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Guam Community College 2011-2012 Student Handbook

Welcome

On behalf of Guam Community College and all of Student Services, I am pleased to introduce the 2011-2012 GCC Student Handbook. This handbook is a valuable resource which contains information about the College and the policies and procedures which guide our actions as a college community toward personal, educational, and civic responsibility.

College is about more than just earning a degree. There are services on campus to help you succeed personally and professionally. It is important that you take advantage of the opportunities presented to you for that personal and intellectual growth. This includes activities in the classroom, in the community with service learning, in student organizations, in campus sponsored activities, and more.

All students are responsible for reading and knowing policies and regulations in this handbook. This handbook should be a resource for you during your full educational experience at Guam Community College. Help us help you develop as whole person.

Michelle Santos, Ed.D
Dean, Technology & Student Services

Important Phone Numbers

Accommodative Services Office – 735-5597

Adult Education Office – 735-5584

Assessment & Counseling 735-5583

Bookstore – 735-5545

Center for Student Involvement - 735-5518/19

Center for Civic Engagement (Service Learning) Coordinator – 735-5630

Dean of Student Services - 735-5589/90

Financial Aid Ext - 735-5543/44

Learning Resource Center, Library - 735-0228 *(all 7 digits must be dialed – even internally)

Project Aim - 735-5595

Registrar's Office - 735-5531/32

Security (24hr) - 735-5555

Student Health Center - 735-5586

Student Support Services (ID, Parking) – 735-5555

For additional phone information, please refer to the Campus Directory.

Officers of the College

Mary A.Y. Okada, Ed.D., President

R. Ray D. Somera, Ph.D., Vice President, Academic Affairs

Carmen Kwek Santos, C.P.A., Vice President, Finance and Administration

Reilly A. Ridgell, Dean, School of Trades and Professional Services

Michelle M. Santos, Ed.D., Dean, School of Technology and Student Services

Michael L. Chan, Ed.D., Adjunct Associate Dean, School of Technology and Student Services

Joanne A. Ige, Associate Dean, School of Technology and Student Services

Student Leaders AY 2011-2012, Council on Postsecondary Student Affairs (COPSA)

Ariane Nepomuceno, President

Butga Diana Masga, Vice President

Aura Quito, Secretary

Emilio Medina, Treasurer

Steven Ray Alvarez, Historian

Shian Aricheta, Parliamentarian

Shina Marmar, Public Relations Officer

Guam Community College Statement of Mission and Philosophy

Mission Statement - Board of Trustees Policy 100

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

I misi3n i Kulehon Kumunid3t Gu3han, guiya i g3'hilo' i fina'che'cho' siha yan I kinahulo' i mamf3fa'che'cho' ya u na'gu3gu3ha nu i man3khilo' yan manmaolek na tiningo' yan fina'n3'guen cho'cho' siha gi iya Maikronisiha.

Philosophy of the College

Our philosophy is to provide each and every individual seeking education at the College the opportunity to develop to their greatest potential by offering the following:

1. Responsiveness to the educational and cultural needs of the community;
2. Open door admissions and equal educational opportunity for all students regardless of sex, race, religion, past academic record, age, sexual orientation, national origin, disability, or financial resources;
3. Affirmative action for nontraditional students;
4. Quality teaching;
5. Adult Basic Education;
6. Career and Technical Education; and
7. Continuing Education and Lifelong Learning.

Institutional Learning Outcomes

Guam Community College Students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:

Use of acquired skills in effective communication, and quantitative analysis with proper application of technology

Ability to access, assimilate and use information ethically and legally

Mastery of critical thinking and problem-solving techniques

Collaborative skills that develop professionalism, integrity, respect, and fairness

Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally

Choosing Civility

In his book, "Choosing Civility". Professor Forni makes the point "that a crucial measure of our success in this life is the way we treat one another every day of our lives, when we lessen the burden of those around us, we are doing well, when we add to the misery of the world, we are not." Civility cultivates a civil code of decency. It requires us to discipline our impulses for the sake of others and demands we free ourselves from self-absorption. Civility is the moral glue without which our society would come apart. Civility is a wonderful tool to consider as we improve ourselves intellectually and socially.

The 25 Rules of Considerate Conduct

1. Pay attention
2. Acknowledge others
3. Think the best
4. Listen
5. Be inclusive
6. Speak kindly
7. Don't speak ill
8. Accept and give praise
9. Respect even a subtle "no"
10. Respect others' opinions
11. Mind your body
12. Be agreeable
13. Keep it down (and rediscover silence)
14. Respect other people's time
15. Respect other people's space
16. Apologize earnestly and thoughtfully
17. Assert yourself
18. Avoid personal questions
19. Care for your guests
20. Be a considerate guest
21. Think twice before asking for favors
22. Refrain from idle complaints
23. Give constructive criticism
24. Respect the environment and be gentle to animals
25. Don't shift responsibility and blame

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Student Rights

All students, as members of the GCC community, shall have the following rights:

- a. Freedom of expression and assembly subject to the limitations of the Student Code of Conduct and other College regulations and policies.
- b. Freedom to pursue educational goals.
- c. The right to notification by the instructor, during the first week of class and in the form of a written syllabus, of all course requirements. Such notification should include, but not be limited to, course subject matter for each class meeting, assignments and due dates, types of examinations, instructor's office hours, required texts and procedures for determination of final grades. All students have the right to adequate notice of substantive changes in course content.
- d. Freedom from unreasonable search and seizure by College officials subject to the Student Code of Conduct

and other College regulations and policies. The reasonableness of searches and seizures is determined by the College. Generally, unreasonable searches and seizures are those that are not allowed by the Student Code of Conduct, other College regulations and policies, or law.

- e. The right to conduct procedures as defined in the College Conduct System.
- f. The right to privacy and confidentiality of student records according to the Family Educational Rights and Privacy Act (FERPA). See FERPA policy for more information.
- g. The right to be evaluated fairly in all academic endeavors and to challenge an academic evaluation in accordance with the Grade Appeal Process.

