2025-2029
STUDENT HANDBOOK & CODE OF CONDUCT







UNIVERSITY OF GUAM
UNIBETSEDÅT GUÅHAN

CAMPUS EMERGENCY NUMBERS

The Security Services are provided by:

Group 4 Securicor (G4S)
Dormitory II – Room 102
Safety Officer-Plant Maintenance Building

G4S Dispatch Office Phone	…….	(671) 649-9275
Security Office	…….	(671) 735-2372
Security Guard on Duty I	…….	(671) 888-2456
Student Health Service	…….	(671) 735-2225
Safety Office	…….	(671) 735-2372
Safety Administrator	…….	(671) 735-2372
Emergency Assistance	…….	911
Guam Police Department	…….	(671) 472-8911
Guam Fire Department (Barrigada)	…….	(671) 734-2264
Plant Maintenance Division	…….	(671) 735-2393
Building Maintenance Supt.	…….	(671) 735-2385

STUDENT HANDBOOK 2025 -2029

DISCLAIMER

The information contained in the Student Handbook is considered to be descriptive in nature. It does not constitute an irrevocable contract between the student and the University of Guam.

In the event that there are any apparent inconsistencies, or where there may be ambiguity, the provisions of the University of Guam Rules Regulations Policy Manuals shall be controlling over the Student Handbook or any other publication.

The University reserves the right to make any changes in the contents of this handbook that it deems necessary or desirable. Changes are made through established procedures and announced by the University in its publications.

This Student Handbook is an official publication of the Enrollment Management and Student Success - Student Life Office. It provides basic information important to student success while studying at the University of Guam. Full text of the rules and regulations that apply to every student attending UOG are found in the current issue of the general catalog. Questions about the handbook can be directed to EMSS Student Life Office located in the Student Center Building.

The policies of the University of Guam are under continual examination and revision. This Student Handbook is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the policies will not change.

The University reserves the right to modify the requirements for admission and graduation, to amend any regulation affecting the student body, and dismiss from the University any student if it is deemed by the University to be in its best interest or in the best interest of the student to do so.

The University of Guam does not discriminate on the basis of sex in the education programs and activities that it operates and is required by Title IX of the Civil Rights of 1964 and by 34 C.D.R. Part 106 to prohibit all forms of sex discrimination, including but not limited to sexual harassment, sexual assault, sex offenses, domestic violence, dating violence, stalking, and inappropriate amorous relationships. The University of Guam's prohibition of sex discrimination extends to its admissions and employment activities. Further, this policy expressly prohibits retaliation against any person because of their good faith participation in the reporting, investigation, or adjudication of alleged violation of this policy. University students and employees who violate this policy will face discipline up to and including expulsion for students or termination for employees. All members of the University Community must work together to prevent and eliminate sex discrimination at the University of Guam.

In case of questions or concerns regarding these laws please contact:

Equal Employment Opportunity (EEO)
Americans w/ Disabilities Act of 1990 (ADA) and Title IX Office
UOG Station, Mangilao, GU 96923

Telephone No: 735-2244
TDD No: 735-2243
Email: eeo-ada@triton.uog.edu

CAMPUS DIRECTORY

University Administration

Board of Regents	(671) 735-2990
Office of the President	(671) 735-2990
SVPP for Academic & Student Affairs	(671) 735-2994
VP for Administration & Finance	(671) 735-2900
College of Liberal Arts & Social Sciences	(671) 735-2850
College of Natural & Applied Sciences	(671) 735-2000
School of Business & Public Administration	(671) 735-2501/20/51
School of Education	(671) 735-2440
School of Engineering	(671) 735-2761
Margaret Perez Hattori-Uchima School of Health	(671) 735-2650/2

Administration - Student Services

Dean, Enrollment Management & Student Success	(671) 735-2291/92
Director, Financial Aid	(671) 735-2287/88
TRIO Student Support Services	(671) 735-2245
Registrar	(671) 735-2218

Student Services

Admissions & Records Office	(671) 735-2202/06/07
Advancement Office	(671) 735-2958
Athletics & Recreation Office	(671) 735-2860/61
Business Office/Cashier	(671) 735-2923
Career Development Office	(671) 735-2233
Center for Online Learning (Moodle)	(671) 735-2620
Computer Center /Info Technology Resource Center	(671) 735-2640
EEO/ADA & TITLE IX Office –Voice	(671) 735-2244
-TDD	(671) 735-2243
Endowment Office	(671) 735-2959
English Language Institute (ELI)	(671) 735-2755/56
Financial Aid Office	(671)735-2287/88
Global Learning and Engagement (GLE)	(671) 735-2600
Graduate Studies	(671) 735-~~2169~~2205
ID Cards (UOG School ID)	(671) 735-2787/88
Learning Resources (RFK Memorial Library)	(671) 735-2331/2
Safety & Security Office	(671) 735-2372
Student Behavioral Health Counseling & Advising Services	(671) 735-2890
Student Housing (Residence Halls)	(671) 735-2260/2
Student Life Office	(671) 735-0246
Triton Bookstore	(671) 735-2931/41
Triton Advising Center	(671) 588-1473/78
US Army ROTC	(671) 735-2541
US Post Office	(671) 735-2928

Table of Contents

I. GENERAL INFORMATION

Mission	8
History	8
University Logo	9
University Seal	9
UOG Alma Mater	10
Academic Calendar AY 2025-2029	10
	11
II. UNIVERSITY CENTER AND RESEARCH INSTITUTE	11-12
III. ACADEMIC POLICIES	
General Education Requirements	12
Degree Requirements	12
Academic Calendar	13
Minimum Grade-Point Average	13
Academic Notice, Suspension and Dismissal Retaking	13
of Courses	14
Advanced Standing and Credit	15
Attendance & Absences from Classes	16
Add, Drop, Withdrawal Policy	16
Leave of Absence	17
Credit Hours, Class Loads and Class Level	17
Course Listings	18
Grades, Grade-Points and Grade-Point Average	18
President's, Dean's List and Regent Scholar	20
Graduation with Honors	21
IV. ADDITIONAL POLICIES AND REGULATIONS	
Student Right to Know	21
Release of Information – FERPA Policy	22
Student Appeals	23
Academic Rights and Responsibilities of Students	26
Student Governance	27
Student Behavioral Counseling and Advising Services	27
Professional Workforce Voyage Center	29
Disabilities Support Services	31
Student Health Services	31
Tutoring Student Support Services	32
Army ROTC Program	33
National Student Exchange Program	33
International Student Exchange Program	34
Triton's Call Student Newspaper	34
Triton Advising Center	34
Student Organizations	34
Student Housing/ Residence Halls	35
V. STUDENT CODE OF CONDUCT	
Definitions	35

Judicial Authority 37
Proscribed Conduct 37
Judicial Policies 39
Notification of Sanctions 42

VI. POLICIES COMMON TO ADMINISTRATORS, FACULTY, STAFF AND STUDENTS
Campus Security Escort Services 42
Smoking / Tobacco Policy 43
Bulletin Board Policy 44
EEO and Non-Discrimination/Non-Harassment Policy 45
University of Guam Policy Prohibiting Sex Discrimination 48
Title IX Compliance Statement 49
Policy and Procedure for Students & Applicants with a Disability 49

CAMPUS MAP 53

I. GENERAL INFORMATION

A. MISSION

Ina, Diskubre, Setbe
To Enlighten, To Discover, To Serve

The University of Guam is a U.S. accredited, regional Land-Grant institution. It is dedicated to the search for and dissemination of knowledge, wisdom and truth.

The University exists to service its learners and the communities of Guam, Micronesia and the neighboring regions of the Pacific and Asia.

The University prepares learners for life by providing the opportunity to acquire knowledge, skills, attitudes, and abilities through the core curriculum, degree programs, research and outreach.

At the Pacific crosscurrents of the East and West, the University of Guam provides a unique opportunity to acquire indigenous and global knowledge.

B. HISTORY

The University's history dates to June 1952, when the island government established the Territorial College of Guam as a two-year teacher-training school under the United States Department of Education. The College, located on a high school campus in the village of Mongmong, had an initial enrollment of approximately 200 students; most of them experienced teachers, and a staff of 13.

The College moved to the present campus in central Mangilao in 1960 where a two-story classroom building, and a library had been erected. The College's academic programs expanded to accommodate increasing enrollment and student needs.

In 1963, administrative control of the College was transferred from the Department of Education to a five-member governing Board of Regents. Accreditation was first granted in 1963 as a four-year degree-granting institution and again in 1965. The following year, on August 12, 1968-four months after its accreditation was extended to the maximum five-year period-the College was named the "University of Guam" by an Act of the Legislature.

Enrollment in the fall of 1968 reached 1,800. Staff and faculty totaled more than 130. Additions to the campus included a new library, the Fine Arts Building, and the Science Building. A Student Center, three dormitories, and the Health Science Building were completed in the summer of 1970.

On June 22, 1972, the University was designated a land-grant institution by an Act of the United States Congress.

The University campus is on a gently sloping hundred-acre site minutes from Hagatna and other government and commercial centers. It overlooks Pago Bay and commands a breathtaking view of the Pacific Ocean.

C. UNIVERSITY LOGO

November 2011 was the unveiling of the “Big G,” a logo to symbolize UOG’s 60th anniversary.

The Big G was created by UOG art professor Ric Castro and his brother Ron Castro. The green letter, highlighted by a hint of yellow and outlined in black, is in the shape of a stylized fishhook, which represents many things such as bounty, labor, art, culture, and even education.

The fishhook is a tool of sustainability that crosses geographical boundaries. The fishhook is used by many island cultures across the Pacific. Its tribal shape makes it unique and exclusive to this university and our part of the world.

The Big G will be used throughout 2012 and beyond.

D. UNIVERSITY SEAL

The official seal of the University of Guam uses the shape of the sling stone and includes the words “The University of Guam” and “Excelsior” and the number “1952”. A latte stone, a book containing the shape of the island of Guam, and a lamp of knowledge are included inside the sling stone shape. The seal was created in 1968 by Mr. Jose Martinez Flores who was employed as a draftsman when he was tapped to create the seal for the institution

The seal is the most formal symbol of the University. The seal is reserved for use on documents or forms of the highest official rank from the University President and the University Board of Regents such as diplomas, certificates, transcripts, formal academic ceremonies and legal documents.

Use of the seal must be approved in advance, by the Director of Integrated Marketing Communications.

E. UNIVERSITY ALMA MATER

On the shore of the Western Pacific
Stands our Alma Mater true.
We’ll long retain the memories
Of the days we spent with you.
In the warmth of the island magic,
We will return some day.
Join in and sing a song of praise.
Hail, oh hail.
Hail, oh hail.
Our University

F. ACADEMIC CALENDAR AY 2025-2029

Fanuchånan August-December	AY 25-26	AY 26-27	AY 27-28	AY 28-29
	2025	2026	2027	2028
Start of Semester New Faculty Orientation	Aug 18	Aug 17	Aug 16	Aug 14
First Day of Instruction (full-term/Part A classes)	Aug 20	Aug 19	Aug 18	Aug 16
Faculty Development Day*	TBA	TBA	TBA	TBA
Labor Day (Observed)	Sep 1	Sep 7	Sep 6	Sep 4
Evaluations for Part A Classes	Oct 6-11	Oct 5-10	Oct 4-9	Oct 2-7
Last Day of Part A Classes	Oct 11	Oct 10	Oct 02	Sept 30
Fanuchånan Break (No Classes)	Oct 13-18	Oct 12-17	Oct 04-09	Oct 2-7
First Day of Part B Classes	Oct 20	Oct 19	Oct 11	Oct 09
All Souls' Day (Observed)	Nov 3	Nov 2	Nov 2	Nov 2
Veterans' Day (Observed)	Nov 11	Nov 11	Nov 11	Nov 11
Thanksgiving Holiday (Observed)	Nov 27	Nov 26	Nov 25	Nov 23
Thanksgiving Break (No Classes)	Nov 28-29	Nov 27-28	Nov 26-27	Nov 24-25
Our Lady of Camarin Day (Observed)	Dec 8	Dec 8	Dec 8	Dec 8
Evaluations for full-term classes	Dec 1-12	Nov 30 - Dec 11	Nov 29 - Dec 10	Nov 27 - Dec 07
Evaluations for Part B Classes	Dec 9-12	Dec 7-11	Dec 6-10	Dec 4-7
Last Day of Instruction (full-term/part B classes)	Dec 12	Dec 11	Dec 10	Dec 7
Final Exams	Dec 15-17	Dec 14-16	Dec 13-15	Dec 11-13
End of Semester	Dec 19	Dec 18	Dec 17	Dec 15
Commencement	Dec 21	Dec 20	Dec 19	Dec 17
TINALO' (December and January)	**2025-2026**	**2026-2027**	**2027-2028**	**2028-29**
Start of Intersession	Dec-22	Dec-21	Dec-20	Dec-18
Christmas Day (Observed)	Dec-25	Dec-25	Dec-25	Dec-25
New Year's Day (Observed)	Jan-1	Jan-1	Jan-1	Jan-1
Evaluations	Jan 14-17	Jan 13-16	Jan 12-15	Jan 10-13
Last Day of Classes	Jan-17	Jan-16	Jan-15	Jan-13
FAÑOMNÅKAN (January to May)	**2026**	**2027**	**2028**	**2029**
Martin Luther King Day (Observed)	Jan-19	Jan-18	Jan-17	Jan-15
Start of Semester	Jan-20	Jan-19	Jan-18	Jan-16
First Day of Instruction (full-term/Part A classes)	Jan-21	Jan-20	Jan-19	Jan-17
Faculty Development Day (No Classes)	Feb-20	Feb-19	Feb-18	Feb-16
Guam History & CHamoru Heritage Day (Observed)	Mar-2	Mar-1	Mar-6	Mar-5

