

# **Student Handbook**

**An Essential Guide for All Postsecondary  
Students at the Guam Community College**

**Guam Community College**

**P.O. Box 23069 GMF, Guam 96921  
(671) 735-5500**

# **Student Handbook**

## **Table of Contents**

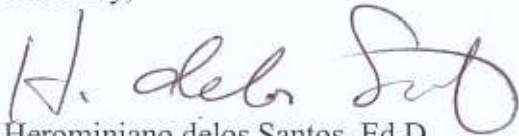
<b>President’s Welcome Letter</b>	<b>p. 3</b>
<b>General Guam Community College Information</b>	<b>p. 4</b>
<b>Campus Resources</b>	<b>p. 6</b>
<b>Career Guidance and Counseling Services</b>	<b>p. 6</b>
<b>Advisement</b>	<b>p. 6</b>
<b>Financial Aid</b>	<b>p. 7</b>
<b>Career Placement Services</b>	<b>p. 7</b>
<b>Health Services</b>	<b>p. 7</b>
<b>Additional Services</b>	<b>p. 7</b>
<b>Center for Student Involvement</b>	<b>p. 7</b>
<b>The Center for Civic Engagement</b>	<b>p. 8</b>
<b>Accommodative Services</b>	<b>p. 8</b>
<b>Educational Resources</b>	<b>p. 9</b>
<b>Learning Resource Center</b>	<b>p. 9</b>
<b>English Language Institute</b>	<b>p. 9</b>
<b>Computer Academic Learning Lab</b>	<b>p. 9</b>
<b>Federal TRIO Programs</b>	<b>p. 9</b>
<b>Statement of Responsibility</b>	<b>p. 10</b>
<b>Student Rights</b>	<b>p. 10</b>
<b>Student Code of Conduct</b>	<b>p. 14</b>
<b>Investigative Hearing Procedures</b>	<b>p. 17</b>
<b>Student Grievance Procedure</b>	<b>p. 21</b>

Hafa Adai Students!

On behalf of Guam Community College's Board of Trustees, faculty, administration and staff, I bid you a warm and heartfelt welcome to GCC. In coming to GCC, you've chosen to attend an institution that will offer you affordable educational programs fitted to your individual needs. If you fully commit yourself to your college experience, GCC will comprehensively prepare you to be successful in the U.S. work force, or to transfer to a four-year college or university. At GCC, each of our employees is committed to ensuring that your experience here is as positive as possible, and we encourage you to seek our assistance whenever you have education-related needs, questions, concerns or ideas on how our programs can be improved.

Our Student Handbook is designed to assist you in accessing Guam Community College services. Please familiarize yourself with its content. You will learn of the many ways to involve yourself in co-curricular activities while becoming an integral part of our campus community. You'll also learn of the many offices and programs here to address any unique challenges you may have, so that your time at GCC will be as satisfying and beneficial as possible. Finally, be sure to take some time to review GCC's policies and procedures, which serve as a guide regarding appropriate behaviors at the College. Again, welcome to Guam Community College! I wish you great success in achieving your educational goals.

Sincerely,

A handwritten signature in black ink, appearing to read "H. delos Santos". The signature is fluid and cursive, with a large, stylized initial "H" and "S".

Herominiano delos Santos, Ed.D.  
President

# General Information

## History of the College

Guam Community College is a multi-faceted public vocational educational institution, created by Public Law 14-77 in 1977 to strengthen and consolidate vocational education on Guam. The College operates secondary and postsecondary vocational programs, adult and continuing education, community education, and short-term, specialized training. These programs are delivered both on and off-campus, in satellite programs and on site at businesses as needed. The College also serves as the State Board of Control for vocational education under the United States Vocational Education Act of 1946, 1963, and subsequent amendments.

The College offers over 50 courses of study which are job related, and prepare students for transfer to four-year colleges and universities with advanced standing in professional and technical degree programs. The College offers a variety of community service and special programs to prepare students for college experiences including Adult Basic Education, General Education Development (GED) preparation and testing, and an Adult High School Diploma program.

