors other than the Texas A&M University System provider will not be eligible for a waiver of automatic enrollment in the SSHIP. This is to ensure that medical treatment will be available in the event of injury or illness during enrollment at the University. This requirement includes students enrolled in extensive English language programs. Full-time English Language Institute (ELI) students should contact ELI for information. All other international students can receive more detailed information about this requirement by visiting <http://admissions.tamu.edu/international/iss>. Specific questions may be directed to International Student Services by emailing ISS@tamu.edu.

General Property Deposit

Every student, unless registered in absentia, must make a \$100 property deposit to protect the University from damage to or loss of university property. Charges will be billed directly to the student. Failure to pay the charges promptly will cause the student to be barred from re-admission and receiving an official transcript from the University. If a student withdraws from the University without paying the charges, the deposit will be held for 30 days after the close of the semester or a student's withdrawal, so that all charges and fines may be totaled from the various departments. This deposit, less outstanding charges, will be returned upon request to the student graduating or withdrawing from school. Deposits not requested within four years from date of last attendance will be forfeited into a student deposit scholarship account.

Health Services Fee

This fee is required of all students enrolled in Galveston-based classes at the rate of \$44.50 for each regular semester, \$44.50 for the summer training cruise, and \$22.25 per five-week summer

term. This fee will finance health services provided by a local clinic in Galveston, and medical services on the summer training cruise.

Housing Deposit

A deposit of \$300 is required as part of a completed housing application. Exact stipulations and details regarding the use and return of that deposit are listed within the contract signed with the application. A waiver for the \$300 housing deposit may be submitted. To do so, the student should submit the housing application with an attached letter stating reasons for the waiver request. In order to be considered, the student must have a FAFSA submitted to TAMUG. The waiver request can be emailed to reslife@tamug.edu or mailed to TAMUG Residence Life, P.O. Box 1675, Galveston, TX, 77553-1675.

Identification Card Maintenance Fee

All students must have an identification card. This card is used in registration procedures, collection of fees, for dining hall privileges, etc. If the card is lost or stolen, a reissuing fee will apply.

Laboratory Fees

A laboratory fee ranging from \$8 to \$30 is charged for each laboratory course each semester.

MAAL Program Fee

This fee is required of all graduate students enrolled in the MAAL program and assessed at \$458.69 per semester. The MAAL program fee will be utilized to provide program administration and departmental operating costs in order to sustain a quality graduate program, as well as to provide for innovative growth.

Mail Service Fee

Limited availability exists for students residing in non-university owned or operated housing to rent a campus mailbox. The fee is \$20 per semester and \$20 per ten week summer term. Inquiries should be directed to the Bookstore (409-740-4488). Students have mail services included as part of the University's room charge if they are residing in university owned or operated housing.

Cadet Drug Test Fee

The Cadet Drug Test Fee is \$35 per semester and is required for all License-Option Cadets.

New Student Conference Fee - Graduate

The Graduate New Student Conference fee is required of all new graduate students enrolling in the fall or spring semesters and selected summer terms at the rate of \$50 per student. This fee supports the provision of advanced materials to accepted students and the activities and food during the orientation.

New Student Conference Fee - Undergraduate

The New Student Conference fee is required of all new freshmen and transfer students enrolling in fall or spring semesters and selected summer terms at the rate of \$100 per student. This fee supports the provision of advanced materials to accepted students, the conduct of new student conferences (including some meals) and student activities.

Parking Permit

All students parking an automobile or motorcycle on the campus pay a fee of \$200 for the academic year (Fall, Spring, Summer). By request, prorated refunds can be issued for terms not used.

Recreational Sports Fee

This mandatory \$105 fee assessed for the fall and spring terms and \$52.50 for each 5-week summer term will provide building maintenance and programming support for recreational sports facilities.

Sailing Course Fee

A \$130 fee is charged only to students registered in P.E. sailing courses to cover the costs of maintaining the boats, fuel for the instructor's boat, and safety equipment.

Scuba Tank Rental Fee

A \$175 will be charged to students enrolled in a scuba diving course who require the University to supply tanks for the course. This fee is used to maintain tanks, regulators, and compressors.

Student Center Complex Fee

The mandatory Student Center Complex Fee is required for all students at the rate of \$100 per spring or fall semester or \$50 for the five-week summer term. This fee will be used for the operation, maintenance, programming improvement and purchase of equipment for the student center complex and for the acquisition and construction of additions to the complex.

