

- d. The responsibility for respecting and complying with all provisions of local, state, and federal laws.
- e. The responsibility for acting in a manner that 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 utilize their Guam Community College email account as the primary means of communication as a student.

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:**
Providing unauthorized assistance, 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, and letters of recommendation.
- **Multiple Submissions:**
Submitting, without prior permission, any work submitted to fulfill another academic requirement is a form of plagiarism. Example: submitting the same paper for two different classes without the expressed consent of both professors.
- **Misrepresentation or Falsification of Academic Records:**
Misrepresenting, 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. Examples: working together with another student 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 an 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.

Student Services

Counseling Services

Assessment & Counseling Office

Student Services & Administration Building (Bldg. 2000), Rm. 2133/4/5/6

(671) 735-5563 Ext. 5583 / 5562 / 5582 / 5576 / 5593

gcc.counseling@guamcc.edu

A full range of counseling services is offered to students, including orientation to college programs and services, college placement tests, career counseling, limited personal counseling, and student rights advocacy. Counselors are available in the Student Services & Administration Building on a walk-in, virtual, or appointment basis. Counselor hours are posted in the Student Services & Administration Building and on the GCC website, <http://www.guamcc.edu/AssessmentandCounseling>.

Career Information and Guidance

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.

Personal/Social Counseling Services

Counselors provide limited personal growth and development counseling. Students experiencing adjustment problems, stress, anxiety, difficulties in relationships with others, or other symptoms of emotional distress may receive individual counseling on an appointment basis or, in some cases, be referred to services in the community. All information related to the person receiving counseling is confidential and may be released only with the written permission of the student.

The College has contracted-out services to provide mental and behavioral health support to students and employees. Individual mental health counseling and consultation services are available, including screening, assessment, treatment, referrals, and linkages to community supports and organizations. Students and employees are able to meet with behavioral health care providers on-campus, off-site, or virtually. More information on how to avail of these counseling services will be posted on GCC's webpage and MyGCC.