## Mission Statement - Board of Trustees Policy 100

Guam Community College is a public, open access secondary and post-secondary institution. We serve the diverse communities of Guam as a regional focal point for Micronesia within the Asia-Pacific Rim. We provide education and vocational training that is premised on lifelong learning. GCC is committed to providing quality learning opportunities in occupational, vocational-technical, technological, academic, and continuing education reflective of our community and industry needs.

## Philosophy of the College

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

1. Responsiveness to the educational and cultural needs of the community;
2. Open door admissions and equal educational opportunity for all students regardless of sex, race, religion, past academic record, age, sexual orientation, national origin, disability, or financial resources;
3. Affirmative action for nontraditional students;
4. Quality teaching;
5. Adult Basic Education; and
6. Comprehensive vocational-technical and liberal arts programs.

## Facilities and Faculty

The College is located in Mangilao on a 22 acre site. Standard classroom facilities are housed in both permanent concrete and temporary wooden structures. Metal buildings are used primarily for vocational shop facilities.

In 1992, the GCC Foundation Building was completed. This two-story pre-engineered metal building houses the Learning Resource Center (library) on its second floor. Classrooms occupy the first floor.

Shop spaces are provided for Auto Mechanics, and Auto Body programs. Construction Trades shops include work spaces for Carpentry, Masonry, Plumbing, Welding and Air Conditioning and

Refrigeration. Special laboratories are used for instruction in the Allied Health, Computer Science, Culinary Arts, Office Technology, Visual Communications, and the Hospitality/Tourism programs. The Instructional Technology Center supplies the campus community with multimedia, presentation, and web course design opportunities. The College faculty are well qualified by their education and experience to offer courses which achieve the objectives of the College. The College employs the expertise of approximately 99 full-time instructors and 150 part-time instructors.

### **Handbook Contents Disclaimer**

Guam Community College has made reasonable efforts to provide information that is accurate at the time of this Handbook's publication. However, the College reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective date, but the College assumes no responsibility for giving any particular notice of any such change. Consult this Handbook periodically for updated information

### **Copyright Policy**

Guam Community College adheres to the provisions of the U.S. copyright law (Title 17, United States Code, Section 101, et sep.). Additional copyright information is available at the College Learning Resource Center.

### **Non-discrimination Statement**

Guam Community College complies with all federal and territorial rules and regulations and does not discriminate on the basis of age, race, color, national origin, gender, sexual orientation or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Inquiries regarding compliance and/or grievance procedures may be directed to the EEO/AA coordinator, located in the Financial Aid Office of the Student Services and Administration Building 1st Floor Room 2117.

### **Accreditation**

Guam Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Documents describing the accreditation of the College may be examined at the Academic Affairs Vice President's Office; please contact the Vice President for further information or to make arrangements to examine the accreditation documents.

# **Campus Resources**

## **Career Guidance and Counseling Services**

A full range of counseling services is offered to students including: pre-enrollment counseling to college programs and services, college placement tests, career information and guidance, personal counseling, and student rights advocacy.

Information, materials, and counselor assistance are available to students who need help in career and educational planning and who need help in exploring their interests, abilities, goals, and values. Computer assisted interests' inventories and career search programs provide information on schools and colleges that offer training for occupations.

Placement tests are scheduled each semester by the counseling staff. The placement tests measure the student's achievement level in reading, writing, and mathematics skills. Test results are used by the counseling staff and faculty advisors to advise each student on course selection or on a need for skill development as a prerequisite for entering certain restricted courses or programs. Information regarding the date, time, and place of placement tests is available in room 2124, Student Services and Administration Building, 1<sup>st</sup> Floor. Students with disabilities may request accommodations for test taking. Requests should be made in advance through the Accommodative Services Coordinator, room 2139 Student Services and Administration Building, 735-5597.

Counselors provide limited preventive and developmental 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 may be referred to services in the community. College counselors adhere to ethical standards by keeping counseling sessions confidential.

Counselors protect students' basic human rights. Acting as student advocates, the counselors assist in mediation of disputes and grievances.