Supplementary Fee for Courses Attempted More than Twice

A course that is repeated by a student more than twice at a public institution of higher education in Texas may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students, or charge a supplementary fee to the student who is repeating the course. Texas A&M has chosen to assess a supplementary fee to those students repeating a course more than twice. A student attempting certain courses more than twice at Texas A&M University will be subject to a supplementary fee of \$125 per semester credit hour (\$375 for a 3 hour course) for the repeated course, in addition to tuition and required fees associated with the course. The general criteria for determining which courses are subject to the supplementary fee are:

- A course is subject to the fee if a student has completed it twice at Texas A&M University with a grade of A, B, C, D, F, F* (academic dishonesty), S (satisfactory), U (unsatisfactory), I (incomplete), Q (authorized drop after the add/drop period), F# (Freshmen Grade Exclusion) or X (no grade submitted).
- Courses identified by the University as repeatable for credit are not subject to the fee. A schedule of repeated courses can be found at admissions.tamu.edu/registrar/general/threepeat.aspx.
- Courses dropped with no record (NR), no grade (NG) and withdrawals (W) are not counted as repeated courses.

Students will be notified at the time they register for a course that it has been taken twice at Texas A&M University and is subject to the supplementary fee.

Testing Administrative Fee

A \$50 per test fee will be used to pay for personnel to proctor credit-by-exams and TSI tests and to pay shipping costs to send tests to testing centers.

Texas A&M Maritime Academy Orientation Week Fee

The Texas A&M Maritime Academy Orientation Week (O-Week) Fee is \$38 and covers equipment and supplies needed during the Corps of Cadets O-Week. Meals for O-Week will be added to the semester bill following O-Week.

University Advancement Fee

The variable University Advancement Fee is a required fee charged to all Texas A&M University students. The Advancement fee funds services such as advising, technology, library and administrative services such as ID services, utilities, access to discounted software and many services provided through Student Services.

University Authorized Tuition

This variable fee is assessed to compensate for occupancy, services, use and/or availability of all or any of the property, buildings, structures, activities, operations and other facilities of the campus.

Vessel Use Fee

The Vessel Use Fee of \$15.00 per semester credit hour is to support the maintenance and operation of a fleet of boats to provide all students on-the-water class room instruction in support of our academic, research, training and recreation mission. The fee is charged each semester for a maximum of 12 semester credit hours.

Other Expenses

Textbooks and Supplies: The cost of textbooks and supplies will vary with the quality of items purchased and with the course of study pursued. Students can expect to pay about \$800 for each fall and spring semester. Expenses for the summer term should amount to approximately one-half of the above estimates.

License Option Cadet Expenses: License-option Cadets must purchase uniforms with initial outfitting estimated at \$1,500. Other items such as caps, belt buckles, and name tags may be required to be purchased from the TAMUG Bookstore.

Tickets to Texas A&M University home games may also be purchased at registration. Refunds are not allowed for individual games or games missed.

The University operates a bookstore which supplies textbooks, stationery, drawing instruments, toiletries and other supplies. All merchandise is sold at retail prices prevailing in the area. Major credit cards are accepted in the bookstore.

Student Fiscal Appeals

If a student finds themselves in an issue related to the application of University Student Fiscal Policy, such as excess hours, please access the information under <http://fms-galveston.tamu.edu/sbs-galveston/student-fiscal-appeal-process/> for an explanation of the Student Fiscal Appeal Process and an application for appeal.

Scholarships

For entering students, including freshman, transfers, and domestic graduate students, all scholarships are awarded based on information from the ApplyTexas application for admissions, including information collected in the Scholarship section of the application. If any awards require additional information, those students that are deemed qualified based on the ApplyTexas will be notified. The priority deadline for incoming student scholarships is December 1st. The final deadline for the Freshman Terry Scholarship is January 6th, and the deadline for the Transfer Terry Scholarship is March 31st. The deadline for the Levy Fellowship is February 1st.

For continuing students, the [University Scholarship Application](#) is used for awarding institutional scholarships. In order to receive a scholarship from Texas A&M University at Galveston for the upcoming school year, a student must complete the University Scholarship Application online by February 1st. Award recipients are primarily selected by a committee of faculty and staff from across the university who utilize this application and any other necessary supplemental information. In some cases, the selection is made directly by the donor of the scholarship funds

To view scholarships available, visit <http://www.tamug.edu/financialaid/Scholarships>. For additional information, contact the Scholarship Office at scholarships@tamug.edu or 409-740-4500.

For additional information regarding financial assistance and other scholarships available to International Students, please contact:

Scholarships & Financial Aid
Texas A&M University
P. O. Box 30016
College Station, TX 77842-3016
(979) 845-3236
financialaid@tamu.edu
<http://financialaid.tamu.edu>

For additional information, please contact:

International Student Services Office
Bizzell Hall East
Texas A&M University
1226 TAMU
College Station, TX 77843-1226
USA
(979) 845-1824
Fax (979) 862-4633

iss@tamu.edu

<http://iss.tamu.edu>

TEXAS A&M MARITIME ACADEMY

Mission and Purpose

The Texas A&M Maritime Academy (TAMMA) is a specialized, maritime education and training program within Texas A&M University at Galveston (TAMUG). TAMMA's mission is to educate and train professional U.S. Coast Guard-credentialed mariners and military officers to serve aboard vessels engaged in international and U.S. domestic trades and the sea services.

