



STUDENT HANDBOOK

ACADEMIC
YEAR 20¹⁵₁₆

GCC

GUAM COMMUNITY COLLEGE

Kulehon Kumunidát Guáhan

www.guamcc.edu

Table of Contents

Welcome Message from the Dean.....	3
Emergency Phone Numbers	4
Important GCC Phone Numbers.....	5
AY2015-2016 Calendar.....	6
Officers of the College	7
Student Leaders AY 2015-2016	7
Guam Community College Statement of Mission and Philosophy	8
Mission Statement (Board of Trustees Policy 100).....	8
Philosophy of the College	8
Institutional Learning Outcomes.....	8
Student Rights	8
Student Responsibilities	9
Academic Information and Services.....	9
Open Computer Lab	9
Library	10
Registration.....	10
Academic Policies and Procedures.....	11
Adding or Dropping.....	11
Cancellation of Classes.....	11
Cell Phone Usage/Texting in Class	11
Change of Address.....	11
Class Attendance	11
Complete Withdrawal.....	11
Change of Program/Major	12
Computer Usage	12
College Officials.....	12
Grade Reports	12
Plagiarism and Cheating.....	12
Grade Appeal Procedure:.....	20

Academic Integrity	12
Cheating:	13
Plagiarism:.....	13
Fabrication:.....	13
Multiple submissions:.....	13
Misrepresentation or falsification of academic records:	13
Facilitating academic dishonesty:.....	13
Unfair advantage:	13
Refund Policy.....	13
Students with Disabilities	14
Student Life Information and Services	14
Alumni Relations	14
Bookstore	14
Center for Student Involvement.....	14
Clery Act Information.....	15
Counseling Services.....	15
Career Information and Guidance	15
Personal/Social Counseling Services.....	15
Financial Aid.....	16
Dining on Campus	16
Health Services	16
Project AIM	16
Safety and Security	17
Vending Machines	17
Accounts/Payments.....	17
E-mail Account Policy.....	18
Alcohol & Drug Use Policy Notice	18
Discrimination and Harassment.....	18
Family Educational Rights and Privacy Act (FERPA)	18
Foreign Students	18

Student Formal Complaint Procedure	22
Non-Discrimination Policy.....	25
Parking Policies	26
Sexual Harassment Statement/Policy	27
Smoking Policy	27
Student Conduct Policies & Procedures.....	27
Philosophy	27
Procedures	28
Student Conduct Procedures.....	29
Sex Offender Notification	29
Disciplinary Policies.....	29
Level 1 Violations.....	29
Level II Violations.....	32
Administrative Structure.....	33
Sanctions.....	33
The Student Appellate Procedure	35
Emergency Procedures	36
APPENDICES	38
Grade Appeal Form.....	39
Student Complaint Form	40

Welcome Message from the Dean

Hafa Adai, and welcome to Academic Year 2015-2016!

With GCC's mission statement focused on our being a "student-centered" institution, it is GCC's responsibility to provide you with the necessary services and support in order for you to achieve your goals both in the classroom as well as beyond. I strongly encourage you to familiarize yourself with this *Student Handbook*, as it is an excellent resource for your use in many ways. It provides great information on services that are available, policies, and information on student rights and responsibilities.

GCC's faculty, staff and administrators are committed to ensuring your academic success. If we can address any questions or concerns, please do not hesitate to contact us. You will find that our respective contact information is listed in this handbook.

Thank you and have a great and successful year!

Sincerely,

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

Emergency Phone Numbers

Guam Police Department/Guam Fire Department Emergency Dispatch Line:

911

Guam Police Department: 472-8911 (non-emergency line)

On-Campus Emergency Numbers:

- Student Support Services (24 hour) -735-5555/5556/5558
- Associate Dean, Technology & Student Services - 735-5573
- Environmental Health and Safety Administrator - 788-2223
- Health Center- 735-5586/5644/8889

Guam Hotline/Help-Line Numbers:

- Guam Environmental Protection Agency – Hazardous Waste - 475-1637
- Family Justice Center- 475-9114
- Crisis Intervention Hotline - 647-8833/8834
- Victim Advocates Reaching Out (VARO) - 477-5552
- Sanctuary Hotline - 475-7100
- Guam Fire Department - 472-3423
- Rape Crisis Center (Healing Hearts) - 647-5351
- Child Protective Services (CPS) - 475-2672
- Victim Witness Ayuda Services (VWAS)- 475-3406
- Guam Regional Transit Authority – 475-4616/20/86

Important GCC Phone Numbers

Office	Phone Number	Location
Accommodative Services	735-5597	Student Services and Administration Building (Bldg. 2000, Rm. 2139)
Admissions and Registration	735-5531/5532	Student Services and Administration Building (Bldg. 2000)-Rotunda
Adult Education Office	735-6009/6010/6011/6015	Foundation Building (Bldg. 6000 2 nd floor)
Assessment & Counseling	735-5583	Student Services and Administration Building (Bldg. 2000, Rm. 2131)
Bookstore	735-6017/6018	Foundation Building (Bldg. 6000 1 st floor)
Center for Student Involvement	735-5518/5519	Student Center (Bldg. 5000, Rm. 5101)
Dean, School of Technology and Student Services	735-5589/5530	Student Services and Administration Building (Bldg. 2000, Rm.2229)
Dean, School of Trades and Professional Services	735-5589/5530/5606	Student Services and Administration Building (Bldg. 2000, Rm. 2233)
Environmental, Health & Safety	788-2223/735-5548	Student Services and Administration Building (Bldg. 2000, Rm. 2219 & 2215)
Financial Aid Office	735-5543/5544	Student Services and Administration Building (Bldg. 2000, Rm. 2116)
Learning Resource Center, Library	735-0228/0229	Learning Resource Center (Bldg. 4000)
Project AIM, TRiO Program	735-5594/5595/8881	Student Center (Bldg. 5000), Rm. 5203 and 5204
Security	735-5555/5556/5558 (during regular business hours) 788-2223 (after regular business hours)	Building B
Student Health Center	735-5586/5644/8889	Student Center (Bldg. 5000, Rm. 5116)
Student Support Services	735-5555/5556/5558	Building B

