

**Guam Community College**  
**Annual Security Report**  
October 1, 2021

## **Introduction**

Guam Community College (GCC) provides this Annual Security Report as one requirement of the Jeanne Clery Act, and to fulfill disclosure requirements pertaining to the Higher Education Opportunity Act (HEOA) and the Violence Against Women's Reauthorization Act of 2013 (VAWA).

GCC posts this report on its internet web page so that it can be reviewed by students, employees, prospective students, and other interested individuals. Its presence is announced to students and employees via campus announcements.

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**I) Board Policies and Resolutions  
Related to Campus Safety and  
Security**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)**

**WHEREAS**, Congress has enacted the Americans with Disabilities Act of 1990 (ADA) and revised; and

**WHEREAS**, the Board of Trustees of Guam Community College intends to comply with the requirements of the Americans with Disabilities Act (ADA); and

**WHEREAS**, providing access to education for persons with disabilities is part of the mission of the College;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees that compliance with the Americans with Disabilities Act (ADA) is a priority of this institution. The Board of Trustees hereby directs the administration to prepare policy statements and procedures for Board approval, prior to publication and distribution to comply with the letter and spirit of the Americans with Disabilities Act (ADA) and to take prompt action to implement the requirements of the American with Disabilities Act (ADA). Policy statements shall be issued and procedures implemented covering the following areas:

- (1) Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the Americans with Disabilities Act (ADA).
- (2) Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment.
- (3) Appointment of a Task Force to assist the A.D.A. Coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance.
- (4) Preparation of an institutional budget for the activities of the A.D.A. Coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services.
- (5) Other steps deemed necessary by the administration to comply with the Americans with Disabilities Act (ADA), unless these pose an undue burden or would result in a fundamental alternation of programs of the institution.

**BE IT FURTHER RESOLVED**, that the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

**Page 2: GCC Board of Trustees Policy 165 - Compliance With The Americans With Disabilities Act (ADA)**

**BE IT FURTHER RESOLVED**, that the Administration shall report to the Board of Trustees annually on the progress being made towards compliance with the American with Disabilities Act (ADA).

**Reviewed & Adopted: March 26, 2021  
Resolution 6-2021**

**Reviewed, no changes: July 15, 2016  
Amended & Adopted: July 24, 2014  
Resolution 34-2014**

**Amended & Adopted: September 5, 2008  
Resolution 27-2008**

**Adopted: April 21, 1993  
Resolution 4-93**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CAMPUS CRIME AND SECURITY**

**WHEREAS**, Congress has enacted the Crime Awareness and Campus Security Act of 1990 (known as the “Clery Act”); and

**WHEREAS**, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby directs the administration to prepare, publish, and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990 (Clery Act). Policy statements shall be issued covering the following areas:

- (1) Procedures for students to report criminal activities;**
- (2) Security at campus facilities;**
- (3) Availability and authority of campus law enforcement;**
- (4) Programs available to inform students about security and the prevention of crime;**
- (5) Recording of crime through local police agencies; and**
- (6) Possession, use and sale of alcohol and drugs.**

**BE IT FURTHER RESOLVED**, that the administration shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990 (Clery Act).

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

**Reviewed & Adopted: March 26, 2021  
Resolution 7-2021**

**Reviewed, no changes: April 8, 2016  
Reviewed & Adopted: September 5, 2008  
Resolution 28-2008**

**Adopted: November 24, 1992  
Resolution 2-93**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VIOLENCE PREVENTION IN THE WORKPLACE**

**WHEREAS**, Guam Community College is committed to providing a safe environment for students and employees; and GCC can best perform its missions of teaching, training and public service when faculty, students, staff, and visitors share a climate that supports a safe learning environment. GCC is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior; and

**WHEREAS**, violence or the threat of violence is such a destructive and disruptive force whether in the school or workplace; and GCC will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the GCC community or by visitors. Faculty, staff or students engaged in such behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave), up to and including dismissal, under the appropriate policy or contract; and

**WHEREAS**, this resolution describes GCC policy for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors; and

**WHEREAS**, the Guam Community College Board of Trustees is responsible for developing a college policy addressing disruptive, threatening or violent behavior; and

**WHEREAS**, the following definitions apply to the implementation of such a policy:

***Disruptive Behavior*** disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

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

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

## Page 2: GCC Board of Trustees Policy 171 – Violence Prevention in the Workplace

*Primary Response Team* refers to the appropriate personnel required to react to an immediate emergency situation such members and action is dictated by the scope and nature of the emergency situation.

*Secondary Response Team* combines the team which responds on the institutional level to the emergency situation information supplied by the Primary Response Team. This group will be consulted to identify immediate institutional response, short term and long term mitigation of the emergency, and a Post-Incident evaluation used for future planning membership in this team will be dictated by the scope and nature of the situation.

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

**WHEREAS**, all college personnel and students are committed to upholding and implementing the college’s policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility, or to a Workplace Violence Response Team Member; and

**WHEREAS**, GCC maintains procedures to guide workplace violence response teams to assist department chairpersons, managers, supervisors and other members of the GCC community; and

**WHEREAS**, dependent upon the nature of the situation, the following procedures will be utilized:

### ***Emergencies-***

For immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapon, or drugs), or any crime in progress, phone or contact Student Support Services, Environmental Health & Safety, and/or 911.

### ***Non-Emergencies-***

Requesting Assistance from the Workplace Violence Response Team Contact:

1. For situations involving staff or faculty employees:
  - a. Human Resources Office in the Administration Building
  - b. Student Support Services
  - c. Environmental Health & Safety

**Page 3: GCC Board of Trustees Policy 171 – Violence Prevention in the Workplace**

2. For situations involving students:
  - a. Student Support Services
  - b. Assessment & Counseling Department
  - c. Environmental Health & Safety

**NOW, THEREFORE, BE IT RESOLVED**, Guam Community College has chosen to implement this institutional policy and its associated procedures for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors.