Charter Day (No Classes)	Mar-5	Mar-4	Mar-9	Mar-8
Evaluations for Part A Classes	Mar 09-13	Mar 08-12	Mar 06-10	Mar 5-9
Last Day of Instruction (Part A Classes)	Mar-13	Mar-12	Mar-10	Mar-9
Spring Break (No Classes)	Mar 16-21	Mar 15-20	Mar 13-18	Mar 12-17
First day of Part B Classes	Mar 23	Mar 22	Mar 20	Mar 19
Evaluations (full-term classes/Part B classes)	May 04-15	May 03 - 14	May 01 - 12	Apr 20 – May 11
Evaluations for Part B classes	May 11-15	May 10 - 14	May 08 - 12	May 07-11
Last Day of Instruction (full-term/Part B classes)	May 15	May-14	May 12	May 11
Final Exams	May 18-20	May 17-19	May 15-17	May 14-16
End of the Semester	May-22	May-21	May 19	May 18
Commencement	May-24	May-23	May 21	May 20
FINAKPO' Session A	**2026**	**2027**	**2028**	**2029**
Start of Session	June 01	June 01	May 30	May 29
Evaluations	Jun 29-July 03	Jun 28 – July 02	Jun 26-Jul 1	Jun 25 - 30
Last Day of Classes	July 02	July 03	Jul 1	Jun 30
FINAKPO' Session B	**2026**	**2027**	**2028**	**2029**
Start of Session	Jun-8	Jun-7	Jun 5	Jun 4
Independence Day (Observed)	Jul-3	Jul-5	Jul 4	Jul 4
Liberation Day (Observed)	Jul-21	Jul-21	Jul 21	Jul 20
Evaluations	Jul 20-25	Jul 19-24	Jul 17-22	Jul 16-19
Last Day of Classes	Jul-25	Jul-24	Jul 22	Jul 19
FINAKPO' Session C	**2026**	**2027**	**2028**	**2029**
Start of Session	Jul 6	Jul 6	Jul 3	Jul 2
Independence Day (Observed)	Jul 3	Jul 5	Jul 4	Jul 4
Liberation Day (Observed)	Jul-21	Jul-21	Jul 21	Jul 21
Evaluations	Aug 3-8	Aug 2 - 7	Jul 31 – Aug 5	Jul 30 – Aug 04
Last Day of Classes	Aug 8	Aug 7	Aug 5	Aug 4

The University has made every reasonable effort to ensure that the dates published in the Student Handbook are accurate. However, these dates are subject to change.

II. UNIVERSITY CENTER AND RESEARCH INSTITUTE

Cancer Research Center Guam (CRCG) (671) 735-2988/9

Center for Excellence in Developmental Disabilities Education, Research, and Service (CEDDERS)	(671) 735-2481
Center for Island Sustainability (CIS)	(671) 734-0478
Center for Online Learning (COLL)	(671) 735-2620
English Language Institute (ELI)	(671) 735-2755/6
Guam Procurement Technical Assistance Center (PTAC)	(671) 735-2596
Guam Veterans Business Outreach Center (VBOC)	(671) 475-4900
Information Technology Research Center/Computer Center	(671) 735-2640
Isla Center for the Arts	(671) 735-2965/6
Marine Laboratory	(671) 735-2175/6
Micronesian Language Institute (MLI)	(671) 735-2193
Pacific Islands Small Business Development Center Network	(671) 735-2590
Global Learning and Engagement (GLE)	(671) 735-2600/8
Richard F. Taitano Micronesian Area Research Center (RFT-MARC)	(671) 735-2150/3
UOG Calvo Field House	(671) 735-2862
UOG Moodle's Virtual Classrooms	(671) 735-2620
UOG Pacific Center for Economics Initiatives	(671) 735-2501
Water and Environmental Research Institute of the Western Pacific (WERI)	(671) 735-2685/6
Western Pacific Tropical Research Center	(671) 735-2000

III. ACADEMIC POLICIES

A. GENERAL EDUCATION REQUIREMENTS

General Education at the University of Guam provides a framework that guides students through the acquisition of foundational knowledge leading to higher-order intellectual skills and in-depth study in a major degree program. Throughout this process, General Education is committed to a well-rounded, student-centered educational experience that incorporates indigenous, local, regional, and global knowledge.

Students who plan to complete a baccalaureate degree at the University of Guam are required to complete the General Education program described in the Catalog. The General Education program emphasizes the common need for learning experiences, including an understanding of the fundamentals of major fields of knowledge. It provides opportunities for the individual majors and colleges to include, within the specific career programs they offer, further relevant General Educational experiences. Please contact an academic advisor in the college/school of your interest.

A THREE-TIERED STRUCTURE

After extensive reviews and discussion, the UOG Faculty Senate General Education Review Committee (GERC) developed a three-tiered framework to the General Education curriculum.

- **Tier I - Core Foundation**
  Provides a foundation of the five WASC core competencies.

- **Tier II - Breadth through Diversity and Direction**
  Provides the breadth needed for successful and healthy living as well as direction toward and into a major.
- **Tier III - Capstone Experience**
  Fosters mastery of the core competencies embedded within program objectives enhanced by the values of modern academia (creativity, innovation, diversity, ethical and civic responsibility, and civic engagement).

The three tiers work together to meet the aspirations of academia while fulfilling the mission of the University of Guam and satisfying WASC expectations.

NOTES ON GENERAL EDUCATION COURSES

- Some of the General Education courses have prerequisites.
- No one course may satisfy more than one General Education requirement.
- Students are advised to check the requirements for their major before taking General Education courses.
- The program faculty shall determine whether any course taken to satisfy General Education requirements may also count toward fulfillment of major and/or minor requirements. Even though one course may be allowed to satisfy both General Education and major/minor requirements, the number of credit hours will only be counted once. For further information, please contact an academic advisor.
- Students must satisfy each tier within General Education.

B. DEGREE/GRADUATION REQUIREMENTS

Degree requirements or graduation requirements means all courses and credits required to graduate, including general education requirements, college requirements, university-wide requirements and major course requirements. If a second concurrent major is attempted by the student, courses acceptable for the general education requirement for the first major may be used to satisfy requirements in the second major, but credits will not be counted twice. Students will not be allowed to participate in the University of Guam commencement ceremony if they have not been officially certified by the Registrar as completing all program and degree requirements.

C. ACADEMIC CALENDAR

A full academic calendar is available online at http://www.uog.edu/admissions/academic-calendar

D. MINIMUM GRADE POINT AVERAGE REQUIREMENTS

As a condition for meeting graduation requirements of the University, students must have at least the minimum overall GPA prescribed by the particular college, which in no case is lower than 2.00, and must have at least a 2.00 (“C”) average or better in specific courses required for the major; or a “C” or better in specific courses required for the major if their college or program so requires. (See Grades, Grade Changes, Grade Points, and GPAs section.)

A student's cumulative grade-point standing at the University will, at any time, be based on all academic work attempted at the University of Guam and at the institution(s) from which the student transferred.

E. ACADEMIC NOTICE, SUSPENSION, AND DISMISSAL FOR FAILURE TO MAINTAIN MINIMUM GPA

ACADEMIC NOTICE

If at the end of any given semester, a student fails to maintain a minimum cumulative GPA of 2.00, or accumulates three (3) or more UW's, the student will be placed on academic notice. The student is allowed to continue into the next regular semester but must earn a minimum GPA of 2.00 during that semester. Failure to attain at least a 2.00 semester GPA at any time while on academic notice will result in academic suspension for the following semester. Students will remain on academic notice until their cumulative GPA attains a minimum 2.00.

NOTE: The Nursing Program has specific probation, suspension, and program dismissal policies that supersede the UOG academic probation, suspension, and dismissal policies for nursing majors only when the rules are more stringent than University rules.

CONTINUED ACADEMIC NOTICE

The student made academic progress during the semester following the academic notice period but did not meet the semester/cumulative minimum GPA of 2.00.

ACADEMIC SUSPENSION

If a student fails to maintain the minimum semester GPA during an academic notice status (see Academic Notice section above), the student will be academically suspended. A student placed on academic suspension may not enroll for one regular semester. After a lapse of one regular semester, an academically suspended student may automatically re-enroll in an academic probationary status. The student must then maintain the required minimum 2.00 semester GPA each semester, until the minimum 2.00 cumulative GPA is attained. A student returning from suspension who fails to maintain the required 2.00 semester GPA will be academically dismissed from the University.

PROBATION AFTER SUSPENSION/DISMISSAL

The student will be placed on academic probation after returning from academic suspension/dismissal until the minimum 2.00 cumulative GPA is attained.

ACADEMIC DISMISSAL

A student academically dismissed from the University must wait one full calendar year for readmission and must petition the University to be re-admitted. If the student's petition is approved, the student will be re-admitted in an academic probationary status and must maintain a minimum 2.00 semester GPA each semester until a cumulative 2.00 GPA is attained, or the student will be dismissed again. Students who are dismissed a second time may not appeal for readmission until three calendar years have passed.

F. RETAKING OF COURSES

A student may repeat any course at UOG in which they attain a course grade of "D," "F," or "W" one time without university-required intervention such as academic counseling. This does not limit earlier

intervention as may be required at the school, college, or department level. Any student desiring to retake a D/F/W course for a third or subsequent time must receive formal counseling from their academic advisor. The University does not limit the number of times a course may be taken.

Students may retake a course from which they received a "C" to "B+" (including grades from C, C+, B-, B, B+) in order to improve their grade. Any student desiring to retake a course with a pass of "B+" or lower must seek the approval from the program and the dean of the college that offers the course with the understanding that priority will be given to those who are taking the course for the first time. If the course is repeated, the original course attempted remains on the student's transcripts but only the latest grade will be considered in determining the student's GPA, transfer, and or graduation records.

H. ADVANCED STANDING AND CREDIT

The University of Guam recognizes the high scholastic achievement of high school students who successfully complete the Advanced Placement Program (AP) of the College Board Exam while in school. For advanced placement within the English Program, students who document a score of 3 on the AP exam for English Language and Composition are placed in EN-110. High school students who document a score of 4 or 5 are placed in EN-111 and given credit as having taken EN-110. Advanced Placement Literature scores of 4 or 5 will count for EN-210 credit. Requests for AP credit must be made to the Registrar upon admission to the university. The English Program also accepts the results of the College Level Examination Program (CLEP) Tests. For CLEP general examination in English scores reported by Educational Testing Services (ETS) as ranking in the 39th to 49th percentile, students are placed in EN-111 and given credit for having taken EN-110. Those in the 50th percentile or above do not need to take Freshman Composition but are given credit for having taken EN-110 and EN-111.

Additionally, the English Program recognizes students who take the International Baccalaureate (IB) Language A1 exam. Students who document a score of 4 or 5 on the 1B Language A1 exam are placed in EN-110; and students who document a score of 6 are placed in EN-111 and given credit for having taken EN-I10.

Exam	Score of 3	Score of 4	Score of 5
AP Calculus AB	Five (5) Credits of MA-203**		
AP Calculus BC*	Five (5) Credits of MA-203**	Five (5) Credits each of MA-203 and MA-204**	

*Students who score a 1 or 2 on the Calculus BC exam but receive a 3 or above on the Calculus AB subscore will earn 5 credits of MA-203.

**Math Placement Test will be optional and automatic placement in the higher course

Scores or 3, 4, or 5 on other AP exams may be accepted for advanced placement and/or credit after consultation with faculty of relevant disciplines. No AP credit will be considered for qualifying scores in biology, chemistry, or physics unless the AP class included at least three hours of laboratory per week.