Admission Requirements for License Option Applicants

The process to apply for admission to TAMMA is the same for admission to TAMUG and applicants must be accepted into TAMUG as a condition of admission to TAMMA. However, admission to TAMUG does not guarantee admission into TAMMA. Due to program and professional requirements established in Federal law by the U.S. Coast Guard (USCG) and the Maritime Administration (MARAD), application for admission to TAMMA requires additional steps and documentation including

- Evidence of the ability to meet the most current medical and physical standards established by USCG regulations. Applicants must apply to the USCG for a medical certificate. The medical and physical evaluation process includes a vision test, hearing test, general medical exam, and demonstration of physical ability.[1] License Option (LO) Cadets must demonstrate ability to meet USCG medical and physical standards within nine (9) months of enrollment. LO Cadets must continue to meet the USCG medical and physical standards throughout enrollment in an LO program. LO Cadets who fail to demonstrate ability to meet most current USCG medical and physical standards will be transferred out of the LO programs until the individual is able to meet the most current USCG medical and physical standards.
- Evidence that the Cadet or Midshipman is not a user of dangerous drugs. According to Federal regulations,[2] TAMMA maintains a program for testing individuals for evidence of dangerous drug use. During O-Week, TAMMA will test entering freshmen and Cadets transferring into TAMMA for evidence of the use of dangerous drugs. In addition, TAMMA conducts random tests throughout the academic year. Any Cadet who tests positive for the use of dangerous drugs or refuses to be tested will be immediately suspended from the Corps and all LO courses and activities for a period of at least one (1) calendar year, depending upon the outcome of a Return-to-Duty process prescribed and monitored by the USCG. There is no guarantee that a Cadet who is suspended will be permitted to re-enroll in a LO program.
- A criminal background check.

TAMMA staff, faculty, and the Commandant, review each application and make a recommendation for admission to the Superintendent. The final decision for admission into TAMMA rests with the Superintendent.

Prospective Cadets may download a TAMMA application through the TAMMA website.[3]

License Option Graduation Requirements

TAMMA's Cadets may receive diplomas from Texas A&M University only after 1) successfully completing the courses of study in their academic degree plans, 2) successfully completing required sea service and associated coursework during training cruises aboard training, commercial, or military ships, 3) passing a comprehensive professional examination administered by the USCG, and 4) demonstrating knowledge, understanding, and proficiency competencies required by the International Convention on Standards for Training, Certification and Watchkeeping (STCW).

The following degree plans offer a License Option:

- BS or MS Marine Biology
- BS Marine Sciences
- BS Marine Engineering Technology
- Masters of Marine Resources Management
- Masters in Maritime Administration and Logistics.
- BS Marine Transportation

All students enrolled in the Marine Transportation program are required to be in the LO program.

Cadets who select an LO degree plan must be motivated, honorable, and willing to experience the rigor and discipline of the regimental structure of the Corps of Cadets.

License Option Requirements

In addition to the degree requirements contained in the *Texas A&M at Galveston Students Rules* and the University catalog, LO Cadets must complete the requirements to achieve a Merchant Mariner Credential (MMC)[4] issued by the USCG. The requirements for the MMC are determined by International conventions, Federal law and regulations, and policies established by the USCG and the Maritime Administration (MARAD). The requirements for an MMC are subject to change according to developments at the International Maritime Organization, Congressional action, the Federal rulemaking process, and consultations between the USCG, MARAD, and the Maritime Academies.

The international convention with the most direct impact on TAMMA and the requirements for an MMC is the International Convention on Standards for Training, Certification and Watchkeeping for Seafarers (STCW Convention). The main purpose of the STCW Convention is to establish international agreement on training and education standards to promote safety of life and property at sea and the protection of the marine environment.

The STCW Convention establishes endorsements that LO Cadets must achieve in order to graduate and serve aboard commercial vessels in international trade. "Deck Cadets" must achieve the STCW international endorsement as Officer In Charge of a Navigation Watch (OICNW). "Engine Cadets" must achieve the STCW international endorsement as Officer In Charge of an Engineering Watch (OICEW).

LO Cadets must also pass each course required for the desired STCW Convention international endorsement with at least a "C" AND demonstrate each of the required competencies contained in each course.