**Reviewed, no changes: March 26, 2021**  
**Reviewed & Adopted: February 3, 2017**  
**Resolution 1-2017**

**Reviewed & Adopted: September 5, 2008**  
**Resolution 29-2008**

**Adopted: August 1, 2001**  
**Resolution 7-2001**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PANDEMIC RESPONSE PLAN**

**WHEREAS**, the United States Secretary of Education and United States Secretary for Health and Human Services are asking States, schools, school districts, colleges, and universities to ensure that they have emergency crisis plans that include specific measures to prepare for and deal with an influenza pandemic and other viruses; and

**WHEREAS**, it is the responsibility of the Board of Trustees to ensure the safety and welfare of Guam Community College Students, Faculty, and Staff; and

**WHEREAS**, it is the intent of the Board of Trustees to preserve the College and its ability to meet its workforce development mission now and in the future; and

**WHEREAS**, it is the intent of the Board of Trustees that the College prepares itself to smoothly resume College operations after a pandemic; and

**WHEREAS**, planning, education, and the dissemination of information go hand-in-hand to relieve the anxiety of students and employees during times of stress from outside influences.

**NOW THEREFORE BE IT RESOLVED**, that the College has in place a Pandemic Response Plan that works in concert with the Guam Pandemic Response Plan.

**BE IT FURTHER RESOLVED**, that the plan calls for the preservation of the economic stability of College employees during a pandemic in ways similar to provisions exercised during typhoons, or as stipulated by the Governor of Guam or his designee in charge of carrying out the Guam Pandemic Response Plan.

**BE IT ALSO RESOLVED**, that the plan will be periodically reviewed and updated by the GCC Emergency Response Team, as necessary and appropriate.

**Amended & Adopted: March 26, 2021**

**Resolution 8-2021**

**Reviewed, no changes: July 15, 2016**

**Amended & Adopted: July 24, 2014**

**Resolution 35-2014**

**Amended & Adopted: September 5, 2008**

**Resolution 30-2008**

**Adopted: June 6, 2006**

**Resolution 9-2006**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GCC AS A TOBACCO PRODUCT, ELECTRONIC CIGARETTE  
AND BETELNUT-FREE CAMPUS**

**WHEREAS**, tobacco is a legally available consumer product which kills people when used entirely as intended; and

**WHEREAS**, second-hand smoke contains poisonous chemicals such as arsenic, hydrogen cyanide, ammonia, and carbon monoxide; and

**WHEREAS**, the Environmental Protection Agency has classified secondhand smoke as a Group A carcinogen, a substance known to cause cancer in humans, and the EPA does not recognize a safe level of exposure to Group A carcinogens; and

**WHEREAS**, indisputable scientific evidence exists that links tobacco use and exposure to second-hand tobacco smoke to pulmonary and cardiovascular diseases and cancer; and

**WHEREAS**, over 60 percent of all Guam cancer deaths are tobacco related; and

**WHEREAS**, the percentage of Guam's people who smoke is one of the highest of all U.S. states and territories; and

**WHEREAS**, smoking rates among Guam adults continue to increase despite the fact that over half of the current smokers have recently attempted to quit; and

**WHEREAS**, 23.3% of middle school students and 31.6% of high school students in Guam are current smokers, according to the 2003 Youth Risk Behavior Survey; and

**WHEREAS**, Guam Public Law 21-139, Guam's Clean Indoor Air Act of 1992, prohibits smoking in all enclosed public places and requires restaurants to designate at least 50% of their restaurant seating as non-smoking; and

**WHEREAS**, Guam Public Law 28-20, the Natasha Perez Protection Act of 2005, prohibits smoking in Guam restaurants, except for restaurants that turn into bars late at night; and

**WHEREAS**, Guam Community College is committed to promoting the health, wellness and social well-being of its students, staff, faculty and the people of Guam and the Western Pacific; and

**WHEREAS**, betelnut and tobacco products, when chewed and expectorated, represent a significant health hazard by increasing the opportunity for exposure to various communicable diseases through saliva and air borne contaminants; and

**WHEREAS**, the use of any electronic cigarette (e-cigs) devices are prohibited on campus; and

**WHEREAS**, GCC desires to set a good public example as a responsible, health conscious public institution; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees approves the ban of tobacco products, electronic cigarette (e-cigs) devices, and the use of betelnut on the GCC campus.

**Reviewed, no changes: April 8, 2016**

**Amended & Adopted: May 30, 2013**

**Resolution No: 6-2013**

**Amended & Adopted: September 5, 2008**

**Resolution No: 31-2008**

**Adopted: March 9, 2006**

**Resolution 3-2006**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**RISK CRISIS MANAGEMENT & EMERGENCY PROTOCOL**

**WHEREAS**, the College, due to its geographic location, is subject to natural disasters, and is also subject to manmade disasters; and

**WHEREAS**, it is necessary to provide an orderly and efficient response to such disasters.

**WHEREAS**, emergency protocols have been developed to cope with these disasters.

**NOW, THEREFORE, BE IT RESOLVED**, that the Campus Guide to Emergency Protocol be made electronically available on the College website ([www.guamcc.edu](http://www.guamcc.edu)) and be periodically reviewed and updated as deemed necessary.

