



**Galveston
College**

DUAL CREDIT

INSTRUCTIONAL AGREEMENT

between

Galveston College

and

Upward Hope Academy

INSTRUCTIONAL AGREEMENT

Galveston College (herein as the "College") and Upward Hope Academy, a Texas private preparatory school (herein as the "School") enter into the following Instructional Agreement, evidenced by the following, for the Academic Year 2024-2025.

I. PURPOSE

Galveston College and the Upward Hope Academy support and believe in a partnership that will provide opportunities for qualified high school students to participate in early admission classes, to participate in dual credit classes, academic and workforce, all of which may allow the high school student to receive both high school and college-level credit for successfully completing college-level courses. Therefore, Galveston College agrees to provide college-level instruction for Upward Hope Academy. Further, the College and Upward Hope Academy agree that it is the responsibility of the College to grant college credit, and it is the responsibility of Upward Hope Academy to grant high school credit.

II. DUAL CREDIT PROGRAM GOALS

According to Texas HB 1638, Galveston College has established four overall goals that guide every facet of the Dual Credit program:

Goal 1: In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

Goal 2: The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

Goal 3: Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

Goal 4: Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.

III. STUDENT ELIGIBILITY REQUIREMENTS

Students enrolled at Upward Hope Academy may be eligible to participate in dual credit/early admission classes at the College based on the following conditions:

1. A high school student who seeks to enroll in an academic course(s), a transfer course(s), or courses leading to an Associate Degree may be admitted if the student:
 - a. Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) of an assessment instrument approved by the Texas Higher Education Coordinating Board (THECB), or
 - b. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative.
2. A high school student is eligible to enroll in workforce education dual credit classes if the student demonstrates that he or she has achieved the minimum high school-level competencies in the areas of Mathematics and/or English/Language Arts as required for entry into the workforce program.
 - a. A student may enroll only in those workforce-education dual credit courses for which the student has demonstrated eligibility.
 - b. A student who is exempt from taking an exit-level test may be otherwise evaluated by the College to determine eligibility for enrolling in a workforce-education dual credit course(s).
3. A student who has been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who is now enrolled within Upward Hope Academy must satisfy paragraphs 1, 2, or 3 of this subsection.
4. To be eligible for enrollment in a dual credit course offered by the College, a student must meet all of the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
5. In the case of certain emergencies such as hurricane, pandemic or other forced closures and the previously mentioned measurements are not available, both the College and Upward Hope Academy will employ holistic advising to ensure proper student eligibility.

IV. LOCATION AND STUDENT COMPOSITION OF CLASSES

1. Dual Credit courses may be taught on the College campus, online, or on the high school campus. Early Admissions courses will be taught at Galveston College. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught online the College shall comply with all applicable rules and procedures relating to distance education and off-campus instruction, as promulgated by the THECB.
2. Dual credit courses may be composed of dual credit students only or a class may be composed of dual credit students and regular college-credit students. Exceptions for a mixed class, a class composed partly of students enrolled for high school credit only and partly of students enrolled for early admission, AP, and/or college credit, may be allowed under one of the following conditions:
 - a. If the course involved is required for completion under the State Board of Education's Foundation High School Program, Foundation with Endorsement or Foundation with Endorsement Distinguished Level's graduation requirements, and the high school is otherwise unable to offer such a course;
 - b. If the course involved is limited to dual credit students and College Board Advanced Placement students; or,
 - c. If the course is a career and technology/college workforce course and high school credit-only students are able to earn articulated college credit.
3. Students must be registered for college credit by the official census date for the dual credit course; otherwise, the student will not be considered a dual credit student and will not be awarded college credit for the course.
4. It is the responsibility of the high school to certify to the College that these requirements have been met, and it is the responsibility of the College to verify that classes are taught in compliance with this section. Further, should it be determined that this section has been violated, at the sole discretion of the College, the College may deny credit to any single student and/or all students who participated in an unapproved mixed class.
5. Early Admissions/Dual Credit classes regardless of location will follow an approved College calendar.