ADVANCED PLACEMENT IN ENGLISH AND MATH

On the basis of placement test scores and an interview with members of the English faculty appointed for this purpose, a student may be allowed to waive EN-110 and may be placed directly into EN-111.

Advanced placement in mathematics is determined by the student's mathematics proficiency, as evaluated by prior coursework, appropriate AP or IB mathematics test placement, the mathematics placement test administered to all incoming students, or SAT or ACT scores. The Mathematics Department may place students at various levels depending upon an assessment of skills. Contact the Mathematics Department for higher-level placement.

SKILL COURSES

For skill courses, such as art studio or music studio and applied music courses, waivers may be given based upon evidence of attained skill satisfactory to the department faculty concerned and with the approval of the College of Liberal Arts and Sciences (CLASS) Dean.

I. ATTENDANCE & ABSENCES FROM CLASSES

Class attendance policy is at the instructor's discretion and may be a component of students' final grades.

J. ADD/DROP AND WITHDRAWAL POLICY

Administrative Drop

Students are responsible for registering only for those courses for which they have met the stated prerequisites. Students who register for classes without the proper prerequisite courses or exemption from the prerequisites will be administratively dropped. Students are administratively dropped after the refund period are not eligible for a refund of tuition or fees.

Student-Initiated Schedule Adjustment/ Add/Drop

Students may drop from a class or classes during the first week of instruction of a regular semester and the first day of a Finakpo' (June–Aug.) summer session without the action being recorded on their transcripts. See Cancellation Fee section for applicable charges.

Student-Initiated – Official Withdrawal

From the second through the eighth week of instruction of a regular semester and from the second day of classes for each Finakpo' (June–Aug.) summer session through the third week of each Finakpo' summer session, students may withdraw by filing a withdrawal form in the Records Office. This form must be signed by the student's advisor. A "W" (indicating an official withdrawal) will be recorded on the student's academic transcript. If students fail to file the withdrawal form and do not attend the class, a "UW" (Unofficial Withdrawal) will be recorded. The "UW" will be calculated in the GPA in the same way as an "F." See Cancellation Fee section for applicable charges.

After the eighth week of instruction of a regular semester and after the third week of a Finakpo' (June–Aug.) summer session, students may NOT withdraw from individual courses without submitting to the Records Office a Petition to Withdraw form that has been approved by the class instructor and the student's advisor. Students requesting a complete withdrawal from the University must file a withdrawal

form available at the Records Office and obtain the required signatures. See Cancellation Fee section for applicable charges.

Unofficial Withdrawal

When students leave the University or stop attending a class without requesting an official withdrawal according to this regulation, the administrative mark "UW" will be recorded unless the instructor submits an academic grade. For GPA purposes, a UW is regarded as an "F" grade. All tuition and fees apply.

K. LEAVE OF ABSENCE

The University of Guam does not permit leaves of absence except as described in the Withdrawal Policy.

NOTE: Students receiving financial assistance must consult with the Financial Aid Office as academic requirements for financial aid eligibility may differ from institutional requirements.

L. CREDIT HOURS, CLASS LOADS AND CLASS LEVELS

Credit hours

In general, each credit unit or hour represents one hour per week in class a (face-to-face, hybrid or online) and two hours in preparation. Under special circumstances, courses may be offered with reduced credit value per clock hour spent in the classroom. For example, courses involving laboratory activity or other applications, such as Nursing Clinical, normally require more hours of class or clinical attendance than is reflected in the number of credit hours given.

Normal class load (number of credit hours)

The normal class load for a student is from 12 to 18 credit hours per regular semester and six credit hours per Finakpo' (June–Aug.) summer session (A, B, C). A combination of a 3-credit course and a 4-credit laboratory plus lecture course, for a total of seven credits, will be considered a permissible exception to the 6-credit normal class load for a student during Finakpo' sessions A, B, and C. A fulltime student is defined as one registered for at least 12 credits during both Fanuchånan (Aug.–Dec.) fall and Fañomnåkan (Jan.–Dec.) spring semesters.

Overload (additional credit hours)

Students must have accumulated at least 15 credit hours before he or she will be permitted to enroll beyond the normal class load. A student who has earned more than 15, but less than 60, credits and is making satisfactory progress may carry an overload up to a total of 19–21 semester hours provided he or she has submitted the "Request for Class Overload" form to the Registrar and has the approval of her or his academic advisor indicated. A student who has completed 60 credits or more and is making satisfactory progress may carry an overload up to a total of 22–24 semester hours provided she or he has submitted the "Request for Class Overload" form to the Registrar with approval by her or his academic advisor and the Dean of the student's college or school. Class overload may include Special Projects, Conference Courses, and Continuing Education Courses.

Excess Credits

Credit taken in excess of the 24-credit maximum (per regular semester)/(18-credit maximum per Finakpo' summer term) or credits taken over the normal load without official authorization will not be granted or recorded as earned credit. Under these conditions, the hours for which credit will not be granted will be those with the latest enrollment date which constituted the overload.

Class levels

Student's class levels are determined on the basis of credit hours earned, as follows:

Class Level	Credit Hours
Freshman	1–30 (inclusive)
Sophomore	31–60 (inclusive)
Junior	61–90 (inclusive)
Senior	91+

M. COURSE LISTING

Students can find current course offerings online through the Self-Service. The University of Guam reserves the right to make changes in the courses offered and to cancel or reschedule any class where low enrollment or other considerations warrant. UOG does not offer every course every semester.

N. GRADES, GRADE POINTS AND GRADE POINT AVERAGE

Grades

Grades are given in a course by the instructor as recognition of certain degrees of accomplishment. Grade points /quality points (for computing averages) are assigned to grades as follows:

Letter Grade	Grade Point Value	Precent Grade	Definition
A+	4.00	98-100%	**Outstanding** Honors-level performance with superior quality and extraordinary distinction.
A	4.00	93-97%	
A-	3.67	90-92%	

Letter Grade	Grade Point Value	Precent Grade	Definition
B+	3.33	87-89%	**Good** Solid accomplishment, indicating a substantial mastery of course materials and a good command of skills required by the course.
B	3.00	83-86%	
B-	2.67	80-82%	
C+	2.33	77-79%	**Adequate** Students have achieved the level of competency needed for advancing to a subsequent course that has this course as prerequisite.
C	2.00	70-76%	
D	1.00	60-69%	**Deficient** Minimal passing, but not adequate to take a subsequent course that has this course as prerequisite.
F	0.00	<60%	**Failure** Inadequate to receive credits.
P	-		**Pass**
I	-		**Incomplete**
NC	-		**No Credit**

The letter grades A+ through F (and I) must be used in every course unless specified otherwise in the official catalog course description. The grade NC is not used in most courses. Other symbols, assigned by the Office of Admissions & Records, are administrative and do not evaluate work: "W" - Official Withdrawal; "UW" - Unofficial Withdrawal (Note: For GPA calculation, "UW" is treated as an "F" grade); "CW" - Credit Withheld.

Many programs require different levels of attainment to remain in good academic standing. Check details with your academic advisor or dean's office.

The grade report may be requested at the Office of Admissions & Records with photo identification two business days after the deadline for faculty to submit grades. Students may also review their grades using the Self-Service system.

Grade changes from Incomplete (letter grades of "I")

An “I” may be given to a student who has failed to complete a small, but important, part of the course if the reasons for the Incomplete are justified by the instructor and the Dean. The appropriate incomplete form must be completed and signed by the instructor, division chair and the Dean before the Incomplete can be assigned to the student. The Incomplete Grade Authorization Form remains on file in the Dean’s Office. To receive credit for an undergraduate course marked “I,” the student must satisfactorily complete the unfinished work by the last day of classes of the following regular semester after the Incomplete grade was issued. The faculty will issue a grade following normal timelines.

Should the student fail to complete the specified work to the satisfaction of the instructor, no credit will be recorded and the symbol “I” will be changed to an “F” on her or his record. No requests for time extension will be accepted.

Exceptions to the Incomplete policy include: 1) For those courses that do not use the “F” grade, the equivalent non-credit grade will be assigned, and 2) All grades of Incomplete must be resolved prior to certification for graduation. If a student who is applying for graduation has an unresolved Incomplete at the time that the Registrar certifies their eligibility for graduation, the “I” will be changed to an “F” or equivalent non-credit grade and used in the final GPA calculation.

For other grade changes issues, see catalog for information.

Grade-Point average (GPA)

A GPA is computed from the credit hours of all courses (100-level or above) for which conventional grades are reported. (The grade “NC” is not used in these computations.) The GPA is determined by dividing the total number of grade points by the total number of credit hours attempted for which a letter grade of A+ [4.00]; A [4.00]; A- [3.67]; B+ [3.33]; B [3.00]; B- [3.00]; C+ [2.33]; C [2.00]; D [1.00]; or F [0.00]; UW [0.00] (for Undergraduate); (for Graduate) A+ [4.00]; A [4.00]; A- [3.70]; B+ [3.30]; B [3.00]; B- [2.70]; C+ [2.00]; C [2.00]; F [0.00]; UW [0.00], has been assigned. The GPA is calculated to three decimal places and is not rounded. GPA averages listed in these regulations are cut-off points and not measurements.

A student’s cumulative grade-point standing at the University will, at any time, be based on all academic work attempted at the University of Guam and at the institution(s) from which the student transferred credit.

O. PRESIDENT’S LIST, DEAN’S LIST AND REGENT SCHOLARS

President's List and Dean's List

Full-time undergraduate students who are seeking their first baccalaureate degree and achieve at least a 3.50 grade point average (GPA) for all coursework completed during an academic term are listed on the “Dean’s List” of their respective colleges. In order to qualify for the “Dean’s List”, an undergraduate student must complete at least 12 credit hours that carry letter grades only (i.e., A, B, C, D). In order to qualify for the President’s List, an undergraduate student must complete at least 12 credit hours that carry letter grades only (i.e., A, B, C, D, including pluses and minuses) and have a 4.00 GPA for that semester. In addition, students may not have any “I” grades on their record when grades are posted for the semester

Regent Scholar

The undergraduate must be a full-time student and a permanent resident of Guam for five years prior to becoming a Regent Scholar. To qualify the student must have been placed on the Dean's List or President's List for two consecutive regular semesters (does not include Tinalo' or Finakpo' sessions). 1) A Regent Scholar who has failed to be named to the Dean's List or President's List for two semesters shall forfeit the award. She/he may be reinstated if placed again on the Dean's List or President's List for two consecutive semesters. (BOR Resolution No. 00-08)

A Regent Scholar may receive a partial or full waiver of tuition and fees (subject to availability of funds) in accordance with the combined GPA for two consecutive semesters approved under the Board of Regents. Contact the Financial Aid Office for more information.

P. GRADUATION WITH HONORS

Graduating seniors completing their first baccalaureate degree are recognized for academic achievement at commencement ceremonies each year. The appropriate Latin term, below, indicating the degree of achievement is inscribed on the graduate's diploma and specified in the official transcripts.

Transfer students must earn at least a minimum of 42 credits at the University of Guam with letter grades in order to be eligible for honors at graduation. Courses graded Pass/Fail/No Credit will not be included in the required minimum.

Degree of Achievement	GPA
Summa Cum Laude	3.900 or higher cumulative GPA
Magna Cum Laude	3.700 to 3.899 cumulative GPA
Cum Laude	3.500 to 3.699 cumulative GPA

IV. ADDITIONAL POLICIES AND REGULATIONS

A. STUDENT RIGHT-TO-KNOW ACT

U.S. Public Law No. 101-542 (Nov. 8, 1990)
Read the complete act here

The University of Guam complies with the Student Right-to-Know Act, which requires the University to disclose graduation or completion rates annually for the student body in general and athletes in particular.

All current students and prospective students may request from the Office of Admissions & Records general information on graduation rates. "Prospective Student" means any person who has contacted the University requesting information concerning admission.

Any potential student who is offered athletically related student aid will receive more detailed information concerning graduation or completion rates for the previous year and the average of the last

four (4) years. This category of aid encompasses any scholarship, grant, or other financial aid that requires the recipient to participate in intercollegiate athletics.

B. RELEASE OF INFORMATION
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A)

§ 513 of U.S. Public Law 93-380 (The Education Amendments Act of 1974)
Read the complete section here

Annually, the University of Guam informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This act, with which the University fully complies, protects the privacy of education records. FERPA affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the Registrar, the college dean, head of the academic division, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may request the University to amend a record that they believe is inaccurate or misleading. Students should write to the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Students wishing to restrict release of directory information must file a Request to Prevent Disclosure of Directory Information form at the Office of Admissions & Records. This form must be filed within two weeks after the first day of instruction of a regular semester and within one week after the first day of instruction of summer sessions. The notification to prevent disclosure of directory information is effective only for the one term for which the student is registering.