LO Cadets, regardless of age, prior experience as a mariner, or prior military service must maintain membership in the Corps and complete all of the requirements of the LO program. The minimum period of training is three (3) years or six (6) full semesters as a full-time student. However, according to policies established by the Superintendent consistent with Federal law and policies regarding maritime academies, the Superintendent may grant an LO Cadet credit for successful completion of coursework, sea service, or the demonstration of knowledge and practical skills at another State or Federal Maritime Academy. Applicants who desire to transfer into TAMMA from other State or Federal Maritime Academies are encouraged to inquire regarding current policy and provide documentation regarding prior coursework, sea service, and conduct records from other Academies.

LO Cadets are required to attend all classes in each course required for the desired STCW Convention international endorsement. These courses are identified in the *Texas A&M University Catalog*. Unexcused absences are not permitted. All sea service must be achieved according to TAMMA's USCG-approved License Option programs.

Sea Service Requirements

Under Federal law all LO Cadets are required to complete 360 days of sea service. Cadets may achieve the required sea service through a combination of TAMMA-approved assignments aboard training vessels, commercial ships, military vessels, USCG-approved courses that employ simulators, watches aboard TAMMA's training vessel, and maintenance work.

LO Cadets pursuing a Merchant Mariner Credential with Endorsement as Officer in Charge of a Navigation Watch (OICNW)

LO Cadets pursuing endorsement as OICNW, must complete 300 days aboard a combination of training vessels, commercial vessels, or government vessels. Cadets assigned to approved training vessels receive 1.5 days of sea service for each 1 day assigned. Cadets assigned to commercial or government vessels receive 1 day of sea service for each 1 day assigned. All assignments must be approved by the Superintendent.

These LO Cadets also achieve sea service credit, up to a maximum of 30 days, for watchkeeping and for performing maintenance aboard TAMMA's training vessel or at other sites approved by the Marine Transportation Department Head, and for successfully completing USCG-approved courses that feature training on simulators.

LO Cadets pursuing a Merchant Mariner Credential with Endorsement as Officer in Charge of an Engineering Watch (OICEW)

LO Cadets pursuing endorsement as OICEW, must complete at least 180 days aboard a combination of training vessels, commercial vessels, or government vessels. Cadets assigned to approved training vessels receive 1.5 days of sea service for each 1 day assigned. Cadets assigned to commercial or government vessels receive 1 day of sea service for each 1 day assigned. All assignments must be approved by the Superintendent.

These LO Cadets may also achieve sea service credit for not more than 180 days for performing work involving workshop skills. Cadets may perform this type of training on shore, subject to approval by the Head of the Marine Engineering Technology Department.

Corps of Cadets

The Corps of Cadets (Corps) focuses on leadership development and provides Cadets and Midshipmen enrolled in the Navy Reserve Officer Training Corps program (NROTC) a disciplined environment designed to prepare its members to become successful Merchant Marine or military officers.

Members of the Corps are required to attend formations, drills (including parades at College Station), stand announced and unannounced personal and room inspections, participate in physical fitness activities, and perform other duties required by the *Corps Operations Manual*.

TAMMA's Superintendent is responsible for TAMMA's administration and the operations of the Corps of Cadets. The Corps of Cadets includes

1) License Option **Cadets** (LO Cadets) who are studying and training to fulfill the professional requirements to become Merchant Marine Officers through TAMMA's USCG-approved training program. These Cadets enroll in TAMMA's License Option (LO) programs and must maintain membership in good standing in the Corps,

2) **Midshipmen** who meet the qualifications for acceptance into TAMUG's NROTC program. Midshipmen seek commissions in the U.S. Navy upon graduation. Midshipmen integrate fully into the Corps, and must complete all degree requirements as well as courses required by the Navy.

Students may join the NROTC program as National Four-Year Scholarship Winners or as non-subsidized college program applicants. Interested prospective Midshipmen may obtain information on the National Four-Year Scholarship program through any Navy recruiting office. The application deadline is January 15 of the year of admission. All NROTC scholarships cover the costs of tuition, fees, and uniforms. All scholarship-, junior-, and senior-level Midshipmen receive a monthly allowance and are pay for summer training periods.

3) **Drill and Ceremony (D&C) Cadets** who desire the structure, rigor, leadership training, and camaraderie of membership in the Corps. D&C Cadets are full members of the Corps, must purchase all required uniforms, perform drills, stand formation, and participate in personal and room inspections. They are not required to go on the summer cruise. Each D&C Cadet will receive a certificate indicating voluntarily participation and membership in the TAMUG Corps of Cadets.

Corps members are encouraged to participate in on-campus sports, clubs and educational activities and may compete for places on the Hearn Honor Guard, the Drill Team, the Sea Aggie Band, and the Flag Color Guard.

Members of the Corps are generally required to live on campus in the state-of-the-art Texas A&M Maritime Academy Hall.