V. FACULTY SELECTION, SUPERVISION, AND EVALUATION

1. The College will select, supervise, and evaluate instructors for courses which result in the award of college credit. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.
2. All instructors must meet the requirements of the College and the minimal requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Instructors teaching courses which result in the award of college credit will be employed faculty members of the College or must meet the same standards, review, and approval procedures used by the College to select faculty responsible for teaching the courses at the main campus of the College. All faculty selected by the College to teach early admission enrollment classes will be considered employees of the College and will be compensated by the College in accordance with College policy, procedures, and guidelines.
4. All instructor's applications for employment and official transcripts from each college or university attended will be kept on file at the College.
5. The College and the School agree to share information regarding Dual Credit faculty through safe and discreet methods. These methods will include password protected documents, collaboration with appropriate College and School personnel to ensure confidentiality among others to ensure all information is transmitted and shared securely.

VI. ELIGIBLE COURSES

1. Academic courses offered for Dual Credit must be identified as a college-level academic course in the current edition of the Community College Academic Course Guide Manual (ACGM) and must be simultaneously identified by the College as a course that has been included in the College's core curriculum, or foreign language course, or state approved FOSC or POSC. Courses offered as Early Admission courses and taken at the College's main campus must be identified as a college-level academic course in the current edition of the ACGM and may or may not be included in the College's core curriculum. College-level workforce courses offered by the College must be included in an approved Associate of Applied Science (AAS) Degree or certificate program.

2. Remedial and developmental courses may not be offered for dual credit course credit and are not eligible courses under this agreement.
3. Approved courses being taught for Dual Credit (academic or workforce) and/or Early Admission credit, must follow the College syllabus. It is the responsibility of the Upward Hope Academy to work with the College to align the high school curriculum with the college course syllabus.
4. A course equivalency crosswalk of academic and workforce dual credit courses and high school classes are included in Exhibit A.

VII. COURSE CURRICULUM, INSTRUCTION, AND GRADING

1. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, rigor, and method of student evaluation. These standards shall be upheld regardless of the student composition of the class.
2. Identified course outcomes/learning objectives must meet all college requirements.
3. The regular academic policies applicable to courses taught at the College's main campus will apply to the dual credit and early admissions courses. These policies include an appeal process for disputed grades, drop policy, the communication of the grading policy to students, when the syllabus must be distributed, etc.
4. Textbooks should be identical to those approved for use on the main campus. Should an instructor propose an alternative textbook, the textbook must be approved in advance by the appropriate instructional department of the College. Other instructional materials for dual credit courses must be identical or at an equivalent level to materials used on the main campus of the College. Courses that offer Inclusive Access will need to be accepted by the student to guarantee access to course materials.
5. Courses which result in college-level credit will follow the standard grading practices of the College, as identified in college policy and as set forth in the appropriate course syllabus. Faculty teaching dual credit courses will report a general scale mid-term letter grade and final grade as required by college policy and as outlined in the syllabus to the College, and will report a numeric grade to GISD which is responsible for recording the numeric grade in accordance with their established policies and guidelines.

6. The College and Upward Hope Academy agree to provide quality online learning experiences for all Dual Credit students. As online instructional needs arise, the College and the School will collaborate on ways to ensure that all Dual Credit students are provided the means to succeed.
7. Faculty, who are responsible for teaching dual credit and/or early admission enrollment classes, are responsible for keeping appropriate records, certifying census day class rolls at the beginning of the semester, providing interim reports, certifying final grade reports at the end of the semester, certifying attendance, and providing other reports and information as may be required by the College and/or the Upward Hope Academy. Faculty and appropriate College Dual Credit staff will communicate how students can view their grades; utilize college communication tools such as e-mail as well as manage FERPA expectations.

