

SOME POLICY TITLES ARE INCLUDED FOR FUTURE EXPANSION

## **SECTION A: BASIC DISTRICT FOUNDATIONS**

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A college district derives its legal status from the Constitution of the state of Texas and from the Texas Education Code as passed and amended by the Texas Legislature. *Texas Constitution, Art. VII*

By complying with the provisions of the appropriate sections of Education Code Chapter 130 a public junior college and/or district of any one of the following classifications may be established:

1. Independent school district junior college.
2. City junior college.
3. Union junior college.
4. County junior college.
5. Joint-county junior college.
6. Public junior college as a part or division of a regional college district.

*Education Code 130.004(a)*



COLLEGE DISTRICT NAME AND DEFINITIONS

AB  
(LEGAL)

The official name of a junior college district shall be the “\_\_\_\_\_ Junior College District” unless the board of trustees of the district elects to call the district a community college district, in which event the official name of the junior college district shall be the “\_\_\_\_\_ Community College District.” The board shall designate an appropriate and locally pertinent descriptive word or words to be filled in the appropriate blank (and may change such designation when deemed advisable) by resolution or order; provided that no two districts shall have the same or substantially similar names. A college district may change its name under Education Code 130.005 or 130.0051.

All resolutions or orders designating or changing names shall be filed immediately with the Coordinating Board and the first name filed shall have priority, and the district shall be advised of any previous filing of any identical or substantially similar name.

*Education Code 130.082(c)*

CHANGE OF NAME

The governing board of any public community or junior college district may by a duly adopted resolution change the name of the district by substituting the word “community” for the word “junior” in the name, or by eliminating the word “community” or “junior” from the name, unless the change would cause the district to have the same name as an existing district. A copy of the resolution duly certified by the secretary of the governing board shall be filed with the Coordinating Board. The name change shall become effective upon the filing of the resolution with the Coordinating Board and thereafter all references to the district shall be by use of the new name. *Education Code 130.005(b), .0051; 19 TAC 9.30*



COLLEGE DISTRICT NAME AND DEFINITIONS

AB  
(LOCAL)

The corporate name of this college, as provided by law, is Northeast Texas Community College, herein referred to as "the College District."





GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

AC  
(LEGAL)

COLLEGE DISTRICT  
SERVICE AREAS

“Services” means the courses and programs described in Education Code 130.0011 and 130.003(e). [See AD(LEGAL)]

“Service area” means:

1. The territory within the boundaries of the taxing district of a junior college district; and
2. The territory outside the boundaries of the taxing district of a junior college district in which the junior college district provides services.

*Education Code 130.161*

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**Note:** For a description of each college district service area, see AC(EXHIBIT).

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NEW CAMPUSES OR  
COLLEGE DISTRICTS

The establishment of any new public junior college campus within an existing junior college district or the establishment of any new junior college district shall be approved by the Legislative Budget Board if the establishment occurs during a time when the legislature is not in session. The legislature shall approve the establishment of any new public junior college campus within an existing junior college district or the establishment of any new junior college district if proposed during or within three months prior to a legislative session. *Education Code 130.004(e)*

EXTENSION OF  
DISTRICT  
BOUNDARIES

AUTOMATIC  
ANNEXATION

If the junior college district annexes territory under Education Code Chapter 130, Subchapter D comprising all of a municipality or school district, the governing board by order may annex for junior college purposes any territory later annexed by or added to the municipality or school district. *Education Code 130.066*

ANNEXATION BY  
CONTRACT OR  
ELECTION

GENERALLY

Territory may be annexed to a junior college district by contract under Education Code 130.064 or election under Education Code 130.065, if the territory:

1. Is contiguous to the annexing junior college district; or
2. Is located in the service area of the annexing district established under Education Code Chapter 130, Subchapter J.

Territory may be annexed to a junior college district as provided by Education Code 130.063 only if the territory is located wholly within a single school district, county, or municipality. This provision does not prohibit a junior college district from conducting annexation elections or other annexation procedures for more than one territory at the same time.

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

AC  
(LEGAL)

A junior college district may not annex territory under Section 130.063 that is included in the boundaries of another junior college district.

A junior college district may not annex territory under Section 130.063 if a campus of the Texas State Technical College System is located:

1. Within the county in which the territory is located; and
2. Outside the junior college district.

This section does not prevent a junior college district from annexing territory located in Brown County.

*Education Code 130.063*

BY CONTRACT

If the annexation is by contract, a petition shall be presented to the governing board of any junior college district, executed by all property owners of all property situated in the territory proposed for annexation. The petition shall contain a legally sufficient description of the territory proposed for annexation. The governing board of the junior college district, if it deems the annexation to be in the best interest of the district, may effect the annexation by:

1. Entering its order authorizing the annexation of the territory by contract; and
2. Then entering into a written agreement duly executed and acknowledged by all persons, corporations, and entities owning property within the territory.

*Education Code 130.064*

BY ELECTION

On presentation to the governing board of a junior college district of a petition proposing the annexation of territory to the district, the governing board may call an election on the question of annexing the territory. The petition must:

1. Contain an accurate description of the territory proposed for annexation; and
2. Be signed by a number of registered voters in the territory proposed to be annexed equal to at least five percent of the registered voters in that territory as of the most recent general election for state and county officers.

*Education Code 130.065(a)*

HEARING

Before the governing board of the junior college district may order an annexation election, the board must hold a public hearing within the territory proposed for annexation. The hearing must be held

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

AC  
(LEGAL)

not earlier than the 45th day and not later than the 30th day before the date the board issues the order for the election. *Education Code 130.065(b)*

SERVICE PLAN

Not later than the 30th day before the date of a public hearing, the board shall complete and publish a service plan for the territory proposed for annexation. The service plan is informational only and must include:

1. The maximum property tax rate that the board may adopt;
2. The most recent property tax rate adopted by the board and any tax rate increase proposed or anticipated to occur after the annexation;
3. The tuition rate that would apply after annexation for a student who resides in the district;
4. The tuition and fees that would apply under Education Code 130.0032(d) for a student who resides outside the district;
5. Plans for providing educational services in the territory, including proposed or contemplated campus and facility expansion in the territory;
6. Plans for cooperation with local workforce agencies; and
7. Any other elements consistent with Education Code Chapter 130, Subchapter D prescribed by rule of the Coordinating Board.

*Education Code 130.065(c)*

ELECTION  
ORDER

The governing board shall issue an order for an election to be held in the territory proposed for annexation on a uniform election date that is not less than 45 days after the date of the order and that affords enough time to hold the election in the manner provided by law. The board shall give notice of the election in the manner provided by law for notice by the county judge of a general election. *Education Code 130.065(d)*

ELECTION  
PROCEDURES

The governing board shall conduct the election in accordance with the Election Code. The election shall be held only in the territory proposed for annexation, and only those registered voters residing in that territory are permitted to vote.