**Reviewed & Adopted: March 26, 2021  
Resolution 9-2021**

**Reviewed, no changes: July 15, 2016  
Amended & Adopted: July 24, 2014  
Resolution 36-2014**

**Amended & Adopted: September 5, 2008  
Resolution 32-2008**

**Adopted: April 6, 1994  
Resolution 45-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION**

**WHEREAS**, Guam Community College is committed to maintaining a safe, comfortable and non-discriminatory learning and working environment for all members of the College community – students, employees, visitors, applicants, and third-party vendors; and

**WHEREAS**, sexual harassment, sexual assault, and fraternization are forms of sex discrimination that can undermine the foundation of trust and mutual respect that must prevail if the College is to fulfill its educational mission; and

**WHEREAS**, per Title VII of the Civil Rights Act of 1964, the College adopts the following definition of sexual harassment: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects individual’s employment or educational environment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment.” Sexual harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational benefits or services.
2. Submission to or rejection of such conduct is used for the basis for employment or academic decisions affecting the individual’s welfare.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s professional or academic performance or creating an intimidating, hostile, or offensive educational school experience or working environment.
4. Such conduct is sufficiently severe or pervasive as to alter the conditions of an individual’s employment or education or create an abusive working, learning environment; and

**WHEREAS**, sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault is a form of sexual harassment; and

**WHEREAS**, fraternization at the College is defined as a situation in which an employee engages in an emotional, romantic, or sexual relationship with a student or an employee for whom he or she has a professional responsibility as a faculty, staff, or administrator; and

**WHEREAS**, the College complies with the Title VII of the Civil Rights Act of 1964, all local and federal laws (as amended), and all executive orders and other applicable regulations which protect its students, applicants, employees, visitors, and third party vendors against sexual harassment, sexual assault and fraternization.

**NOW, THEREFORE, BE IT RESOLVED**, that the College hereby adopts zero tolerance toward sexual harassment, sexual assault and fraternization in any part of the College's

## **Page 2: GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention**

programs, services, and activities. Zero tolerance means any proven sexual harassment, sexual assault or fraternization will result in immediate and appropriate action to stop such action and prevent its recurrence. No employee should engage in any romantic or sexual relationship with a student or employee for whom he or she has a professional responsibility as an instructor, advisor, evaluator, or supervisor. Disciplinary action such as demotion, suspension, or dismissal will be imposed upon employees, students, or other members of the College community who violate this policy, in accordance with the Guam Community College adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalogue, Board/Union collective bargaining agreements, local and federal laws, and other procedures established by the College for purposes of implementing this policy. Zero tolerance also will apply to an employee who fails to report a witnessed (visual or verbal) incident of sexual harassment, sexual assault or fraternization.

**BE IT FURTHER RESOLVED**, that no faculty, administrator, staff, applicant for employment, or student be subject to restraint or reprisal for action taken in good faith seeking advice concerning a sexual harassment matter, filing a complaint, or serving as a witness or a panel member in a sexual harassment complaint.

**BE IT FURTHER RESOLVED**, that a complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action and/or charges in a separate case.

**BE IT FURTHER RESOLVED**, that sexual harassment, sexual assault and fraternization may involve the behavior of a person of either sex against a person of the opposite or same sex. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work or assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal, written or digitally sent expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, emails, text messages, or website publications.
4. Sexually suggestive objects, pictures, posters, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
6. Examples of sexual assault are sexual activities including, but not limited to, forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

**Page 3: GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention**

**BE IT FURTHER RESOLVED**, that this policy sets forth the framework for victim-centered procedural guidelines regarding issues of sexual harassment, sexual assault and fraternization.

**BE IT FURTHER RESOLVED**, that the College adheres to affirmative consent with regard to sexual activity. Affirmative consent is defined as an understandable exchange of affirmative words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It shall not be a valid excuse for the accused to allege belief that the complainant consented to sexual activity while the accused was intoxicated or reckless, or for the accused to not have taken reasonable steps to ascertain whether the complainant affirmatively consented. It is the policy of the College that a person cannot render affirmative consent while asleep, unconscious, or incapacitated due to the influence of drugs (including medication) or alcohol, or due to inability to communicate because of a physical or mental condition. It is hereby the policy of the College to adopt the standard of preponderance of evidence with regard to elements of a sexual assault or harassment complaint.

**BE IT FURTHER RESOLVED**, that any questions about Title IX of the Education Amendments of 1972, which states that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance,” can be directed to the College Title IX Coordinator.

**Reviewed, no changes: March 26, 2021**  
**Amended & Adopted: March 11, 2016**  
**Resolution 1-2016**

**Amended & Adopted: July 24, 2014**  
**Resolution 38-2014**

**Amended & Adopted: September 5, 2008**  
**Resolution 33-2008**

**Adopted: April 20, 1994**  
**Resolution 46-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL**

**EMPLOYEES**

**WHEREAS**, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

**WHEREAS**, the College strives to maintain standards of behavior performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety and can lead to criminal prosecution and/or dismissal.

**NOW, THEREFORE, BE IT RESOLVED**, that regarding controlled substances:

1. The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
2. Any employee who is found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. (Under Guam laws a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, the employee in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred in the workplace, or in the course of their employment.
3. All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

**BE IT FURTHER RESOLVED**, that regarding alcohol:

1. Employees are further prohibited from reporting for duty or being on duty under the influence of alcohol.
2. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.
3. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.

**Amended & Adopted: August 11, 2017  
Resolution 14-2017**

**Amended & Adopted: January 8, 2009  
Resolution 2-2009**

**Adopted: March 16, 1994  
Resolution 23-94**

**Guam Community College  
Board of Trustees**

**ACTIVE SHOOTER ON CAMPUS PLAN**

**WHEREAS**, the Guam Community College is committed to providing a safe environment for students and its employees; and

**WHEREAS**, GCC can best carry out its mission when Faculty, Students, Staff, and visitors share a climate that supports a safe learning environment; and

**WHEREAS**, the Board of Trustees supports the College in ensuring the safety and welfare of Guam Community College Students, Faculty, and Staff; and

**WHEREAS**, it is the intent of the Board of Trustees to ensure that the College upholds and implements the GCC Emergency Plan and Procedures; and

**WHEREAS**, planning, education, and the communication of information are important to ensuring that the College is prepared for an Active Shooter Emergency; and

**WHEREAS**, the College has in place an Emergency Management Command Group consisting of the President, VP Academic Affairs Division, VP Finance & Administration, Deans, Environmental Health & Safety, SSS Associate Dean, Facilities Engineer; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby supports the administration's efforts to prepare, publish, and distribute a plan for responding to "Active Shooter" on campus; and

**BE IT FURTHER RESOLVED**, that the plan will include required emergency drills and Active Shooter Awareness workshop that will be scheduled and conducted at a minimum on an annual basis; and

**BE IT FURTHER RESOLVED**, that the plan will be periodically reviewed and updated by the GCC Emergency Management Command Group.