VIII. STUDENT AND EDUCATIONAL SUPPORT SERVICES

1. Students in dual credit courses shall be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The College is responsible for ensuring timely and efficient access to such services as academic advising and counseling, learning resources (e.g., library resources), and other benefits for which the student may be eligible.
2. Student Services
 - a. The College agrees to provide appropriate academic support services, including academic advising/counseling, to students who are participating in dual credit and/or early admissions classes. Further, the College agrees to assist students in completion of the admission and registration forms and provide an accessible process.
 - b. Upward Hope Academy agrees to work with the College to provide an appropriate and accessible registration process and agrees to assist students in the completion of the admission and registration forms. The School further agrees to provide official high school transcripts, test scores, and such certifications that may be required by the College during the admission and registration process.
 - c. The College and Upward Hope Academy agree to work together to plan and to try to schedule early admission and/or dual credit enrollment classes a semester in advance of offering the course(s).

3. Learning Resources

- a. The College agrees to grant Upward Hope Academy students enrolled in College courses the same rights, privileges, and access to the library's collections and services as students enrolled in courses on the College campuses. In addition, Galveston College will offer these students access to the library's electronic information resources through the Internet, subject to the College's licensing contracts with its vendors and available technology.
- b. Upward Hope Academy agrees to allow those students currently enrolled in Galveston College courses, within the school 's facilities, access to the information resources available in the district. These students are under the same rules and regulations as other students of the district and are subject to the same fines and penalties.
- c. The College and Upward Hope Academy agree that if at the end of a semester, there are overdue materials belonging to one institution which were used in the completion of the other's course, the lending library will notify the other so that the student's record will show the obligation. Each library will take steps consistent with their policies and procedures to ensure that the past due books and/or materials are returned in as an expedient a manner as possible. Upon return of the material the lending library will notify the other that the student has cleared their obligation.
- d. The College will, in conjunction with the partner institution, consider the use of free or low-cost open educational resources in dual credit courses.
- e. To be eligible for these privileges at the College a student must present proof of current enrollment. This may take the form of, but is not limited to, a current student ID card, bill for registration, or a class schedule.

IX. TRANSCRIPTING OF CREDIT

1. For workforce and academic dual credit and/or early admission courses which may result in college-level credit, the College will transcript all course work in accordance with the College's normal policies and procedures immediately following the end date of the course. Furthermore, the College agrees to make available in the same manner as it does to its regular college students an official college transcript of credits that may be sent to the college, university, or other location of the student's choice.

2. For workforce and academic early admission or dual credit courses which may result in high school-level credit, Upward Hope Academy will transcript all course work in accordance with the Upward Hope Academy normal policies and procedures immediately following the end date of the course. Further, Upward Hope Academy agrees to make available in the same manner as it does to its other students an official high school transcript that may be sent to other schools, colleges, or locations, as the student so designates.

X. FUNDING

1. College Tuition and Fees.
 - a. The College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, the College, or online.
 - b. The College agrees to charge the standard tuition and special course fees, excluding standard required, out-of-district and non-resident fees, unless noted otherwise in Addendum A, as approved by the Galveston College Board of Regents and as published in the Galveston College Catalog. The Galveston College Board of Regents reserves the right to change the policies and procedures of the College, without notice, including tuition and fees, in accordance with the cost of instruction and state laws.
 - c. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
 - d. Upward Hope Academy agrees to pay for the cost of tuition, fees, textbooks, and required student supplies or to indicate to the College who is responsible for tuition, fees, textbooks, and required student supply items.
 - e. The College and Upward Hope Academy agree that tuition and fees which are to be paid by the student are due and payable in full at the time of registration. If Upward Hope Academy alone is to be responsible for payment of a student's tuition and fees, the College agrees to bill Upward Hope Academy immediately following registration. The school agrees to settle all account receivables with the College within 30 days of the billing date.
 - f. Students whose tuition and fees are not paid by the official college census day of the class or who do not have a valid account receivable as of the official college census date will be dropped from the college roll and must be removed from the class in accordance with Section X Part 2

of this agreement.