The ballot shall be printed to provide for voting for or against the proposition: "Approving the annexation by the \_\_\_\_\_ (name of junior college district) of the following territory: \_\_\_\_\_ (with the blank filled in with a description of the territory proposed for annexation), and authorizing the imposition of an ad valorem

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AC  
(LEGAL)

tax for junior college purposes, which is currently set at a rate of \_\_\_\_\_ (with the blank filled in with the ad valorem tax rate of the district for the current year or, if that rate has not been adopted, the tax rate for the preceding year) per \$100 valuation of taxable property."

*Education Code 130.065(e)–(g)*

ADOPTED  
MEASURE

The measure is adopted if the measure receives a favorable vote of a majority of those voters voting on the measure.

If the measure is adopted, the governing board of the district shall enter an order declaring the result of the election and that the territory is annexed to the junior college district on the date specified in the order.

If the proposition is adopted and the governing board is elected from single-member districts, the governing board in the annexation order shall assign the new territory to one or more of the current single-member districts.

The annexation of territory and any resulting change in the single-member districts from which members of the governing board are elected does not affect the term of a member of the governing board serving on the date the annexation or redistricting takes effect. The governing board shall provide that each member of the governing board representing a single-member district who is holding office on the date the annexation takes effect serve the remainder of the member's term and represent a single-member district in the expanded junior college district for that term regardless of whether the member resides in that single-member district.

*Education Code 130.065(h)–(k)*

FAILED  
MEASURE

If the measure is not adopted at the election, another election to annex all or part of the same territory may not be held earlier than one year after the date of the election at which the measure is not adopted. *Education Code 130.065(l)*

EXTENSION OF  
BOUNDARIES  
BASED ON  
STUDENT  
ENROLLMENT

The governing board of a junior college district may order an election on the question of establishing expanded boundaries for the junior college district to encompass all of the territory located within the district's service area established by Education Code Chapter 130, Subchapter J [see AC(EXHIBIT)], other than territory located in the service area of another junior college district, if more than 35 percent of the total number of students who enrolled in the junior college district in the most recent academic year resided outside of the existing junior college district.

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

AC  
(LEGAL)

The governing board of a junior college district may order an election on the question of establishing expanded boundaries for the junior college district to encompass part of the territory located within the district's service area established by Subchapter J, other than territory located in the service area of another junior college district, if more than 15 percent of the high school graduates for each of the preceding five academic years in the territory proposed to be added to the district have enrolled in the junior college district.

Except as otherwise provided by Education Code 130.068, Education Code 130.065 [see BY ELECTION, above] applies to an action taken under this section, including the provisions of Section 130.065 requiring a petition to be submitted before an election may be called.

A junior college district may not adopt new boundaries for the district under Section 130.068 that extend within the service area of another junior college district.

*Education Code 130.068*

OTHER BOUNDARY  
CHANGES

College district territory may also be expanded or disannexed as allowed by Education Code Chapter 130, Subchapter D. *Education Code 130, Subchapter D*

NOTICE TO VOTER  
REGISTRAR

A political subdivision, including a college district, that changes its boundaries or the boundaries of districts used to elect members to the governing body of the political subdivision shall not later than the 30th day after the date the change is adopted:

1. Notify the voter registrar of the county in which the area subject to the boundary change is located of the adopted boundary change; and
2. Provide the voter registrar with a map of an adopted boundary change in a format that is compatible with the mapping format used by the registrar's office.

*Election Code 42.0615*



GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

AC  
(EXHIBIT)

The service areas of the college districts are listed as described in Education Code 130.162–130.211.

**ALAMO COMMUNITY COLLEGE DISTRICT SERVICE AREA.** The service area of the Alamo Community College District includes the territory within:

1. Bexar, Bandera, Comal, Kendall, Kerr, and Wilson Counties;
2. Atascosa County, except the territory within the Pleasanton Independent School District; and
3. Guadalupe County, except the territory within the San Marcos Independent School District.

**ALVIN COMMUNITY COLLEGE DISTRICT SERVICE AREA.** The service area of the Alvin Community College District includes the territory within:

1. The Alvin, Danbury, and Pearland independent school districts; and
2. The part of the Angleton Independent School District annexed by the community college district before September 1, 1995.

**AMARILLO COLLEGE DISTRICT SERVICE AREA.** The service area of the Amarillo College District includes the territory within Potter, Randall, Carson, Oldham, Deaf Smith, Parmer, Castro, Swisher, and Moore Counties.

**ANGELINA COUNTY JUNIOR COLLEGE DISTRICT SERVICE AREA.** The service area of the Angelina County Junior College District includes the territory within:

1. Angelina, Houston, Nacogdoches, Polk, Sabine, San Augustine, Trinity, and Tyler Counties;
2. The Wells and Alto independent school districts, located in Cherokee County;
3. The Burkeville and Newton independent school districts, located in Newton County;
4. The Jasper Independent School District, located in Jasper County;
5. The Shepard and Coldspring-Oakhurst consolidated independent school districts, located in San Jacinto County;
6. The part of the Brookeland Independent School District that is located in Jasper and Newton Counties;
7. The part of the Colmesneil Independent School District that is located in Jasper County; and
8. The part of the Trinity Independent School District that is located in Walker County.

**AUSTIN COMMUNITY COLLEGE DISTRICT SERVICE AREA.** The service area of the Austin Community College District includes the territory within:

1. Hays, Gillespie, Caldwell, and Blanco Counties;

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(EXHIBIT)

2. Travis County, except the territory within the Marble Falls Independent School District;
3. Williamson County, except the territory within the Florence, Granger, Hutto, Lexington, Taylor, and Thrall independent school districts;
4. The part of the Nixon-Smiley Consolidated Independent School District located in Gonzales County;
5. The part of San Marcos Consolidated Independent School District located in Guadalupe County;
6. Bastrop County, except the territory within the Lexington Independent School District;
7. The part of the Elgin Independent School District located in Lee County; and
8. The part of the Smithville Independent School District located in Fayette County.

BEE COUNTY COLLEGE DISTRICT SERVICE AREA. The service area of the Bee County College District includes the territory within:

1. Bee, Karnes, Live Oak, Jim Wells, McMullen, Duval, and Brooks Counties;
2. The Pleasanton Independent School District, located in Atascosa County; and
3. The Kingsville, Santa Gertrudis, and Ricardo independent school districts, located in Kleberg County.

BLINN JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Blinn Junior College District includes the territory within:

1. Washington, Burleson, Brazos, Madison, Grimes, and Waller Counties;
2. The Mumford, Hearne, and Franklin independent school districts located in Robertson County;
3. Austin County, other than the territory within the Wallis-Orchard Independent School District;
4. The Milano and Gause independent school districts located in Milam County;
5. The part of the Richards Independent School District that is located in Walker and Montgomery Counties;
6. The part of the Bryan Independent School District that is located in Robertson County;
7. Fayette County, other than the territory within the Smithville Independent School District;
8. Lee County, other than the territory within the Elgin Independent School District; and
9. The part of the Lexington Independent School District that is located in Bastrop, Milam, and Williamson Counties.