**Adopted: May 30, 2013**

**Resolution No.: 7-2013**

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## II) Detailed GCC Safety and Security Information

### **Title IX**

Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance". Per BOT Policy 185, GCC is committed to ZERO TOLERANCE toward sexual harassment, sexual assault and fraternization in any part of the College's programs, services, and activities. Zero tolerance means any sexual harassment, sexual assault or fraternization will result in immediate and appropriate action to stop such action and prevent its recurrence. For detailed information on Title IX, please see the *Guam Community College Sexual Misconduct Complaint Procedures* via the Title IX webpage: <https://guamcc.edu/title-ix>, or the Title IX Coordinator at 735-5573.

### **Sexual Harassment Statement/Policy**

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

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

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

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

D. No faculty, administrator, staff, applicant for employment, or student will be subject to restraint, or reprisal for action taken in good faith seeking advice concerning a sexual harassment matter, filing a complaint, or serving as a witness or a panel member in a sexual harassment complaint. For more information, contact EEO Compliance Officer at Room 2111 of the Student Services and Administration Building, 735-5539 or email [apoline.sannicolas@guamcc.edu](mailto:apoline.sannicolas@guamcc.edu).

### **Sexual Misconduct Complaint Form**

GCC offers community members the opportunity to file a sexual misconduct complaint, confidentially or not, via the below link:

<https://docs.google.com/forms/d/e/1FAIpQLScnCrxyITMPGRi0d44J2jQ11J0EZv0xQsKgMp62ohVJurwwcQ/viewform>

Complaints may also be filed via the Student Support Services Office, B Building.

### **Clery Act Information**

The College makes available annual campus safety and security reports containing information on campus crime statistics. Data is collected through the Student Support Services Office. You can obtain a copy of the report via the website at: <https://ope.ed.gov/campussafety>, or a copy of this report from the Student Support Services Office.

### **Equal Employment Opportunity / Affirmative Action (EEO / AA)**

The College EEO/AA Coordinator, Apolline San Nicolas (2111 Student Services and Administration Building, 735-5539; [apolline.sannicolas@guamcc.edu](mailto:apolline.sannicolas@guamcc.edu)) addresses EEO / AA issues on campus. Students, employees, or applicants for admission or employment who believe that they have been discriminated against based on race, gender, age, religion, color, ancestry, physical handicap, marital status, sexual orientation, veteran's status or arrest and court record may file a complaint with the EEO/AA coordinator. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer. Students may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 607-1600.

### **COVID-19 Expectations on the GCC Campus**

The Guam Community College is opened pursuant to Executive Order 2020-24 Relative to Declaring Pandemic Condition of Readiness (PCOR) 3, signed by Governor Lourdes A. Leon Guerrero on July 19, 2020.

To maintain a safe campus, GCC is enforcing the following requirements:

1. social distancing to the extent possible
2. wearing a mask: Wear a face mask or another cloth face covering over your nose and mouth at all times\*
3. cover your cough or sneeze
4. stay home if you are sick
5. adhere to instructor classroom expectations, as related to seating and movement within and in/out of the classroom

\*Temporary permission to remove the mask or face covering may be given by an employee, if deemed necessary for educational purposes, or in cases of emergency.

Students engaged in behavior that is inconsistent with the above will be documented for possible Level 1 violations of student disciplinary policies, to include:

- 1.3: Failure to comply with directions of College officials (when a student does not adhere to a direct request from a GCC employee, as related to GCC Covid-19 requirements.)

- 1.5: Bodily harm (when student behavior is inconsistent with documented GCC COVID-19 expectations and deemed as potentially harmful to others.)

In addition, students are requested to do the following:

1. Wash their hands regularly for 30 seconds or more with soap, or to use hand sanitizer. This action is especially important when coming in contact with any surfaces.
2. Review campus announcements on a daily basis, as these announcements may contain additional direction to ensure campus safety.
3. Report any COVID-19 related incidents to your instructor, or to Student Support Services, via the GCC incident report form, an appendix to the Student Handbook.
4. Socialize only when necessary, doing so in small groups.
5. Follow all Guam requirements related to COVID-19, to include those related to quarantine and reporting.

### **New Student Orientation**

The Center for Student Involvement (CSI) is responsible to ensure a successful transition to college. It is our goal to support students' integration into the academic, intellectual, and social culture of GCC. Mandatory student orientation includes Title IX-related expectations for students, as part of GCC's comprehensive effort to maintain an appropriate environment for access and success of all, regardless of sex or gender. It also fully addresses expectations of community members regarding alcohol and other drugs.

### **Safety and Security**

The College seeks to create an environment that is conducive to educational and personal growth and to maintain the safety and security of our campus. Suspicious activity, suspicious people, and criminal activity should be reported to the Student Support Services Office immediately. Although security is available on campus, all community members are urged to practice personal safety.

### **Personal Safety Reminders and Precautions**

- Whenever walking between classes or driving, stay alert and tuned into your surroundings.
- Walk with a friend whenever possible.
- Taking late classes? Use the buddy system when leaving or call 735 – 5555 / 5556 & 5558 to request an escort.
- Watch personal belongings (i.e., purse, backpack, briefcase, and computer). Do not leave them unattended.
- Wait for rides outside of B Building, where personnel are readily available.
- Be smart and stay safe.