Standards of Conduct

In addition to the *Texas A&M University at Galveston Student Rules* and the *Texas A&M University Rules* the Corps operates according to rules and standards contained in the *Corps Operations Manual* and the *Cadet Instructions Manual*[5]. Among other things, these publications establish mandatory uniform regulations, standards of dress, grooming, and discipline.

The Corps' conduct and discipline system, administered by the Commandant, is a method for assessing the aptitude and motivation of each corps member for becoming a mariner or military officer.

Corps members who violate the Corps' standards of conduct receive demerits and Cadets that consistently violate the Corps' standards of conduct may be suspended or dismissed from the Corps. Cadets enrolled in any of the LO programs must maintain membership in good standing in the Corps. LO Cadets who are dismissed or suspended from the Corps but who are permitted to remain at TAMUG may not enroll in LO courses and will be removed from the Corps housing. Cadets who are not Texas residents, will be required to pay to out-of-state tuition costs retroactively to the beginning of the term.

The Corps includes a special unit called "Victor Company". Victor Company is veterans of the U.S. Armed Services or individuals who are married or over the age of 25 when first enrolled in TAMMA. The Victor Company Cadet Commander reports directly to the Commandant and Victor Company members follow all Corps regulations including watches and practical training aboard TAMMA's training vessel. Cadets in Victor Company are permitted to live off campus.

The Corps also includes International Cadets. International Cadets may pursue the LO education and training required to become Merchant Marine Officers and earn a degree from Texas A&M University. However, International Cadets are subject to U. S. immigration laws and may not take the USCG license exams. Instead, international Cadets receive a certificate of completion of their respective degree plans.

TAMMA will provide each Cadet accepted into the Corps a list of required uniform items along with procedures for purchasing uniforms. Entering Cadets should order uniforms as soon as they learn they have been accepted into the Corps. TAMMA will issue uniforms during Orientation Week prior to the start of the Fall Semester. The cost of uniforms ranges from \$1,500 to \$2,000.

Orientation Week

Prior to the beginning of the Fall semester, all freshman and transfer students entering TAMMA, NROTC, or D&C must attend Orientation Week (O-Week).

Under the guidance of the Commandant, members of the Corps of Cadets' leadership team plan and execute O-Week to introduce each new member to the Corps' routines and traditions. Cadets also learn military bearing and customs, basic seamanship, engineering, and nautical science skills. O-Week training includes, military formations, marching to class and meals, team-building exercises, hands-on seamanship training, and other training to enable new

members to hit the decks running when the entire Corps returns from training cruises and assignments at sea.

LO Cadets may qualify for financial support through MARAD's Student Incentive Program (SIP).[6] LO Cadets who receive financial support through SIP participate in the Navy Reserve's Strategic Sealift Officer (SSO) program and receive a commission as Ensign, USNR upon graduation and may apply for active duty service with the Navy following graduation.

In order to qualify for the financial support under SIP, LO Cadets must

1. Pass a Navy physical examination and maintain Navy medical standards,
2. Pass semi-annual Navy Physical Readiness Tests,
3. Maintain a minimum GPA of 2.0 (4.0 system),
4. Be under the age of 27 by graduation.

Upon graduation, LO Cadets who accept financial support through SIP, must

1. Complete the course of instruction at TAMMA,
2. Within three (3) months of completion of the TAMMA course of study, achieve a merchant mariner license with appropriate national and international endorsements for service aboard vessels in domestic and international voyages with unlimited endorsements,
3. For at least six (6) years maintain a valid 1) merchant mariner license with appropriate national and international endorsements for service aboard vessels in domestic and international voyages with unlimited endorsements, 2) transportation worker identification credential, and 3) USCG medical certificate.
- 4). Apply for and accept, if tendered, an appointment as a commissioned officer in the Navy Reserve including the Strategic Sealift Officer Program, the USCG Reserve, or any other reserve component of the Armed Forces of the United States for at least eight (8) years.
- 5) Serve the foreign and domestic commerce and the national defense for at least three (3) years after graduation.

LO Cadets with interest in the SIP are encouraged to speak with TAMMA staff about the details of applying and the obligations following graduation.

Additional LO Requirements

In addition to minimum requirements associated with courses within USCG-approved program of study and training for international STCW Endorsements, Cadets are required to obtain several training endorsements required by the USCG. Some of these are Basic Safety Training, Advanced Firefighting, Radar and Automated Radar Plotting Aids, Global Marine Distress System (GMDSS), and Bridge Resource Management.

LO Cadets are also required to apply for and maintain a valid Transportation Workers Identification Credential (TWIC), and a current Passport. TAMMA will assist each Cadet in obtaining the required endorsements and documents. **However, it is each Cadet's responsibility to maintain a current portfolio of all required documentation.** A complete list of these requirements and costs will be available during O-Week.

The following is an example of some additional cost items associated with the LO programs. The list is not intended to be exhaustive.