Student Responsibilities

Students, as members of the College community, shall have the following responsibilities. This should not be construed to exclude other responsibilities which students inherit as members of the student body or as citizens of the community at large:

- a. The responsibility for maintaining academic integrity and other standards of academic performance as established by College policies and regulations.
- b. The responsibility for acting in such a manner as to insure that other students may enjoy the rights declared under the Student Rights.
- c. The responsibility for respecting and complying with the Mission Statement of the College, as well as the Student Code of Conduct.
- d. The responsibility for respecting and complying with all provisions of local, state and federal laws.
- e. The responsibility for acting in a manner which promotes an atmosphere of learning, free expression and respect for the rights, dignity and worth of every individual in the College community.
- f. The responsibility for meeting financial and other obligations to the College.
- g. The responsibility to register for a Guam Community College e-mail account and to utilize it as the primary means of communication as a student.

Academic Information and Services

Computer Labs

The Labs, currently located in rooms D4 and D5, provide students with access to Word Processing, Spreadsheet, Database, Internet, computer orientation, Web e-mail access, course-related applications/programs, teacher utilities, and basic skills software programs. During instructional days they are available Monday through Thursday, 8:15 a.m. – 9:30 p.m., Friday and Saturday, 8:15 a.m. – 4:30 p.m. During non-instructional days it is open Monday through Friday from 8:30 a.m. – 4:30 p.m. During Easter and Thanksgiving Breaks, the labs will open from 8:30 a.m. – 4:30 pm, Monday – Friday and only upon request by

a Dean or the Vice President of Academic Affairs. All labs are closed in between semesters for preventive maintenance. All students utilizing the computer labs must have a valid student I.D. card in their possession at all times while in the labs. Students will not be allowed in the labs without an I.D. card.

Library

On December 10, 2010, the Guam Community College Learning Resource Center (LRC), which houses the Library, opened in a new two-story 22,000 square foot state of the art facility. This facility is the first Leadership in Energy and Environmental Design or LEED-certified building for the Government of Guam. The LRC facility includes a reading area/collection section, computer work areas, a computer lab, small group meeting rooms, audio visual rooms, staff areas, and a large group meeting room. Reference and instructional services are available for classes and individual library users.

The Library presently maintains a permanent collection of about 21,000 items comprised of books, periodical titles and videos. Reference books, multimedia materials, magazines and newspapers are available for in-library use. Circulating books may be borrowed for a two-week period; videos may be borrowed for two days. Overdue fines are charged. A coin and bill operated photocopier is also available in the Library. Internet access is provided as well as accessibility to the DYNIX Public Access Catalog (DPAC) and EBSCO host full-text periodical database. The Library web page with current information can be found on the Guam Community College website.

Registration

Registration can be performed either at the Admissions & Registration Office or online by logging into MyGCC via the college's website, www.guamcc.edu. Nevertheless, all students are encouraged to seek academic advisement prior to registration in order to discuss course prerequisites, program requirements, or educational goals. Moreover, students in certain programs are required to meet with their academic advisors to obtain approval for their schedule before they register. These students include those declared in the Adult High School Diploma Program, Associate of Arts in Culinary Arts, Certificate in Practical Nursing, and the Criminal Justice Academy.

All international students must clear with Admissions & Registration and obtain schedule approval from their academic advisor prior to registering. In addition, all students must clear outstanding financial obligations with the college at the Cashier's Office, and have immunization updated pursuant to Guam public law, P.L. 22-130. Updated health records must be submitted to the GCC Health Services Center at least once each year.

Academic Policies and Procedures

Adding or Dropping

Classes officially dropped before the end of the Add/Drop period of a term will not appear on a student's academic record. Classes withdrawn from after the end of the Add/Drop period of a term will be assigned a "W" on the academic record. Students are obligated to pay the tuition and fees for classes from which they withdraw after the Add/Drop period.

The deadline for withdrawing from a class is about six weeks prior to the end of the term, and is published in the Schedule of Classes for each term. Any student who fails to officially withdraw from a class by this deadline will be assigned any grade except "W" for the class.

Cancellation of Classes

Class cancellation is kept to a minimum. Unfortunately issues occasionally arise that force either the institution or the faculty member to cancel classes. If classes are cancelled by the institution due to extreme weather conditions or due to an extended power outage, efforts will be made to inform the media so public announcements will be made. If a faculty member cancels a class, a note should be posted on the door. The faculty member will work with the students to determine how the student learning outcomes for the course will be met.

Cell Phone Usage/Texting in Class

Our classrooms are learning environments and as such, the College expects everyone in attendance to be respectfully engaged in the learning process. Cell phones, MP3 players, earbuds, headphones and other electronic devices that have the potential to interfere with classroom instruction should not be brought to class. Each instructor has his/her own policies on electronics, which may be outlined in the syllabus for that class, but common courtesy requires that students turn off unnecessary electronic devices and refrain from using them for entertainment or communication during class. If you choose to bring a cell phone to class, please ensure the ringer is set to silent. Students who do not comply with their instructors' policies on the use of electronics in class may be asked to leave the classroom. Academic penalties may result from such absences or removals.

Change of Address

Any change of personal data such as name, address, telephone number and citizenship must be submitted to the Admissions & Registration Office. Copies of supporting documents are required for change of name and citizenship. Some visa restrictions apply to foreign students.

Class Attendance

Regular and prompt class attendance is expected of all students. Each student is responsible for informing instructors of his or her absences (if possible) and to make arrangements with instructors to complete work missed due to his or her absence from class.

Complete Withdrawal

Students who wish to withdraw completely from the College must do so by the deadline for dropping a class. Students who completely withdraw from the College must reapply for admission to the College, if they subsequently desire to re-enroll in the College.

Change of Program/Major

Declared Students enrolled at the College may change their program or major at any time during a regular semester. Request forms are available at the Admissions & Registration Office.

Computer Usage

Board Policy 197 supports the Online Policies and Procedures for students and employees of the College. Every Guam Community College student and employee is a computer user at some time during his/her school or work experience. Use of the College computer resources, including computer labs, network services, campus information services, library systems, and office computers is a privilege provided by the college to students and employees.

Computer users are expected to learn and follow the rules at each facility they use.

GCC encourages computer use which is consistent with the educational, academic and administrative purposes of the College and which respects the rights of other computer users.

It is impossible to provide an exhaustive definition of inappropriate computer use, or a complete set of examples to cover every situation. Two general criteria are important:

1. Computer use should be consistent with the mission of the college; and
2. Computer users should respect the rights of other computer users.

Access to the complete Online Policies and Procedures is available on www.guamcc.edu under the Offices tab and click on Board of Trustees and Policies.