BORGER JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Borger Junior College District includes:



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1. The territory within the Borger Independent School District;
2. The territory within the Spring Creek Independent School District that is also within the junior college district's taxing district; and
3. The territory within Dallam, Sherman, Hansford, Ochiltree, Lipscomb, Hartley, Hutchinson, Roberts, and Hemphill Counties.

BRAZOSPORT COLLEGE DISTRICT SERVICE AREA. The service area of the Brazosport College District includes the territory within:

1. The Brazosport, Columbia-Brazoria, Sweeny, and Damon independent school districts; and
2. The Angleton Independent School District, except the part annexed by the Alvin Community College District before September 1, 1995.

CENTRAL TEXAS COLLEGE DISTRICT SERVICE AREA. The service area of the Central Texas College District includes the territory within:

1. The Killeen Independent School District, located in Bell County;
2. The Copperas Cove Independent School District, located in Coryell County;
3. Fort Hood and North Fort Hood, located in Bell County;
4. Coryell, Hamilton, Lampasas, Llano, Mason, Mills, and San Saba Counties;
5. The Brady, Lohn, and Rochelle independent school districts located in McCullough County;
6. The Burnet Consolidated Independent School District located in Burnet County;
7. The Florence Independent School District;
8. The part of the Lampasas Independent School District that is located in Burnet County;
9. The part of the Lampasas Independent School District that is located in Bell County;
10. The part of the Copperas Cove Independent School District that is located in Bell County; and
11. The Marble Falls Independent School District.

CISCO JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Cisco Junior College District includes the territory within:

1. The Cisco Independent School District; and
2. Callahan, Coleman, and Taylor Counties.

CLARENDON COLLEGE DISTRICT SERVICE AREA. The service area of the Clarendon College District includes the territory within Gray, Donley, Wheeler, Armstrong, Collingsworth, Briscoe, Hall, and Childress Counties.

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

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(EXHIBIT)

COLLEGE OF THE MAINLAND DISTRICT SERVICE AREA. The service area of the College of the Mainland District includes the territory within:

1. The Santa Fe, Hitchcock, Texas City, La Marque, Dickinson, and Friendswood independent school districts; and
2. The part of the Clear Creek Independent School District that is located in Galveston County.

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the Collin County Community College District includes the territory within:

1. Collin and Rockwall Counties; and
2. The part of Denton County that is within the municipality of The Colony, the municipality of Frisco, and the Celina and Prosper independent school districts.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the Dallas County Community College District includes the territory within:

1. Dallas County; and
2. The Carrollton-Farmers Branch Independent School District.

DEL MAR COLLEGE-CORPUS CHRISTI JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Del Mar College-Corpus Christi Junior College District includes the territory within:

1. The Corpus Christi, West Oso, Calallen, Tuloso-Midway, and Flour Bluff independent school districts, and any area located outside of those school districts that is within the municipality of Corpus Christi;
2. Nueces, San Patricio, Aransas, and Kenedy Counties; and
3. The Riviera Independent School District.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the El Paso County Community College District includes the territory within El Paso and Hudspeth Counties.

GALVESTON COLLEGE DISTRICT SERVICE AREA. The service area of the Galveston College District includes:

1. The territory within the Galveston Independent School District;
2. The part of the Galveston and Chambers Counties located on the Bolivar Peninsula, including the municipality of High Island and the High Island Independent School District; and
3. The territory within the Sabine Pass and Hamshire-Fannett independent school districts in Jefferson County.

GRAYSON COUNTY JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Grayson County Junior College District includes the territory within:

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

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1. Grayson County; and
2. The Bonham, Dodd City, Wolfe City, Ector, Leonard, Savoy, Trenton, Whitewright, and Sam Rayburn independent school districts located in Fannin County.

HILL COLLEGE DISTRICT SERVICE AREA. The service area of the Hill College District includes the territory within:

1. The Hillsboro, Itasca, Covington, Whitney, Abbott, and Bynum independent school districts; and
2. Hill, Johnson, Bosque, and Somervell Counties.

HOUSTON COMMUNITY COLLEGE SYSTEM DISTRICT SERVICE AREA. The service area of the Houston Community College System District includes the territory within:

1. The Houston, Alief, Katy, Spring Branch, and North Forest independent school districts;
2. The Stafford Municipal School District; and
3. The part of the Fort Bend Independent School District that is located in the municipalities of Houston, Missouri City, and Pearland.

HOWARD COUNTY JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Howard County Junior College District includes the territory within Howard, Dawson, Martin, Glasscock, Sterling, Coke, Tom Green, Concho, Irion, Schleicher, Sutton, Menard, and Kimble Counties.

KILGORE JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Kilgore Junior College District includes the territory within:

1. The Kilgore, West Rusk, Overton, Leverett's Chapel, White Oak, Sabine, Gladewater, Big Sandy, Union Grove, Gilmer, New Diana, Spring Hill, Pine Tree, Longview, Hallsville, Henderson, Carlisle, Laneville, and Mount Enterprise independent school districts; and
2. The Tatum Independent School District, except the part of the district that is located in Panola County.

LAREDO COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the Laredo Community College District includes the territory within:

1. The municipality of Laredo; and
2. Webb, Jim Hogg, and Zapata Counties.

LEE COLLEGE DISTRICT SERVICE AREA. The service area of the Lee College District includes the territory within:

1. The Goose Creek Consolidated Independent School District; and
2. The Crosby, Dayton, Liberty, Barbers Hill, Anahuac, Huffman, Devers, East Chambers, Hardin, and Hull-Daisetta independent school districts.

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LONE STAR COLLEGE SYSTEM DISTRICT SERVICE AREA. The service area of the Lone Star College System District includes the territory within:

1. The Aldine, Conroe, Cypress-Fairbanks, Humble, New Caney, Spring, Tomball, Magnolia, Willis, Montgomery, Splendora, Cleveland, Tarkington, and Klein independent school districts; and
2. The Huntsville and New Waverly independent school districts in Walker County.

McLENNAN COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the McLennan Community College District includes the territory within:

1. McLennan and Falls Counties; and
2. The Calvert and Bremond independent school districts.

MIDLAND COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the Midland Community College District includes the territory within:

1. Midland County, except the territory within the Greenwood Community; and
2. Reagan, Pecos, Terrell, and Crockett Counties.

NAVARRO COLLEGE DISTRICT SERVICE AREA. The service area of the Navarro College District includes the territory within Navarro, Ellis, Freestone, Limestone, and Leon Counties.