- Coast Guard Approved Fire Fighting School - \$800-\$1,000.
- TWIC - \$150.
- O-Week Fee - \$38.
- Merchant Mariner Credential - \$140.
- Drug testing - approx \$35 (each time).
- Uniforms - \$1,500-\$1,800 (for LO and Drill and Ceremonies Midshipmen).
- Training cruise - estimated about \$9,000-\$10,500 (which includes travel expenses to and from the Ports) depending on fuel costs and other maritime academy requirements.

[1] See 46 CFR Subpart C – Medical Certification. The USCG’s Application for Merchant Mariner Medical Certificate may be accessed at: <http://www.tamug.edu/corps/apply.html>

[2] See 46 CFR Part 16 and 49 CFR Part 40

[3] <http://www.tamug.edu/corps/apply.html>

[4] 46 CFR §10.107(b) defines *Merchant Mariner Credential* as combining the individual merchant mariner’s document, license, and the STCW endorsement into a single mariners qualification document, certificate of identification, and certificate of service.

[5] <http://www.tamug.edu/corps/>

[6] Cadets enrolled in TAMMA’s License Option (LO) program may apply for Student Incentive Payments (SIP) provided by the Department of Transportation’s Maritime Administration. Title 46 USC 51509-51511 describes the details of the SIP. Cadets are encouraged to seek guidance from TAMMA staff regarding SIP.

CAMPUS POLICIES

Fishing Rules

Texas A&M University at Galveston is an institution of higher education and does not include any public fishing facilities. Due to significant safety and security concerns TAMUG only allows current students, current TAMUG employees and approved guests to fish on property owned or controlled by TAMUG. Approved guests must be accompanied by an affiliated individual, unless otherwise authorized. Fishing is only permitted on the Mitchell Campus on Pelican Island.

1. Guests of affiliated students and employees are permitted to fish as long as the TAMUG student or employee is with them. Employees and students are responsible for the conduct, compliance, safety and actions of their guests. All fishermen are expected to be courteous and respectful at all times.
2. Students and staff may have a reasonable number of guests at any one time.(Campus Police will determine what is reasonable for the situation)
3. Fishermen may only deploy one or two fishing rods at a time, per fishermen. Fishing rods may not be left unattended.
4. All children must be in the immediate care of an adult. Children 12 years old and under must wear an approved USCG flotation device while on TAMUG docks, piers, and beaches, as well as when they are in or near the water. In addition to dangerous drop-offs and currents, equipment and vehicles in the vicinity of authorized fishing areas can pose a danger to unsupervised children.
5. Fishing is not permitted from the dock at any time. Fishing is allowed on the beach, between the dock and the Pelican Island Causeway, or on the fishing pier. The area around the small boat basin is not open for fishing during normal hours of operations or if port operations require it to close temporarily. Open mainly on weekends and holidays.
6. Fishing is allowed at night but may be limited or forbidden during certain times for, training, repairs and/or cruise preparation.
7. No wade fishing is allowed in the oil spill compound, the small boat basin, the Oceanography docks or any areas marked as "No Fishing". Fishing on the Teichman Road campus is strictly limited to affiliated students and employees of TAMUG.
8. All fishermen must have a valid Texas fishing license with a salt water stamp and must present it upon request.
9. No alcoholic beverages, drugs or firearms are allowed on-campus at any time. Anyone found in possession of contraband will be subject to immediate removal and/or citation or arrest.
10. All vehicle operators on-campus must obey traffic signs and directions from University Police officers or University Officials. Vehicles operated on-campus without a valid campus parking hang-tag must be registered with University Police and display a TAMUG parking pass.
11. Vehicles may be parked in campus parking areas with authorized parking permits, obtained from the Campus Police Department. Parking on the docks, the beach area or within fire lanes or any other space which is not a clearly marked parking space, is strictly prohibited. Vehicles in violation of these rules will be cited and subject to tow at

- the owners expense. Failure to pay parking citations (University cashiers office-SAGC) will result in revocation of fishing authorization for one year from date of violation.
12. No littering. All fishermen are responsible for any trash or debris that they may accumulate while on TAMUG property. Fish cleaning is not allowed at any time on campus property.
 13. All rules will be enforced by the Campus Police Department. Anyone who fails to follow the instructions of a Campus Police Officer will be subject to revocation of campus fishing authorization, and/or citation or arrest. All unauthorized individuals will be asked to leave. All fishermen shall be considered "notified" of the rules from posted signs.
 14. Texas parks and Wildlife agents frequently check fisherman on campus and notify campus officers if University rules are violated.
 15. We reserve the right to investigate all containers left tied to any structure on the TAMUG water front. (anyone that suspects a container may present a problem should immediately call the officer on duty for inspection-409-740-4545) We recommend that all who leave a container in the water make sure it has their name and phone number on it, for verification. Homeland Security rules prohibit containers of any kind to be left near the ship or between the dock and the ship. These containers will be removed and discarded without notification. No ropes, strings or lines of any kind will be fastened to water lines, gas lines, electrical conduit or any other piece of infrastructure on the water front. They will be removed and discarded without notification. Any authorized staff or researcher, who finds any unauthorized containers or fastening in the normal course of their duties may remove and discard such objects without notice. (report to Campus Police at time of removal)
 16. The fishing pier, located in the sw corner of campus, is small and can only accommodate a small number of fishermen at any one time. Campus Police may relieve any overload situation by whatever reasonable means are available at the time. Safety is number one.
 17. No exception to these rules may be made without the approval of the TAMUG CEO or Executive Vice President or their designee.