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

AY2015-2016 Calendar

Fall 2015

- First Day of Weekday Classes:
August 19, 2015
- First Day of Monday-Wednesday
Classes: August 19, 2015
- First Day of Tuesday-Thursday
Classes: August 20, 2015
- First Day of Friday Classes: August
21, 2015
- First Day of Saturday Classes:
August 22, 2015
- Labor Day Holiday (Observed):
September 7, 2015
- All Soul's Day Holiday (Observed):
November 2, 2015
- Veteran's Day Holiday (Observed):
November 11, 2015
- Thanksgiving Break: November 26-
29, 2015
- Our Lady of Camarin Day
(Observed): December 8, 2015
- Last Day of Fall Classes: December
9, 2015
- Last Day of Monday-Wednesday
Classes: December 9, 2015
- Last Day of Tuesday-Thursday
Classes: December 3, 2015
- Last Day of Friday Classes:
December 4, 2015
- Last Day of Saturday Classes:
December 5, 2015
- Grades Due: December 14, 2015

Spring 2016

- First Day of Weekday Classes:
January 13, 2016
- First Day of Monday-Wednesday
Classes: January 13, 2016
- First Day of Tuesday-Thursday
Classes: January 14, 2016
- First Day of Friday Classes: January
15, 2016
- First Day of Saturday Classes:
January 16, 2016
- Martin Luther King Jr. Holiday
(Observed): January 18, 2016
- Guam History & Chamorro Heritage
Day: March 7, 2016
- Spring Break: March 21-27, 2016
- Last Day of Spring Classes: May 9,
2016
- Last Day of Monday-Wednesday
Classes: May 9, 2016
Last Day of Tuesday-Thursday
Classes: May 3, 2016
- Last Day of Friday Classes: April
29, 2016
Last Day of Saturday Classes: April
30, 2016
- Grades Due: May 12, 2016
- Commencement Ceremony: May
13, 2016

Summer 2016

- First Day of Classes: June 3, 2016
- Independence Day Holiday: July 4,
2016
- Last Day of Classes: July 15, 2016

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

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

Virginia Charfauros Tudela, Ph.D., Dean,
School of Trades and Professional Services

Elizabeth P. Diego, Ph.D., Associate Dean,
School of Trades and Professional Services

R. Gary Hartz, Associate Dean
School of Technology and Student Services

Student Leaders AY 2015-2016

GCC Board of Trustees

Elmarie Anderson

Council On Postsecondary Student Affairs (COPSA) *(GCC student government)*

Adrian E. Davis, President

Miyuki Kim, Vice President

Laryssa Talavera, Secretary

Nikki Del Castillo, Treasurer

Liza Ann San Agustin, Historian

Samantha E. Cruz, Parliamentarian

Chrystel Baguinon, Public Relations Officer

Guam Community College

Statement of Mission and Philosophy

Mission Statement (Board of Trustees Policy 100)

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Sinangan Misi3n (Chamorro translation)

Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikat na kinahulo' i manfáface'cho' ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananagui yan i fina'na'guen cho'cho' gi iya Maikronesiha.

Philosophy of the College

Our philosophy is to provide each 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

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 Conduct Policies and Procedures 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 Conduct Policies and Procedures

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

- e. 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:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeguarding-student-privacy.pdf>
- f. The right to be evaluated fairly in all academic endeavors and to challenge an academic evaluation in accordance with the Grade Appeal Procedure.

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 Conduct Policies and Procedures.
- 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 utilize their Guam Community College e-mail account as the primary means of communication as a student.

Orientation

*Center for Student Involvement
Student Center (Bldg. 5000), Rm. 5101
671-735-5518/19*

The Center for Student Involvement is responsible to ensure a successful transition to college. It is our goal to support your integration into the academic, intellectual, and social culture of GCC.

Academic Information and Services

Computer Lab

*Management Information System Office
Student Center (Bldg. 5000), Rm. 5213 & 5214,
(phone) 671-735-8885
Project AIM, TRiO Program Computer Lab
Student Center (Bldg. 5000), Rm. 5204
671-735-5594/5595*

The open computer lab provides students with access to word processing, spreadsheet, database, internet, web e-mail access, course-related applications/programs, teacher utilities, and basic skills software programs. All students utilizing the computer lab must have a valid student I.D. card in their possession at all times while in the labs. Students will not be able to use the labs without a valid student I.D.

Computer Lab Schedule:

- Instructional days:
 - Monday - Thursday: 8:15 a.m. - 9:30 p.m.
 - Friday & Saturday: 8:15 a.m. - 4:00 p.m.
- Spring and Thanksgiving Breaks:
 - Monday – Friday: 8:30 a.m. – 4:30 p.m.
- Special Request: upon approval by a Dean or the Vice President of Academic Affairs.

Lab Closed: between semesters for preventive maintenance.

The Project AIM (TRiO) computer lab is available to all Project AIM participants with the following schedule:

Fall & Spring Semesters:

- Monday - Thursday: 8:00 a.m. – 6:00 p.m.
- Fridays: 8:00 a.m. – 5:00 p.m.

Winter, Spring and Summer Breaks:

- Monday – Friday: 8:00 a.m. – 5:00 p.m.
- Weekend & Holidays: Closed

Library

*Learning Resource Center (LRC)-(Bldg. 6000)
671-735-0228/0229*

The LRC facility includes a reading area/collection section, computer work areas, a computer lab, small group meeting rooms, audiovisual rooms, staff areas, and a large group meeting room. Small group meeting rooms may be reserved on a first-come, first-served basis for use on the same day. Reference and instructional services are available for classes and individual library users.