NORTH CENTRAL TEXAS COLLEGE DISTRICT SERVICE AREA. The service area of the North Central Texas College District includes the territory within:

1. Cooke and Montague Counties;
2. Denton County, except the territory within The Colony, the municipality of Frisco, and the Celina, Prosper, and Carrollton-Farmers Branch independent school districts; and
3. The part of the Graham Independent School District that is located in Young County.

NORTHEAST TEXAS COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the Northeast Texas Community College District includes the territory within:

1. Camp, Morris, and Titus Counties;
2. The Avinger and Hughes Springs independent school districts, located in Cass County;
3. The Mount Vernon Independent School District, located in Franklin County;
4. The Como-Pickton and Saltillo independent school districts, located in Hopkins County;
5. The Ore City, Union Hill, and Harmony independent school districts;
6. The Winnsboro Independent School District;
7. The part of the Pewitt Independent School District that is located in Cass County; and
8. The part of the Pittsburg Independent School District that is located in Upshur County.

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ODESSA COLLEGE DISTRICT SERVICE AREA. The service area of the Odessa College District includes the territory within:

1. Ector, Brewster, Andrews, Crane, Jeff Davis, Ward, Winkler, Presidio, Upton, Reeves, Culberson, and Loving Counties; and
2. The Seminole Independent School District in Gaines County.

PANOLA COLLEGE DISTRICT SERVICE AREA. The service area of the Panola College District includes the territory within:

1. Panola, Marion, and Shelby Counties; and
2. Harrison County, except the territory within the Hallsville Independent School District.

PARIS JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Paris Junior College District includes the territory within:

1. The Paris Independent School District;
2. The part of the Prairiland Independent School District that was formerly the Cunningham School District;
3. The municipality of Paris;
4. Lamar and Delta Counties;
5. The Detroit and Clarksville independent school districts and the Talco-Bogata Consolidated Independent School District that is in Red River County;
6. The North Hopkins, Sulphur Bluff, Sulphur Springs, Miller Grove, and Cumby independent school districts in Hopkins County;
7. The Honey Grove Consolidated Independent School District in Fannin County;
8. The Fannindel Independent School District, located in Fannin and Delta Counties;
9. Hunt County, except the part of the county that is located in the Terrell Independent School District; and
10. The part of the Prairiland Independent School District that is located in Red River County.

RANGER JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Ranger Junior College District includes the territory within:

1. The part of the Ranger Independent School District that is located in Eastland County, except the area that is known as the old Bullock School Land; and
2. Comanche, Brown, Erath and Young Counties, except for the part of the Graham Independent School District that is located in Young County.

SAN JACINTO COLLEGE DISTRICT SERVICE AREA. The service area of the San Jacinto College District includes the territory within:

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

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(EXHIBIT)

1. The Pasadena, La Porte, Deer Park, Channelview, Galena Park, and Sheldon independent school districts; and
2. The part of the Clear Creek Independent School District that is located in Harris County.

**SOUTH PLAINS COLLEGE DISTRICT SERVICE AREA.** The service area of the South Plains College District includes the territory within:

1. The Whiteface Consolidated Independent School District;
2. Bailey, Lamb, Hale, Floyd, Motley, Cochran, Hockley, Lubbock, Crosby, Yoakum, Terry, Lynn, and Garza Counties; and
3. Gaines County, except the territory within the Seminole Independent School District.

**SOUTH TEXAS COMMUNITY COLLEGE DISTRICT SERVICE AREA.** The service area of the South Texas Community College District includes the territory within Hidalgo and Starr Counties.

**SOUTHWEST TEXAS JUNIOR COLLEGE DISTRICT SERVICE AREA.** The service area of the Southwest Texas Junior College District includes the territory within Zavala, Uvalde, Real, Dimmit, Frio, Kinney, La Salle, Maverick, Medina, Val Verde, and Edwards Counties.

**TARRANT COUNTY JUNIOR COLLEGE DISTRICT SERVICE AREA.** The service area of the Tarrant County Junior College District includes the territory within Tarrant County.

**TEMPLE JUNIOR COLLEGE DISTRICT SERVICE AREA.** The service area of the Temple Junior College District includes the territory within:

1. The Temple Independent School District;
2. The municipality of Temple;
3. The Academy, Bartlett, Belton, Holland, Rogers, Troy, and Salado independent school districts located in Bell County;
4. The Buckholts, Cameron, Rockdale, and Thorndale independent school districts located in Milam County;
5. The Granger, Hutto, Taylor, and Thrall independent school districts located in Williamson County;
6. The part of the Rosebud-Lott Independent School District that is located in Milam County; and
7. The part of the Bartlett Independent School District that is located in Milam County.

**TEXARKANA COLLEGE DISTRICT SERVICE AREA.** The service area of the Texarkana College District includes the territory within:

1. The taxing district, which includes all of Bowie County;
2. Cass County, except the territory within the Hughes Springs, Avinger, and Pewitt independent school districts; and

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3. The Avery Independent School District located in Red River County.

TEXAS SOUTHMOST COLLEGE DISTRICT SERVICE AREA. The service area of the Texas Southmost College District includes the territory within:

1. The Brownsville, Los Fresnos Consolidated, and Point Isabel independent school districts; and
2. Cameron and Willacy Counties.

TRINITY VALLEY COMMUNITY COLLEGE DISTRICT SERVICE AREA. The service area of the Trinity Valley Community College District includes the territory within:

1. The part of the Terrell Independent School District located in Hunt County;
2. Anderson, Henderson, Kaufman, and Rains Counties; and
3. Van Zandt County, except the territory within the Grand Saline, Lindale, and Van independent school districts.

TYLER JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Tyler Junior College District includes the territory within:

1. The Chapel Hill, Grand Saline, Lindale, Tyler, Yantis, Winona, Alba-Golden, Arp, Bullard, Hawkins, Jacksonville, Mineola, New Summerfield, Quitman, Rusk, Troup, and Whitehouse independent school districts; and
2. The Van Independent School District, except the part of the district that is located in Henderson County.

VERNON REGIONAL JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Vernon Regional Junior College District includes the territory within Wilbarger, Archer, Baylor, Clay, Cottle, Foard, Hardeman, Haskell, King, Knox, Throckmorton, and Wichita Counties.

THE VICTORIA COLLEGE DISTRICT SERVICE AREA. The service area of the Victoria College District includes the territory within:

1. Victoria, Lavaca, DeWitt, and Calhoun Counties;
2. Jackson County, except the territory within the Ganado Independent School District;
3. Refugio County, except the territory within the Woodsboro Independent School District; and
4. Gonzales County, except the territory within the Nixon-Smiley Consolidated Independent School District.

WEATHERFORD COLLEGE DISTRICT SERVICE AREA. The service area of the Weatherford College District includes the territory within Hood, Parker, Wise, Jack, and Palo Pinto Counties.

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS

AC  
(EXHIBIT)

WESTERN TEXAS COLLEGE DISTRICT SERVICE AREA. The service area of the Western Texas College District includes the territory within Scurry, Fisher, Jones, Nolan, Runnels, Dickens, Stonewall, Borden, Mitchell, and Kent Counties.