University Statement for Individuals with Disabilities

Texas A&M University (TAMU) does not discriminate on the basis of an individual's disability and complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) as amended.

Students are protected from nondiscrimination regarding access to and participation in TAMU's programs and activities. TAMU provides academic adjustments and auxiliary aides to accommodate needs of students with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic requirements.

Students with disabilities who would like to request accommodations may contact Counseling and Career Services (409) 740-4736.

Students with a disability who believe they have experienced discrimination may contact the ADA Coordinator at (409) 740-4503 or boyerj@tamug.edu.

For more information about disability accommodations, see TAMU Student Rule [46. Disability Accommodations in Academic Programs](#) or TAMUG Student Rule [46. Disability Accommodations in Academic Programs](#).

University Statement on Harassment and Discrimination

Texas A&M University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity. Texas A&M University will promptly investigate all complaints of discrimination, sexual harassment, and/or related retaliation in accordance with applicable federal and state laws. Students who have questions or believe they have experienced illegal discrimination, sexual harassment, sexual violence, and/or related retaliation are encouraged to contact [Notice of Nondiscrimination and Abuse](#)

For more information regarding Discrimination or Sexual Harassment, see TAMU Student Rules [45. Discrimination and Discrimination Appeals](#) or [47. Sexual Harassment and Related Retaliation](#), or TAMU at Galveston Student Rules [45. Discrimination and Discrimination Appeals](#) or [47. Sexual Harassment](#).

Hazing

Anyone who participates in hazing is in violation of University rules as well as state law. Violators may be subject to University disciplinary action in addition to state criminal penalties. Hazing means any intentional, knowing, or reckless act occurring on or off the campus by one person, alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are (or include) students at the University. A complete definition of hazing is available in the Office of Student Life.

University Police

The University Police are responsible for the protection of persons and property of Texas A&M University, and for the enforcement of the laws of the State of Texas and the rules and regulations of Texas A&M University as promulgated by the Texas Education Code. University police are commissioned peace officers involved in regular foot and vehicle patrol of campus, late-night security escorts, crime prevention programs for the campus community, and criminal investigations for the recovery of property and apprehension of criminals. Officers also provide regular security checks of buildings and property on campus. All University personnel are requested to cooperate with University police officers.

Student Right to Know and Campus Security Act

In compliance with the Federal Right to Know and Campus Security Act of 1990, a brochure is available which includes information on campus security and safety resources, policies and

procedures for safety (reporting crimes and emergencies, crime awareness and prevention, security of campus facilities and residence halls), alcohol, drugs and weapons, and crime information and statistics. This information is available from the University Police Office, Building. 3025, and can be reached at 409-740-4545.

Aggie Code of Honor

For many years Aggies have followed a Code of Honor, which is stated in this very simple verse:

"An Aggie does not lie, cheat, or steal or tolerate those who do."

The Aggie Code of Honor is an effort to unify the aims of all Texas A&M men and women toward a high code of ethics and personal dignity. For most, living under this code will be no problem, as it asks nothing of a person that is beyond reason. It only calls for honesty and integrity, characteristics that Aggies have always exemplified. The Aggie Code of Honor functions as a symbol to all Aggies, promoting understanding and loyalty to truth and confidence in each other.

Title IX – Sexual Discrimination, Sexual Harassment, Sexual Assault & Violence

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

(20 U.S.C. Section 1681)

Notice of Nondiscrimination and Abuse

Texas A&M University at Galveston provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University at Galveston will promptly investigate all complaints of illegal discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

Reporting Responsibilities

Any employee who experiences, observes, or becomes aware of illegal discrimination, sexual harassment, and/or related retaliation must promptly report the incident(s). A student and third party should also promptly report the incident(s).

Only certain employees may keep reports of violations confidential: licensed health care personnel and licensed counselors when acting in this capacity as part of their official employment. All other employees informed of possible illegal discrimination, sexual harassment, and related retaliation should advise the reporter that they cannot keep the information confidential and are required to report it. The employees should inform the reporter where confidential guidance can be obtained.