2. Drops and Withdrawals - Tuition and Fee Refunds.

- a. If for any reason it becomes necessary for a student who has registered for a College class to withdraw or drop the class, the College and Upward Hope Academy agree that it is the responsibility of the student to officially withdraw or drop the college course.
- b. A student may add or drop a course prior to the official census date for the course. Student must clear any changes with High School Counselor. Students who drop prior to the official college census date will not receive a college grade of any kind; tuition and fees will be refunded in accordance with the College approved refund schedule.
- c. A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar.
- d. Students attending class on or off campus may initiate a withdrawal through the Student Success Advisor for Dual Credit. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.
- e. Students who officially withdraw from the College shall have their tuition and mandatory fees refunded according to the official refund policy schedule. Tuition and fees paid directly to the College by Upward Hope Academy, sponsor, donor, or scholarship fund shall be refunded to the source rather than directly to the student.

XI. TERMS OF THE AGREEMENT

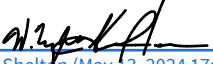
This agreement shall not become effective unless and until approved by the Galveston College Board of Regents and the Board of Trustees of the Upward Hope Academy. If so approved, the Agreement shall be for the 2024-2025 academic year.

The agreement may be amended or extended by written addendum to this agreement.

If it is the intention of one party to terminate this agreement, the one party shall provide a one hundred twenty (120) day written notice to the other party of their intention to terminate this Agreement.


All notices and communications related to this agreement shall be addressed to the respective educational administrator.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By 
[Myles Shelton \(May 13, 2024 17:45 CDT\)](#)
Dr. W. Myles Shelton, President

Date May 13, 2024

Approved by the Upward Hope Academy Board of Trustees, executed by Upward Hope Academy, and signed by its Principal.

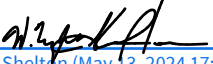
By 
[Kathy Whatley \(May 14, 2024 08:42 CDT\)](#)
Ms. Kathy Whatley, Principal

Date May 14, 2024

ADDENDUM - A


- I. Students who are enrolled in other dual credit classes, regardless of location or mode of instruction, shall pay \$56 per semester hour (\$168 per 3 semester hour course or \$224 per 4 semester hour course). All standard required fees shall be waived not including special course fees such as insurance, student health insurance, Inclusive Access, and exam fees which will be paid by the School or they will indicate to the College who is responsible for payment.
- II. Standard required fees include building use, student services, registration, lab, distance education, and general services fees.
- III. Galveston College agrees to waive out-of-district and non-resident fees for dual credit students taking classes at the high school, at Galveston College, and online.
- IV. Galveston College agrees to waive the minimum registration requirements of six (6) credit hours for dual credit students taking classes at the high school, at Galveston College, and online.
- V. Early admission academic courses or dual credit workforce courses/programs located on the campus of Galveston College shall be charged at the regular in-district tuition and fee rates established by the College.
- VI. In accordance with current rules and guidelines, required college textbooks and materials shall be furnished to the student enrolled in dual credit classes at Upward Hope Academy at no charge by the School.

Approved by the Galveston College Board of Regents, executed by Galveston College, and signed by its President.

By 
Myles Shelton (May 13, 2024 17:45 CDT)
Dr. W. Myles Shelton, President

Date May 13, 2024

Approved by Upward Hope Academy Board of Trustees, executed by the Upward Hope Academy, and signed by its Principal.