3. Exceptions to the right to consent disclosures of personally identifiable information contained in the student's records are guided by FERPA. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Another exception where

records may be released without student consent is to parents or legal guardians upon submission of evidence that the parents or legal guardians declared the student as a dependent on their most recent income tax form. For more information on other exceptions, contact the Registrar's Office.

The following is considered "Directory Information" at the University and will be made available to the general public unless the student notifies the Office of the Registrar in person or in writing before the last day to add classes:

- *Student's name, telephone number, email address, mailing address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of enrollment, honors, awards, degrees completed, and dates of degrees conferred, institutions attended prior to admission to UOG, class level, and full-time/part-time status.*

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Guam to comply with the requirements of FERPA. Complaints can be filed with:
    - Family Policy Compliance Office
      U.S. Department of Education
      400 Maryland Ave. SW
      Washington, D.C. 20202-5920

C. STUDENT APPEALS

Students have the right to appeal decisions made in relationship to admission requirements, records, registration and academic rules. The Student Appeal Form is available through the Office of Admissions & Records. Appeals to admissions of academic programs should be directed to the school and college.

Students also have the right to appeal if they feel that their academic rights, such as being informed of course requirements and being graded fairly, have been violated. The Student Discipline and Appeals Committee (SDAC) hears and decides on these second types of appeals. The SDAC also hears cases in which it is alleged that students violated the Code of Student Conduct.

Student Appeal Procedures for Waiver of Academic Rules

Students may petition appealing decisions made in relation to admission requirements, records, registration and academic rules. The Student Appeal Form is available through the Office of Admissions & Records.

Appeal procedures are as follows:

1. On the appeal form describe the problem as clearly and completely as possible.

    a. Tell why the Registrar should consider the appeal.
    b. Give all details that will help the Registrar better understand the situation.
    c. Give your full name, mailing address, academic major, contact phone number, and date.

d. If help is needed in completing the Appeal Form, the Office of the Dean of the College in which you are majoring will designate an advisor to help you. The Dean of Enrollment Management and Student Success will designate an advisor for undeclared students needing help.

2. Attach to the completed forms any supporting documents, records, or recommendations that will help the Registrar make a decision.

3. Submit the complete appeal packet to the Registrar's Office, Admissions and Records desk.

4. The decision of the Registrar is final.

Student Academic Appeal and Grievance Procedure

This procedure will be followed when a student would like to resolve a grievance or complaint against a student, faculty member, administrator, or other employee of the University. For the purpose of this procedure, business days are defined as weekdays during the regular Fall and Spring semesters when classes are in session. Fall Intersession and Summer Sessions are not part of the regular semesters.

For assistance in determining how to follow these procedures or advice on grievances, contact the Student Life Office or the Student Government Association (SGA). You may be accompanied by a representative (friend, faculty or student) at any stage in this process. At each step of the grievance procedure, both parties to the dispute will be informed of any decisions taken.

At any point in the following procedure, outlined in Steps 1 through 6 below, failure by the dissatisfied party to appeal within the timeline shall result in the termination of the grievance and the decision, at the level it is stopped, shall stand.

STEP 1

1. A student must attempt problem resolution by conferring with the faculty member or other party within thirty (30) business days after becoming aware of the problem. At this point, both parties shall apprise themselves of their own rights and those of the other party.
   In accordance with the University's nondiscrimination and affirmative action policy, students who feel uncomfortable meeting with the faculty member or other party against whom they have a grievance may skip step 1 of the grievance process. Also, a student grievant may be accompanied by a representative at all stages of the grievance process.
2. If this conference does not resolve the problem, the person bringing the grievance shall notify the other party in writing within 10 days after the conference that he or she is initiating the grievance procedure and again shall seek to resolve the problem through a second informal conference. If the student skips Step 1 and goes directly to Step 2, the student, within 30 business days after becoming aware of the problem, shall notify the other party in writing that he or she is initiating the grievance procedure.
3. If this second conference does not resolve the problem, the procedure shall continue to the next step.

STEP 2

1. The student shall present a written statement, within 10 business days after the second conference, to the appropriate Division Chair, Program Chair or Director and to the party against whom the student has the grievance. The statement must describe the problem in concrete terms, supply all written evidence pertinent to the problem and state the requested solution.
2. In the case of divisions lacking a Chair or a Director, the grievance shall proceed to Step 3.
3. If the faculty member against whom the student has a grievance is a Chair, Director, or higher, the grievance shall proceed to the appropriate higher level.
4. The Chair or Director shall facilitate a resolution of the problem.
5. If an agreement is reached, the Chair or Director shall put the agreement in writing. This shall be signed by both parties with the Chair or Director as witness. Copies of the agreement shall be given to both parties and the Chair or Director shall retain the original. If the recommendation resolves the problem, the appropriate Dean shall act on the recommendation.
6. If no agreement is reached, the Chair or Director shall decide the issue and provide both parties and the appropriate Dean with a written copy of his or her recommendation within 5 business days.
7. If this recommendation fails to resolve the problem, the dissatisfied party may continue the grievance procedure by appealing the recommendation to the appropriate Dean within 5 business days from receipt of the Chair or Director's decision.

STEP 3

1. The case may be heard by the appropriate Dean alone, unless the Dean or one of the parties to the dispute, requests in writing to the Chair of the University Student Discipline and Appeals Committee that the grievance be heard by that Committee.
2. If the Dean hears the case, he or she shall review the chair or Director's recommendations and such other factors as may be known to him or her and, except for extraordinary circumstances, shall notify both parties of his or her decision within 10 business days. If this decision fails to resolve the grievance, the dissatisfied party may continue the grievance procedure.

STEP 4

1. If the Dean or one of the parties to the dispute, requests in writing to the Chair of the University Student Discipline and Appeals Committee that the grievance be heard by that Committee, the Committee shall be convened to hear the grievance and to make recommendations to the Dean, Enrollment Management and Student Success.
2. The University Discipline and Appeals Committee shall conduct an investigation according to the procedures below.
3. Within 10 business days after receiving written notification, the Chair of the University Student Discipline and Appeals Committee will notify committee members of the upcoming grievance. He or she will also contact both parties of the grievance to set a date for the formal hearing.
4. All documents produced for Step 2 and Step 3 shall be given to the University Discipline and Appeals Committee by the appropriate Dean.
5. During the formal hearing the grievant and the person against whom the grievance has been brought shall have 15 minutes to present his or her case. Each party may have an additional 30 minutes for testimony by other persons. Each party shall have 10 minutes to respond to the other's position. Committee members may ask questions of either party following the presentation of the case.

6. If one party fails to appear, except for absences due to extraordinary circumstances (as determined by the Student Discipline and Appeals Committee), the hearing will nevertheless proceed.
7. During the formal hearing, the reliance upon evidence shall be determined by fundamental principles of fair play. Rules of evidence in courts of law shall not, as such, be applied. The hearing is closed to the public to maintain confidentiality of the student and the party against whom the grievance has been brought.
8. At the conclusion of the proceedings the University Discipline and Appeals Committee shall meet in closed session to deliberate and formulate its recommendations to the Senior Vice President and Provost, Academic and Student Affairs.
9. With the exception of extraordinary circumstances, the recommendations and the supporting documentation shall be forwarded to the Senior Vice President and Provost, Academic and Student Affairs with 10 business days with a copy of the recommendations provided to the appropriate Dean.

STEP 5

1. The dissatisfied party may appeal the decision of the Student Discipline and Appeals Committee by appealing in writing to the Dean, Enrollment Management and Student Success.
2. The Dean, Enrollment Management and Student Success will review all documentation regarding the case, and except for extraordinary circumstances, make a decision within 15 business days.

STEP 6

1. The dissatisfied party may appeal the decision of the Dean, Enrollment Management and Student Success by appealing in writing to the President.
2. The President will review all documentation regarding the case, and except for extraordinary circumstances, make a decision within 15 business days.
3. The President's decision shall be final.

D. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Academic Rights of Students

Students have the following rights:

1. To have competent instruction, which shall encompass the following:

    a. To be informed of course requirements (which shall include, course content, methodology and grade determination).

    b. To engage in free and open inquiry and expression, so long as this does not interfere with the rights of the instructor(s) and other students; and

    c. To protect against prejudice and/or capricious academic evaluation.

2. To have competent advisement.

3. To have qualified, impartial assistance from the faculty of the support and research divisions of the University.

4. To have protection against misuse of original work.

5. To be treated in accordance with the University's Statement of Nondiscrimination and Affirmative Action.

6. To have protection, through orderly procedures, if any of the above rights are violated, and

7. To be accompanied by a representative at all stages of any grievance procedure.

Academic Responsibilities of Students

Students have the obligation to be competent students, which includes the following:

1. To ascertain course, program and University requirements,

2. To maintain standards of academic performance established for any course in which they are enrolled including attending class regularly, doing assigned readings, and completing assignments on time.

3. To exercise their rights with honesty, maturity, and responsibility, and

4. To not plagiarize, and

5. To initiate investigative procedures if they believe that their academic rights have been violated.

E. STUDENT GOVERNANCE

A Student Government Association (SGA) has been established to provide students: 1) a forum for organized input on university academic related governance and activities, and 2) the opportunity to conduct University sanctioned social activities and events. The SGA shall fall under the guidance and jurisdiction of the of the Dean, Enrollment Management and Student Success.

F. STUDENT COUNSELING AND ADVISING SERVICES

Behavioral Counselor Supervisor and Wellness Office

The Student Counseling and Wellness office offers short-term psychological counseling to all registered students who may be undergoing personal difficulties or learning problems that interfere with their daily functioning. Individual counseling is offered to assist students in resolving issues that cause emotional distress. Psycho-educational group counseling offers the opportunity for students to work together in learning to deal more effectively with personal concerns. Confidentiality is strictly maintained within each of these four areas.

Enrollment Management & Student Success, Student Services
Behavioral Counselor Supervisor and Wellness Coordinator: Venus Ituralde

Location: Student Success Center Rm. 155, 1st Floor
Tel/TTY: (671) 735-2890

Email: ituraldev @triton.uog.edu

Violence Against Women Prevention Program
Program Director: Camarin G. Meno, Ph.D
Email: vawpp@triton.uog.edu ; cgmeno@triton.uog.edu

The Violence Against Women Prevention Program is a resource and victim services center working to prevent violent crimes against women, particularly domestic violence, dating violence, sexual assault, and stalking. The program's services are confidential and are available for University of Guam students, staff, faculty, and members of their families.

The VAWPP provides:

- Crisis intervention
- Victim advocacy/counseling
- Education and training
- Risk assessment and safety planning
- Advisement on legal options
- Referrals to resources and other services
- Community outreach

ACADEMIC ADVISEMENT

Academic advisors assist students in identifying their personal educational goals. With the use of technology, advisors can help students determine which areas of study best meet those goals. Academic advisement is mandatory for all full part-time students, and high school advanced placement students. The signature of a designated advisor is required to complete the registration process. The following are the three categories of undergraduate students and their designated advisors.

1. Transition Students: Division of English and Applied Linguistics faculty or staff.
2. Undeclared Students who have earned less than 60 credits: Enrollment Management and Student Success (EMSS) advisors or college advisors if they are undeclared in a college.
3. All declared majors not covered by either of the above: Academic major advisors in the college/school, as assigned by the Dean.

G. PROFESSIONAL WORKFORCE VOYAGE CENTER

Professional Workforce Specialist: Harley Edeluchel Jr.
Location: Dr. Lucio C. Tan Student Success Center, Rm. 232, 2nd floor
Tel: (671) 735-2290
Email: edeluchelh@triton.uog.edu

The Professional Workforce Voyage Center is open to all UOG students and alumni and offers internship opportunities, referrals for job placement, and career counseling and advisement in finding suitable positions within their career choices. The office is committed to help guide the students and alumni in developing self-direction and personal responsibility in the career decision-making and job

search process; to network with a variety of employers for available job opportunities in their organizations; and to maximize students' exposure to the employers through the annual Fanuchånan Employer On-Campus Recruitment and the annual Fañomnåkan Job Fair events.

Other services, like providing class presentations on career exploration, outreach career presentations on and off campus, and workshops on topics including mock interviews, resume writing, application processing, and dressing for success are conducted throughout the year. Personal conferences may be arranged to review student and alumni goals, plans, qualifications, career assessments, educational requirements, and other matters of concern.