Counselors are available in rooms 2125, 2126, 2128, 2132, and 2133, Student Services and Administration Building on a walk-in or appointment basis. Counselor hours are posted in the Rotunda Area, Student Services and Administration Building.

### **Advisement**

Academic Advising at the college is a process that assists students in clarifying their life and career goals as they develop their educational plan. Since academic advising is also a decision-making process, the ongoing communication is the responsibility of both the student and his/her advisor. Academic Advising goes beyond requirements and registration. It is an educational and career plan developed between the student and the advisor. Guam Community College partners with its students to succeed. The Enrollment Services Office is the clearinghouse for the advisement process. Enrollment Services ensures advisement assignments are made and will make advisor assignments when needed. Advisor assignments are made in accordance with the student's program of study and are intended to be continuous throughout the student's college career. Additional information may be obtained from the Enrollment Services Office in room 2127, Student Services and Administration Building 1st. Floor.

### **Financial Aid**

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

### **Career Placement Services**

The Career Placement Center is a Student Services program offering students and alumni career counseling, employability skill workshops, in-class career presentations, career/job fairs, job referrals, job postings, and other career related activities. The Center's activities provide an array of information beneficial to both students and alumni transitioning into career opportunities through employment, military service, continuing education, or advanced training. The Career Placement Center is located in Room 2129 of the Student Services and Administration Building. For more information, contact us at 735-5565.

### **Health Services**

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

## **Additional Services**

### **Food Service**

Food service is offered through a local vendor Monday - Thursday from 9:00 am – 8:00 pm. and Friday from 9:00 am - 5:00 pm.

### **Bookstore**

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

### **Campus Security**

During times when classes are in session, the College provides an on-going Security presence. Concerns or reports regarding campus safety can be shared by contacting the Student Support Administrator, B building, at 735-5555.

### **Center for Student Involvement**

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

The Center for Student Involvement also assists students in realizing their leadership potential

through training and development opportunities tailored to fit the needs of students. Through leadership development, students are empowered and equipped with the additional skills they can utilize inside of and beyond the classroom.

For more information on the Center for Student Involvement, please visit Room 2223 in the Student Services & Administration Building, 2nd Floor or call 735-5518/9.

### **New Student Orientation**

All new students, but particularly students seeking admission as a declared student, are required to participate in the New Student Orientation. Orientation is very important for students who are applying for or receiving financial aid or veterans' educational benefits, foreign students, and those who must be enrolled on a full-time basis for other reasons. Orientation provides students with information on registration, financial assistance, college facilities, career placement services, student policies and procedures, campus involvement opportunities, and other resources available at the College.

### **Student Governance**

The Council On Postsecondary Student Affairs (COPSA) is the recognized representative body for student governance for all officially registered Postsecondary and Adult High School students. COPSA serves as a voice for which student concerns are addressed to the GCC administration; plans student activities; funds student organizations; and ensures that the College fully considers the needs and interests of students in its decisions and offerings.

### **Student Organizations**

Participating in a student organization at the Guam Community College provides an excellent opportunity for students to develop personally and professionally. Student organizations work in conjunction with the Council On Postsecondary Student Affairs (COPSA), 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 expand their circle of influence; gain an understanding of diversity; are instilled with a sense of ownership over their educational experience; and create a greater commitment to making GCC and their community a better place.

### **The Center for Civic Engagement**

The Center focuses on service learning, a teaching/learning method that integrates meaningful community service work with academic classroom learning for the promotion of personal growth and improvement of community life standards. Service learning gives students opportunities to connect classroom learning with a real life situation through participation in community service projects. Students interested in learning more about service learning should contact the Center for Civic Engagement in the Student Services and Administration Building Room 2214, 735-5630.