College Officials

All employees of Guam Community College are considered College officials. This includes, but is not limited to, vice presidents, directors, deans, security personnel and all members of the faculty and staff. Students

are to comply with all reasonable directions and requests of College officials. This includes the request to present a valid student ID. Members of the faculty have full authority in their respective classes and any such activities related to the instructional process. Verbal and/or physical abuse directed toward any College official will not be tolerated and will be subject to disciplinary action.

Grade Reports

Final grade reports are available at www.mygcc.guamcc.edu after the official end of the semester date.

Plagiarism and Cheating

Academic Integrity

Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college, and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe as expulsion from the College.

Academic dishonesty can take different forms, including, but not limited to: cheating, plagiarism, and technology misuse and abuse. In any situation in which students are unsure of what constitutes academic dishonesty, it is the students' responsibility to raise the question with their instructor. It is also the students' responsibility to be familiar with the student guidelines on academic integrity.

Some common violations of these basic standards of academic integrity include, but are not limited to:

Cheating:

Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids.

Plagiarism:

Passing off someone else's work as his or her own. This can range from failing to cite an author for ideas in a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are considered plagiarism. Students who plagiarize are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. College policy will be enforced, regardless of the feelings of either the students or the instructor. Students found guilty of plagiarism will have this offense entered into their record and may be expelled from the College.

Fabrication:

Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; "fudging" data; citing nonexistent or irrelevant articles; presenting fraudulent excuses, lies, letters of recommendations.

Multiple submissions:

Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes without the expressed consent of both professors.

Misrepresentation or falsification of academic records:

Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after enrolling at Guam Community College.

Facilitating academic dishonesty:

Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignments, discussing an exam with a student who has yet to take it, giving tests or papers to another student, etc.

Unfair advantage:

Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials, etc.

Refund Policy

All students are obligated to pay for registered courses unless they officially drop a course on or before the last day of late registration. The "Regular Semester" refund policy will be applied as follows to semester long courses offered:

- If withdrawal occurs on or before the last day of late registration, 100% of the tuition, special fees and laboratory fees will be refunded.
- After the last day of registration, no refunds will be made for semester long courses.
- The Registration Fee, Late Fee, and Student I.D. Card Fee are non-refundable.

Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students whose classes are cancelled by the College provided that the students do not choose to enroll in other courses requiring special fees or laboratory fees. In instances where the College cancels all of the student's classes and the student chooses not to enroll in other classes, the College will also refund the registration fee. Refunds will be mailed

to the student during the semester. All requests for refunds are initiated at the Student Services & Administration Building by dropping or withdrawing from classes on or before the due date within the current semester.

Students with Disabilities

Students with disabilities can be provided with reasonable academic accommodations to pursue their academic/career and technical education goals. Students with disabilities who are in need of academic accommodations should register with the Office of Accommodative Services, located on the 1st floor of the Student Services & Administration Building (Bldg. 2000), room 2138 or 2139.

Tutoring Services

Guam Community College provides tutoring services for students in an effort to help them meet their educational objectives. These services are available on a first-come, first-served basis. The focus of these services centers primarily on English and Math skills. Additionally, tutoring services are also provided by AmeriCorps Volunteers. These volunteers can assist students in a variety of subjects including study skills and test taking strategies.

Student Life Information and Services

Alumni Relations

The objective of the Alumni Relations office is to promote the interest and welfare of Guam Community College and its alumni. The office seeks to inspire, develop, and maintain the interest of the alumni in the College; to help alumni keep alive, the friendships, associations, and interests they formed as students at GCC; to foster giving to GCC; and to maintain close cooperation among alumni, officers of the College, the Board of Trustees, and the Board of Governors. Additionally the office strives to establish a medium through which the alumni may support and advance the cause of higher education by the College.

Bookstore

The Bookstore is located between Building 100 and 200 and is open Monday through Thursday from 1:00 p.m. to 5:00 p.m. During registration and for two weeks at the start of a semester, the Bookstore extends its hours of operation which includes being open on Saturday mornings. Extended hours of operation are posted at the Bookstore, 735-5545.

Career Counseling

Information, materials, and counselor assistance are available to students who need help in career educational planning and to learn about their interests, abilities, goals and values. Computer-assisted career search programs and

information on schools and colleges that provide additional training for occupations are also available.

Center for Civic Engagement & Student Success

The Center focuses on service learning, a teaching/learning method that integrates meaningful community service work with academic classroom learning for the promotion of personal growth and improvement of community life standards. Service learning gives students opportunities to connect classroom learning with a real life situation through participation in community service projects. Students interested in learning more about service learning should contact the Center for Civic Engagement at 735-5630. Also, Guam Community College provides tutoring services for students in an effort to help them meet their educational objectives. These services are available on a first-come, first-served basis. The focus of these services centers primarily on English and Math skills.

Center for Student Involvement

The Center for Student Involvement oversees New Student Orientation, Student Governance, and Student Organizations. Each of these initiatives is guided by the belief that students must become intentionally involved in campus programs and activities in order to become fully prepared for the workplace and for other life commitments.

The Center for Student Involvement also assists students in realizing their leadership potential through training and development opportunities tailored to fit the needs of students. Through leadership development, students are empowered and equipped with the additional skills they can utilize inside of and beyond the classroom.

For more information on the Center for Student Involvement, please call 735-5518/9.

Clery Act Information

The College makes available annual security reports containing information on campus crime statistics. Data is collected through the Student Support Services Office. For information regarding the preparation of the Annual Campus Crime Report, contact Student Support Services at 735-5555. You can obtain a copy of the report from the Assoc. Dean of Student Services, Bldg. B.

Counseling Services

A full range of counseling services is offered to students including orientation to college programs and services, college placement tests, career counseling, personal counseling and student rights advocacy. Counselors are available in the Student Services & Administration Building on a walk-in or appointment basis. Counselor hours are posted in the Student Services & Administration Building.

Financial Aid

The Financial Aid Office provides information and advice on how students can gain financial assistance from various sources. Such assistance is available to students with financial need through the Federal Student Aid Programs: Pell Grant, Federal Work Study, and Federal Supplemental Educational Opportunity Grant. The College is approved for Veteran's benefits. Students may receive complete financial aid counseling services at the Financial Aid Office, room 2116 Student Services and Administration Building, 735-5544. Information and applications are also available at www.fafsa.ed.gov, www.pin.ed.gov, and www.studentaid.ed.gov.

Food Service

Food service on campus is offered through a local vendor Monday - Thursday from 7:00 a.m. - 8:00 p.m., and Friday from 7:00 a.m. - 2:30 p.m. The concession is closed on Saturdays, Sundays and holidays.