WHARTON COUNTY JUNIOR COLLEGE DISTRICT SERVICE AREA. The service area of the Wharton County Junior College District includes the territory within:

1. Wharton County;
2. The Needville Independent School District in Fort Bend County;
3. The Wallis-Orchard Independent School District located in Austin County;
4. The Columbus and Weimer independent school districts located in Colorado County;
5. The Rice Consolidated Independent School District located in Colorado County;
6. The Kendleton and Lamar independent school districts located in Fort Bend County;
7. The Bay City, Boling, Matagorda, Palacios, Tidehaven, and Van Vleck independent school districts located in Matagorda County;
8. The Ganado Independent School District located in Jackson County; and
9. The incorporated area and extraterritorial jurisdiction of the City of Sugar Land located in Fort Bend County.



GEOGRAPHIC BOUNDARIES AND SERVICE AREAS  
BRANCH CAMPUSES

ACA  
(LEGAL)

BRANCH CAMPUSES,  
CENTERS, EXTENSION  
FACILITIES

The board of trustees of a junior college district may establish and operate branch campuses, centers, or extension facilities within the junior college district's service area provided that each branch campus, center, or extension facility, and each course or program offered in such locations, is subject to the prior and continuing approval of the Coordinating Board.

Before any course may be offered by a public junior college within the service area of another operating public junior college, it must be established that the second public junior college is not capable of or is unable to offer the course. After the need is established and the course is not locally available, then the first public junior college may offer the course when approval is granted by the Coordinating Board.

Notwithstanding Education Code, Chapter 130, Subchapter J [regarding junior college district service areas], the service area of a junior college district does not include territory within the boundaries of the taxing district of another junior college district. If a branch campus, center, or extension facility operated by a junior college district outside its taxing district becomes located within the taxing district of another junior college district when the other district is established or annexes the territory that includes the campus, center, or facility, the junior college district operating the campus, center, or facility must discontinue the campus, center, or facility within a reasonable period, not to exceed one academic year. The junior college district in which the campus, center, or facility is located must fairly compensate the junior college district that discontinues the campus, center, or facility for any capital improvements that the discontinuing district acquired or constructed for the campus, center, or facility, to the extent the discontinuing district is otherwise unable to recover the current value of its investment in that capital improvement, as determined by the Coordinating Board.

*Education Code 130.086(a), (d), (f)*

DEFINITIONS

"BRANCH  
CAMPUSES"

"Branch campuses" operate as out-of-district units of existing community college districts and provide programs as defined in Texas Education Code Chapter 130 and set out in 19 Administrative Code 8.25 on an ongoing and permanent basis. *19 TAC 8.1(3)*

"EXTENSION  
CENTER OR  
EXTENSION  
FACILITY"

An "extension center or extension facility" is any single or multiple location, other than the main campus of a community college district, and is outside the boundaries of the taxing authority of a community college district. Extension centers and extension facilities are subject to 19 Administrative Code Chapter 4, Subchapter E relating to approval of distance education and off-campus instruction. *19 TAC 8.1(7)* [See EBA(LEGAL)]

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS  
BRANCH CAMPUSES

ACA  
(LEGAL)

**CONVERSION OPTION** The governing board of a community college district may establish and operate a branch campus through conversion of an extension center or extension facility, provided that each course and program has been approved and is subject to the continuing approval of the Coordinating Board.

The governing board of a community college district requesting authority to convert an out-of-district center/facility to a branch campus must submit a Letter of Application to the commissioner.  
*19 TAC 8.73, .74(a)*

**SELF-STUDY** A self-study must be performed by the district to assess whether the proposed branch campus meets the criteria outlined below. The self-study and the extension center or extension facility shall be reviewed by a Coordinating Board-appointed team, a majority of which should be community college presidents, for the purposes of documenting that it meets the standards and criteria described below for quality instruction and support services, as required by the Commission on Colleges of the Southern Association of Colleges and Schools and Coordinating Board rules and regulations.  
*19 TAC 8.74(b)*

**ROLE, MISSION AND PURPOSE** In its program aspects, a branch campus is equivalent to a public community college; therefore, it must provide:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences, including the state-mandated core curriculum;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Workforce development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS  
BRANCH CAMPUSES

ACA  
(LEGAL)

9. Such other purposes as may be prescribed by the Coordinating Board, or local governing boards, in the best interest of postsecondary education in Texas.

*Education Code 130.086(b); 19 TAC 8.74(b)(1)*

PROGRAMS AND  
COURSES

All courses, programs, and degrees shall be offered in the name of the parent district and shall be subject to the following criteria:

1. Courses and programs must meet the role, mission, and purposes as described herein;
2. Courses and programs must be developed and operated with the ongoing assistance and involvement of the parent district faculty and staff; and
3. Instructional faculty credentials, full-time/part-time faculty ratios, teaching loads, faculty performance evaluation and effectiveness, student accessibility to faculty, etc., must be reviewed to ensure that these elements contribute to the quality of courses and programs offered.

*19 TAC 8.74(b)(2)*

DESCRIPTION OF  
STAFFING PLAN

There must be sufficient academic and student support staff to meet the needs of faculty and students at the branch campus.

*19 TAC 8.74(b)(3)*

FUNDING

The branch campus shall be supported either by means of a branch campus maintenance tax as set forth in 19 Administrative Code Chapter 8, Subchapter E (relating to Branch Campus Maintenance Tax, see CAI), or by local sources of community and/or economic support.

If a local tax is not levied, local sources of support must be furnished at a level sufficient to provide adequate facilities needed at the proposed branch campus location. "Facilities" include the operation and maintenance of the physical plant including any rehabilitation and repairs. Local sources of support may be "in kind."

Appropriate accounts that comply with generally accepted accounting principles for the branch campus must be kept and financial reports submitted as required for community college districts.

State aid shall be earned according to appropriated formula rates.