### **E-mail Account Policy**

Guam Community College's students and employees are provided technical and informational resources to perform the tasks necessary in support of student learning outcomes and in support of the College's mission. These resources, including but not limited to computing devices and software, scientific equipment, e-mail accounts, and

access to informational systems, are the property of Guam Community College and not of the individual student or employee. All students and employees, while attending or working at GCC, are required to use their assigned GCC e-mail account for any and all electronic communications related to official GCC business. The use of a GCC e-mail account is a privilege. Students and employees are assigned a Guam Community College e-mail address while attending or working at GCC as per the eligibility guidelines below. GCC reserves the right to revoke e-mail and related privileges at the point of separation from Guam Community College or at any time for failing to comply with this policy. (Administrative Directive 2006-01, dated July 18, 2013)

### **Alcohol & Drug Use Policy Notice**

Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of alcohol and other drugs is recognized as an impediment to these goals and as a threat to the College's mission of education and training. Alcohol and drug usage is strictly prohibited on campus. Individuals found to be under the influence of drugs and alcohol will be removed from campus immediately. (see Board Policy 410) More information is available in the GCC Student Code of Conduct.

### **Discrimination and Harassment**

The College values a community atmosphere that is free from all forms of discrimination and harassment and will strive to prevent such based on race, color, religion, gender, sexual orientation, national origin, age, disability, handicap, or military service. (see Board policy 185)

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA, or the Family Educational Rights and Privacy Act of 1974, is a federal law that protects the privacy of student information. FERPA applies to any institution receiving money from the U.S. Department of Education. Student information includes records the College collects, creates, or maintains about the student and their academics. Some information is considered public information, while some is protected by the College. For details about GCC's FERPA policy please refer to Appendix H in the GCC College Catalog. Additional information is available at: <https://studentprivacy.ed.gov/>

### **Non-Discrimination**

Guam Community College is an Equal Opportunity/Affirmative Action employer. It is the policy of Guam Community College to comply with federal and state laws which prohibit discrimination in college programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the College: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap); and to comply with federal and state laws which mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion, and retention,

including but not necessarily limited to the following laws which cover employees and applicants for employment:

Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Chapter 76, 78, 378 (race, sex, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record).

The Guam Community College strives to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336.

Accordingly, career and technical education opportunities will be offered without regard to race, color, national origin, sex, sexual orientation or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs. In addition, employees and applicants for employment are protected under Title IX and Section 504.

### **Vehicles on Campus: Policies**

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

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

The use of skates, roller blades, non-motorized scooters and skateboards is not permitted on campus. Non-compliance of this policy can result in confiscation of the skateboard.

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

### **Smoking and Betel Nut Policy**

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

In compliance with the Board of Trustees Policy No. 175 and Administrative Directive No. 2006-05, all employees and students are expected to adhere to the following:

DO NOT use tobacco products, chew or spit pugu'a, or use any electronic cigarette (e-cigs) devices on GCC campus.

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

### **Student Conduct Policies**

Any conduct incompatible with the College community and is disruptive of our academic environment, shall be subject to disciplinary action. To assist students, the College community has established policies for behavior to ensure that a living and learning healthy environment exist. Students are entirely responsible for the policies that are defined in this Handbook. Procedures do not relate to specific types of misconduct but depend on the magnitude of the offense as determined by the TSS Associate Dean, who oversees the student conduct adjudication process.

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

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

The College accepts its responsibility for encouraging good citizenship and endeavors to lead students to higher and better ideals of character and public service. The College is neither required nor inclined to prescribe a negative code of conduct covering each

specific situation; however, the College expects all students to observe federal and territorial laws and to respect the rights and privileges of other individuals. GCC expects each individual within the College community to refrain from behavior that would disrupt the College function of education; cause injury to persons; and cause damage or loss of property on the campus or interfere with the freedom of movement of students, school officials, employees, or guests at College facilities. The College will not tolerate interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person.

The President or his/her designee may summarily suspend a student for violating these standards, pending a hearing of the case before the TSS Associate Dean. Students should also be aware that such misconduct might also subject them to penalties, which may be prescribed by territorial or federal laws. The imposition of such additional penalties does not constitute double jeopardy, in as much as College sanctions represent administrative and not criminal prosecution.

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

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

### **Student Conduct Procedures**

All officials of the College, which shall include faculty, administrators and staff, shall be responsible for monitoring student compliance with the Student Conduct Policies and shall report all apparent violations to the designated Associate Dean. Upon an allegation or an appearance of a violation of the Student Conduct Policies, the Associate Dean shall conduct an investigation on the alleged violation. All investigations shall be conducted privately. Factors to be considered in sanctions shall be as follows:

1. The severity of the offense.
2. The likelihood of recurrence.
3. The prior offenses of the student in question.

4. The adult status of the offender.
5. Impact of the offense on the health and safety of other members of the student body and college personnel.
6. Other factors of mitigation or culpability as determined by the TSS Associate Dean.

### **Sex Offender Notification**

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

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

### **Disciplinary Policies**

#### Level 1 Violations

A student found to have engaged in any of the following violations may be subject to a maximum sanction of college expulsion. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Disciplinary Policy.

1.1 *Violation of Probation* - Violation of the code while on probation, or violation of the terms of probation.

1.2 *Disruption/Obstruction* - Obstructing or interfering with College functions or any College activity to include, but not limited to: the disruption of teaching, research, administration, disciplinary proceedings, and other College activities, including its community service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises. Please note that children are not allowed in classrooms/labs/shops, unless their presence is directly related to instruction and the student learning outcomes for the course.

1.3 *Failure to Comply or Identify* - Failure to comply with directions of College officials, campus security, law enforcement officers, or any other official acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.