Health Services

The Health Services Center is staffed by two full-time registered nurses and an administrative assistant. The GCC Health Service Center is located behind room A-10. Please consult the Catalog for a list of services provided by Health Service Center, and for information on health-related student requirements. All students, staff, faculty and administrators of the college may utilize the Center's services available from Monday through Friday.

The services available at the Health Services Center are:

- basic first aid for injuries and medical conditions that occur during school time;
- assessment and nursing management of chronic health problems based on the client's physician prescribed therapeutic regimen;*
- annual screening of employees for tuberculosis (TB) as required by law;
- screening of students for TB in compliance with public law and school policy;
- administration of TB skin test;
- immunization program;*
- immunization audit in compliance with public law and school policy;
- Brief Tobacco Intervention program;
- screening of height & weight, blood pressure, vision, and pediculosis;*
- pregnancy testing and prenatal follow-up;*
- advocacy for persons with disabilities;
- referral services on health management; and
- counseling on health and health-related issues.

*Services are rendered upon availability of staff and resources.

Project AIM

Project AIM is a Student Support Services Federal TRIO Program funded by the U.S. Department of Education. This program provides tutoring in all subjects, counseling (personal and academic), peer counseling and tutoring, cultural enrichment activities, mentorship programs, transfer center services, workshops (on study skills, career decisions, time management, test anxiety) and book assistance awards. These services are available to students meeting federal guidelines, such as low-income level, first generation students (neither parent received a bachelor's degree) and/or students with disabilities. The program is designed to: 1) increase college retention and graduation rates for eligible students; 2) increase the transfer rates of eligible students from 2- to 4- year institutions; and 3) foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. For further information, please contact (671) 735-5594/5 or visit the Project Aim Office in Building 100, Room 107.

Safety and Security

The College seeks to create an environment that is conducive to educational and personal growth and to maintain the safety and security of our campus. Please report suspicious activity, suspicious people, and criminal activity immediately. Call 735-5555 from your cell phone to report such activities. Although security is available on campus it is important to practice personal safety.

Personal Safety Reminders and Precautions:

1. Whenever you are walking between classes, in the library, or driving, stay alert and tuned into your surroundings.
2. Walk with a friend whenever possible.
3. Taking late classes? Use the buddy system when leaving or call 735 - 5555 to request and escort.
4. Watch your purse, backpack, briefcase, computer, and/or recorder. Please do not leave them unattended.
5. Be smart and stay safe.

Vending Machines

The campus provides a variety of vending machines. Private vending companies service the machines. Malfunctions of the machine should be reported to Student Support Services in Building B.

Student Life Policies and Procedures

Accounts/Payments

Payment in full of all current tuition and fees and outstanding obligations is required. Payment may be made in cash, by personal check, or by credit card: American Express, Visa, or Master Card are accepted.

The College will charge a Late Fee of \$37.00 if a student fails to make full payment by the end of business the day before classes begin.

If a student makes payment for tuition and fees using a check, and the check is returned, the student will be contacted by the GCC Business Office. The student must pay the amount of the check in full by cash or cashier's check within 48 hours of notice. Additionally, a \$37.00 returned check fee will be assessed for returned checks and a late fee may also be assessed. If a student fails to make payment, he or she may be withdrawn from courses and referred to a collection agency.

Alcohol & Drug Use Policy Notice

Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of alcohol and other drugs is recognized as an impediment to these goals and as a threat to the College's mission of education and training.

Discrimination and Harassment

The College values a community atmosphere that is free from all forms of discrimination and harassment and will strive to prevent such based on race, color, religion, gender, sexual orientation, national origin, age, disability, handicap, or military service.

Federal Education Rights and Privacy Act (FERPA)

FERPA, or the Family Educational Rights and Privacy Act of 1974, is a federal law that protects the privacy of student information. FERPA applies to any institution receiving money from the U.S. Department of Education. Student information includes records the College collects, creates, or maintains about the student and their academics. Some information is considered public information and others are protected by the College. For details about GCC's FERPA policy please refer to Appendix H in the GCC College Catalog. It should be noted that if information is not specifically identified as public information then it is considered protected.

Foreign Students

The college is authorized under federal law to enroll nonimmigrant alien students. Nonimmigrant alien students (hereinafter referred to as foreign students) are not citizens of the United States or aliens permanently residing in the United States.

Foreign students must meet the same admission requirements as all other students. In addition, foreign students must also meet the following special admission requirements:

- Submit, with their Application for Admission as a Declared Student, an official transcript from the last school, college or university they have attended with a notarized or certified translation

of the transcript if that document is recorded in a language other than English.

- Have their scores on the Test of English as a Foreign Language (TOEFL) submitted directly to the College. Scores must be from a test taken within the previous two years. Applicants are required to score a minimum of 61 (internet-based), 173 (computer-based) or 500 (paper-based) on the TOEFL. The following applicants are exempt from the TOEFL examination:
 1. those whose native language is English;
 2. those who hold a bachelor's or master's degree from a regionally accredited university or college in the U.S. or a recognized university in Australia, Britain, Canada (excluding Quebec), Ireland, or New Zealand;
 3. those who score 510 or better on the verbal and 510 or better on the writing sections of the SAT;
 4. those who score 22 in English and 22 in reading sections of the ACT;
 5. those who have completed six years of continuous schooling through the high school or college level in American Samoa, Northern Marianas and/or Guam or in one of the countries listed above under (2);
 6. those who have completed English composition at a regionally accredited U.S. institution with a D or better grade;
 7. those who completed at least three years of high school in Guam with a cumulative GPA of 3.2 and SAT critical reading of 460 and SAT writing of 460. Admission to summer ELI classes does not imply a waiver of the TOEFL exam for fall or spring semester admission; or
 8. those who place into EN110 (Freshman Composition) or higher at Guam Community College or University of Guam, and have a letter of support from the relevant office of the institution (either GCC or UOG) administering the placement test.

Foreign students will not be notified of their admission to the College until all admission requirements have been fulfilled.

Foreign students must have an official Notice of Admission and Form I-20A-B in their possession before coming to Guam.

Foreign students must also meet the following requirements:

- Fall within the limit for foreign student enrollment as mandated by the College.
- Submit a Supplementary Information Form for Foreign Students (including evidence of ability to pay all expenses themselves, or through the support of their families in their native country, or through a sponsor who is either a citizen or permanent resident of the United States).
- Submit any other forms, documents or information as may be required by the College.