Student Employment

Federal Work-Study

Financial Aid Office
Tel: (671) 735-2287/2288
Email: finaid@triton.uog.edu
Website: www.uog.edu/financial-aid

Federal work-study provides part-time jobs for full-time and part-time undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Students will earn at least the current federal minimum wage but may earn more depending on the type of work and the skills required for the position. Federal work-study is applied for through the Free Application for Federal Student Aid (FAFSA) and a subsequent Federal Work-Study application.

Teaching Assistantships

Human Resources Office
Tel: (671) 735-2350
Email: uoghro@triton.uog.edu

Undergraduate teaching assistants provide administrative support for quiz, discussion, or laboratory sections and serve as class assistants. Faculty or other academic personnel provide appropriate guidance and feedback, particularly in cases where undergraduate teaching assistants are filling new roles and engaging in activities that are new to them. Undergraduate teaching assistants do not perform teaching duties.

Graduate-level teaching assistants lead quiz, discussion, or laboratory sections, serve as class assistants, or provide supervised teaching. Faculty or other academic personnel provide appropriate guidance and feedback, particularly in cases where teaching assistants are filling new roles and engaging in activities that are new to them. A graduate teaching assistant is usually a pre-master's or graduate student.

Students may view and apply for available teaching assistantships on the Human Resources Office webpage and the RCUOG webpage.

Research, Extension, and Grant Support Assistantships

Research Corporation of the University of Guam
Tel: (671) 735-0336
Email: rcuoghr@triton.uog.edu
Website: www.uog.edu/rcuog/job-announcements

Jobs as research, extension, or grant support assistants are regularly available for both undergraduate and graduate students through the Research Corporation of the University of Guam. Student employees of the RCUOG are assigned to university units to deliver grant or externally funded objectives. The positions pay hourly with rates dependent upon the student's level of education and experience. These employees work 39 hours or less per week and receive Social Security and Medicare. Students may view and apply for available RCUOG assistantships on the RCUOG webpage.

- RCUOG Student Employment Hiring Policy & Procedures

Graduate Teaching Opportunities

Graduate teaching instructor positions offer qualified graduate students valuable, hands-on university teacher training and experience that will benefit them in their future career goals. Instructor opportunities are possible in the English, Biology, and Mathematics programs. Interested graduate students should inquire with the relevant department chair.

Employment Discrimination Prevention

Equal Employment Opportunity/Americans with Disabilities Act/Title IX Office
Interim Director: Lorenzo Eduvala
Location: School of Business & Public Administration Rm. 227
Tel: (671) 735-6048 | **TDD**: (671) 735-2243
Email: eeo-ada@triton.uog.edu

Students working on campus can be assured of a work environment free of discrimination and harassment on the basis of any status protected by law, to include sex, sexual orientation, race, religion, age, disability, citizenship status, and national origin. Administrators, directors, managers, and supervisors must inform employees of the policies prohibiting discrimination and harassment, emphasize the policy of zero tolerance, and deal promptly with any problem situations. Each of us is expected to maintain high standards of honesty, integrity, and conduct. Discrimination and harassment violate these standards.

Sexual harassment is a specific form of prohibited harassment and complaints involve sensitive and complex issues. A prompt and effective inquiry into allegations is critical -- not only to avoid liability and prevent future harassing behavior, but also to lay the groundwork for successful resolution.

H. DISABILITIES SUPPORT SERVICES

Enrollment Management & Student Success, Student Services
Disability Support Specialist: Norine Guzman
Location: Dr. Lucio C. Tan Student Success Center, Room 161, 1st Floor
Tel/TTY: (671) 735-2460
Email: disabilitysupport@triton.uog.edu

The Disability Support Services (DSS) Office coordinates reasonable accommodations and services for qualified students with disabilities to ensure equal access to University programs, services, activities, and facilities. DSS promotes student independence, self-advocacy, and full participation in the academic and campus environment.

Students seeking academic accommodations should contact DSS as early as possible. To establish eligibility, students must submit documentation from a qualified provider that supports the existence of a disability and the need for accommodations. Accommodation requests are reviewed on an individualized basis through an interactive process between the student and DSS. Reasonable accommodations may include, but are not limited to:

- Alternative testing accommodations
- Note-taking assistance
- Sign language interpreting services
- Alternative format materials
- Assistive technology and adaptive equipment
- Accessibility-related support services
- Referrals to academic support and tutoring resources

Students are encouraged to submit accommodation requests at least four (4) weeks before the start of the semester to allow sufficient time for review and coordination of services. Requests may be submitted at any time during the academic year; however, accommodations are not generally applied retroactively.

Disability-related records and information are maintained confidentially and are shared only as permitted by law and University policy.
Students seeking information regarding disability rights, accessibility, equal opportunity, non-discrimination, or grievance procedures may contact the EEO/ADA & Title IX Office.

I. STUDENT HEALTH SERVICES

Community Health Nurse Supervisor: Georgette M. Apuron, BSN/RNC
Location: Student Services Center Rm. 161, 1sr Floor
Tel: (671) 735-2225/6 | **Fax**: (671) 734-4651
Email: uogstudenthealth@triton.uog.edu
Hours: 9 a.m. – 4 p.m., Monday – Friday

Student Health Services is committed to providing high-quality, accessible health services that meet the needs of the University of Guam's diverse student population. These health services are confidential and responsive to promoting optimal wellness, empowering students to make informed, self-directed, and healthy life decisions that will ultimately assist them in achieving their academic and career goals.

HEALTH REQUIREMENTS
Health Requirements for All Students

All UOG applicants must present:

- Evidence of having been immunized against Measles, Mumps, and Rubella (either MMR#1 and MMR#2 immunization OR an MMR Titer proving immunity). Students born on or before 1957 are exempted from this MMR health requirement.
- Results of a Tuberculin (TB)/Purified Protein Derivative (PPD) skin test taken no earlier than six months from the date of application. Positive TB/PPD skin test results require the following additional health documentation and clearances:

        - Tuberculosis (TB) Evaluation Form with an attached Chest X-ray report, to be completed by your health care provider.
        - Certificate of Tuberculosis Evaluation. This is obtained by presenting the Tuberculosis (TB) Evaluation Form and Chest X-ray report to the Department of Public Health & Social Services' TB Control Program Office located at the Northern Region Community Health Center in Dededo.
    - New and re-entry applicants must complete a Health Clearance Form and submit it to the Student Health Services office.

J. TUTORING STUDENT SUPPORT SERVICES

Low-Income and First-Generation Student Support Services

TRIO Student Support Services
Director: Chrislynn Takawo
Location: Calvo Field House, 1st Floor
Tel: (671) 735-2258
Email: takawoc@triton.uog.edu
Website: uog.edu/trio-program/student-support-services

Student Support Services is a 100% federally funded program that provides free academic services to eligible University of Guam students. These services are designed to assist low-income, first-generation college students, and/ or students with disabilities in completing their bachelor's degrees.

Services available include:

- academic assistance in math and English;
- advice and assistance in course selection;
- assistance in completing the FAFSA; career exploration activities;
- information on financial aid programs and benefits;
- guidance on financial and economic literacy, including financial planning;
- information on graduate and professional programs;
- Summer Bridge Program; and
- study skills workshops.

Tutoring Services

Tutoring programs for math and writing are available for all UOG students through their respective colleges.

Mathematics Tutor Lab
Location: Agriculture & Life Sciences Building, Room 230
Tel: (671) 735-2064
Email: mathtutorlab@triton.uog.edu
Website: uogmathlab.org

The Mathematics Tutor Lab offers tutoring in specific mathematics courses by appointment and for other math classes on a walk-in basis. A study hall is also available for students to complete their assignments. Students may receive up to 60 minutes of tutoring per day.

DEAL Writing Center
Location: English & Communication Building, Room 204
Email: writingcenter@triton.uog.edu
Website: https://sites.google.com/view/dealwritingcenter/home

The DEAL Writing Center offers peer tutoring on writing assignments, an independent study area, and English textbooks for use. The services are free to students on a walk-in or appointment basis.

K. ARMY ROTC PROGRAM

Recruitment Operations Officer: John W. Howerton
Tel: (671) 735-2541 / (671) 858-ROTC (7682)
Email: jhowerton@triton.uog.edu

Students can position themselves for rewarding careers as Army officers by supplementing any major with a minor in Military Science and becoming part of the UOG Army Reserve Officers' Training Corps (ROTC) program. Approximately 110 students at UOG are also ROTC cadets, and another 400+ are presently serving in the Army.
The UOG ROTC program is highly active locally, regionally, and nationally. Cadets benefit from a range of leadership-building experiences, including shadowing military exercises, competing in national challenges, and training junior cadets in the region. They are also eligible for a number of scholarship opportunities.

L. NATIONAL STUDENT EXCHANGE PROGRAM

Program Coordinator: Desiree Aguon
Tel: (671) 735-2201
Email: desaguon@triton.uog.edu

Students may opt to study abroad and experience new places, ideas, and cultures through the National Student Exchange. The National Student Exchange provides a unique and exciting opportunity for study over the course of a semester, a summer, or an academic year at one or more of nearly 200 institutions in the United States, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands.

Students go on exchanges for many reasons, including:

- Taking courses not available on their home campuses
- Enhancing personal growth and independence
- Spending time in a different region
- Immersing themselves in diverse cultural settings
- Engaging in research

M. INTERNATIONAL STUDENT EXCHANGE

Outreach Coordinator: Daniel Raglmar
Tel: (671) 735-2607
Email: raglmard@triton.uog.edu

Students have an opportunity to study at approximately 80 institutions in Japan and Korea that have international student exchange agreements with UOG. Approximately 25 of those institutions offer courses in English. An articulation of courses needs to be completed by the student's adviser to ensure the course credits transfers back to UOG, or students may opt to take courses not for credit.

The application period for International Student Exchange takes place in both the fanuchånan and fañomnåkan semesters through the UOG Global Learning & Engagement office. Students must submit a statement of interest and a nomination letter from a faculty member. Upon review and approval by the Overseas Exchange Committee, students may select the institution they would like to attend.

N. TRITON'S CALL STUDENT NEWSPAPER

Triton's Call Student Newspaper

Publisher: Manuel L. Cruz, Ph.D.
Location: English & Communications Building, 2nd Floor
Email: tritonscalluog@gmail.com

Triton's Call is the University of Guam's student-run newspaper that has been providing news and information for the campus community since 1965. Students contributing to Triton's Call — students from the Communication & Media Program as well as students who want to take part as volunteers or guest contributors — gain experience in multimedia journalism and content creation under the guidance of faculty advisers.

O. TRITON ADVISING CENTER

TRITON ADVISING CENTER
Location: Student Success Center Rm. 231
Telephone numbers: 671-735-2290 / 671-588-1478
Email: emsstac@triton.uog.edu
Website: www.uog.edu/tac

The Triton Advising Center is your go-to hub for personalized support throughout your college journey. Our academic specialists are dedicated to helping you stay on track for graduation by connecting you with your assigned academic advisor, offering workshops that strengthen study habits and time management skills, and promoting tools to boost academic performance. They also keep you informed of important deadlines, campus resources, and student success opportunities.

The Triton Advising Center's career specialists help you prepare for life beyond the classroom, whether that means exploring career paths, polishing your resume, practicing for interviews, or securing internships and job opportunities. To support your financial well-being, the Triton Advising Center also collaborates with campus departments to connect you with scholarships, financial aid, and other funding resources that can ease the cost of your education. Our team is here to guide and empower you every step of the way, both in college and beyond.

P. STUDENT ORGANIZATIONS

Students have the opportunity to participate in more than 50 organizations under the Student Life Office and are encouraged to get involved. A list of student organizations may be found on the Triton Career Connections website.

Students with a common interest or purpose who seek to form an organization and use the University's name, resources, or facilities must register the organization with the Student Life Office and must have a faculty advisor. Recognized organizations may request Student Government Association financial aid and assistance for their activities. However, neither the University nor the SGA is obligated to provide facilities, supplies, or financial assistance to any campus organization. Necessary forms to petition for university recognition may be obtained from the Student Life Office.

Q. STUDENT HOUSING / RESIDENCE HALLS

Acting Director: Carlos Taitano
Location: See Campus Map
Tel: (671) 735-2260/1 | **Fax**: (671) 734-2262
Email: rho@triton.uog.edu
Website: uog.edu/life-at-uog/residence-halls/life-in-the-halls

Living on campus contributes to the intellectual, social, and emotional well-being of the students who compose the residential community. The Residence Halls Office is responsible for providing student housing and promoting residence life programs. Student residents live conveniently near university resources, and they form a community that encourages academic excellence and is engaged with co-curricular programs, healthy recreational activities, and entertainment.