Confidential Reporting Option

For confidential reporting, a student can contact a licensed counselor in the Office of Student Counseling by visiting the Seibel Student Services Center (Building #3030), Suite #104; calling (409) 740-4736; or contacting one of the individuals listed below directly. A staff or faculty member can contact a licensed counselor in the Employee Assistance Program at (409) 772-2485. To the extent possible, the university will protect the privacy of parties to the report within the context of the university's duty to provide a safe and nondiscriminatory work and educational environment.

Mr. Ken Bailey, MA, Director of Counseling and Career Services, (409) 740-4725, baileyk@tamug.edu

Ms. Daisey McCloud, Assistant Director of Counseling and Career Services, (409) 740-4537, mccloudd@tamug.edu

Ms. Diane Manley, Student Development Specialist, (409) 740-4739, manleyd@tamug.edu

Where to Report an Incident

Students, faculty, staff, third parties, and applicants for employment or admission should report incidents to the appropriate Designated Official below who handles alleged violations committed by students, faculty, staff, and third parties.

- If the alleged offender is a **Student**, the official contact is
 - Dr. Todd Sutherland
Assistant VP of Student Affairs
Texas A&M University at Galveston
Seibel Student Services Center #101G
Galveston, TX 77553
TitleIXStudents@tamug.edu
(409) 740-4598
- If the alleged offender is a **Faculty Employee**, the official contact is
 - Dr. Blanca Lupiani
Interim Dean of Faculties
Texas A&M University
108 YMCA Building
College Station, TX 77843
Dof@tamu.edu
(979) 845-4274
- If the alleged offender is **Staff or a Third Party**, the official contact is
 - Mr. Jeff Boyer
Executive Director of HR & Title IX Campus Coordinator
Texas A&M University at Galveston
Powell Marine Engineering Complex #123
Galveston, TX 77553
TitleIXCoordinator@tamug.edu
(409) 740-4503

For reporting incidents or making inquiries regarding discrimination based on sex, you may contact

- Texas A&M University (Main Campus) Title IX Coordinator:
 - (979) 845-0977 or TitleIX.Coordinator@tamu.edu
 - Office Address: 750 Agronomy Road, Suite 2101, College Station, TX 77843
 - See the TAMU Title IX Website <http://urc.tamu.edu/title-ix/>.
- *Jeff Boyer: Texas A&M University at Galveston Title IX Campus Coordinator*
 - (409) 740-4503 or TitleIXCoordinator@tamug.edu
 - Office Address: 200 Seawolf Parkway, Powell Marine Engineering Complex (Building #3027) Suite 123, Galveston, TX 77554.
 - See TAMUG Title IX website <http://www.tamug.edu/hrd/Title%20IX.html>

The Section 504 and ADA Coordinator:

For reporting incidents or making inquiries regarding discrimination based on sex, you also may contact

- Jeff Boyer, TAMUG Title ADA Coordinator at
 - (409) 740-4503 or at Boyerj@tamug.edu
 - Office Address 200 Seawolf Parkway, Powell Marine Engineering Complex (Building #3027) Suite 123, Galveston, TX 77554.

- *Supervisors:*

Employees may also report incidents to their supervisor.

- *Federal Agencies:*

Inquiries or complaints about discrimination also may be directed to the U.S. Equal Employment Opportunity Commission at 1-800-669-4000 or to the U.S. Department of Education Office for Civil Rights at (214) 661-9600.

- *Texas A&M System Hotline (anonymous reporting option available):*

The Risk, Fraud & Misconduct Hotline at (888) 501-3850
or <https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>

- *Texas A&M University Galveston CARE Team (anonymous reporting option available):*

"Tell somebody" online reporting at http://www.tamug.edu/care/Tell_Somebody.html

Sexual Harassment

Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. Sexual harassment includes sexual violence, sexual assault, non-consensual sexual contact, sexual exploitation, and sex-based dating violence, domestic violence, and stalking.

Reporting Abuse or Neglect

State law requires all persons having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect to *immediately* make a report (even if the belief is premised upon incomplete or dated information) to: any local or state law enforcement

agency; the Department of Family and Protective Services (DFPS); the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or the agency designated by the court to be responsible for the protection of children. Further, all persons having cause to believe that an individual 65 years or older or a disabled person 18 years of age or older is in the state of abuse, neglect, or exploitation are required to notify the DFPS.

- *To report abuse or neglect to DFPS contact:*

The Texas Abuse Hotline at 1-800-252-5400

or http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

- *For Emergencies:*

Call 9-1-1 or local law enforcement

Texas A&M University at Galveston Police Department (409) 740-4545

Galveston Police Department (409) 765-3702

Galveston County Sheriff's Office (409) 766-2300