Foreign students will be admitted only to a specific certificate or degree program. Foreign students, except in extraordinary circumstances, will not be permitted to change their program of study and must enroll for a minimum of 12 credit hours per semester in courses which are required for their specific program of study. Foreign students are required to register for English their first semester at the College and each subsequent semester until all English requirements of their program of study are met. Guam Community College has no dormitory facilities for students. The majority of foreign students rent rooms or apartments near the College. Foreign students are encouraged to seek housing with English speaking families on Guam in order to facilitate speaking English on all possible occasions. U.S. Immigration and Customs Enforcement regulations do not permit foreign students to accept employment while attending college. A foreign student should not count on being able to accept employment on Guam to work one's way through college.

Grade Appeal Procedure:

The student must make appeal within two semesters immediately following the semester in which the grade in question was awarded. First, the student should attempt to resolve the problem with the appropriate instructor. If not resolved, the student must submit a written petition for a review of his / her grade to the appropriate Dean. The Dean will work with the Department Chair to convene the Evaluation Review Committee.

The Evaluation Review Committee shall:

1. Consist of one (1) faculty member or administrator selected by the faculty member whose evaluation has been appealed (if this faculty member is no longer with the College, the appropriate academic Dean will choose this committee member), one (1) faculty member appointed by the chairperson of the Academic Affairs Committee, the chairperson of the appropriate department, one (1) faculty member or administrator selected by the student, and a fifth member appointed by the Academic Vice President. If it is the chairperson's evaluation that is being appealed, another member of the department, selected by the department, will serve in place of the chairperson.
2. Conduct its hearing in accordance with the Rules of Procedures and Evidence in Appeal Hearings adopted October 29, 1986 by the Board of Trustees.
3. Have the authority to review any evidence presented to it and the power to require additional evidence to be presented to it as well as to call and cross-examine witnesses.
4. Render its written decision to uphold or change the faculty member's evaluation of the student's work within five (5) working days of its final meeting. Copies of the decision will be delivered to the student, the faculty member, the Dean representing Student Services, the Academic Vice President, and, if the student's final grade is changed, the Registrar.

Grievance Procedure

Students who encounter problems, which cannot be resolved directly with the College instructor or other personnel involved, or who feel they have been discriminated against on the basis of color, age, sex, national origin, race, religion, sexual orientation, political affiliation or handicapped condition should utilize the following steps:

Step One

Discuss the problem with the College Counselor. The Counselor should attempt a resolution of the matter with the student, the instructor or College employee involved. If, within ten (10) working days of receipt of the grievance, the Counselor is unsuccessful in mediating a resolution of the grievance, the Counselor will advise the student of subsequent steps in the Grievance Procedure and within three (3) working days, make arrangements for proceeding to Step Two of the Grievance Procedure if requested by the student.

Step Two

The Student and Counselor shall meet with the Department Chairperson or Program Manager or college employee Supervisor to attempt a resolution of the grievance or decline involvement in addressing the grievance within five (5) working days of receipt of the Step Two grievance. If the grievance is not resolved within this period or its resolution is declined, then the student may, through written request, proceed within three (3) working days to Step Three of the Grievance Procedure.

Step Three

The student and Counselor shall meet with the Instructional Dean if the grievance involves instructional matters. If the grievance does not involve matters within the responsibility of the Instructional Dean, the grievance shall be taken to Step Four of this procedure. If the grievance involves matters within the responsibility of the Instructional Dean, but could not be resolved or is declined by the appropriate dean within five (5) working days of receipt of the grievance, the grievance is then taken to Step Four of the Grievance Procedure.

Step Four

The student and Counselor shall meet with the Dean representing Student Services. The Dean representing Student Services, in writing, may decline to intervene and state the grounds for declining or shall render a decision within three (3) working days of receipt of the grievance. If unsatisfied with the resolution at this step, the student may, through written request, proceed within three (3) working days to Step Five of the Grievance Procedure.

Step Five

Grievance Procedure: The Dean representing Student Services shall, within two (2) working days, notify the President of the Step Five grievance and shall, within five (5) working days, convene a Grievance Board, who shall, within ten (10) working days, present the President with an advisory opinion. The President shall, within two (2) working days of receipt of the Grievance Board opinion,

issue his/her own final decision on the grievance. The Grievance Board shall be composed of five (5) impartial members with two (2) faculty members and two (2) students appointed by the Dean representing Student Services and a fifth member appointed by the four chosen by the Dean representing Student Services. The Grievance Board shall have the power to review any evidence presented to it and cross-examine witnesses presented in order to render an advisory opinion to the President on the grievance and must seek the views of the student and College employee or instructor involved in the grievance. If the student grievance procedure timeline cannot be accommodated within the framework of a regular academic term, the process will be initiated at the start of the next regular academic term. The decision of the President is final.

In the event a student or the public has a concern about the College's compliance with the standards expected of an accredited institution, the Accrediting Commission for Community and Junior Colleges (ACCJC) will accept complaints. The policy and form are online at www.accjc.org/complaint-policy or the Commission can be reached at the address below:

**The Accrediting Commission for Community and
Junior Colleges
Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204
Novato, CA 94949**

Telephone: 415.506.0234 ~ Fax: 415.506.0238 ~

Email: accjc@accjc.org

Non-Discrimination Policy

Guam Community College is an Equal Opportunity/Affirmative Action Employer. It is the policy of Guam Community College to comply with Federal and State Laws which prohibit discrimination in college programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the college: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion, and retention, including but not necessarily limited to the following laws which cover employees and applicants for employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40- 70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Chapter 76, 78, 378 (race, sex, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record).

The Guam Community College strives to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336.

Accordingly, career and technical education opportunities will be offered without regard to race, color, national origin, sex, sexual orientation or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs. In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its policy on Non-Discrimination and Affirmative Action, the Office of the President, the Guam Community College hereby declares and reaffirms its commitment to the college's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated.

Complaints of this nature will be handled by the College EEO/AA Coordinator in room 2115, first floor, Student Services and Administration Building or call 735-5544 or email micki.lonsdale@guamcc.edu. Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, gender, age, religion, color, ancestry, physical, handicap, marital status, sexual orientation, veteran's status or arrest and court record may file a complaint with the EEO/AA coordinator in room 2115 of the Student Services and Administration Building or call 735- 5544. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer. Students may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 607-1600.