### **Accommodative Services**

Qualified individuals with a disability will not be excluded from programs, services, or activities at the Guam Community College. The law does not require institutions to waive specific courses or academic requirements considered essential to a particular program or degree. Rather, colleges modify existing requirements on a case-by-case basis in order to ensure that individuals are not discriminated against on the basis of their disability. Students must self-identify and provide appropriate verification of their disability. This verification should be a comprehensive assessment including functional limitations and recommendations for accommodations as well as suggestions for treatment. Documentation must come from a Medical Physician, previous

Educational Institution, Division of Vocational Rehabilitation, Agency for Human Resources Development, or a Psychiatrist. Eligibility for reasonable and appropriate accommodations will be determined on an individual basis. Students with disabilities are urged to contact the Office of Accommodative Services at (671) 735-5597, TDD: (671) 734-8324, Suite 2139 in the Student Services & Administration Building or email [jstein@guamcc.edu](mailto:jstein@guamcc.edu)

## **Educational Resources**

### **Learning Resources Center/Library Services**

The GCC Library is located on the second floor of the Foundation Building and normal hours of operation are 10:00 a.m. to 8:00 p.m. Monday-Thursday and on Friday from 10:00 a.m. to 5:00 p.m. It contains a collection of books, periodicals, videos and multimedia resources. The library presently maintains a permanent collection of about 20,000 books, 120 periodical titles and 2,300 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 and DVDs 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 access to the Dynix Horizon Information Portal and EBSCO Periodical Databases.

### **English Language Institute**

This program helps students to improve their basic skills in reading and writing, to develop positive attitudes toward reading and writing, and to encourage active participation in the learning process. The office is located in room C-3; the telephone number is 735-5579.

### **Computer Academic Learning Lab**

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

### **Federal TRIO Programs:**

#### **Project AIM,**

Student Support Service is a Federal TRIO Program within the U.S. Department of Education. This program provides counseling (personal and academic), peer tutoring, cultural enrichment activities, mentorship programs, transfer center services, workshops (on study skills, career decisions, time management, test anxiety), and supplemental grant aid awards. These services are available to students meeting Federal Guidelines, such as low-income level, first generation students (neither parent received a Bachelor's degree), and/or students with disabilities. The program is designed to: 1) increase college retention and graduation rates for eligible students, 2) increase the transfer rates of eligible students from 2 to 4 year institutions, and 3) foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. For further information, please contact 735-5594/5 or visit Project AIM Office at the Student Services and Administration Building, 1st floor.

### **Educational Talent Search (ETS)**

ETS is a Federal TRIO Program from the U.S. Department of Education. This program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school, Adult High School or successfully complete the GED program, and then continue to postsecondary education. ETS also serves high school dropouts by encouraging them to re-enter the educational system and complete their education. The goal of ETS is to increase the number of individuals (ages 11-27) from disadvantaged backgrounds to complete high school and enroll in postsecondary education institutions. For further information, please contact 735-5640/41 or visit ETS' office.

## **Statement of Responsibility**

As a Guam Community College student, it is your responsibility to familiarize yourself with all GCC policies and procedures, academic, behavioral and otherwise. This information is available in the Student Handbook, the Catalog, and in offices listed in these two documents.

## **Student Rights**

### **Non-Discrimination and Affirmative Action**

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, vocational education opportunities will be offered without regard to race, color, national origin, sex, sexual orientation or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs. In addition, employees and applicants for employment are protected under Title IX and Section 504. As an integral part of its policy on Non-Discrimination and Affirmative Action, the Office of the President, the Guam Community College hereby declares and reaffirms its commitment to the college's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will

be handled by the College EEO/AA Coordinator in room 2115, first floor, Student Services and Administration Building or call 735-5544.

## **Discrimination Complaints**

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, ancestry, physical, handicap, marital status, sexual orientation, veteran's status or arrest and court record may file a complaint with the EEO/AA coordinator in room 2115 of the Student Services and Administration Building or call 735- 5544. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer. Students may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 220-7920.

## **Sexual Assault Policy**

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

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

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

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

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

## **Violence in the Workplace Guidelines, Procedures and Policy**

This section describes GCC policy for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors. (See Board of Trustees Policy #171)

## **Definitions**

A. Disruptive Behavior disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for

action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

B. Threatening Behavior includes physical actions short of actual contact and/or injury (i.e. moving closer aggressively), general oral or written threats to people or property (“You’d better watch your back or I’ll get you!”) as well as implicit threats (“You’ll be sorry!” or “This isn’t over!”).