V. STUDENT CODE OF CONDUCT

The mission of the University of Guam is to provide higher education programs for the people of Guam and the Western Pacific Island Communities. To fulfill this mission, the University of Guam must provide opportunities for intellectual, emotional, social, and physical growth. University students assume an obligation to act in a manner compatible with the fulfillment of the mission. The University community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the University of Guam Student Government Association in conjunction with the Dean, Enrollment Management and Student Success, the Senior Vice President for Academic and Student Affairs, establishes the Student Code of Conduct, which is hereby contained in Sections G through K of this article.

Any questions of interpretation regarding the Student Code shall be referred to the Dean, Enrollment Management and Student Success, or designee.

The Student Code shall normally be reviewed every year by the Student Government Association in conjunction with the Dean of Enrollment Management and Student Success, and the University Student Discipline and Appeals Committee.

A. Definitions

1. The term University means University of Guam.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who

attend post-secondary educational institutions other than the University of Guam and who reside in University Residence Halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students."

3. The term "faculty member" means any person hired by the University to conduct teaching, service, or research activities.
4. The term "University official" includes any person employed by the University, performing assigned administrative responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for university recognition.
8. The term "judicial body" means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions. The "judicial body" for violations of the Student Code is the University Student Discipline and Appeals Committee.
9. The term "judicial advisor" means a University official authorized on a case-by- case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same judicial advisor to impose sanctions in all cases. Unless otherwise noted, the "judicial advisor" of the University is the Dean of Enrollment Management and Student Success.
10. The term "**appellate board"** means any person or persons authorized by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the judicial advisor.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, the Student Code, Residence Hall Handbook, Graduate/Undergraduate Catalogs and the University Policy Manual.
14. The term "cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
15. The term "plagiarism" includes, but is not limited, to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. Business Day or days are weekdays during the Fall and Spring semesters when classes are in session.

B. Judicial Authority The University Student Discipline and Appeals Committee is the judicial body authorized to hear cases alleging violations of the Student Code.

The *judicial advisor* shall determine the composition of judicial bodies and appellate boards, other than the University Student Discipline and Appeals Committee, and determine which judicial body, judicial advisor and appellate board shall be authorized to hear each case.

In cases not involving violations of the Student Code, the judicial advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.

Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.

A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

C. Proscribed Conduct

1. **Jurisdiction of the University** Generally, University jurisdiction and discipline shall be limited to conduct which occurs on university premises or areas off campus over which the University has jurisdiction, or which adversely affects the University Community and/or the pursuit of its objectives.

2. **Conduct Rules and Regulations** Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined under sanctions.
   a. Acts of dishonesty, including but not limited to the following:
      i. Cheating, plagiarism, or other forms of academic dishonesty.
      ii. Knowingly making false statements and knowingly submitting false information to any University official, faculty member or office.
      iii. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
      iv. Tampering with the election of any University recognized student organization.
   b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public-service functions on - or off-campus, or other authorized non-University activities, when the act occurs on university premises.
   c. Physical abuse, verbal abuse, threats, intimidation, harassment, sexual harassment, sex offenses, domestic violence, dating violence, sexual assault, stalking, coercion and/or other conduct, which threatens or endangers the health or safety of any person.
   d. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
   e. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
   f. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
   g. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of university premises.
   h. Violation of published University policies, rules or regulations.

i. Violation of federal, state or local law on university premises or at university sponsored or supervised activities.
j. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
k. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication.
l. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises.
m. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
n. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
o. Conduct, which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored or participated by the University.
p. Theft or other abuse of computer time, including but not limited to:
    i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    ii. Unauthorized transfer of a file.
    iii. Unauthorized use of another individual's identification and password.
    iv. Use of computing facilities to interfere with the work of another student, faculty member or University official.
    v. Use of computing facilities to send obscene or abusive messages.
    vi. Use of computing facilities to interfere with normal operation of the University computing system.
q. Abuse of the Judicial System, including but not limited to:
    i. Failure to obey the summons of a judicial body or university official.
    ii. Falsification, distortion, or misrepresentation of information before a judicial body.
    iii. Disruption or interference with the orderly conduct of a judicial proceeding.
    iv. Institution of a judicial proceeding knowingly without cause.
    v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    vii. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
    viii. Failure to comply with the sanction(s) imposed under the Student Code.
    ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.

D. Violation of Law and University Discipline University disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his

or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and University employees, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

E. Judicial Policies

1. **Charges and Hearings** Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the judicial advisor responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within ten (10) business days. The following procedures, proceedings and timelines are intended to provide a prompt, fair and impartial process from the original investigation to the final result.
   a. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
   b. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
   c. A judicial body shall be appointed by university policy or as approved by the Dean, Enrollment Management and Student Success. Members of the judicial body receive annual training before serving in order to protect the safety of complainants and students and to promote accountability in the investigative and hearing process.

2. **Hearings** shall be conducted by a judicial body according to the following guidelines:
   a. Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the Chair, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.
   b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor.
   c. In hearings involving more than one accused student, the Chair of the judicial body may permit the hearings concerning each student to be conducted separately.
   d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
   e. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.
   f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Chair.

g. All procedural questions are subject to the final decision of the Chair of the judicial body.
h. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code, which the student is charged with violating.
i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
j. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

F. Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code:

1. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. **Loss of privileges:** Denial of specified privileges for a designated period of time.
4. **Fines:** Previously established and published fines may be imposed.
5. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary o material replacement.
6. **Discretionary Sanctions:** Work assignments, service to the University or other related discretionary assignments.
7. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
8. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
9. **University Suspension:** Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **University Expulsion:** Permanent separation of the student from the University.

More than one of the sanctions listed above may be imposed for any single violation.

Other than University suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, maintained by the Admissions and Records Office, but shall become part of the student's confidential record, maintained by the Dean, Enrollment Management and Student Success. Upon graduation, the student's confidential record may be expunged of disciplinary actions, University suspension or University expulsion, upon application to the judicial advisor.

In addition to the penalties outlined in section above, groups or organizations may also face: (a) Deactivation; (b) Loss of all privileges, including University recognition, for a specified period of time.

G. In cases involving violations of the Student Code, members of the judicial body (University Student Discipline and Appeals Committee) shall determine and impose sanctions. In other cases, the judicial advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the judicial advisor shall simultaneously advise both the complainant and the accused, as well as the Dean, Enrollment Management and Student Success in writing of its determination and of the sanction(s) imposed, if any. The disclosure of the outcome of the hearing shall include only the name of the accused, the violation alleged, whether any institutional rules or code sections were violated, essential finding(s) supporting such result, and any sanction imposed, including a description of disciplinary action, date of imposition of such action, and the duration of such action. The complainant and the accused shall also be notified of any appeal procedures, any change to the results that occur prior to the time that such results become final and when such results become final.

H. In cases involving sanctions that include probation, suspension, and expulsion, the judicial body shall inform, by memorandum, the Offices of the Dean of Enrollment Management and Student Success and Admissions and Records.

1. The office of the Dean of Enrollment Management and Student Success shall ensure that the imposed sanctions are implemented and observed by the guilty party.
2. If the guilty party fails to satisfy the sanctions imposed by the judicial body, the case may be referred back to the judicial body for further disciplinary action.

I. Interim Suspension In certain circumstances, the President, or designee, may impose a university or residence-hall suspension prior to the hearing before a judicial body. Interim suspension may be imposed only:

1. to ensure the safety and well-being of members of the University community or preservation of university property;
2. to ensure the student's own physical or emotional safety and well-being; or
3. if the student poses a definite threat of disruption of or interference with the normal operations of the University.

During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the President or the judicial advisor may determine to be appropriate.

The Offices of the Dean of Enrollment Management and Student Success and Admissions and Records shall be notified in writing of the interim suspension.

J. Appeals A decision reached by the judicial body, or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appellate board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or his or her designee. In cases where the University is the complainant, the University shall have no right of appeal.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
4. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

In considering an appeal, the Appellate Board may recommend to the President:

1. uphold the appeal and reduce or suspend sanctions,
2. uphold the appeal and increase or impose sanctions,
3. dismiss the appeal and affirm the original sanction(s).

The decision of the President shall be final.

Notification of Sanctions When imposition of any sanction includes restrictions on attendance in class or University-sponsored activities, the Offices of the Dean of Enrollment Management and Student Success and of Admissions and Records shall be notified in writing within five (5) business days.

VI. POLICIES COMMON TO ADMINISTRATORS, FACULTY, STAFF AND STUDENTS

A. Campus Security Escort Service

G4S Campus Security
Tel: (671) 888-2456 or (671) 735-2365
The UOG Campus Security Escort Service provides free walking accompaniment from one campus location to another, including to vehicles parked on campus, for all UOG students, employees, and visitors who may feel unsafe walking alone on campus at night. This service is available from dusk to dawn, seven days a week, 365 days per year.

B. Smoking/Tobacco-Free Policy

Pursuant to Board of Regents Resolution No. 13-24, the University of Guam (UOG) has a total ban on the sales, smoking and the distribution and use of tobacco and tobacco-based products on the UOG Campus, and properties.

The purpose of this policy is to protect the public health and welfare by prohibiting smoking and the use of tobacco products or simulated smoking devices, including but not limited to E- cigarettes, on the UOG campus and properties; to guarantee the right of nonsmokers to breathe smoke-free air, while

recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and to encourage a healthier, more productive living/learning environment for all members of our University community.

Definitions

A. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including but not limited to marijuana, intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

B. “Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation or digestion; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

C. “E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

This Tobacco-Free Policy applies to all UOG facilities and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products or e-cigarettes shall not be permitted in any enclosed place, including privately owned vehicles, residential areas/dormitories, and businesses within University of Guam campus and properties. Smoking and the use of tobacco products or e-cigarettes shall also be prohibited outdoors on all UOG properties, including the campus and parking lots. This policy applies to all students, UOG employees, and other persons on campus and on UOG properties, regardless of the purpose for their visit.

Copies of this policy shall be distributed to all University employees and shall be included with information given to all admitted students. Announcements shall also be printed in campus newspapers to ensure that everyone understands the policy. All contracts with activities or services on campus or University properties shall also reflect this policy in writing with intent to actively announce and enforce compliance. Signs prohibiting smoking and the use of tobacco products shall be posted at points of entry to the University of Guam campus and at all University of Guam building entrances. No ashtrays shall be provided at any location on university properties. No tobacco products or paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines or any area on campus or on university properties.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All students and University employees share in the responsibility for adhering to this policy. Violations of this policy will be addressed in accordance with UOG disciplinary procedures and other enforcement actions as permitted by UOG policy.

Tobacco cessation programs and other resources to assist and encourage individuals who wish to quit using tobacco products will be made available by UOG. Questions regarding this policy and its enforcement should be handled through existing departmental administrative channels and administrative procedures.

Tobacco-related advertising or sponsorship shall not be permitted on UOG properties at UOG-sponsored events, or in publications produced by the University of Guam, with the exception of advertising in a newspaper or magazine that is not produced by the UOG, and which is lawfully sold, bought, or distributed on UOG properties. For the purposes of this policy "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

Individuals and/or businesses convicted of violating Guam law regarding prohibitions of smoking are subject to significant fines and penalties, in accordance with 10 GCA Ch. 90 Natasha Protection Act of 2005 or other related mandates.

C. Bulletin Board Use

University students, faculty and employees have access to designated bulletin boards on campus. All bills, flyers and posters shall be posted ONLY on bulletin boards provided by the University.

It shall be the responsibility of individuals and organizations that post such documents to remove them on a timely basis. Administrative units will have bulletin boards assigned to them for monitoring. The heads of these units will periodically remove, and discard posted documents that are dated or are posted in such a manner as to be unsightly (i.e., documents poorly stapled). Responsibility for the content shall lie in the hands of those posting the handbill. Documents posted elsewhere will be removed and discarded without notice.

Bulletin Board locations and officials for document approval:

Fine Arts Building	CLASS Dean/ Designate
RFK Library	LR Dean/ Designate
Field house	Field house Manager
Science building	CNAS Dean/ Designate
Health Science Building	SNHS Dean/ Designate
Dorm I & II	Residence Hall Director/ Designate
Student Center	EMSS Dean/ Designate
Deans Circle	Admin Of House Appropriated
Marine Lab	Director Marine Lab
Administration Building	VP, Admin & Finance/ Designate
MARC	Director of Marine Lab
Computer Center	Director of Computer Center
English Building	CLASS Dean/ Designate
Leon Guerrero Building	SBPA Dean/ Designate
HSS Building	CLASS Dean/ Designate
School of Education	SOE Dean/ Designate

D. Policy for Equal Employment Opportunity and Non-Discrimination/Non-Harrassment

The University of Guam Policy for Equal Employment Opportunity and Non-Discrimination / Non-Harassment was adopted on July 17, 2003, as Board of Regents Resolution #03-24 and replaces Article VI.H of the Rules, Regulations and Procedures Manual, and was amended by Board of Regents Resolution #03-33, which was adopted on September 18, 2003.