The Library presently maintains a permanent collection of about 20,000 items comprised of books, 50 periodical titles and over 1,000 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 Online Public Access Catalog or OPAC and the EBSCO host full-text periodical database. Students may borrow a Kindle e-reader for seven (7) days. The Library web page with current information can be found on the Guam Community College website (<http://www.guamcc.edu>).

Hours of Operation:

- Fall & Spring Semesters
 - Monday – Thursday: 9:00 a.m. – 8:00 p.m.
 - Friday: 9:00 a.m. – 4:00 p.m.
 - Saturday & Holiday: CLOSED
- Summer Semester
 - Monday – Friday: 9:00 a.m. – 6:00 p.m.
 - Saturday & Holiday: CLOSED

Registration

*Admissions & Registration Office
Student Services & Administration Building
(2000)
671-735-5531/5532/5535*

Registration can be performed either at the Admissions & Registration Office or online by logging onto MyGCC via the College's website, www.guamcc.edu. All students are encouraged to seek academic advisement prior to registration in order to discuss course prerequisites, program requirements, or educational goals. Students in certain programs are required to meet with their academic advisors to obtain approval of 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.

Project AIM (TRiO) students may also meet with Project AIM staff to assist with the registration and financial aid process.

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 officially 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. Please note that students requesting to drop their last class must clear with the GCC Financial Aid Office before submitting their request to Admissions & Registration.

The deadline for withdrawing from a class is approximately six (6) 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 the institution, due to extreme weather conditions or due to an extended power outage cancels classes, efforts will be made to inform the media so public announcements will be made. If a faculty member postpones or cancels a class, a note will 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, ear buds, 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 electronic devices, 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 electronic devices 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 arranging 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 are subject to the same rules and procedures for adding or dropping classes. Students who completely withdraw from the College must reapply for admission to the College, if they subsequently desire to re-enroll in the College. Students requesting a complete withdrawal must clear with the GCC Financial Aid Office before submitting their request to Admissions & Registration.

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 *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.

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. 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 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.

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.

The College will make full (100%) refund of tuition and all special fees and laboratory fees to students whose classes are cancelled by the College if 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

*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 Life Information and Services

Alumni Relations

*Alumni Relations Office
Student Services & Administration Building
(2000), Rm. 2214 & 2216
671-735-5554/5516*

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

*Foundation Building, 1st Floor
671-735-6017*

The Bookstore is located in the Foundation Building and is open Monday through Thursday from 1:00 p.m. to 4:00 p.m. Extended hours of operation are posted on the GCC website and at the Bookstore.

Center for Student Involvement

*Center for Student Involvement Office
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 order to become fully prepared for the workplace and for other life commitments.

CSI works directly with students, student organizations, and COPSA (Council On Postsecondary Student Affairs), GCC's student government, in planning and implementing activities, events, and campus-wide programs to address the needs and interests of GCC students. Through active involvement in their campus community, students will be instilled with a sense of ownership over their educational experience, inside of and beyond the classroom.

CSI also oversees service-learning, a teaching/learning method that gives students the opportunity to connect academic

classroom learning with a service that meets actual community needs.

Clery Act Information

Student Support Services Office

Bldg. B

671-735-0205/5555/5556 & 5558

The College makes available annual campus safety and security reports containing information on campus crime statistics.

Data is collected through the Student Support Services Office. You can obtain a copy of the report from the Student Support Services Office or via the website at:

<http://www.ope.ed.gov/security/InstList.aspx>

Counseling Services

Assessment & Counseling Office

Student Services & Administration Building

(2000), Rm. 2119 & 2133

671-735-5583/5562/5563/5582

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 on a walk-in or appointment basis. Counselor hours are posted in the Student Services & Administration Building.

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.

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 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.

College counselors are trained professionals, and all information related to the person receiving counseling is confidential and may be released only with the written permission of the student.

Copy and Printing

Learning Resource Center (Bldg. 6000)

671-735-0228/0229

If you are looking for high quality copy and printing services for your professional-looking document, this self-service is provided at the Learning Resource Center (Library).

Dining on Campus

BCS (located between bldg. 300 & 500)

- *Regular Semester: (Fall & Spring)*
 - *Monday – Thursday: 7:00a.m. – 8:00 p.m.*
 - *Friday: 7:00 a.m. – 2:30 p.m.*
 - *Saturday/Sunday & Holiday – Closed*

Roasted Café (located in Foundation Bldg.-6000) 735-2325

- *Regular Semester: (Fall & Spring)*
 - *Monday – Thursday: 7:00a.m. – 8:00 p.m.*
 - *Friday: 7:00 a.m. – 5:00 p.m.*
 - *Saturday: 7:00 a.m. – 12:00 p.m.*
 - *Sunday & Holiday – Closed*

GCC offers two dining locations with varying hours to meet GCC's diverse student population. The 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 located at the center of our campus and is closed on Saturdays, Sundays and holidays. The café is located on the first floor of the Foundation Building; hours of operation are as follows: Monday – Thursday from 7:00 a.m. – 8:00 p.m., Fridays 7:00 a.m. – 5:00 p.m., and Saturday 7:00 a.m. – 12 noon.

Financial Aid

Financial Aid Office

*Student Services & Administration Building
(2000), Rm. 2114-2116
671-735-5543/5544*

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. We are honored to serve our Veterans. The Financial Aid Office is approved to assist Veterans who elect to use their education benefits. Students may receive complete financial aid counseling services at the Financial Aid Office. Information and applications are also available at www.fafsa.ed.gov, www.pin.ed.gov and www.studentaid.ed.gov

Health Services

*Student Center (Bldg. 5000), Rm. 5116
671-735-5586/5644 & 8889*

The Health Services Center has a full-time registered nurse (RN) and a full-time licensed practical nurse (LPN) to provide health related services campus-wide. Please consult the Catalog for information on health-related student requirements. All students, staff, faculty and administrators of the College may utilize the Center's services available Monday through Friday.