1.4 *Campus Demonstration* - Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; and intentional obstruction which reasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

1.5 *Mental or Bodily Harm* -

- a. Inflicting mental or bodily harm upon any person;
- b. Taking any action for the purpose of inflicting mental or bodily harm upon any person;
- c. Taking any reckless but not accidental action from which mental or bodily harm could result to any person;
- d. Causing a person to believe that the offender may cause mental or bodily harm;
- e. Any act that demeans, degrades, or disgraces any person. "Any person" as used in this section may include oneself.

1.6 *Disorderly Conduct* - Disorderly conduct is disturbing the peace and good order of the College by, among other things, fighting, quarreling, disruptive behavior (including displays of gang-like behavior or dress), indecent behavior, public urination and/or lewd behavior.

1.7 *Harassment* - Any speech, action, or behavior that is focused on any individual or group based on the individual's or group's gender, race, sexual orientation, religion or ethnicity is a form of harassment and will not be tolerated. Any speech, action or behavior that demeans, degrades, is inflammatory, or could be considered "fighting words" are not acceptable.

1.8 *Discrimination* - Discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law.

1.9 *Destruction of Property* - Recklessly damaging, destroying, defacing or tampering with College property or the property of any person.

1.10 *Theft* - Theft or attempted theft of property or services from any person or department.

1.11 *Possession of Controlled Substances* - The College prohibits the possession, use, manufacturing, delivery, cultivating, sale or transfer of controlled substances (illicit drugs) within the campus or as part of any college-sponsored activity. Any student reported in apparent violation of the prohibitions indicated in this paragraph shall be referred to local law enforcement officials for investigation and/or prosecution under the

law. Under Guam laws, conviction of adults can result in fines from \$100.00 to \$100,000.00, imprisonment ranging from 60 days to life, or both. Conviction of a minor can result in court jurisdiction over the individual until age twenty-one and may result in detention by the Department of Youth Affairs.

1.12 *Possession of Alcoholic Beverages* - The consumption of alcoholic beverages on campus and at college-sponsored activities is prohibited except when specifically authorized, in writing, by the President of the College. Students are further prohibited from being on campus while under the influence of alcohol and from bringing alcoholic beverages on College premises except as stated above. Any student reported in apparent violation of the prohibitions indicated in this paragraph may be referred to local law enforcement officials for investigation and/or prosecution under the law. The severity of the offense shall be considered in the determination of such referral.

1.13 *Possession of Stolen Property* - Possessing property suspected to be stolen and that may be identified as property of the College or any other person.

1.14 *Forcible Entry or Trespass* - Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry or use of College grounds.

1.15 *False Report of Emergency* - Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.

1.16 *Misuse of Safety Equipment* - Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency equipment.

1.17 *Plagiarism or Cheating* - as defined in this Student Handbook.

1.18 *Possession of Dangerous Weapons* - Unauthorized possession of a firearm, weapon, dangerous chemicals, or any explosive device of any description (including compressed air guns, air soft guns, pellet guns, BB guns, shot guns, or illegal knives) on College grounds. Other dangerous items may include fireworks and other devices dangerous to property or person(s) as deemed by the Associate Dean overseeing Student Support Services.

1.19 *Illegal Controlled Substances* –

- a. The manufacture, distribution, sale, the intent to sell illegal controlled substances, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana.
- b. Possession of any illegal controlled substances, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana.
- c. Possession of drug paraphernalia, such as bongs, roach clips, or pipes, is prohibited.

1.20 *Failure to Appear* - Failing to appear at the request of any hearing authority.

1.21 *Falsification of Records* - Altering, tampering, forging or knowingly using falsified documents or records of the College (including, but not limited to student ID's); being

party to falsification; giving or providing false statements, written or oral; and/or providing false information during any College proceeding.

1.22 *Misuse or Abuse of Computers* - Unauthorized use or misuse of any computer, computer system, service, program data, network, cable television network, or communication network. Also to include, but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and/or password.
- d. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
- e. Use of computing facilities to send obscene or abusive messages.
- f. Use of computing facilities to interfere with normal operation of the College computing system.

1.23 *Violation of Criminal Law* - Alleged violation of any criminal law where the student's conduct interferes with the College's exercise of its educational objectives or responsibilities to its members.

1.24 *Repeated Violations* - After receiving penalties or sanctions for violations, any repeated violations similar in nature.

1.25 *Sexual Assault or Harassment* - Any violation specified under the College's sexual assault or harassment policy.

1.26 *Aiding and Abetting* - Assisting, hiring, or encouraging another person to engage in any violation.

### Level II Violations

A student found to have engaged in any of the following violations may be subject to a maximum sanction of disciplinary probation. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Disciplinary Policy.

2.1 *Unauthorized Use of Property or Services* - Unauthorized use of property or services, unauthorized possession of College property, or the property of any other person or business.

2.2 *Misuse of Identification* - Transferring, lending, borrowing, altering, or unauthorized creation of College identification.

2.3 *Unauthorized Use of Alcoholic Beverages* –

- a. Possession, distribution, or consumption of alcoholic beverages and/or failure to comply with Guam or College regulations regarding the use or sale of alcoholic beverages. (Exceptions will be during special events or in circumstances authorized by College officials.)

- b. Public intoxication presenting a threat to oneself or others due to being under the influence of alcoholic beverages.
- c. Underage possession and/or consumption are a violation of state law and will be dealt with by College officials.
- d. Alcohol in a public area.

2.4 *Aiding and Abetting* - Assisting, hiring, or encouraging another person to engage in a Level II violation.

2.5 *Violation of Any GCC Policy* - Violation of any policy outlined in any College publication.

#### Administrative Structure

The TSS Associate Dean is the administrative officer who has the overall responsibility and authority to supervise student conduct and administer sanctions as delegated by the President, and in consultation with the Dean of the School of Technology and Student Services, as appropriate.