Parking Policies

The College reserves the right to control parking and the flow of traffic on its campus. Student vehicles with a GCC parking decal may be parked on campus in designated student parking areas. Students must display a GCC decal on their vehicles while parking on campus. Accessible parking for students with disabilities is clearly marked and available in front of the Student Support Services, Building B, by Building 1000, 3000, in front of the new LRC, and in front of the Student Services & Administration Building. Improperly parked vehicles may be towed away at the owner's expense. The College will not be responsible for any damage done to any vehicle parked on campus. The College does provide security services throughout the campus.

Sexual Harassment Statement/Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy that explains the college's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape, and other sex offenses and the procedures for reporting offenses. Excerpts from Discrimination – Sexual Harassment Policy 185 state:

A. The College complies with all territorial and federal laws and all executive orders and other applicable regulations that protect its employees, students, and applicants for employment or admission against sexual harassment.

B. Sexual harassment will not be tolerated in any part of the College's programs, services, and activities.

C. Sanctions will be imposed on employees, students, or other members of the College community who violate this policy in accordance with adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalog, Board/Union collective bargaining agreements, territorial and federal law, and other procedures established by the College for purposes of implementing this policy.

D. No faculty, administrator, staff, applicant for employment, or student (must) be subject to restraint, or reprisal for action taken in good faith seeking advice concerning a sexual harassment matter, filing a complaint, or serving as a witness or a panel member in a sexual harassment complaint. **For more information, contact EEO Compliance Officer at Room 2115 of the Student Services and Administration Building, 735-5544 or email at micki.lonsdale@guamcc.edu.**

Sexual Harassment and Assault complaint processes are available on the Guam Community College website at www.guamcc.edu under students and resources.

Smoking Policy

Guam Community College is a tobacco and betel nut free campus.

To comply with the Board of Trustees Policy No 175 and Administrative Directive No. 2006-05, all employees and students are expected to adhere to the following:

- Do not use tobacco products while on Guam Community College property.
- Do not chew or spit pugu'a while on Guam Community College premises.
- Assist with the enforcement of Board of Trustees Policy No. 175.

Student Conduct Policies & Procedures

Any conduct incompatible with the College community and is disruptive of our academic environment, shall be subject to disciplinary action. To assist students, the College community has established policies for behavior to ensure that a living and learning healthy environment exist. Students are entirely responsible for the policies that are defined in this handbook. Procedures do not relate to specific types of misconduct but depend on the magnitude of the offense as determined by the Associate Dean, Student Support Services who hears all cases. The following acts are defined by the College to be unacceptable, but are not all-inclusive.

Philosophy

The Guam Community College has broad responsibilities for the education of the student and the upholding of the College's behavioral standards, which are considered an integral part of the educational process. Guam Community College expects that each student will obey federal and territorial laws as well as the College's regulations. Any act that interferes with the rights of others, disrupts or impairs the normal functioning of the College, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Students who interfere with the personal liberty of a fellow student are liable to expulsion and to such other penalties as may be imposed by law. Student conduct, at all times, should reveal mature judgment and a sense of moral, civic, and academic responsibility.

The Associate Dean of Student Support Services, housed within the Office of Student Support Services, administers proactive and intervention-oriented programs designed to communicate behavioral expectations to postsecondary, Adult High School students and secondary students, and to hold them accountable to these expectations. The Office seeks to provide students with the opportunity to have input into student-related policies, and to adjudicate Code violation cases. The Office ensures that students documented for policy violations are provided due process and if found guilty of Code violations are presented with sanctions commensurate to and appropriate for the infraction committed. Furthermore, since the primary purpose of the College centers around educational functions, GCC'S rules, regulations and the processes of their enforcement are considered educational rather than punitive. Business, industry and the professions are in need of employees dedicated to a life of high behavioral standards and commitments, and Guam Community College seeks to develop such employees. To that end, Student Support Services strives to empower students to develop a campus culture marked by a commitment to high behavioral standards, including honesty, respect, responsibility, courtesy and consideration.

The College accepts its responsibility for encouraging good citizenship and endeavors to lead students to higher and better ideals of character and public service. The College is neither required nor inclined to prescribe a negative code of conduct covering each specific situation; however, the College expects all students to observe federal and territorial laws and to respect the rights and privileges of other individuals. The College expects each individual within the College community to refrain from behavior that would disrupt the College function of education; cause injury to persons; cause damage or loss of property on the campus or interfere with the freedom of movement of students, school officials, employees, or guests at the facilities of the College. Interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person will not be tolerated by the College.

Procedures

The President or his designee may summarily suspend any student in the violation of these standards pending a hearing of the case before the Student Support Administrator. Students should also be aware that such misconduct may also subject

them to penalties which may be prescribed by territorial or federal laws. The imposition of such additional penalties does not constitute double jeopardy, in as much as College sanctions represent administrative and not criminal prosecution. If a territorial or a federal Court has accepted an accused student's plea of guilty to a criminal offense or, if the accused student has been found guilty of such an offense and the commission of the offense also clearly constitutes a violation of the College rules set forth in this publication, the Student Support Administrator may adopt the determination of guilt without conducting a fact finding hearing concerning guilt or innocence. A hearing for the purpose of assessing sanctions shall be afforded all students. In any case, all students have the right to present mitigating evidence. Nothing in these rules shall prevent the College from hearing a case prior to its disposition in a Court of law. The findings of the Court do not limit the College in assessing appropriate disciplinary sanctions for violations of campus regulations.

Students are informed that their obligations to the College and fellow students are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no invidious discrimination, no deprivation of due process, no abridgement of a right protected in the circumstances, no capricious nor clearly unreasonable or unlawful action of an employee, the College may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the College community.

Student Conduct Procedures

All officials of the College, which shall include faculty, administration and staff, shall be responsible for monitoring student compliance with the Student Code of Conduct and shall report all apparent violations to the Associate Dean for Student Support Services. Upon an allegation or an appearance of a violation of the Student Code of Conduct, the Associate Dean Student Support of Student Support Services shall conduct an investigation on the alleged violation. All investigations shall be conducted privately. Factors to be considered in sanctions shall be as follows:

1. The severity of the offense.
2. The likelihood of recurrence.
3. The prior offenses of the student in question.
4. The adult status of the offender.
5. Impact of the offense on the health and safety of other members of the student body and college personnel.
6. Other factors of mitigation or culpability as determined by the Associate Dean, Student Support Services.