The services available at the Health Services Center include:

- 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, TRiO Program

*Student Center (Bldg. 5000), Rm. 5202 & 5203
671-735-5594 & 5595*

Project AIM is a federal TRiO Program funded by the U.S. Department of Education. This program provides support services to college-level students, including tutoring in all subjects, counseling (academic, financial aid, career and personal), cultural enrichment activities, mentorship programs, transfer preparation services, workshops (life and study skills, career, technology and financial) and additional financial assistance. These services are available to eligible students who meet the federal guidelines, based on household size and 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 or visit the Project AIM Office.

Safety and Security

*Student Support Services Office
Bldg. B*

671-735-0205/5555/5556 & 5558

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 Student Support Services Office 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 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 – 5555/5556 & 5558 to request an escort.
4. Watch your personal belongings (i.e., purse, backpack, briefcase, and computer). Do not leave them unattended.
5. Be smart and stay safe.

Vending Machines

The campus provides a variety of vending machines that sell snacks, water, sodas, and juices. Machines are located in the Student Center Lounge and buildings A, C, D, 300, 600, 900, 1000 (Tech. Center), 2000 (Student Services and Administration

Building), and 3000 (Allied Health Building). Private companies service the vending machines. Malfunctions of the machines should be reported to Student Support Services in Building B.

Lost and Found

*Student Support Services Office
Bldg. B*

671-735-5555/5556 & 5558

Did you lose your textbook, wallet, cell phone or sunglasses? Unclaimed property is kept in a centralized lost and found area for 60 days then donated to charity or disposed. Please call Student Support Services for lost item.

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).

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 it 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 be assessed. If a student fails to make payment, he or she may be withdrawn from courses and referred to a collection agency.

Tuition and fees for all accounts are due no later than 4:00 p.m. prior to the first day of classes each semester. Non-payment may result in disenrollment from class (es).

Students are responsible for the timely payment of any charges not covered by their financial arrangements. All financial arrangements must be College-approved and in place by the payment due date. If financial arrangements are delayed or will not cover full term charges, students must set up a payment plan with the accounts receivable office or pay the full term charges to avoid course disenrollment or withdrawal.

E-mail Account Policy

Guam Community College's students and employees are provided technical and informational resources to perform the tasks necessary in support of student learning outcomes and in support of the College's mission. These resources, including but not limited to computing devices and software, scientific equipment, e-mail accounts, and access to informational systems, are the property of Guam Community College and not of the individual student or employee. All students and employees, while attending or working at GCC, are required to use their assigned GCC e-mail account for any and all electronic communications related to official GCC business.

The use of a GCC e-mail account is a privilege. Students and employees are assigned a Guam Community College e-mail address while attending or working at GCC as per the eligibility guidelines below. GCC reserves the right to revoke e-mail and related privileges at the point of separation from Guam Community College or at any time for failing to comply with this policy. (*Administrative Directive 2006-01, dated July 18, 2013*)

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. Alcohol and drug usage is strictly prohibited on campus. Individuals found to be under the influence of drugs and alcohol will be removed from campus immediately.

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.

Family Educational 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 some is protected by the College. For details about GCC's FERPA policy please refer to Appendix H in the GCC College Catalog

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 (6) 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 (3) years of high school in

Guam with a cumulative GPA of 3.2, 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 will not be permitted to change their program of study, except in extraordinary circumstances. They must enroll for a minimum of 12 credit hours per semester in courses that 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

*Assessment & Counseling Office
Student Services & Administration Building
(2000), Rm. 2129 & 2133
671-735-5583/5562/5563 & 5582*

The student must make an appeal within thirty (30) calendar days after the start of the semester (spring or fall) 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 after the initial meeting with the appropriate instructor, the concern regarding the grade in question is not resolved, the student must submit a *Grade Appeal Form* requesting for a review of his / her grade to the Department Chairperson who will consult with the instructor and student in an attempt to reach a resolution. If needed, the student may consult with a counselor to assist the student with completing the *Grade Appeal Form* and with preparing the appropriate documentation: class work, tests, portfolio, etc.

If the grade in question is still not satisfactorily resolved through discussions led by the Department Chairperson; the Department Chairperson will forward the student's *Grade Appeal Form* and a memorandum from the Department Chairperson, explaining the reason resolution to the grade in question was not met, to the Dean of the School in which the grade appeal is being made within two (2) calendar days

The Dean will work with the Department Chair to convene the Grade Appeal Panel. The Dean of the School in which the grade appeal is being made, will make every effort to convene the Grade Appeal Panel within one (1) week of receipt of the *Grade Appeal Form*. If the appeal 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. If the grade in question is one that is awarded on the semester of the student's anticipated graduation, the Dean will decide if the student will be allowed to participate in the graduation ceremony pending the resolution of the student's grade appeal.

The Grade Appeal Panel 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 Dean of the School in which the grade appeal is being made, will choose this committee member), one (1) faculty member appointed by the chairperson of the Learning Outcomes 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 department 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 most current Rules of Procedures and Evidence in Appeal Hearings (Policy 415 Appeal Hearings) adopted 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 and 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 ten (10) calendar days from its first meeting. A simple majority is sufficient for a decision on the issue. All actions taken to review the grade appeal and the Panel's decision must be made before the end of the semester in which the appeal was filed. Copies of the decision will be given to the student, the faculty member, the Dean of the school in which the appeal was made, and the Academic Vice President. If the student's final grade is changed, the Registrar will also be provided with a copy of the decision.

