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:

- Computer use should be consistent with the mission of the College; and
- Computer users should respect the rights of other computer users.

Students are also advised not to illegally download materials using GCC resources. Access to the complete online policies and procedures is available on guamcc.edu under the About GCC tab (click on Board of Trustees).

College Officials

All employees of Guam Community College are considered College officials. This includes, but is not limited to, vice presidents, directors, deans, associate deans and other administrators, 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.

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. Academic dishonesty, therefore, will not 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 the following:

- 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:

The passing off of someone else's work as one's 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.

Students with Disabilities
Accommodative Services Office (ASO)
Student Services & Administration Building (2000), Rm. 2138 & 2139
671-735-5597
Students with disabilities can be provided with reasonable academic accommodations to pursue their academic/career and education goals. Students with disabilities who are in need of academic accommodations should register with the Office of Accommodative Services (OAS). The OAS Handbook is available on the Guam Community College website at www.guamcc.edu (under Student Services and Accommodative Services).

Student and Academic Services
GCC Bookstore
Foundation Building, Room # 6103A, 1st Floor
671-735-6017/6018
The Bookstore is located in the Foundation Building room # 6103A and is open Monday through Friday from 9:00 a.m. to 3:00 p.m. Extended hours of operation are posted on the GCC website under the Bookstore.

Center for Student Involvement
Student Center (Bldg. 5000), Rm. 5101
671-735-5518/5519
The Center for Student Involvement (CSI) oversees: New Student Orientation, Leadership Training and Development, Service-Learning, 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