College officials complement the role of Student Support Services in terms of responsibility to the safety and security of persons and property.

In the absence of the TSS Associate Dean, the Dean of Technology and Student Services, and Dean for the School of Trades and Professional Services (in the event the student is cross-enrolled) may receive and investigate a complaint or allegation and administer appropriate sanctions for violations.

#### Sanctions

1. *Official Warning* – An official warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by GCC. Furthermore, that further misconduct will result in more severe disciplinary action. The official warning will be placed in the student's judicial file and will be taken into consideration should there be any further behavioral violations.

2. *Behavioral Agreement* - A Behavioral agreement is written by the Associate Dean overseeing Student Support Services and the student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors, which the student must meet within a specific period. The agreement serves as a contract of understanding between the student and the administrator.

3. *Disciplinary Probation* – Disciplinary probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at the College on the condition that he or she complies with College policies and the conditions of their particular probation or behavioral agreement. The TSS Associate Dean will determine the conditions of the probation. A student on probation is normally not allowed to represent the College in any official capacity, to include participating in co-curricular activities, hold an office in a campus organization or serve on a College committee during the time of probation. The student's parents (if a minor) will receive written notification of the probation status and circumstances of the violation.

Further violation of campus policy, to include violating the terms of the probation, may result in removal from the College. This must be considered an extremely serious probation.

4. *Loss of Privileges* – Loss of specified privileges on campus for a designated period.

5. *Restitution* – Restitution is compensation required of students who engage in theft or damage to property on or off campus. The amount of restitution is dependent upon the extent of damage as well as the determined method for the student to make amends for the damage caused. The TSS Associate Dean determines the amount, form and method of payment.

6. *Suspension* – Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any College-sponsored event. The student will be required to leave campus and may not return until the period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The TSS Associate Dean may establish additional requirements in some cases, which must be completed prior to student return to the College. This disciplinary action will be recorded on the student's record in the Student Support Services Office.

7. *Expulsion* – Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from the College.

8. *Discretionary/Educational Sanctions* – Discretionary sanctions are actions required by a student outlined by an administrator, which may include referral to health services, student counseling, special seminars or workshops, field study, work detail, community service or participation in appropriate educational programs.

9. *Interim Suspension* – Under situations determined to be potentially dangerous, the College may immediately suspend a student from GCC for a specified period. The decision will be based on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus may reasonably interfere with the educational or orderly operation of the College. Concerns may be, but are not limited to, the student's personal physical health or the health and/or safety of other members of the College community, property or the orderly functioning of GCC. When a student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted.

The decision to alter or suspend the rights of a student for an interim period will be communicated to the student in writing and will be effective immediately. Notification will be hand-delivered or sent by certified mail to the last address provided to the Registrar's Office. Failure or refusal to take receipt of notification will not negate or postpone said action. Students are responsible for updating directory information (including address) with the Registrar's Office. The notice will include a statement of

the regulations or policies that the student(s) allegedly violated, a specific statement of facts constituting the alleged violation, and the time and place of the hearing. In the event that there is a decision to suspend or expel the student, the sanction will take effect from the onset of the interim suspension.

In the event that a lesser sanction is imposed, the interim suspension will not become a part of the student's permanent record.

The interim suspension or altered privileges will remain in effect until a final decision has been made on the pending complaint or until the reason for imposing the interim suspension or alterations of privileges no longer exists.

If suspended or expelled, a student will not be reimbursed for loss of tuition fees.

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

### **The Student Appellate Procedure**

The student may only appeal through the Appellate Procedure on the grounds that an unreasonable sanction has been imposed, or that due process was not followed within three (3) calendar days of the sanction given. In the event that a semester break inhibits completion of this process, the process will continue upon commencement of regular semester classes. Students may appeal written findings of guilt and accompanying sanctions, in writing, through the following steps:

#### **Step One**

The student and his/her counselor or other advisor shall submit to the Associate Dean overseeing Student Services, a written appeal stating briefly the reasons for appeal and shall meet with the Associate Dean to discuss the appeal. The Associate Dean may, (1) uphold the previous decision or; (2) decline a decision on the issues appealed; or (3) modify the decision made. The Associate Dean must issue this written decision within five (5) working days of receipt of the student appeal.

#### **Step Two**

Upon receipt of the decision of the Associate Dean, the student may appeal the decision to the Dean for Technology and Student Services within three (3) working days. The student and his counselor or other advisor shall submit to the Dean, a written appeal stating briefly the reasons for appeal and shall meet with the Dean to discuss that appeal. The Dean may, (1) uphold the previous decision or; (2) decline a decision on the issues appealed, or, (3) modify the decision of the Associate Dean. The Dean must issue this written decision within five (5) calendar days of receipt of the student appeal.

### Step Three

Upon receipt of the decision of the Dean for Technology and Student Services, the student may appeal the decision to the President of the College within three (3) working days. The student shall appeal to the President by presenting to the Dean written reasons for the appeal. This notice shall be addressed to the President of the College. Upon receipt of this notice, the Dean shall, within five (5) working days, convene the Student Appellate Board and forward the notice to the President. The Student Appellate Board shall present an advisory opinion to the President on the issues appealed and shall include five (5) impartial members, four (4) of which shall be chosen by the Dean for Technology and Student Services as follows: two (2) faculty members and two (2) students. The four (4) members appointed by the Dean shall choose the fifth member. The Student Appellate Board shall have the power to review any evidence presented to it and cross-examine witnesses in order to render an advisory opinion to the President on the issues appealed. Within ten (10) working days of convening, the Student Appellate Board shall issue its advisory opinion to the President. The President of the College shall issue a final written decision, which may or may not accept or incorporate the recommendations of the Student Appellate Board within five (5) working days of receipt of their recommendation. If the student appellate procedure timeline cannot be accommodated within the framework of a regular academic term, the process will be initiated at the start of the next regular academic term. The decision of the President is final. The student will be informed of the President's decision via GCC email address.