By 
Kathy Whatley (May 14, 2024 08:42 CDT)
Ms. Kathy Whatley, Principal

Date May 14, 2024

APPENDIX- A

GALVESTON COLLEGE COURSE EQUIVALENCY CROSSWALK

High School Course Name	Galveston College Course	Galveston College Course Name	Term Offered
Anatomy & Physiology I	BIOL 2401	Anatomy & Physiology I	FALL
Anatomy & Physiology II	BIOL 2402	Anatomy & Physiology II	SPRING
Biology I	BIOL 1406	General Biology I	FALL
Biology II	BIOL 1407	General Biology II	SPRING
Business & Professional Communication	SPCH 1321	Business & Professional Communication.	FALL & SPRING
Calculus I	MATH 2413	Calculus I	FALL
Calculus II	MATH 2414	Calculus II	SPRING
Chemistry I	CHEM 1411	General Chemistry I	NIGHT or SUMMER
Chemistry II	CHEM 1412	General Chemistry II	NIGHT or SUMMER
College Algebra	MATH 1314	College Algebra	FALL
College Statistics	MATH 1342	Elementary Statistics	FALL
English III or IV	ENGL 1301	Composition I	FALL
English III or IV	ENGL 1302	Composition II	SPRING
English IV	ENGL 2322	British Literature I	SPRING
English IV	ENGL 2311	Technical Writing	FALL
Environmental Science I +Lab	ENVR 1301/ENVR 1101	Environmental Science I	FALL
Environmental Science II + Lab	ENVR 1302/ ENVR 1102	Environmental Science II	SPRING
Federal Government	GOVT 2305	Federal Government	FALL & SPRING
Learning Framework	PSYC /EDUC 1300	Learning Framework	FALL & SPRING
Music Appreciation	MUSI 1306	Music Appreciation	FALL & SPRING
Physics I	PHYS 1401	College Physics I	NIGHT or SUMMER
Physics II	PHSY 1402	College Physics II	NIGHT or SUMMER
Pre-Calculus	MATH 2312	Pre-Calculus	SPRING
Psychology	PSYC 2301	General Psychology	FALL & SPRING
Sociology	SOCI 1301	Introductory Sociology	FALL & SPRING
US History I	HIST 1301	US History I	FALL
US History II	HIST 1302	US History II	SPRING
Western Civilization I	HIST 2311	Western Civilization I	FALL
Western Civilization II	HIST 2312	Western Civilization II	SPRING

AUDIO VISUAL COMMUNICATION	Galveston College Course	Galveston College Course Name	Term Offered
AV Production I	IMED 1301	Introduction to Digital Media	FALL
AV Production I	ARTC 1302	Digital Imaging, I	SPRING
AV Production II	ARTV 1351	Digital Video	FALL
AV Production II	ARTV 2341	Advanced Digital Video	SPRING
Practicum in AV Production	RTVB 1325	TV Studio Production	FALL
Practicum in AV Production	RTVB 1321	TV/Field Video Production	SPRING

COSMETOLOGY	Galveston College Course	Galveston College Course Name	Term Offered
Intro to Cosmetology	CSME 1501	Orientation to Cosmetology	FALL
Intro to Cosmetology	CSME1410	Intro to Haircutting & Theory	FALL
Cosmetology 1 + Lab	CSME 1354	Artistry of Hair Design	SPRING
Cosmetology 1 + Lab	CSME 1543	Manicuring & Theory	SPRING
Cosmetology 2	CSME 1453	Chemical Reformation & Theory	FALL
Cosmetology 2	CSME 2401	Principles of Hair Color & Theory	FALL
Esthetics	CSME 1547	Principles of Skin Care/ Facials	SPRING
Esthetics	CSME 2541	Preparation for State License Exam	SPRING

CULINARY	Galveston College Course	Galveston College Course Name	Term Offered
Principles of Hospitality & Tourism *articulated credit	HAMG 1321	Intro to Hospitality Industry	FALL
Intro to Culinary	CHEF 1205	Sanitation & Safety	FALL
Intro to Culinary	IFWA 1217	Food Production/Planning & Culinary Math	SPRING
Culinary Arts	CHEF 1301	Basic Food Preparation	FALL
Culinary Arts	CHEF 2302	Saucier	SPRING
Advanced Culinary Arts	CHEF 1302	Principles of Healthy Cuisine	FALL
Adv. Culinary Arts	PSTR 1301	Fundamentals of Baking	SPRING

EMT BASIC	Galveston College Course	Galveston College Course Name	Term Offered
Emergency Medical Technician	EMSP 1501	EMT	FALL
Emergency Medical Technician	EMSP 1160	Clinical - EMT	FALL