Appeal of the Panel's Decision

A limited right to appeal is afforded the party that lost the grade appeal process. The reason for an appeal of the Grade Appeal Panel's decision must only be based on procedural rather than substantive grounds (i.e., the party believes that unfair treatment existed as a result of the appeals process not being properly followed thereby affecting the result of the Grade Appeal Panel's decision). The party appealing the Grade Appeal Panel's decision may submit a letter to the Dean of the School in which the grade appeal was made.

The Dean will review the party's appeal of the Grade Appeal Panel's decision. If necessary, the Dean will conduct an investigation to determine whether or not the Grade Appeal Procedure was properly

followed and that the failure to follow proper procedures biased the Grade Appeal Panel's decision on the grade appeal. If it has been determined that proper procedures were not followed by any of the Grade Appeal Panel members; the Dean will vacate the judgment of the Grade Appeal Panel and direct that the process be repeated with a different panel. If the Dean rejects the appeal, the decision of the Grade Appeal Panel is final.

Grievance Procedure

*Assessment & Counseling Office
Student Services & Administration Building
(2000), Rm. 2129/2133
671-735-5583/5562/5563 & 5582*

If a student encounters a problem considered to be academic in nature and an alleged violation of Student Rights (see GCC Student Handbook) such as, but not limited to: grading issues, student learning outcomes, course syllabus, course content, and course grading criteria that occurs prior to the posting of a final grade he/she should utilize the following grievance steps:

Step One

The student will meet with the faculty member within five (5) calendar days to discuss the concern related to his or her academic work or progress in an attempt to understand how the grading and/or other evaluation of the assignment, test, project, etc. was determined and to address the student's specific concern on that matter. "If the student does not feel comfortable speaking with the faculty member, the student may meet with a counselor within ten (10) calendar days of the incident (before proceeding to Step 2). The counselor will act as a mediator between the faculty member and the student." If within four (4) calendar days, the concern remains unresolved to the student's satisfaction or if the student does not feel comfortable

speaking with the faculty member, the student may proceed to Step Two.

Step Two

The student will meet with and discuss the problem with a GCC counselor. The counselor will attempt a resolution of the matter with the student and the faculty member involved. If, within five (5) calendar 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 four (4) calendar days, arrange for proceeding to Step Three of the Grievance Procedure if requested by the student. The counselor will also notify the faculty member's department chairperson of the student's request to proceed to Step Three.

Step Three

The student and counselor shall meet with the department chairperson. The department chairperson will attempt a resolution of the grievance to pursue an informal resolution to the dispute if he/she believes that a resolution is possible or decline involvement in addressing the grievance within five (5) calendar days of receipt of the request to proceed to Step Three of the Student Grievance Procedure. If the grievance is not resolved within this period then the student, through written request, may proceed within two (2) calendar days, to Step Four of the Grievance Procedure.

Step Four

The student and counselor shall meet with the faculty member's Dean to resolve the grievance. The Dean shall render a decision, in writing, within five (5) calendar days of receipt of the request to proceed to Step Four of the Grievance Procedure. If unsatisfied with the resolution at this step, the student, through written request, may

proceed within four (4) calendar days to Step Five of the Grievance Procedure.

Step Five

The faculty member's Dean shall notify the President, within four (4) calendar days of the student's request for a Step Five Grievance. The Dean shall convene a Grievance Board within seven (7) calendar days. The Grievance Board shall present the President with an advisory opinion within ten (10) calendar days. The President shall issue a final decision on the grievance within four (4) calendar days of receipt of the Grievance Board opinion. The Grievance Board shall be composed of five (5) impartial members: two (2) faculty members, two (2) students, and one (1) GCC administrator who are appointed by the faculty member's Dean. The Grievance Board shall have the power to review any evidence presented to it and may cross-examine witnesses presented in order to render an advisory opinion to the President on the grievance. Additionally, the Grievance Board shall seek the views of the student and faculty member involved in the grievance. The President's decision is final.

Student Formal Complaint Procedure

Student Support Services Office

Bldg. B

671-735-0205/5555/5556 & 5558

A complaint covers any concern or issue regarding employees (faculty, support staff, and administrators) or visitors on campus about a matter related to a student's educational experience with GCC that is not academic in nature. Examples of non-academic concerns or issues could include: perceptions and/or allegations of discrimination based on color, age, sex (to include sexual harassment and sexual/gender orientation), national origin, race, religion, political affiliation or disability condition; other forms of harassment; disruptive, threatening, or violent behavior; conduct associated with drugs and/or alcohol; and

violations of other College Board policies and/or administrative regulations/directives that do not have specified procedures in place.

The use of this procedure does not apply to student disciplinary actions outlined in the GCC Postsecondary Handbook and other issues, which are covered under separate Board policies and Administrative Regulations that have specific procedures in place. In the above instances, the Associate Dean responsible for overseeing Student Support Services or designee shall inform the student of the correct procedure to follow for the former and/or refer the student to the College official through whom the request should be addressed for the latter. Complaints against faculty members alleging forms of misconduct described in the GCC Code of Ethics (Policy 470) shall be referred to the Committee on Faculty Ethics or the Human Resources Administrator.

Whenever reasonably possible, a student who encounters a non-academic problem is encouraged to seek an informal resolution of the matter directly with the College employee or visitor. If the attempt to reach an informal resolution is not successful or if an informal resolution is not advisable, then the concern or issue can be filed at the Student Support Services Office during regular office hours in order to implement the following steps of the Formal Complaint Procedure:

Step One

A) Complaint Initiation:

The student has ten (10) calendar days from the date of the incident to file the complaint, utilizing the GCC Complaint Form, to the Student Support Services Office. All supporting documentation must be submitted with the GCC Complaint Form.