*19 TAC 8.74(b)(4)*

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS  
BRANCH CAMPUSES

ACA  
(LEGAL)

REGIONAL HIGHER EDUCATION COUNCIL REVIEW AND CERTIFICATION	The regional higher education council within which the proposed branch campus is to be located must review the branch campus request only if the proposed branch campus is within a shared services area designated by statute. Member institutions must discuss the proposal with all councils affected and the minutes shall reflect the discussions. If appropriate, a recommendation for approval or disapproval shall be submitted to the commissioner but shall not be binding on the commissioner or the Coordinating Board. <i>19 TAC 8.74(b)(5)</i>
PUBLIC HEARINGS	The Coordinating Board's Committee on Institutional Effectiveness and Excellence may conduct one or more public hearings on the proposed branch campus to: <ol style="list-style-type: none"><li data-bbox="560 745 1430 808">1. Assess public sentiment regarding the proposed branch campus;</li><li data-bbox="560 829 1430 976">2. Determine whether programs in the proposed branch campus will create unnecessary duplication or seriously harm programs in existing community college districts or other institutions of higher education in the area; and</li><li data-bbox="560 997 1430 1092">3. Assess the potential impact of the proposed branch campus on existing community colleges or other institutions of higher education in the area and on the state of Texas.</li></ol>
	<i>19 TAC 8.74(c)</i>
RECOMMENDATION	After the self-study has been reviewed and a site visit conducted by Coordinating Board staff, a report from the Coordinating Board staff shall be submitted to the commissioner indicating whether the criteria as set out in 19 Administrative Code 8.74(b) [see SELF-STUDY, above] have been met. The report shall include a recommendation for approval or denial of the request for the establishment of the proposed branch campus but shall not be binding on the commissioner or the Coordinating Board. <i>19 TAC 8.74(d)</i>
COORDINATING BOARD APPROVAL	Coordinating Board action on the request for approval for establishment of the branch campus shall be taken at the next regularly scheduled quarterly Coordinating Board meeting. In making its decision, the Coordinating Board shall consider the needs of the district, the needs of the community served by the proposed branch campus, the potential impact on other institutions of higher education, and the welfare of the state as a whole.
	Branch campus designation shall be used only upon approval by the Coordinating Board.
	If the Coordinating Board approves establishment of a branch campus, the governing board of the community college district may

GEOGRAPHIC BOUNDARIES AND SERVICE AREAS  
BRANCH CAMPUSES

ACA  
(LEGAL)

accept or acquire by purchase or rent, land and facilities in the name of the said institution.

Coordinating Board-approved branch campus sites shall be considered as auxiliary locations for the purposes of the Coordinating Board's distance learning rules and regulations as outlined under 19 Administrative Code Chapter 4, Subchapter E, relating to approval of distance education and off-campus instruction for public colleges and universities. [See EBA]

*19 TAC 8.75(a), (c)–(e)*

WITHDRAWAL OF  
APPROVAL

The Coordinating Board may withdraw approval for a branch campus whenever the Coordinating Board:

1. Approves the establishment of a community college district that includes the site of the branch campus;
2. Approves the merger of the out-of-district area that includes the site of the branch campus with the parent district; or
3. Determines that the community college district has failed to maintain the standards and criteria of Coordinating Board rules and regulations at the branch campus.

*19 TAC 8.76*



EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD  
(LEGAL)

**ROLE AND MISSION** Texas public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided. Each institution shall insist on excellence in all academic areas— instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the primary function of each institution is encouraged. Funding for research should be from private sources, competitively acquired sources, local taxes, and other local revenue. *Education Code 130.0011*

**PURPOSE** The purpose of each public community college shall be to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates.
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations.
3. Freshman and sophomore courses in arts and sciences.
4. Continuing adult education programs for occupational or cultural upgrading.
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
7. Work force development programs designed to meet local and statewide needs.
8. Adult literacy and other basic skills programs for adults.
9. Such other purposes as may be prescribed by the Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

*Education Code 130.003(e)*

Each public two-year college must develop a statement regarding the purpose, role, and mission of the institution reflecting the three missions of higher education: teaching, research, and public service.

Each public community college shall include in its role and mission statement the purpose of the community college as prescribed under Education Code 130.003(e), that it shall primarily serve its local

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD  
(LEGAL)

taxing district and service area, offering career technical/workforce, and academic courses for certificates or associate degrees. Continuing education, remedial and compensatory education consistent with open admission policies, and a program of counseling and guidance shall also be provided.

Each public two-year college must publish its purpose, role, and mission statement in its official publication for students, generally the college district catalog.

*19 TAC 9.53-.54*

INSTITUTIONAL  
RESPONSIBILITY

In addition to specific responsibilities imposed by the Education Code or other law, each institution of higher education, including each college district, has the general responsibility to serve the public and, within the institution's role and mission, to:

1. Transmit culture through general education.
2. Extend knowledge.
3. Teach and train students for professions.
4. Provide for scientific, engineering, medical, and other academic research.
5. Protect intellectual exploration and academic freedom.
6. Strive for intellectual excellence.
7. Provide educational opportunity for all who can benefit from postsecondary education and training.
8. Provide continuing education opportunities.

*Education Code 51.354*



INSTITUTIONAL EFFECTIVENESS

AF  
(LEGAL)

COMPLIANCE  
PROGRAM  
DEFINITION

"Compliance program" means a process to assess and ensure compliance by the officers and employees of an institution of higher education with applicable laws, rules, regulations, and policies, including matters of:

1. Ethics and standards of conduct;
2. Financial reporting;
3. Internal accounting controls; or
4. Auditing.

*Education Code 51.971(a)(1)*

CONFIDENTIALITY  
PROCEDURES

An institution of higher education, including a college district, that maintains a compliance program may establish procedures, such as a telephone hotline, to permit private access to the compliance program office and to preserve the confidentiality of communications and the anonymity of a person making a compliance report or participating in a compliance investigation.

Unless the information relates to an individual who consents to disclosure of the information, the following are confidential:

1. Information that directly or indirectly reveals the identity of an individual who made a report to the compliance program office of an institution of higher education, sought guidance from the office, or participated in an investigation conducted under the compliance program; and
2. Information that directly or indirectly reveals the identity of an individual as a person who is alleged to have or may have planned, initiated, or participated in activities that are the subject of a report made to the compliance program office of an institution of higher education if, after completing an investigation, the office determines the report to be unsubstantiated or without merit.

Information is excepted from disclosure under Government Code Chapter 552 if it is collected or produced in a compliance program investigation and releasing the information would interfere with an ongoing compliance investigation.

Information made confidential or excepted from public disclosure by this section may be made available to the following on request in compliance with applicable law and procedure:

1. A law enforcement agency or prosecutor;
2. A governmental agency responsible for investigating the matter that is the subject of a compliance report, including the

INSTITUTIONAL EFFECTIVENESS

AF  
(LEGAL)

Texas Workforce Commission civil rights division or the federal Equal Employment Opportunity Commission; or

3. An officer or employee of an institution of higher education who is responsible under institutional policy for a compliance program investigation or for reviewing a compliance program investigation.

*Education Code 51.971(b)–(f)* [See GAA]

CONSERVATOR FOR  
GROSS FISCAL  
MISMANAGEMENT

On the governor's request, the Coordinating Board with the advice and assistance of the state auditor shall determine if a condition of gross fiscal mismanagement exists at a public junior college.

If the Coordinating Board finds a condition of gross fiscal mismanagement of a public junior college, the governor by proclamation may appoint a conservator for the college.

Except as otherwise provided by Government Code Chapter 2104, Subchapter D, herein, a conservator shall act as conservator of a public junior college in the manner provided by Government Code Chapter 2104 for conservatorship of state agencies by a conservator.