C. Violent Behavior includes physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (i.e. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (i.e. threat to shoot a named victim).

## **Policy**

A. GCC can best perform its missions of teaching, training and public service when faculty, students, staff, and visitors share a climate that supports a safe learning environment. GCC is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior.

B. GCC will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the GCC community or by visitors. Faculty, staff or students engaged in such behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave), up to and including dismissal, under the appropriate policy or contract.

C. Disruptive, threatening or violent behavior is prohibited under criminal or civil law. When appropriate, GCC will refer cases for civil action or criminal prosecution.

D. An individual may be excluded from GCC premises for disruptive, threatening or violent behavior. Additionally, members of the GCC community and individuals not directly connected with the College (i.e. a spouse or former spouse) may also be excluded pursuant to a court ordered restraining order. (Other applicable law or penal code-notice of withdrawal of consent.)

E. All college personnel and students are committed to upholding and implementing the college’s policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility or to a Workplace Violence Response Team Member. (See Procedure A or B)

F. GCC maintains workplace violence response teams to assist department chairpersons, managers, supervisors and other members of the GCC community.

## **Procedure**

(Dependent upon the nature of the situation, GCC policies and procedures will be utilized.)

A. Emergencies - For immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapon, or drugs), or any crime in progress, phone 911 and/or contact the Support Services Center, phone 735-5555.

B. Non-Emergencies - Requesting assistance from the Workplace Violence Response Team contact, Human Resources Office, room 2112 Student Services and Administration Building, 735-5537 and/or Support Services Center, phone 735-5555 for situations involving staff or faculty employees. For situations involving students, contact, Student Support Services Center and/or Assessment and Counseling in the Student Services and Administration Building, first floor, 735-5565.

## **Training and Planning**

For training related to the prevention of workplace violence contact the Human Resources Office, room 2112, Student Services and Administration Building, 735-5537.

# **Guam Community College**

## **STUDENT CODE OF CONDUCT**

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

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

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

**The President or his designee may summarily suspend any student in the violation of these standards pending a hearing of the case before the Student Support Administrator. Students should also be aware that such misconduct may also subject them to penalties which may be prescribed by territorial or federal laws. The imposition of such additional penalties does not constitute double jeopardy, in as much as College sanctions represent administrative and not criminal prosecution.**

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

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

### **Student Behavior**

Students at Guam Community College are expected to respect the rights and privileges of all persons associated with the College and its programs. Expectations of behavior for all student members of the College community on campus or at supervised functions include but are not limited to the following:

### **Guam Community College Policy on Substance Abuse**

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. Policies as related to students are detailed as follows:

#### **Possession of Controlled Substances**

The College prohibits the possession, use, manufacturing, delivery, cultivating, sale or transfer of controlled substances (illicit drugs) within the campus or as part of any college-sponsored activity. Any student reported in apparent violation of the prohibitions indicated in this paragraph shall be referred to local law enforcement officials for investigation and/or prosecution under the law. Under Guam laws conviction of adults can result in fines from \$100 to \$100,000, imprisonment ranging from 60 days to life, or both. Conviction of minors can result in court jurisdiction over the individual until age twenty-one and may result in detention by the Department of Youth Affairs. Upon an allegation or an appearance of a violation, students shall additionally be referred to the Student Development Administrator who shall conduct investigative and hearing procedures and administer sanctions in accordance with Student Code of Conduct rules.

#### **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. Upon an allegation or an appearance of a violation, students shall additionally be referred to the Student Support Administrator who shall conduct investigative and hearing procedures and administer sanctions in accordance with Student Code of Conduct rules.

### **Fighting**

Student members of the College community are expected to refrain from physical abuse, intimidation of any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.

### **Destruction of Property, Theft, Assault, Possession of Weapons, Arson and Other Major Offenses**

Student members of the College community are expected to refrain from theft, damage to property of others on the College campus, possession of weapons, arson, or other violations of the criminal or civil laws of the Territory of Guam.