Disciplinary Policies

Level I Violations

A student found to have engaged in any of the following violations may be subject to a maximum sanction of college expulsion.

Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Disciplinary Policy.

- 1.1 **Violation of Probation** - Violation of the code while on probation, or violation of the terms of that probation.
- 1.2 **Disruption/Obstruction** - Obstructing or interfering with College functions of any College activity to include, but not limited to: the obstruction of teaching, research, administration, disciplinary proceedings, and other College activities, including its community service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
- 1.3 **Failure to Comply or Identify** - Failure to comply with directions of College officials, campus security, law enforcement officers, or any other official acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- 1.4 **Campus Demonstration** - Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which reasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 1.5 **Mental or Bodily Harm** -
 - a. Intentionally inflicting mental or bodily harm upon any person;
 - b. Taking any action for the purpose of inflicting mental or bodily harm upon any person;
 - c. Taking any reckless but not accidental action from which mental or bodily harm could result to any person;
 - d. Causing a person to believe that the offender may cause mental or bodily harm;
 - e. Any act that demeans, degrades, or disgraces any person. "Any person" as used in this section may include oneself.
- 1.6 **Disorderly Conduct** - Disorderly conduct is disturbing the peace and good order of the College by, among other things, fighting, quarreling, disruptive behavior (including displays of gang like behavior or dress), indecent behavior, public urination and/or lewd behavior.
- 1.7 **Harassment** - Any speech, action, or behavior that is focused on any individual or group based on the individual's or group's gender, race, sexual orientation, religion or ethnicity is a form of harassment and will not be tolerated. Any speech, action or behavior that demeans, degrades, is inflammatory, or could be considered "fighting words" are not acceptable for the GCC community.
- 1.8 **Discrimination** - Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law.
- 1.9 **Destruction of Property** - Intentionally or recklessly

- damaging, destroying, defacing or tampering with College property or the property of any person.
- 1.10 **Theft** - Theft or attempted theft of property or services from any person or business.
 - 1.11 **Possession of Controlled Substances** - The College prohibits the possession, use, manufacturing, delivery, cultivating, sale or transfer of controlled substances (illicit drugs) within the campus or as part of any college-sponsored activity. Any student reported in apparent violation of the prohibitions indicated in this paragraph shall be referred to local law enforcement officials for investigation and/or prosecution under the law. Under Guam laws conviction of adults can result in fines from \$100 to \$100,000, imprisonment ranging from 60 days to life, or both. Conviction of a minor can result in court jurisdiction over the individual until age twenty-one and may result in detention by the Department of Youth Affairs.
 - 1.12 **Possession of Alcoholic Beverages** - The consumption of alcoholic beverages on campus and at college-sponsored activities is prohibited except when specifically authorized, in writing, by the President of the College. Students are further prohibited from being on campus while under the influence of alcohol and from bringing alcoholic beverages on College premises except as stated above. Any student reported in apparent violation of the prohibitions indicated in this paragraph may be referred to local law enforcement officials for investigation and/or prosecution under the law. The severity of the offense shall be considered in the determination of such referral.
 - 1.13 **Possession of Stolen Property** - Possessing property suspected by the possessor to be stolen and that may be identified as property of the College or any other person. The burden of proof is that the possessor "suspects" such property is stolen, and not necessarily "knows" the same is stolen.
 - 1.14 **Forcible Entry or Trespass** - Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry or use of College grounds.
 - 1.15 **False Report of Emergency** - Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
 - 1.16 **Misuse of Safety Equipment** - Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency equipment.
 - 1.17 **Plagiarism or Cheating** as defined above.
 - 1.18 **Possession of Dangerous Weapons** - Unauthorized possession of a firearm, weapon, dangerous chemicals, or any explosive device of any description (including compressed air guns, air soft guns, pellet guns, BB guns, shot guns, or illegal knives) on College grounds. Other dangerous items may include fireworks and other devices dangerous to property or person(s) as deemed by the Associate Dean, Student Support Services.
 - 1.19 **Illegal Controlled Substances** –
 - a) The manufacture, distribution, sales, the intent to sell of any illegal controlled substances, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana.
 - b) Possession of any illegal controlled substances, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana.
 - c) Possession of drug paraphernalia, such as bongs, roach clips, or pipes, is prohibited.
 - 1.20 **Failure to Appear** - Failing to appear at the request of any hearing authorities.
 - 1.21 **Falsification of Records** - Altering, tampering, forging or knowingly using falsified documents or records of the College (including, but not limited to GCC's parking permits and student ID's); being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any College proceeding or official.
 - 1.22 **Misuse or Abuse of Computers** - Unauthorized use or misuse of any computer, computer system, service, program data, network, cable television network, or communication network. Also to include, but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and/or password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.
 - 1.23 **Violation of Criminal Law** - Alleged violation of any criminal law where the student's conduct interferes with the College's exercise of its educational objectives or responsibilities to its members.
 - 1.24 **Repeated Violations** - After receiving penalties or sanctions for violations, any repeated violations similar in nature.
 - 1.25 **Sexual Assault or Harassment** - Any violation specified under the College's sexual assault or harassment policy.
 - 1.26 **Aiding and Abetting** - Assisting, hiring, or encouraging another person to engage in any violation.
- ### Level II Violations
- A student found to have engaged in any of the following violations may be subject to a maximum sanction of disciplinary probation. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Disciplinary Policy.
1. **Unauthorized Use of Property or Services** - Unauthorized use of property or services, unauthorized possession of College property, or the property of any other person or business.
 2. **Misuse of Identification** - Transferring, lending, borrowing, altering, or unauthorized creation of College identification.
 3. **Unauthorized Use of Alcoholic Beverages** –
 - a. Possession, distribution, or consumption of alcoholic beverages and/or failure to comply with Guam or College regulations regarding the use or sale of alcoholic beverages. (Exceptions will be during special events or in circumstances authorized by College officials.)

- b. Public intoxication presenting a threat to oneself or others due to being under the influence of alcoholic beverages.
- c. Underage possession and/or consumption are a violation of state law and will be dealt with by College officials.
- d. Alcohol in a public area.
- 4. **Aiding and Abetting** - Assisting, hiring, or encouraging another person to engage in a Level II violation.
- 5. **Violation of Any GCC Policy** - Violation of any policy outlined in any College publication.