*Gov't Code 2104.031*

"GROSS FISCAL  
MISMANAGEMENT"

"Gross fiscal mismanagement" includes:

1. Failure to keep adequate fiscal records;
2. Failure to maintain proper control over assets;
3. Failure to discharge fiscal obligations in a timely manner; and
4. Misuse of state funds.

*Gov't Code 2104.001(2)*

DURATION

A conservatorship of a public junior college continues until the earlier of:

1. The governor's issuing of a proclamation declaring that the condition of gross fiscal mismanagement no longer exists and that the conservatorship is dissolved; or
2. The Coordinating Board's finding and certifying to the governor that the condition of gross fiscal mismanagement no longer exists, in which case the conservatorship is dissolved.

*Gov't Code 2104.033*

REVIEW OF BUDGET  
AND OPERATIONS

The Coordinating Board may periodically review the effectiveness and efficiency of the budgets and operations of public junior colleges.

es. A review may be initiated by the Coordinating Board or at the request of the governor or the public junior college.

A review may be initiated by a public junior college only at the request of the president of the college or by a resolution adopted by a majority of the governing body of the college. If a review is initiated by a public junior college, the college shall pay 25 percent of the cost incurred in conducting the review.

The Coordinating Board shall:

1. Prepare a report showing the results of each review conducted under this section;
2. File the report with:
  - a. The chief executive officer of the public junior college that is the subject of the report;
  - b. The governor;
  - c. The lieutenant governor;
  - d. The speaker of the house of representatives;
  - e. The chairs of the standing committees of the senate and of the house of representatives with primary jurisdiction over higher education; and
  - f. The commissioner; and
3. Make the entire report and a summary of the report available to the public on the Internet.

Until the Coordinating Board has completed the review, all information, documentary or otherwise, prepared or maintained in conducting the review or preparing the review report, including intra-agency and interagency communications and drafts of the review report or portions of those drafts, is excepted from required public disclosure as audit working papers under Government Code 552.116. [See GAA] This provision does not affect whether information described by this provision is confidential or excepted from required public disclosure under a law other than Section 552.116.

*Gov't Code 322.0165*



INSTITUTIONAL EFFECTIVENESS  
PERFORMANCE AND INSTITUTION REPORTS

AFA  
(LEGAL)

ANNUAL  
PERFORMANCE  
REPORT

As soon as practicable after the end of each academic year, a junior college district shall prepare an annual performance report for that academic year. The report shall be prepared in a form that would enable any interested person, including a prospective student, to understand the information in the report and to compare the information to similar information for other junior college districts. A junior college district shall make the report available to any person on request.

The report must include the following information for the junior college district for the academic year covered by the report:

1. The rate at which students completed courses attempted;
2. The number and types of degrees and certificates awarded;
3. The percentage of graduates who passed licensing exams related to the degree or certificate awarded, to the extent the information can be determined;
4. The number of students or graduates who transfer to or are admitted to a public university;
5. The passing rates for students required to be tested under Education Code 51.306;
6. The percentage of students enrolled who are academically disadvantaged;
7. The percentage of students enrolled who are economically disadvantaged;
8. The racial and ethnic composition of the district's student body; and
9. The percentage of student contact hours taught by full-time faculty.

The Legislative Budget Board (LBB) shall be responsible for recommending standards for reports under this section, in consultation with junior college districts, the Coordinating Board, the governor's Office of Budget and Planning (OBP), and the state auditor.

*Education Code 130.0035*

CUSTOMER SERVICE  
CUSTOMER INPUT

Not later than June 1 of each even-numbered year, a state agency, including a junior college district, shall report on the information described below to the LBB and the governor's OBP.

A state agency shall create an inventory of external customers for each budget strategy listed in the General Appropriations Act for that agency.

Each agency shall gather information from customers using survey or focus groups or other appropriate methods approved by the governor's OBP and the LBB regarding the quality of service delivered by that agency. The information requested shall be as specified by the governor's OBP and the LBB and may include evaluations of the agency's:

1. Facilities, including the customer's ability to access that agency, the office location, signs, and cleanliness;
2. Staff, including employee courtesy, friendliness, and knowledgeability, and whether staff members adequately identify themselves to customers by name, including the use of name plates or tags for accountability;
3. Communications, including toll-free telephone access, the average time a customer spends on hold, call transfers, access to a live person, letters, and electronic mail;
4. Internet site, including the ease of use of the site, information on the location of the site and the agency, and information accessible through the site such as a listing of services and programs and whom to contact for further information or to complain;
5. Complaint-handling process, including whether it is easy to file a complaint and whether responses are timely;
6. Ability to timely serve its customers, including the amount of time a customer waits for service in person, by phone, by letter, or at a website; and
7. Brochures or other printed information, including the accuracy of that information.

*Gov't Code 2114.002*

CUSTOMER  
RELATIONS  
REPRESENTATIVE

A state agency shall appoint a customer relations representative. The representative shall:

1. Coordinate the state agency's customer service performance measurement under Government Code Chapter 2114;
2. Gather information and evaluations from the public about an agency's customer service;
3. Respond to customer concerns; and
4. Establish the agency's Compact With Texans.

Each state agency shall create a "Compact With Texans." The compact must be approved by the governor's OBP and the LBB.

Each Compact With Texans shall set customer service standards and describe customer service principles for that agency and address:

1. The agency's procedures for responding to public contacts and complaints;
2. Applicable licensing and certification procedures; and
3. Customer waiting time for access and service delivery and responses to complaints.

Each agency that maintains a website shall publish its Compact With Texans on that website.

*Gov't Code 2114.006*

AFFORDABILITY AND  
ACCESS

Not later than November 1 of each year, the chief executive officer of each institution of higher education, including each college district, shall provide to the governing board of the institution a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution.

The report must include:

1. Statistical information on the percentage of gross family income required for a student who is a resident of this state to pay tuition and required fees charged by the institution;
2. The criteria used by the institution to admit students;
3. An analysis of the criteria used to admit students and to award financial assistance to students, considering the mission of the institution and the purposes of higher education in this state;
4. An analysis of the manner in which the above factors relate to:
  - a. The regions of this state in which students reside;
  - b. The race or ethnicity of students;
  - c. The gender of students; and
  - d. The level of education achieved by the parents of students; and
5. Comparisons of the institution with peer institutions in this state and in other states with respect to affordability and access.

INSTITUTIONAL EFFECTIVENESS  
PERFORMANCE AND INSTITUTION REPORTS

AFA  
(LEGAL)

For purposes of the report, a student who applies for admission to or enrolls in an institution and applies for financial aid from the institution may be required to provide documentation necessary for the institution to complete the report.

An institution's report must be in the form prescribed by the Coordinating Board in consultation with the institution.