### **Gambling**

Student members of the College community are expected to refrain from any activities constituting gambling as defined in Guam Criminal and Corrections Code.

### **Insubordination (Failure to Comply with the Direct Request of a College Official)**

Student members of the College community are expected to promptly comply with directions from College officials to perform or refrain from performing any act or thing, including directions from the Student Support Administrator issued pursuant to a violation of the Student Code of Conduct.

### **Academic Dishonesty**

Student members of the College community shall at all times be truthful and honest in all their dealings with the College and its officials. They shall refrain from falsifying transcripts, cheating, plagiarism, and other fraudulent acts dealing with the academic standing of a student, forgery and knowingly furnishing false information to the College or fraudulently using College records.

### **Disorderly Conduct**

Student members of the College community on the premises of the College or in any building or other College facility or during any College supervised activity, are expected to refrain from engaging in disorderly conduct, harassing conduct, indecent or improper conduct, which results in substantial disruption, impairment, or interference with the educational mission, process or procedures of the College. Such prescribed conduct shall include but is not limited to coarse and offensive utterances, gestures or displays; abuse or threats to a person; making unreasonable noise on the College premises or interfering with the freedom of access to College facilities.

### **Littering or Defacing College Property**

Students are required to utilize trash receptacles to dispose of any unwanted items or food and beverage debris. The writing of graffiti on walls, desks, benches, floors, or any other property is prohibited.

### **Bandanas**

To preclude glamorizing of “gang-like” paraphernalia, bandanas shall not be worn or displayed at the college.

### **Smoking**

Student members of the College community are expected to observe all smoking regulations of the College. Smoking materials should be extinguished and placed in ashtrays provided in designated

smoking areas. (Due to the adverse health effects of smoking, the College prefers and advises students not to smoke). Effective June 1, 2007, the Board of Trustees decided Guam Community College will be a smoke free environment.

#### **Pugua (betelnut) Policy**

Anyone chewing betelnut must spit at the designated areas at all times. Spitting in trash cans, on the floors or walls or on the pavement is prohibited. A 'pugua policy' is currently in effect that states that pugua chewing would only occur in the designated areas, the same as smoking designated areas. Effective June 1, 2007 Guam Community College will be a pugua free environment.

### **INVESTIGATIVE and HEARING PROCEDURES**

**All officials of the College, which shall include faculty, administration and staff, shall be responsible for monitoring student compliance with the Student Code of Conduct and shall report all apparent violations to the Student Support Administrator. Upon an allegation or an appearance of a violation of the Student Code of Conduct, the Student Support Administrator shall informally determine whether a Full Hearing or Summary Hearing is appropriate for the alleged violation. All hearings shall be conducted privately unless the student makes a written request for a public hearing. Factors to be considered in determining whether a Full or Summary Hearing is necessary 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 Student Support Administrator.

**The Student Support Administrator shall be solely responsible for weighing these factors and determining the type of hearing necessary. In the event that the Student Support Administrator determines that a Summary Hearing is appropriate for the alleged offense, the student will be given the choice of a hearing before the Student Support Administrator or a hearing before the Student Disciplinary Council . The Student Disciplinary Council is comprised of three students: nominated by the Council on Postsecondary Affairs (COPSA). The Student Disciplinary Council may seek a faculty member to be their advisor in this process.**

**In the event the Student Disciplinary Council will be convened, it would do so within 5 school days from the determination for the hearing:**

1. The student shall be verbally informed of the allegations and the basis for the allegations and have the right to plead guilty or not guilty and present readily available witnesses, evidence and testimony on his/her behalf.

2. School officials or other persons making the allegations against the student can testify or present readily available witnesses in support of those allegations.
3. The Student Support Administrator or Student Disciplinary Council can seek testimony from any other person whether present or not and may seek any other evidence as deemed appropriate.
4. The Student Disciplinary Council must recommend a resolution to the Student Support Administrator within 3 school days from the hearing date. Upon a finding of guilt supported by a reasonable belief of guilt, as determined by the Student Support Administrator or recommended to the Student Support Administrator by the Student Disciplinary Council, the Student Support Administrator can immediately impose any penalty deemed appropriate, except suspension from the College for more than ten (10) school days. Decisions regarding suspension for more than ten (10) days), or expulsion, must be made in consultation with the Academic Vice President. The Student Support Administrator must issue a written finding within two (2) working days of the hearing detailing the specifics of any imposed sanction. Records of any action taken against a student will also be placed in a student's disciplinary file kept in the Student Support Services office.