B) Notification of Charge:

Within seven (7) calendar days, the School of Technology & Student Services (TSS) Associate Dean assigned to the Student Support Services Office or designee will begin the investigation and will meet with the person to whom the complaint is addressed (respondent) to inform the respondent(s) that a student has filed a formal complaint.

Step Two

Opportunity to Resolve Informally:

The TSS Associate Dean or designee will verify if the student and the respondent met earlier in an attempt to informally resolve the matter. If not, and if the student complainant agrees, within five (5) calendar days, the TSS Associate Dean or designee will attempt to schedule the meeting to allow for an opportunity for an informal resolution between the student and the respondent.

If a satisfactory resolution is reached through the informal meeting between the student and the respondent, both the student and the respondent shall sign or acknowledge receipt via GCC email of the written summary that verifies the resolution of the complaint.

If the student finds the response/resolution through the informal meeting is unsatisfactory, the student may submit a written notice of his/her dissatisfaction to the TSS Associate Dean or designee, within three (3) calendar days and request to proceed to Step Three.

If the student expresses concerns with scheduling an informal meeting with the respondent that is determined by the TSS Associate Dean or designee to be a valid concern; the student may submit a written notice to the TSS Associate Dean or designee to proceed to Step Three.

For contract employees or campus visitors:

1) If the student finds the response/resolution through the informal meeting is satisfactory, the TSS Associate Dean will prepare a written response of the resolution of the complaint to the student within three (3) calendar days. A copy will be forwarded to the affected GCC contract employee or campus visitor via email. A copy will also be filed with the original GCC Complaint Form. 2) If the student finds the response/resolution through the informal meeting is unsatisfactory, the student may submit a written notice of his/her dissatisfaction to the TSS Associate Dean or designee within three (3) calendar days. The TSS Associate Dean or designee will then schedule a meeting with the student and the respondent in an attempt to resolve the complaint. If the student is still dissatisfied with the attempted resolution, the student may submit a written notice to the TSS Associate Dean or designee to proceed to Step Four.

Step Three

A) Additional Attempt to Resolve:

If a resolution is not reached at Step Two or the nature of the complaint is determined to require more than a resolution between the student and the respondent, the TSS Associate Dean or designee will

1. Implement one of the following:

- a. For faculty members: refer the student and the faculty member to the faculty member's Dean. Within three (3) calendar days, the Dean will meet with the faculty member and the student in an attempt to resolve the complaint; OR
- b. For other College employees: refer the student and the

employee to the appropriate supervisor. Within three (3) calendar days, the supervisor will meet with the College employee and the student in an attempt to resolve the complaint;

2. Prepare a written statement summarizing the actions taken prior to the referral and submit this written summary along with a copy of the GCC Complaint Form to the appropriate Dean/supervisor.

B) Resolution Reached during Step Three with the appropriate Dean/Supervisor/TSS Associate Dean or designee:

For Step Three 1a & 1b above:

The appropriate Dean/Supervisor will prepare a written response of the resolution of the complaint to the student within four (4) calendar days. A copy will be forwarded to the affected GCC employee within five (5) calendar days. A copy will also be provided to the SSS Associate Dean or designee to file with the original GCC Complaint Form.

C) Resolution Not Reached during Step Three with the appropriate Dean/Supervisor/TSS Associate Dean or designee:

The appropriate Dean/Supervisor, will refer the student and the affected GCC employee to the President. The referral will include a copy of the GCC Complaint Form and the Dean's/Supervisor's written summary of the unresolved complaint. The student referral must be made within five (5) calendar days.

Step Four

Resolution by the President

For contract employees or campus visitors: The TSS Associate Dean or designees will include a copy of the GCC Complaint Form and a written summary of the unresolved complaint to the President's Office. The student referral must be made within five (5) calendar days.

The President will meet with the student(s) and affected GCC employee/contract employee/campus visitor in an attempt to resolve the complaint. The President's decision is final. The President's Office will provide a memorandum of the final decision to the student and the respondent.

Time Guidelines: If GCC is not in session during part of these proceedings or in instances where additional time may be required because of the complexity of the case or unavailability of the parties or witnesses, any of the time periods specified herein may be extended by the Dean of Technology and Student Services. If a time period is extended, the complainant and the person against whom the complaint has been filed will be so informed.

Note: Communication contact with student for conference(s) can be done through class, phone or email. Class and phone communications will be first attempted. If it is difficult to contact the student through these methods, a notice will be emailed via GCC email address or mailed to the student's address on record.

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 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 based on sex is prohibited and will not be tolerated.

The College EEO/AA Coordinator, Joann Muna (Student Services and Administration Building, Rm. 2111; 735-5539; joann.muna@guamcc.edu) will handle complaints of this nature. Students, employees, or applicants for admission or employment who believe that they have been discriminated against based on 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. 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.

Students and members of the public who desire to file a formal complaint to the ACCJC about one of its member institutions should become familiar with the requirements for doing so prior to contacting the Commission. Following is a link to the ACCJC's Policy on Student and Public Complaints Against Institutions (<http://www.accjc.org/wp-content/uploads/2013/04/Student-and-Public-Complaints-Against-Institutions-Rev-Jan-2013.pdf>) which will assist the user in understanding the issues the ACCJC can and cannot address through its complaint process. The ACCJC policy explains the procedures for filing a complaint (<http://www.accjc.org/wp-content/uploads/2012/02/Revised-Complaint-Form.doc>).