*Education Code 51.4031*

COLLEGE DISTRICT  
RESUME

Each institution of higher education, including each college district, shall:

1. Submit to the Coordinating Board any information requested by the Coordinating Board as necessary for the Coordinating Board to include information or calculate data required to be included in the institution's resume, described in Education Code Chapter 51A, Subchapter C; and
2. Ensure that the first frame of the institution's Internet website home page includes, in a font that is larger than the font of the majority of the text on the home page, an accessible link to the institution's online resume maintained on the Coordinating Board's Internet website.

*Education Code 51A.003*

An institution may satisfy a requirement of Education Code Chapter 51A relating to student loan, grant, or scholarship information by linking the online resume of the institution to that information as it appears on the website known as "College Navigator," or a successor or related website, maintained by the National Center for Education Statistics of the U.S. Department of Education. *Education Code 51A.004*

STUDENT  
ENROLLMENT STATUS  
REPORT

In the form and manner and at the times required by the Coordinating Board, a junior college district shall report to the Coordinating Board on the enrollment status of students of the junior college district. The report must include information on:

1. Students seeking a degree;
2. Students seeking a certificate;
3. Students enrolled in workforce continuing education courses;
4. Students enrolled in college credit courses who are not seeking a degree or certificate;
5. Students enrolled in courses for credit to transfer to another institution;



6. Students enrolled in developmental education courses by course level; and
7. Enrollment in other categories as specified by the Coordinating Board.

*Education Code 130.0036(a)*

COST OF  
ATTENDANCE

Each institution of higher education, including each college district, that offers an undergraduate degree or certificate program shall prominently display on the institution's Internet website the cost of attendance for a first-time entering full-time student in accordance with the uniform standards prescribed by the commissioner. These standards may be updated on an annual basis. In addition, each institution must provide a link to the Free Application for Federal Student Aid (FAFSA) website.

The institution shall conform to the uniform standards prescribed by the commissioner in any electronic or printed materials intended to provide information regarding the cost of attendance to prospective undergraduate students.

The uniform standards prescribed by the commissioner shall also be considered by institutions when providing information regarding the cost of attendance for nonresident students or students enrolled in professional programs.

Institutions shall provide the Coordinating Board, upon request at least annually, any information necessary for the Coordinating Board staff to calculate the net cost of attendance for a first-time entering full-time student.

*Education Code 61.0777(c)-(d); 19 TAC 21.2222(a)-(d)*

INSTITUTIONAL AND  
FINANCIAL  
ASSISTANCE  
INFORMATION

In accordance with 20 U.S.C. 1092(a), each eligible institution participating in any program under 20 U.S.C. Chapter 28, Subchapter IV and 42 U.S.C. Chapter 34, Subchapter I shall carry out information dissemination activities for prospective and enrolled students (including those attending or planning to attend less than full time) regarding the institution and all financial assistance under 20 U.S.C. Chapter 28, Subchapter IV and 42 U.S.C. Chapter 34, Subchapter I. The information required by this section shall be produced and be made readily available upon request, through appropriate publications, mailings, and electronic media, to an enrolled student and to any prospective student. Each eligible institution shall, on an annual basis, provide to all enrolled students a list of the information that is required to be provided by institutions to students by this section and 20 U.S.C. 1232g, together with a statement of the procedures required to obtain such information. The information required by this section shall accurately describe:

1. The student financial assistance programs available to students who enroll at such institution;
2. The methods by which such assistance is distributed among student recipients who enroll at such institution;
3. Any means, including forms, by which application for student financial assistance is made and requirements for accurately preparing such application;
4. The rights and responsibilities of students receiving financial assistance under 20 U.S.C. Chapter 28, Subchapter IV and 42 U.S.C. Chapter 34, Subchapter I;
5. The cost of attending the institution, including tuition and fees, books and supplies, estimates of typical student room and board costs or typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest;
6. A statement of the requirements of any refund policy with which the institution is required to comply; the requirements under 20 U.S.C. 1091b for the return of grant or loan assistance provided under 20 U.S.C. Chapter 28, Subchapter IV and 42 U.S.C. Chapter 34, Subchapter I; and the requirements for officially withdrawing from the institution;
7. The academic program of the institution, including the current degree programs and other educational and training programs, the instructional, laboratory, and other physical plant facilities which relate to the academic program, the faculty and other instructional personnel, and any plans by the institution for improving the academic program of the institution;
8. Each person designated under 20 U.S.C. 1092(c), and the methods by which and locations in which any person so designated may be contacted by students and prospective students who are seeking the information required by 20 U.S.C. 1092(a);
9. Special facilities and services available to students with disabilities;
10. The names of associations, agencies, or governmental bodies which accredit, approve, or license the institution and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the institution's accreditation, approval, or licensing;

11. The standards which the student must maintain in order to be considered to be making satisfactory progress, pursuant to 20 U.S.C. 1091(a)(2);
12. The completion or graduation rate of certificate- or degree-seeking, full-time, undergraduate students entering such institutions;
13. The terms and conditions of the loans that students receive under 20 U.S.C. Chapter 28, Subchapter IV, Parts B, C, and D;
14. That enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment in the home institution for purposes of applying for Federal student financial assistance;
15. The campus crime report prepared by the institution pursuant to 20 U.S.C. 1092(f), including all required reporting categories;
16. Institutional policies and sanctions related to copyright infringement, including:
  - a. An annual disclosure that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
  - b. A summary of the penalties for violation of federal copyright laws; and
  - c. A description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in unauthorized distribution of copyrighted materials using the institution's information technology system;
17. Student body diversity at the institution, including information on the percentage of enrolled, full-time students who:
  - a. Are male;
  - b. Are female;
  - c. Receive a Federal Pell Grant; and
  - d. Are a self-identified member of a major racial or ethnic group;
18. The placement in employment of, and types of employment obtained by, graduates of the institution's degree or certificate

programs, gathered from such sources as alumni surveys, student satisfaction surveys, the National Survey of Student Engagement, the Community College Survey of Student Engagement, state data systems, or other relevant sources;

19. The types of graduate and professional education in which graduates of the institution's four-year degree programs enrolled, gathered from such sources as alumni surveys, student satisfaction surveys, the National Survey of Student Engagement, state data systems, or other relevant sources;
20. The fire safety report prepared by the institution pursuant to 20 U.S.C. 1092(i);
21. The retention rate of certificate- or degree-seeking, first-time, full-time, undergraduate students entering such institution; and
22. Institutional policies regarding vaccinations.

The term "prospective student" means any individual who has contacted an eligible institution requesting information concerning admission to that institution.

*20 U.S.C. 1092(a)*

POSTSECONDARY  
AND CAREER  
INFORMATION

In accordance with Education Code 7.040, the Texas Education Agency (TEA) shall prepare information comparing institutions of higher education in this state and post the information on the agency's Internet website. Each institution of higher education, including each college district, shall include on its Internet website, in a prominent location that is not more than three hyperlinks from the website's home page, a link to the information posted on the TEA's Internet website. *Education Code 7.040(a), (c)*