Administrative Structure

- 1. The Associate Dean for Student Support Services is the administrative officer who has the overall responsibility and authority to supervise the Student Conduct and administer Sanctions as delegated by the President.
- 2. College Officials complement the role of Student Support Services in terms of responsibility to the safety and security of persons and property.
- 3. In the event of the absence of the Associate Dean, the Night Administrator, the Associate Dean for Secondary Students (in the event the student is cross-enrolled) or the Dean of Student Services may receive and investigate a complaint or allegation and administer appropriate sanctions for violations.

Sanctions

- 1. **Official Warning** – An Official Warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by GCC. Furthermore, that further misconduct will result in more severe disciplinary action. The Official Warning will be placed in the student's discipline file and will be taken into consideration should there be any further behavioral violations.
- 2. **Behavioral Agreement** – A Behavioral Agreement is written by the Associate Dean, Student Support Services and student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors which the student must meet within a specific period of time. The agreement serves as a contract of understanding between the student and the administrator.
- 3. **Disciplinary Probation** – Disciplinary Probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at the College on the condition that he or she complies with College policies and the conditions of their particular probation or behavioral agreement. The conditions of the probation will be determined by the Associate Dean, Student Support Services hearing the case. A student on probation is normally not allowed to represent the college in any official capacity, to

include participating in co-curricular activities, hold an office in a campus organization or serve on a College committee during the time of probation. The student's parents (if a minor) will receive written notification of the probation status and circumstances of the violation. Further violation of campus policy, to include violating the terms of the probation, may result in removal from the College. This must be considered an extremely serious probation.

- 4. **Loss of Privileges** – Loss of Privileges may outline the loss of specified privileges on campus for a designated period of time.
- 5. **Restitution** – Restitution is compensation required of students who engage in theft, damage to property on or off campus. The amount of restitution is dependent upon the extent of damage as well as what is determined to be the best method for the student to make amends for the damage caused. The amount, form and method of payment are determined by the Associate Dean, Student Support Services.
- 6. **Suspension** – Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any College-sponsored event. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The Associate Dean, Student Support Services may establish additional requirements in some cases which must be completed prior to their return to the College. This disciplinary action will be recorded on the student's record in the Student Support Services office.
- 7. **Expulsion** – Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from the College.
- 8. **Discretionary/Educational Sanctions** – Discretionary Sanctions are actions required by a student outlined by an administrator which may include referral to health services, student counseling, special seminars/workshops, field study, work detail, community service or participation in appropriate educational programs.
- 9. **Interim Suspension** – Under situations determined to be potentially dangerous, the College may immediately suspend a student from GCC for a specified period of time. The decision will be based on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus may reasonably interfere with the educational or orderly operation of the College. Concerns may be, but are not limited to, the student's personal physical health or the health and/or safety of other members of the College community, property or the orderly functioning of GCC. When a student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted.

The decision to alter or suspend the rights of a student for an interim period will be communicated in writing to the student and will become effective immediately. Notification will either be hand-delivered or sent by certified mail to the last address provided to the Registrar's Office. (Failure or refusal to take receipt of notification will not negate or postpone said action.) Students are responsible for updating directory information (including address) with the Registrar's Office. The notice will include a statement of the regulations or policies that the student(s) allegedly violated, a specific statement of facts constituting the alleged violation, and the time and place of the hearing.

In the event that there is a decision to suspend or expel the student, the sanction will take effect from the onset of the interim suspension.

In the event of a lesser sanction being imposed, the interim suspension will not become a part of the student's permanent record.

The interim suspension or altered privileges will remain in effect until a final decision has been made on the pending complaint or until that the reason for imposing the interim suspension or alterations of privileges no longer exists. If suspended or expelled, a student will not be reimbursed for loss of tuition fees.

The Student Appellate Procedure

The student may only appeal through the Appellate Procedure on the grounds that an unreasonable sanction has been imposed, or that due process was not followed. Students may appeal written findings of guilt and accompanying sanctions through the following steps:

Step One

The student and his/her counselor or other advisor shall submit to the Associate Dean for Student Support Services a written appeal stating briefly the reasons for appeal and shall meet with the Associate Dean for Student Support Services to discuss the appeal. The Associate Dean may, (1) uphold the previous decision or; (2) decline a decision on the issues appealed, or; (3) modify the decision made. The Associate Dean must issue this written decision within five (5) working days of receipt of the student appeal.

Step Two

Upon receipt of the decision of the Associate Dean, the student may, within three (3) working days, appeal the decision to the Dean. The student and his counselor or other advisor shall submit to the Dean representing Student Services a written appeal stating briefly the reasons for appeal and shall meet with the Dean representing Student Services to discuss that appeal. The Dean representing Student Services may, (1) uphold the previous decision or; (2) decline a decision on the issues appealed, or, (3) modify the decision of the Associate Dean. The Dean representing Student Services must issue this written decision within five (5) working days of receipt of the student appeal.

Step Three

Upon receipt of the decision of the Dean representing Student Services, the student may, within three (3) working days, appeal this decision to the President of the College. The student shall appeal to the President by presenting to the Dean representing Student Services written reasons for the appeal which notice shall be addressed to the President of the College. Upon receipt of this notice, the Dean representing Student Services shall, within five (5) working days, convene the Student Appellate Board and forward the notice to the President. The Student Appellate Board shall present an advisory opinion to the President on the issues appealed and shall include five (5) impartial members, four (4) of which shall be chosen by the Dean representing Student Services as follows: Two (2) faculty members; and Two (2) students. The fifth member shall be chosen by the four members appointed by the Dean representing Student Services. The Student Appellate Board shall have the power to review any evidence presented to it and cross-examine witnesses presented by all the parties in order to render an advisory opinion to the President on the issues appealed. Within ten (10) working days of convening, the Student Appellate Board shall issue its advisory opinion to the President. The President of the College shall issue a final written decision, which may or may not accept or incorporate the recommendations of the Student Appellate Board within seven (7) working days of receipt of their recommendation. If the student appellate procedure timeline cannot be accommodated within the framework of a regular academic term, the process will be initiated at the start of the next regular academic term. The decision of the President is final.

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be achieved.

2. Next, you need to gather information. This can be done through research, interviews, or data analysis.

3. Once you have gathered information, you need to analyze it. This involves looking for patterns, trends, and potential solutions.

4. After analyzing the information, you need to develop a plan. This involves deciding on the best course of action and setting goals.

5. The next step is to implement the plan. This involves putting the plan into action and monitoring progress.

6. Finally, you need to evaluate the results. This involves comparing the actual results with the goals and making adjustments as needed.

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