**In the event that the Student Support Administrator determines that a Full Hearing is appropriate for the alleged offense, then the following procedure shall be used:**

1. The Student Support Administrator shall inform the student, and his/ her parents or guardians if the student is under the age of eighteen (18) years, of the allegations and the basis of the allegations in writing and shall set a date and time for a hearing to be within five (5) school days of the offense, holidays and weekends excluded. If the Student Support Administrator determines that there is a clear and present endangerment to the health, safety or general welfare of the students, the institution, or other persons at the College as a result of the allegations, he may impose any necessary interim protective measures, which will be enforced until he determines that such endangerment no longer exists, or until a final decision is rendered by the Student Support Administrator or the Student Disciplinary Council. Before imposing any interim measures of protection, the Student Support Administrator shall provide the student with an opportunity to present evidence and witnesses to show why the interim measures should not be imposed. The student, or if under eighteen (18) his/ her parents or guardians, may waive this opportunity.
2. If the alleged offender is under the age of 18 years, the Student Support Administrator shall inform his or her parents or guardians that they must attend the hearing set. If a student or his/her parents or guardians fail to attend the hearing, the Student Support Administrator must determine that sufficient notification was given to the student and or his/her parents or guardians and may then impose any interim measures and penalties deemed necessary to protect the health, general welfare and safety of the students, the institution or other persons at the College until a rescheduled hearing takes place.
3. The student may submit witnesses and cross-examine other witnesses presented against him/her. School officials or other persons making the allegations can testify or present witnesses in support of their allegations and cross-examine any other witnesses. Any party may submit any evidence they feel is appropriate.
4. The Student Support Administrator can seek the testimony of any other witnesses or review any other evidence he deems appropriate and cross examine any witnesses presented by any party.
5. Either side, at their own expense, may make a recording of the hearing.

6. After the presentation of all the witnesses and the evidence, the Student Support Administrator may make an oral finding and must make a written finding, including the sanctions to be imposed, within forty-eight (48) hours of the hearing, weekends and holidays excluded.

### **Factors To Be Considered In Imposing Sanctions**

**The following factors shall be considered by the Student Disciplinary Council in recommending sanctions:**

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 Student Support Administrator.

### **Sanctions**

**The Student Disciplinary Council may recommend and the Student Support Administrator may impose the following sanctions:**

1. Suspension from the College including any conditions that may be attached thereto.
2. Expulsion from the College with or without readmission possibility. Such a decision requires coordination with the Academic Vice President.
3. Expulsion from a particular class or Student Organization.
4. Restitution for damages or loss of College property or other property for which the student will be primarily responsible. If the student is under the age of 18 years old, the parent or guardian of that student shall be liable for the restitution imposed.
5. Any other sanctions deemed appropriate by the Student Support Administrator, including warnings or probationary periods.

### **Additional Substance Abuse Sanctions**

1. For suspensions involving possession or use, as described in Substance Abuse Policy paragraph 2, the student shall be denied readmission until there is furnished proof of a drug abuse assessment to be conducted by a designated professional as approved by the Student Support Administrator.
2. For expulsions involving possession or use, the student shall be denied readmission until furnished proof of satisfactory participation in a drug abuse assistance or rehabilitation program as verified by a licensed health professional or agency providing such services (e.g., addiction counselor, social worker, psychologist, psychiatrist, Dept. of Mental Health and Substance Abuse, or other).

3. Sanctions for repeated violations or for violations other than possessions and use, as described in Substance Abuse Policy paragraph 2, may include expulsion from the College without readmission possibility.