Intent: The University is committed to maintaining the campus community as a place of work and study for faculty, staff and students, free of all forms of discrimination and harassment that are unlawful under Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., or other applicable law. The University prohibits unlawful discrimination or harassment against any member(s) of the University community including faculty, student, employees, staff and administrators and applicants for such positions. Students (including student-employees) should also review the policies as summarized in the student handbook, and faculty should consult the faculty collective bargaining agreement. In case of questions or concerns regarding this Policy, please contact the University's Equal Employment Opportunity Office, (671) 735-2244, 735-2243 (TDD); Office of the President, UOG Station, Mangilao, Guam 96923, (671) 735-2990/5; or the University's Senior Vice President of Academic and Student Affairs Office, (671) 735-2991/4.

The UOG Policy Prohibiting Sex Discrimination opposes all forms of sex discrimination including but not limited to sexual harassment, sexual assault, sex offenses, domestic violence, dating violence, stalking and inappropriate amorous relationships. (Refer to Policy for additional information)

No Discrimination/No Retaliation: The University is an equal opportunity employer and is firmly committed to non-discrimination in its hiring, termination, compensation, promotion decisions and in all other employment decisions and practices and in the application of its personnel policies and collective bargaining agreements. In compliance with all applicable laws, except where a bona fide occupational qualification exists, employment decisions will be made irrespective of the employee's or applicant's race, color, religion, religious creed, national origin, age (except for minors), gender, citizenship status, military service status, and/or any other status protected by law. This policy prohibits retaliation because one has in good faith filed a complaint concerning behavior prohibited by this policy, or has reasonably opposed, reported or stated the intent to report such behavior or is participating in a related investigation, proceeding or hearing regarding such a matter.

All members of the University community must comply with this policy. The University will take prompt and effective corrective action in response to any complaint showing a violation of this policy.

The University will reasonably accommodate qualified individuals with disabilities as defined by federal law if the individual is otherwise qualified to safely perform all essential functions of the position and if it will be done without undue hardship to the University.

The University's policy is supported by, and consistent with federal law. This policy thus accepts the mandate set for in Titles VI and VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments of 1972.

No Harassment: Harassment based on race, gender, national origin, color, religion, religious creed, age, disability, citizenship status, military service status, or any other status protected by law, is prohibited by university policy. Prohibited harassment in any form, including verbal and physical conduct, visual displays, threats, demands and retaliation is a violation of this policy and will not be tolerated. Prohibited acts that constitute harassment take a variety of forms. Examples of the kinds of conduct that may constitute harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work because of gender or any other status protected by law;
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and/or offers of job benefits or conditions in return for sexual favors;
- Retaliation in the form of adverse actions because one has opposed, reported or stated the intent to report harassment or because one is participating in a related investigation, proceeding or hearing.

Hostile Work Environment: The University of Guam defines hostile environment as a setting where unwelcome conduct or harassment occurs that is so severe or pervasive that is objectively limits or denies a person's ability to participate in or benefit from the educational programs or activities. For additional clarification, please refer to the EEO and ADA/Title IX website.

Sexual Harassment: Sexual harassment is a specific form of prohibited harassment which occurs when an individual's behavior constitutes (1) unwelcome sexual advances or (2) unwelcome requests for sexual favors, or (3) other unwelcome verbal or physical behavior of a sexual nature where:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's education or employment; or
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic, residential life or work performance, or creates an intimidating, hostile, or offensive educational, living or work environment at the University.

Complaint Review Process:

In General: The University encourages individuals who believe they may have experienced discrimination or harassment in violation of university policy or is aware that another person has allegedly engaged in such discrimination or harassment, to report such information using this complaint process. It is expected that review of these matters will begin expeditiously and that complaints will be resolved promptly and ordinarily no later than 45 days from receipt of the complaint. Confidentiality will be maintained to the extent appropriate in consideration of the circumstances. In addition to these procedures, complaints may be filed with the Equal Employment Opportunity Commission (EEOC) at the Hawaii District Office, Honolulu Office, Prince Kuhio Federal Building, 300 Ala Moana Blvd., Rm 7-127, Honolulu, HI 96850-0051, and the Office of Civil Rights of the US Department of Education at Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

Intake: Complaints may be made in the following ways: An individual ("Complainant") may present the complaint to the University EEO officer, a University EEO counselor (collectively, "University intake person"), or to an administrator or officer of the University in the reporting relationship above the complaining individual or one who is above the person about whose behavior the complaint is made. A list of the available University intake persons and their phone numbers is contained on the University web site. Wherever possible, the complaint should be made in writing and as soon as possible after the Complainant becomes aware of the prohibited behavior. If the Complainant declines to present a complaint in writing, the University intake person or the other University administrator or officer who receives the complaint will prepare a memorandum of the complaint made in oral fashion and in all

situations promptly notify the University's EEO officer of the filing of the complaint, unless the complaint is against the University's EEO officer. Should the Complainant choose not to file a complaint with these persons, he/she may bring the complaint to the University's Senior Vice President or any vice president, dean or other senior University administrator, and should reference the matter wherever possible as arising under the University Policy for Equal Employment Opportunity and Non-Discrimination/Non-Harassment. The University's EEO officer shall be responsible to see that the Complaint is handled in the manner prescribed in this Policy, unless the complaint is against the University's EEO officer, in which case the University's Senior Vice President shall do so.

The University's EEO officer will inform the Complainant and where appropriate, the person whose conduct is alleged to violate the policy ("Respondent"), of this Policy, the procedures for resolution and the administrator or officer of the University who will be responsible for a final determination of the complaint ("decision maker"). The selection of the decision maker will be made with consideration of the reporting and/or academic relationships of the Complainant, Respondent and others involved. It is not possible to prescribe in advance the identity of the decision maker in all situations, given the unique organization of academic institutions.

Process: The Complaint will be reviewed, generally by the University's EEO officer, and resolved according to this policy, including that an investigation will be conducted if one is warranted. If the complaint is against the University's EEO officer or an individual in supervision over the EEO officer, the University will designate an individual independent of the University and who is not employed by an entity of the government of Guam, who is trained and experienced in EEO matters, to conduct the investigation if one is warranted and/or otherwise appropriately inquire into the complaint. Any investigation will proceed expeditiously and appropriately to investigate the matter, including interviews of individuals, if necessary and a written summary of the facts relevant to the complaint will be prepared and, if any, the recommended corrective action.

Resolution: The University shall take prompt and effective action in response to the complaint. The decision maker will make a determination of the complaint in a manner consistent with the particular facts and circumstances of the complaint.

If the decision maker finds that the complaint in whole or in part shows a violation of the University policy, the decision maker shall determine what corrective action is appropriate and including, where appropriate, disciplinary action of the Respondent or others. Violations of this policy may result in disciplinary action such as warning, suspension or termination from employment or of any other affiliation with the University, etc. The decision maker may determine that the complaint does not show a violation of the University policy. If so, the decision maker shall so inform the Complainant and Respondent.

The decision maker will prepare a written summary of his/her determination. After the determination regarding the complaint has been made, to the extent appropriate the determination will be communicated in person to the Complainant within 5 days if the Complainant is available to meet.

Non-Retaliation: No member of the University community may be subjected to interference, coercion or reprisal for seeking advice concerning a matter under this Policy, reasonably filing a complaint, or otherwise in good faith participating in the internal complaint process or in a complaint process external to the University. The University will not so retaliate against any person making a complaint and will not knowingly permit retaliation.

Appeal of Discipline: Respondents or others who receive disciplinary action as a result of a complaint under this process may appeal under the provisions of the appropriate grievance procedures, if any, for faculty, staff, and students.

Other University Procedure: Time periods for filing of complaint, investigation and resolution should be advanced if proceedings under university collective bargaining agreements or other University procedures so warrant it.

E. University of Guam Policy Prohibiting Sex Discrimination

Policy Statement

The University of Guam does not discriminate on the basis of sex in the education programs and activities that it operates and is required by Title IX of the Civil Rights Act of 1964 and by 34 C.F.R. Part 106 to prohibit all forms of sex discrimination, including but not limited to sexual harassment, sexual assault, sex offenses, domestic violence, dating violence, stalking, and inappropriate amorous relationships. The University of Guam's prohibition of sex discrimination extends to its admissions and employment activities. Further, this policy expressly prohibits retaliation against any person because of their good faith participation in the reporting, investigation, or adjudication of alleged violations of this policy. University students and employees who violate this policy will face discipline up to and including expulsion for 2 students or termination for employees. All members of the University Community must work together to prevent and eliminate sex discrimination at the University of Guam.

See full policy on UOG website: **PRESIDENTS-DIRECTIVE-2020-02-UOG_Policy-Prohibiting-Sex-Discrimination-080520.pdf**

Equal Employment Opportunity/Americans with Disabilities Act/Title IX Office
Interim Director: Lorenzo Eduvala
Location: School of Business & Public Administration Rm. 227, 2nd Floor
Tel: (671) 735-2244 | **TDD**: (671) 735-2243 | **Helpline**: (671) 735-HELP
Email: eeo-ada@triton.uog.edu

If you have been sexually harassed or sexually assaulted or are a victim of dating or domestic violence, gender-based harassment, bullying, or stalking and need help, please contact the EEO/ADA/Title IX office. Even if you are unsure of what to do, call the UOG Helpline at (671) 735-HELP (4357), and you will be connected with somebody who will assist you.

The EEO/ADA/Title IX office also stands ready to assist anyone who wishes to file a formal complaint through UOG and/or local law enforcement. The Policy Prohibiting Sexual Discrimination addresses the university's policy on sexual misconduct can be accessed at url.uog.edu/sexual-misconduct-policy.

F. Title IX Compliance Statement

The University of Guam does not discriminate on the basis of sex in the education programs and activities that it operates and is required by Title IX of the Civil Rights of 1964 and by 34 C.D.R. Part 106 to prohibit all forms of sex discrimination, including but not limited to sexual harassment, sexual assault, sex offenses, domestic violence, dating violence, stalking, and inappropriate amorous relationships. The University of Guam's prohibition of sex discrimination extends to its admissions and employment activities. Further, this policy expressly prohibits retaliation against any person because of their good faith participation in the reporting, investigation, or adjudication of alleged violation of this policy. University students and employees who violate this policy will face discipline up to and including expulsion for students or termination for employees. All members of the University Community must work together to prevent and eliminate sex discrimination at the University of Guam.

Inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Title IX Coordinator, located at the EEO/ADA Office, Dorm 2, Iya Hami Hall, Room 106, Tel. No. 735-2244, TDD: 735-2243; or to the Office of Civil Rights (OCR).

J. POLICY AND PROCEDURE FOR STUDENTS AND APPLICANTS WITH A DISABILITY

Policy and Procedure for Students and Applicants with a Disability (BOR Resolution No. 04-32, October 28, 2004, superseded by BOR Resolution No. 10-11, April 22, 2010).

General Policy: In accordance with the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, the University does not discriminate against students and applicants on the basis of disability in the administration of its educational and other programs. The University will reasonably accommodate individuals with disabilities, as defined by applicable law, if the individual is otherwise qualified to meet the fundamental requirements and aspects of the program of the University, without undue hardship to the University. Harassment on the basis of disability issues is prohibited.

Policy Regarding Reasonable Accommodation: The University offers reasonable accommodations for a student or applicant who is otherwise qualified, if the accommodation is reasonable, effective and will not alter a fundamental aspect of a university program, nor will otherwise impose an undue hardship on the University, and/or there are not equivalent alternatives. Students are expected to make timely requests for accommodation, using the procedure below. If appropriate, the University may choose to consult with such individuals, at or outside the University, to provide expertise needed to evaluate the request for accommodation.

Definitions:

Individual with a disability is a person who:(a) has a physical or mental impairment which substantially limits one or more major life activities (such as walking, seeing, speaking, learning, or working); or (b) has a record with the University by which the University has in fact recognized the student as having such impairment.

Qualified student or applicant is an individual with a disability as defined by this policy and applicable law, who meets the academic and technical standards requisite to admission and participation in the educational program or activity of the University.

Accommodations are such reasonable learning aids (not personal equipment or personal attendants), assistance measures and limited modifications to the course, program or educational services, as are necessary and effective for the individual, which do not alter a fundamental element of a university course, program or service. Accommodations do not include exemption from academic evaluation standards or from behavior standards including those of the student code of conduct. To be eligible to continue at the University, the student or applicant must meet the qualifications and requirements expected generally of its students and must also be able to perform the requirements of the individual major or program in which s/he is enrolled or intends to enroll, either with or without reasonable accommodation.