HEALTH INFORMATICS	Galveston College Course	Galveston College Course Name	Term Offered
Medical Terminology	HITT 1305	Medical Terminology	FALL
Medical Terminology	HITT 1353	Legal & Ethical Aspects of Health Information	SPRING
Medical Intervention, Evaluation & Research	HITT 2330	Pathophysiology & Pharmacology	FALL
Medical Intervention, Evaluation & Research	MDCA 1309	A & P Medical Assistants	SPRING
Healthcare Management & Administration	POFM 1327	Medical Insurance	FALL
Healthcare Management & Administration	HITT 1341	Coding and Classification	SPRING

HOSPITALITY	Galveston College Course	Galveston College Course Name	Term Offered
Principles of Hospitality & Tourism * Articulated Credit	HAMG 1321	Intro to Hospitality Industry	FALL
Intro to Events & Meeting Planning	HAMG 1313	Front Office Management	FALL
Intro to Events & Meeting Planning	HAMG 2330	Convention & Group Management Services	SPRING
Hospitality Services	HAMG 1324	Hospitality HR Management	FALL
Hospitality Services	HAMG 2188	Internship – Hospitality HR Mgmt.	SPRING
Practicum in Hospitality Services	HAMG 2305	Hospitality Management & Leadership	FALL
Practicum in Hospitality Services	HAMG 2189	Internship- Hospitality Management and Leadership	SPRING

LOGISTICS	Galveston College Course	Galveston College Course Name	Term Offered
Principles of D & L	LMGT 1319	Introduction to Business Logistics	FALL
Principles of D & L	IBUS 1341	Global Supply Chain Management	SPRING
Concepts of D & L Technology	LMGT 1321	Introduction to Materials Handling	FALL
Concepts of D & L Technology	NAUT 1305	Introduction to Ships and Shipping	SPRING
Occupational Safety & Environmental Tech. I	OSHT 1301	Introduction to Safety and Health	FALL
Occupational Safety & Environmental Tech. I	NAUT 1255	Maritime Law and Regulations	SPRING
Practicum of D & L	LMGT 1425	Warehouse and Distribution Center Management	FALL
Practicum of D & L	NAUT 2310	Seamanship II	FALL
Practicum of D & L	NAUT 1230	Marine Engineering Familiarization	SPRING

TEACHING & LEARNING	Galveston College Course	Galveston College Course Name	Term Offered
Practicum in Education & Training	EDUC 1301	Introduction to the Teaching Profession	FALL
Practicum in Education & Training	EDUC 2301	Introduction to Special Populations	SPRING

WELDING	Galveston College Course	Galveston College Course Name	Term Offered
Intro to Welding * Articulated Credit	WLDG 1313	Intro Blue Print Reading	FALL
Freshmen Year 1 * Articulated Credit	WLDG 1407	Intro to Welding Using Multiple Processes	SPRING
Welding 1	WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	FALL
Welding 1	WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	SPRING
Welding 2 + Lab	WLDG 2443	Advanced Shield Metal Arc Welding	FALL
Welding 2 + Lab	WLDG 1435	Intro to Pipe	SPRING
Extended Practicum in Manufacturing	WLDG 2413	Intermediate Welding Using Multiple Processes	FALL
Extended Practicum in Manufacturing	WLDG 1317	Introduction to Layout and Fabrication	SPRING



**Galveston
College**

DUAL CREDIT

MAIN CAMPUS

4015 Avenue Q Galveston, TX 77550

**CHARLIE THOMAS FAMILY
APPLIED TECHNOLOGY CENTER**

7626 Broadway Galveston, TX 77554

PHONE

409-944-4242

WEBSITE

GC.EDU











Upward Hope Academy Instructional Agreement 24-25

Final Audit Report

2024-05-14

Created:	2024-05-13
By:	Elvia Segura (esegura@gc.edu)
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-  Document created by Elvia Segura (esegura@gc.edu)
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