### **Additional Alcohol Abuse Sanctions**

1. For suspensions involving prohibitions described in Substance Abuse Policy paragraph 3, the student shall be denied readmission until furnished proof of an alcohol abuse assessment to be conducted by a designated professional as approved by the Student Development Administrator.

2. For expulsions involving prohibitions described in Substance Abuse Policy paragraph 3, the student shall be denied readmission until furnished proof of satisfactory participation in an alcohol abuse assistance or rehabilitation program as verified by a licensed health professional or agency providing such services (e.g., addiction counselor, social worker, psychologist, psychiatrist, Department of Mental Health and Substance Abuse, or other).

3. Sanctions for repeated violations involving prohibitions described in Substance Abuse Policy paragraph 3 may include expulsion from the College without readmission possibility.

### **Appeals**

**A student may appeal any written finding of guilt and sanctions imposed through the student appellate procedure outlined below.**

### **Admissions**

**If a student admits to an allegation against him / her, the Student Support Administrator may impose appropriate sanctions, considering the following factors listed below:**

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. The 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 Student Development Administrator.

**No hearing on the violation of the Student Code of Conduct shall be required. 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.**

### **The Student Appellate Procedure**

**Students may appeal written findings of guilt and accompanying sanctions through the following steps:**

#### **Step One**

The student and his counselor or other advisor shall submit to the Dean representing Student Services a written appeal stating briefly the reasons for appeal and shall meet with the Dean representing

Student Services to discuss that appeal. The Dean representing Student Services may, (1) uphold the previous decision or; (2) decline a decision on the issues appealed, or, (3) modify the decision of the Student Support Administrator. The Dean representing Student Services must issue this written decision within five (5) working days of receipt of the student appeal.

## **Step Two**

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

## **Student Grievance Procedure**

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

### **Step One**

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

### **Step Two**

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

### **Step Three**

The student and Counselor shall meet with the Instructional Dean if the grievance involves instructional matters. If the grievance does not involve matters within the responsibility of the

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

### **Step Four**

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

### **Step Five**

Grievance Procedure: The Dean representing Student Services shall, within two (2) working days, notify the President of the Step Five grievance and shall, within five (5) working days, convene a Grievance Board, who shall, within ten (10) working days, present the President with an advisory opinion. The President shall, within two (2) working days of receipt of the Grievance Board opinion, issue his own final decision on the grievance. The Grievance Board shall be composed of five (5) impartial members with two (2) faculty members and two (2) students appointed by the Dean representing Student Services and a fifth member appointed by the four chosen by the Dean representing Student Services. The Grievance Board shall have the power to review any evidence presented to it and cross-examine witnesses presented in order to render an advisory opinion to the President on the grievance and must seek the views of the student and College employee or instructor involved in the grievance. The President's decision is final.

### **For student appeal of grades:**

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

### **The Evaluation Review Committee shall:**

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

student, the faculty member, the Dean representing Student Services, the Academic Vice President, and, if the student's final grade is changed, the Registrar.

**References and Related Policy Documents are available as follows:**

Board of Trustees Policy 171 - President's Office, room 2236 Student Services and Administration Building, 735-5636.

GCC Personnel Rules and Regulations – Human Resource Office, room 2112 Student Services and Administration Building, 735-5537.

GCC Emergency Operations Plan and Procedures - Safety Officer's Office, room 2219 Student Services and Administration Building, 735-5529.

Guam Code Annotated - Human Resource Office, room 2112 Student Services and Administration Building, 735-5537.

Union/Board Agreement - Human Resource Office, room 2112 Student Services and Administration Building, 735-5537.

**Policies regarding disciplinary action:**

i. Students: Student Code of Conduct – President's Office room 2236 Student Services and Administration Building, 735-5636

ii. Faculty: GCC Personnel Rules and Regulations: Union/Board Agreement - Human Resource Office, room 2112 Student Services and Administration Building, 735-5537.

iii. Staff and Administrators: GCC Personnel Rules and Regulations – Human Resource Office, room 2112 Student Services and Administration Building, 735-5537.

iv. Student Organizations: COPSA Constitution and By-Laws – Center for Student Involvement, room 2223 Student Services and Administration Building, 735-5518/9.