### Evacuation Procedures

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

### Evacuation Instructions

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

- At the sound of the alarm and voice announcement, immediately evacuate using the nearest stairway or exit door. Look for exit signs. Do not use elevators because the elevator might take you to the location of the fire.
- If the alarm does not sound, but fire or smoke is present, immediately pull the nearest fire alarm and then evacuate. Fire alarm stations are located in the hallways of buildings 400, 500, 600, 900, 1000, 2000, 3000, 4000, 5000 & 6000 and outside buildings A, B, C, D, and E.
- Close doors behind you as you exit. This will restrict the spread of fire and smoke.
- If fire or smoke blocks your exit, seek an alternate exit. If smoke is present, keep low to the floor and take short breaths to avoid inhaling excessive smoke.
- If a door feels hot, do not open it. Seek an alternate exit.

- Do not return to an evacuated building unless directed to do so by the Guam Fire Department, Guam Police Department, College Official, or when the MASS Notification System indicates an “All Clear.”

### **Shelter in Place Instructions**

When it is dangerous to leave the building or room, e.g. for threats of violence:

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

### **Emergency Text Alert**

GCC, in collaboration with Pacific Daily News (PDN), will be able to send emergency text alert messages when deemed necessary. GCC is requesting that all students subscribe to this text message feature in order to receive GCC’s emergency text alert messages. Please subscribe to the PDN Text Alert Messaging feature and include the GCC Emergency Text Alert or call Student Support Services at 735-5555/5556 & 5558 for more information.

To sign up with your mobile device, log on to [www.GuamPDN.com/SMS](http://www.GuamPDN.com/SMS) and follow the instructions. Please select GCC Updates and GCC Emergency Alerts, as well as other SMS categories. This free service is FCC CAN-SPAM compliant. You may update message preferences or unsubscribe at any time. Check your wireless provider for any message and data rates that may apply.

Further, GCC conducts periodic emergency drills. Please abide by all direction from College officials during drills or emergencies. Please consult the GCC Safety Officer for additional information, at 788-2223.

## **III) Drug and Alcohol Abuse Prevention Program**

John Payne, Program Specialist and Accommodative Service Coordinator, leads GCC’s Drug and Alcohol Prevention Program, which meets bi-annually in order to review the ways that the College addresses drug and alcohol abuse concerns on campus. They review materials that are shared and initiatives that are implemented, to ensure that they are fitted to campus needs. Also on this body is faculty member Dr. Deborah Ellen, Chairperson, Education. This body also includes staff and student representatives and will hold its next meeting in October of 2021.

# IV) Crime Statistics for the Three Most Recently-Completed Calendar Years

## 2021 Campus Safety and Security Survey

Institution: (240745001)

### Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

#### 1. Does your institution provide On-campus Student Housing Facilities?

- No.**
- Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

**Number of On-campus Student Housing Facilities:**

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#### 2. Does your institution have any noncampus buildings or properties?

- Yes**
- No**

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#### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

- No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense

Total occurrences On campus

	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>			

2021 Campus Safety and Security Survey

	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	2	0	0
i. <u>Burglary</u>	2	4	5
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense

Total occurrences in or on

## Noncampus buildings or property

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	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>			<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>			<input type="text" value="0"/>
c. <u>Rape</u>			<input type="text" value="0"/>
d. <u>Fondling</u>			<input type="text" value="0"/>
e. <u>Incest</u>			<input type="text" value="0"/>
f. <u>Statutory rape</u>			<input type="text" value="0"/>
g. <u>Robbery</u>			<input type="text" value="0"/>
h. <u>Aggravated assault</u>			<input type="text" value="0"/>
i. <u>Burglary</u>			<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			<input type="text" value="0"/>
k. <u>Arson</u>			<input type="text" value="0"/>

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**Caveat:**

## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense

Total occurrences on Public Property

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	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

2021 Campus Safety and Security Survey

f. Statutory rape

0	0	0
---	---	---

g. Robbery

0	0	0
---	---	---

h. Aggravated assault

0	1	0
---	---	---

i. Burglary

0	0	0
---	---	---

j. Motor vehicle theft

(Do not include theft *from* a motor vehicle)

0	0	0
---	---	---

k. Arson

0	0	0
---	---	---

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**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).





2021 Campus Safety and Security Survey

f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

YEAR 2018

**Criminal offense**

**Total**

**Occurrences of Hate crimes (Category of Bias for crimes)**



2021 Campus Safety and Security Survey

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/  
vandalism of property.

0	0	0	0	0	0	0	0	0
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**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2020

**Criminal offense**

**Total**

**Occurrences of Hate crimes** (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
--	--	------	----------	--------------------	--------	-----------------	------------	-----------	-----------------

a.



n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/  
vandalism of property.

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

**Caveat:**

[YEAR 2019](#)

[YEAR 2018](#)

## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

[YEAR 2020](#)

**Criminal offense**

**Total**

**Occurrences of Hate crimes** (Category of Bias for crimes)

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	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
--	------	----------	--------------------	--------	-----------------	------------	-----------	-----------------

a.









Destruction/damage/  
vandalism of property.

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2018	2019	2020
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	1	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2018	2019	2020
a. <u>Domestic violence</u>			<input type="text" value="0"/>
b. <u>Dating violence</u>			<input type="text" value="0"/>
c. <u>Stalking</u>			<input type="text" value="0"/>

**Caveat:**

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2018	2019	2020
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>
c. <u>Liquor law violations</u>			<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**  
 If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.  
 If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>
c. <u>Liquor law violations</u>			<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter

the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2018	2019	2020
a. <u>Total unfounded crimes</u>	0	0	0

**Please Note:** If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."