Note: In the event that a request for reasonable accommodation is denied, the University may occasionally choose to afford the student some temporary measure or flexibility, which is not based on the asserted disability issue, but which otherwise is considered appropriate, if it does not alter a fundamental element of the course, program or service and is not viewed by the University as inequitable toward other students. In such few cases, such temporary measure or flexibility will not be

a precedent, nor be it a reasonable accommodation and the student thereby will not be regarded as an individual with a disability.

General Procedure for Seeking Accommodations: A student or applicant who requires an accommodation, aid or assistance measure (hereinafter called "accommodations"), whether for academic or other uses at the University, and who believes s/he is qualified under the University's policy, should contact the EEO/ADA Interim Director, who serves as coordinator of disability accommodations and services (Coordinator).

Individuals who may apply to become a student are also encouraged to contact this office to request general information. In addition, visitors to the campus who request access information for individuals with disabilities should contact the EEO/ADA Office at 735-2244/2971 or 735-2243 (TTY).

Process to Request Accommodation: A student or applicant who seeks an accommodation should first contact the Coordinator. Students must meet with the Coordinator to identify needs and discuss accommodations. University request forms for accommodation will be provided. Documentation is necessary to establish a disability and the need for accommodations. Students must provide documentation that supports their disability and their requested accommodations. Faculty and staff members who receive student-initiated inquiries or requests regarding accommodations should promptly refer those students to the Coordinator.
Students who seek academic accommodations are expected to contact the Coordinator well in advance of the commencement of the course(s), and to provide the requested supporting information to the Coordinator at least four weeks before classes begin.

Late requests for accommodations may cause a delay in the requested accommodation or services.

Determination of Accommodation Requests and Right to Obtain Further Review: Provided that all requested forms and information are submitted by the student in a timely fashion, the Coordinator will respond, in writing, to the request for accommodation and will do so in a manner consistent with this policy. Academic accommodation determinations shall be made only after consultation with the appropriate dean and faculty member and with the approval of the Coordinator. Faculty and administrators are not authorized to provide accommodations related to a specific disability without prior approval from the Coordinator. Arrangements for accommodations are made on an individual basis and are designed to equalize access to educational opportunities.

Where the accommodation is for an in-class note taker, the Coordinator will identify the person who will serve as the note taker and will make the compensation arrangements with the note taker.

In the event there is a delay by the student in providing requested forms and information, the University may occasionally choose to afford the student some temporary measure or flexibility, which is not based on the asserted disability issue, but which otherwise is considered appropriate, if it does not alter a fundamental element of the program and is not viewed by the University as inequitable toward other students. In such few cases, such temporary measure or flexibility will not be a precedent, nor will be it a reasonable accommodation and the student thereby will not be regarded as provided for one semester. If the student fails to provide the requested forms and information by the end of the semester, the temporary measure will not be provided the following semester.

If the student agrees with the response, the faculty and staff members will be involved in providing or facilitating the accommodation will be informed of the accommodation in writing, but the Coordinator will not provide confidential, personal medical or health-related information, unless such information is

appropriate in order to allow them to assist in implementing the accommodation. The records of the Coordinator are confidential and private.

If the student disagrees with the determination made by the Coordinator, the student may request review by the Accommodations Evaluation Committee (AEC), by presenting in a timely manner a written request, transmitted to AEC through the Coordinator. The Coordinator will provide the relevant information to the AEC which, after consulting with the student, will notify the student and the Coordinator in writing of the final determination. The AEC presently consists of the Chief of Staff, the Senior Vice President of Academic and Student Affairs, and the Dean of Enrollment Management and Student Success. The decision of the AEC is final.

Responsibility of Student: Each student bears the responsibility for initiating and then documenting a disability- related request for accommodation in the manner requested in this policy. The available forms should be used, and the student must provide documentation to the Coordinator to support the request. Documentation from the appropriate health care professional should reflect the nature of and present level of disability, how the disability affects the student's needs in a collegiate setting, and how the requested accommodation will resolve the needs. The Coordinator has discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature of the disability and/or accommodation.

Students must renew their accommodation requests each semester by meeting with the Coordinator. Students should arrange an individual appointment with their professors to discuss their accommodation needs during the first week of the semester. Students should schedule an appointment with the Coordinator if they need to modify their accommodation requests; if they are experiencing academic difficulties; or if they have questions or need advice.

Harassment: Disability-based harassment is prohibited by the policy for Equal Employment Opportunity and Non- Discrimination/Non-Harassment, a copy of which is on the University website. All complaints of such harassment should be presented using that policy and in the event of any questions, please contact the EEO/ADA Interim Director at 735-2244/2971 or 735-2243 (TTY).

FOR MORE INFORMATION, PLEASE CONTACT THE APPROPRIATE REPRESENTATAIVE BELOW:

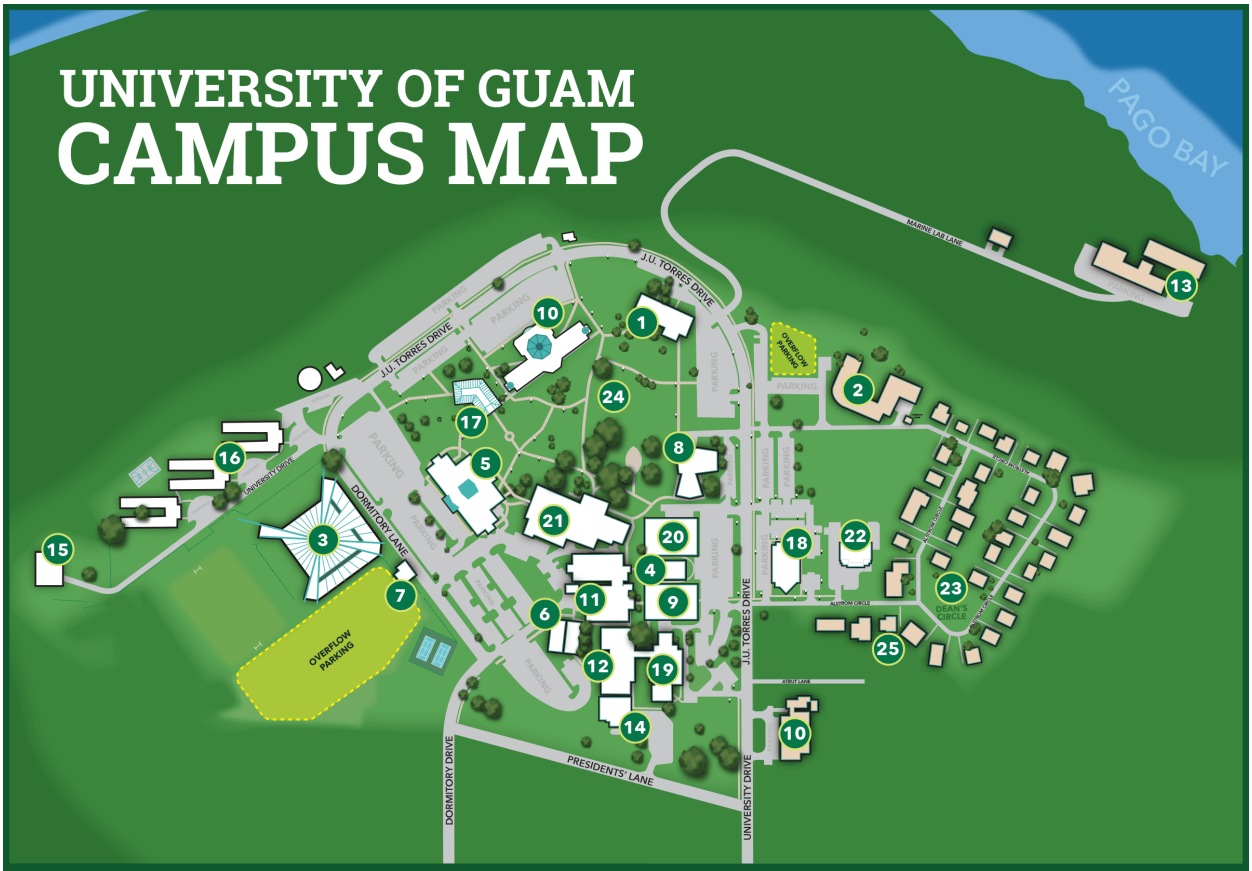
Blas, Darlene S.	735-2244	dblas@triton.uog.edu
Catahay, Teryn	735-2780	catahayt7286@triton.uog.edu
Concepcion, Raeanne	735-0336	rosarioc@triton.uog.edu
Diego, Camille	735-2351	cdiego@triton.uog.edu
Diego, Joann	735-2501	joanndiego@triton.uog.edu
Dismas, Swingly	735-2863	dismass@triton.uog.edu
Elsegini, Orana	735-2998	oranae@triton.uog.edu
Flores, Janelle	735-5631	floresj844@triton.uog.edu
Guerrero, Cynthia	735-2992	cguerrero@triton.uog.edu
Kanemoto, Kayleen	735-2635	kkanemoto@triton.uog.edu
McDonald, Sallie	735-2233	salliemcd@triton.uog.edu
Sablan, Joann	735-2825	jmsablan@triton.uog.edu
Sablan, Sable	735-0336	sablans10066@triton.uog.edu
Sayama, Kristina C.	735-2501	kristina@triton.uog.edu
Tedpahogo,Jesse	735-2311	jesset@triton.uog.edu
Villaverde, Marissa	735-2650	villaverdem@triton.uog.edu

EEO / ADA & TITLE IX OFFICE:

Telephone: (671) 735-2244
TDD: (671) 735-2243
Fax: (671) 734-0430
E-mail: eeo-ada@uguam.uog.edu

Interim Director: Lorenzo Eduvala
eduvalal@triton.uog.edu
EEO/ADA & TITLE IX Office
Dorm 2, Iya-Hami Hall, Room 104
UOG Station, Mangilao, Guam 96923

UNIVERSITY OF GUAM CAMPUS MAP LEGEND



1. **Administration Building**
   - Bursar's Office
   - Business Office
   - Cashier
   - Human Resources Office
   - Procurement Office
2. **Agriculture & Life Sciences Building**
   - Innovation Research Center
   - Dean's Office, College of Natural & Applied Sciences
   - UOG Land Grant
   - UOG Extension
3. **Calvo Field House**
   - Triton Athletics
   - Triton Athletics Hall of Fame Room
   - Triton Fitness Center
4. **CLASS Lecture Hall**
5. **Dr. Lucio C. Tan Student Success Center** (NEW BUILDING)
   - Admissions & Records
   - Dining Hall
   - Financial Aid Office
   - Graduate Admissions
   - Student Government Association
   - Student Health Services
   - Student Life Center
   - TRIO Programs
   - Tritons Cove
   - Triton Advising Center
   - Triton One-Stop Center
   - Triton Store
   - University Advancement Office
   - Wellness and Counseling Center
6. **GLE Annex A & B**
7. **UOG Post Office**
8. **Fine Arts Theatre**
9. **Humanities & Social Sciences Building**
   - Dean's Office, College of Liberal Arts & Social Sciences
10. **Jesus & Eugenia Business & Public Administration Building**
    - Café Sirena
    - Center for Entrepreneurship & Innovation
    - Dean's Office, School of Business & Public Administration
    - Guam APEX Accelerator
    - Office of the President
    - Office of the Senior Vice President & Provost
    - Pacific Small Business Development Center Network
    - Regional Center for Public Policy
11. **MARC / Computer Center**
    - Office of Information Technology (OIT)
    - Global Learning & Engagement (GLE)
    - Richard F. Taitano Micronesian Area Research Center (MARC)
    - Emeritus Hall
    - UOG Press
12. **Margaret Perez Hattori-Uchima School of Health**
13. **Marine Laboratory**
14. **School of Health Nursing Hub** (NEW BUILDING)
15. **Plant Maintenance**
    - Facilities Maintenance & Services
16. **Residence Halls**
    - Dorm 1 – *UOG Army ROTC*
    - Dorm 2 – *Iya-Hami Hall*
    - Dorm 3 – *Guma'ta Hall*
    - Residence Halls Office
17. **School of Education**
    - Dean's Office, School of Education
18. **School of Engineering** (NEW BUILDING)
19. **Science Building**
20. **Tan Lam Pek Kim English & Communication Building**
21. **Tan Siu Lin Building**
    - Robert F. Kennedy Memorial Library
22. **Water & Environmental Research Institute (WERI)** (NEW BUILDING)
23. **Dean's Circle**
    - CEDDERS, CIS / Sea Grant, COLL, ORSP, RCUOG
24. **Center Courtyard**
25. **Guam EPSCoR**