If you are a medical assisting student currently enrolled in a program or you are a former student, potential student, faculty or any other interested party and you have a concern about CAAHEP accredited program, please read the CAAHEP [Complaint Policy](http://www.caahep.org/Content.aspx?ID=37) (<http://www.caahep.org/Content.aspx?ID=37>) If after reading the policy, you wish to file a complaint please go to <http://www.caahep.org/File-Complaints/>

Parking Policies

The College reserves the right to control parking and the flow of traffic on its campus. Parking decals are NOT required to park on campus. All vehicles are expected to follow standard rules of the road and parking lots with regard to parking, speed limits, travel on campus and compliance with federal, state, and local laws. Accessible parking for students with disabilities is clearly marked and available in all parking lots on campus. Abandoned and 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 owner of the vehicle is responsible for all violations assessed against the vehicle. Members of the Community Assisted Policing Effort (CAPE) will be patrolling the campus periodically and will issue parking citations for violations.

Bicycle riding is restricted to roadways and parking lots. Bicycles may not be ridden in pedestrian areas on campus.

The use of skates, roller blades, non-motorized scooters and skateboards is not permitted in pedestrian areas of the campus. Students are required to check-in their skateboards at Student Support Services Office. Non-compliance of this policy can result in confiscation of the skateboard.

Motorized wheelchairs and motor assisted scooters are allowed in pedestrian areas of the campus, when operated in compliance with the Guam vehicle code.

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 and promotes 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, 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 will 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 2111

of the Student Services and Administration Building, 735-5539 or email joann.muna@guamcc.edu.

Smoking and Betel Nut Policy

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

In compliance 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, chew or spit pugu'a, or use any electronic cigarette (e-cigs) devices on GCC campus.

As per P.L. 30-63, smokers are prohibited from smoking within twenty (20) feet of campus entrances/exits. Any individual caught smoking on campus may be issued a citation for Tobacco Control violations and disciplinary action will be enforced.

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 TSS Associate Dean who hears all cases.

Philosophy

The Guam Community College has broad responsibilities for the education of its students 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 TSS Associate Dean, who oversees Student Support Services, administers proactive and intervention-oriented programs designed to communicate behavioral expectations to postsecondary, GED, Adult High School students and secondary students, and to hold them accountable to these expectations. The Student Support Services 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 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. GCC expects each individual within the College community to refrain from behavior that would disrupt the College function of education; cause injury to persons; and cause damage or loss of property on the campus or interfere with the freedom of movement of students, school officials, employees, or guests at College facilities. The College will not tolerate 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.

Procedures

The President or his designee may summarily suspend a student for violating these standards, pending a hearing of the case before the TSS Associate Dean who oversees Student Support Services. Students should also be aware that such misconduct might 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 Associate Dean who oversees Student Support Services 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 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, administrators and staff, shall be responsible for monitoring student compliance with the Student Conduct Policies and shall report all apparent violations to the Associate Dean who oversees Student Support Services. Upon an allegation or an appearance of a violation of the Student Conduct Policies, the Associate Dean 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 who oversees Student Support Services.

Sex Offender Notification

Guam Community College considers the protection of its campus community to be of significant importance. The Campus Sex

Crimes Prevention Act (section 1601) {(42 U.S.C., 1407) j and 20 U.S.C., 1092 (f) (1) (1)} is a federal law enacted on October 29, 2000. This law is intended to monitor the enrollment and/or employment status of convicted sex offenders at higher education institutions. The act requires that any sex offender who is obligated by law to register in a state also provide notice to each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. Additionally, the Campus Sex Crimes Prevention Act requires that higher education institutions issue a statement advising the campus community of the availability of this information. In conjunction with the Campus Sex Crimes Prevention Act, our local Guam Sex Offender Law can be found in 9 GCA Crimes and Corrections, Chapter 25: Sexual Offense and Chapter 80; Crimes Against Minors and Sex Offenders Registry.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines the applicant (prospective student) is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of GCC. Students whose admission is revoked after enrollment or expulsion from GCC must be given due process. Individuals convicted of sex offenses are required to self-disclose such status to the Associate Dean overseeing Student Support Services prior to admission as a condition of enrollment. Failure to comply may be grounds for denial of admission or expulsion from GCC.

Disciplinary Policies

Level 1 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 probation.

1.2 *Disruption/Obstruction* - Obstructing or interfering with College functions or any College activity to include, but not limited to: the disruption 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. ***Please note that children are not allowed in classrooms/labs/shops, unless their presence is directly related to instruction and the student learning outcomes for the course.***

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; and intentional obstruction which reasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

1.5 *Mental or Bodily Harm* -

- a. 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.

1.8 *Discrimination* - 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* - 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 department.
- 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 \$100.00 to \$100,000.00, 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 to be stolen and that may be identified as property of the College or any other person.
- 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 overseeing Student Support Services.
- 1.19 *Illegal Controlled Substances* –
- a) The manufacture, distribution, sale, the intent to sell 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 authority.

1.21 *Falsification of Records* - Altering, tampering, forging or knowingly using falsified documents or records of the College (including, but not limited to student ID's); being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any College proceeding.

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 overseeing Student Support Services is the administrative officer who has the overall responsibility and authority to supervise 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 absence of the Associate Dean overseeing Student Support Services, the Dean of Technology and Dean for the School of Trades and Professional Services (in the event the student is cross-enrolled) 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 judicial 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 overseeing Student Support Services and the 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. 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 Associate Dean overseeing Student Support Services will determine the conditions of the probation. 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 specified privileges on campus for a designated period.
5. *Restitution* – Restitution is compensation required of students who engage in theft or damage to property on or off campus. The amount of restitution is dependent upon the extent of damage as well as the determined method for the student to make amends for the damage caused. The Associate Dean overseeing Student Support Services determines the amount, form

and method of payment.

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 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 overseeing Student Support Services may establish additional requirements in some cases, which must be completed prior to student 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 or 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. 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 to the student in writing and will be effective immediately. Notification will 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 that a lesser sanction is 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 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.

10. *Psychiatric Clearance* – a student may be required to obtain a medical clearance from a psychiatrist or psychologist for possible behavioral issues that may cause harm to individuals on campus. This request is based on behavioral action(s) that the student caused while on campus.

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 within three (3) calendar days of the sanction given. 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 overseeing Student Support Services, a written appeal stating briefly the reasons for appeal and shall meet with the Associate Dean 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) calendar days of receipt of the student appeal.

Step Two

Upon receipt of the decision of the Associate Dean, the student may appeal the decision to the Dean for Technology and Student Services within three (3) calendar

days. The student and his counselor or other advisor shall submit to the Dean, a written appeal stating briefly the reasons for appeal and shall meet with the Dean to discuss that appeal. The Dean 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 must issue this written decision within five (5) calendar days of receipt of the student appeal.

Step Three

Upon receipt of the decision of the Dean for Technology and Student Services, the student may appeal the decision to the President of the College within three (3) calendar days. The student shall appeal to the President by presenting to the Dean written reasons for the appeal. This notice shall be addressed to the President of the College. Upon receipt of this notice, the Dean shall, within five (5) calendar 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 for Technology and Student Services as follows: two (2) faculty members and two (2) students. The four (4) members appointed by the Dean shall choose the fifth member. The Student Appellate Board shall have the power to review any evidence presented to it and cross-examine witnesses in order to render an advisory opinion to the President on the issues appealed. Within ten (10) calendar 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 five (5) calendar 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. The student will be informed of the President's decision via GCC email address.

Emergency Procedures

Evacuation Procedures

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor's directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes. A fire alarm or bell will be utilized to initiate an evacuation. If there is no electricity, a gong will sound three (3) times. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to signal everyone to return to your assigned buildings.

Evacuation Instructions

When it is dangerous to stay inside the building (i.e., fire, bomb threat):

- At the sound of the alarm, immediately evacuate using the nearest stairway or exit door. Look for exit signs. Do not use elevators because the elevator might take you to the location of the fire.
- If the alarm does not sound, but fire or smoke is present, immediately pull the nearest fire alarm and then evacuate. Fire alarm stations are located in the hallways of buildings 400, 500, 600, 900, 1000, 2000, 3000, 4000, 5000 & 6000 and outside buildings A, B, C, D, 100, & 300.
- Close doors behind you as you exit. This will restrict the spread of fire and smoke.

- If fire or smoke blocks your exit, seek an alternate exit. If smoke is present, keep low to the floor and take short breaths to avoid inhaling excessive smoke.
- If a door feels hot, do not open it. Seek an alternate exit.
- Once outside, do not re-enter the building until the Guam Fire Department declares it safe.

Shelter in Place Instructions

When it is dangerous to leave the building, such as for severe weather or hazardous material releases:

- Stay inside
- Close doors and windows
- Close window shades to protect from flying glass
- Stay low to the floor

For threats of violence, when it may be dangerous to leave the room:

- Keep quiet
- Silence cell phone ringers
- Close and lock doors
- Turn off the lights
- Close the window shades
- Stay low to the floor
- Stay out of sight
- ONE person should call 911

Emergency Text Alert

GCC, in collaboration with Pacific Daily News (PDN), will be able to send emergency text alert messages when deemed necessary. GCC is requesting that all students subscribe to this text message feature in order to receive GCC's emergency text alert messages. Please subscribe to the PDN Text Alert Messaging feature and include the GCC Emergency Text Alert or call Student Support Services at 735-5555/5556 & 5558 for more information. To sign up with your mobile device, log on to www.GuamPDN.com/SMS and follow the instructions. Please select GCC Updates

and GCC Emergency Alerts, as well as other SMS categories. This free service is FCC CAN-SPAM compliant. You may update message preferences or unsubscribe at any time. Check your wireless provider for any message and data rates that may apply.

APPENDICES

GRADE APPEAL FORM

Guam Community College

Prior to completing this form, please read the *Grade Appeal Procedure* located in the GCC Postsecondary Student Handbook. The GCC Postsecondary Student Handbook is available on the College website under the Student Services tab.

Name:		
Street address:		
City/State/Zip:		
Telephone numbers:		
Email address:		
Semester:	CRN:	Course/Section No:
Course Name:		
Instructor:		

Describe the basis for your grade appeal. Be as specific as possible. You may attach another sheet if necessary. You should also attach additional relevant documentation to support your basis for the grade appeal.

Have you attempted to resolve your grade dispute informally by speaking with your instructor? Yes No

If not, please explain why not?

Please submit this form to the department chairperson of the instructor whose grade you wish to appeal.

Effective date: August 01, 2013

STUDENT SUPPORT SERVICES

STUDENT COMPLAINT FORM

A complaint is an allegation of improper, unfair, arbitrary or discriminatory treatment by college personnel. Student should attempt to resolve concerns informally before filing a complaint. Any student or group of students may file a complaint concerning any campus issue and discuss it with the appropriate employees or administrators, but may carry it no further unless a complaint falls within the definition of a grievance. A complaint may constitute a grievance if the issue is not mutually resolved, and the complaint falls within the definition of a grievance.

Name: _____ Date: _____

Student ID: _____ E-mail _____

Address _____ Phone (day) _____

_____ Evening or Cell _____

Complaint Filed With: _____

Describe the nature of your complaint. (Be factual. Include names, dates, and other specific information. Describe actions you have taken to resolve the issue, e.g. discussed concern with instructor. Use reverse side if necessary.)

Response requested:

___ Administrative Awareness ___ Meeting with persons involved and administration

___ Other, explain _____

Signature: _____ Date Submitted: _____

Administrator's Notes: (Use reverse side if necessary.)

DATE OF INTERVIEW: _____

SSS STAFF PRESENT: _____

INTERVIEWEE(S):

Notification Date: _____

Notification Format: _____

ACTION OR RESOLUTION TAKEN:

Signed: _____

Date: _____

R. Gary Hartz, Associate Dean, TSS