

## ABOUT THE UNIVERSITY OF GUAM

### POLICIES

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#### STUDENT HANDBOOK

The Student Handbook provides most of the information needed by students to understand their roles within the University. Students should carefully read this handbook, abide by its rules and regulations, and refer to it whenever they have questions or problems concerning University policies or procedures. Contact the [Student Life Office](#) for a copy of the handbook or visit the [Student Life Office webpage](#) for an electronic copy.

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#### POLICY FOR EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION/ NON-HARASSMENT

**Board of Regents Resolution No. 03-24 (July 17, 2003)**  
[Read the complete policy here](#)

The University of Guam 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. 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.

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#### POLICY PROHIBITING SEX DISCRIMINATION

**Board of Regents Resolution No. 20-26 (Sept. 17, 2020)**

[Read the complete policy here](#)

The UOG Policy Prohibiting Sex Discrimination is an update to what was the UOG Sexual Misconduct Policy (Board of Regents Resolution No. 16-12, March 17, 2016) and, as such, continues to prohibit all forms of sexual discrimination and misconduct, including, but not limited to, sexual harassment, sexual assault, sex offense, domestic violence, dating violence, stalking, and inappropriate amorous relationships. Further, the policy expressly prohibits retaliation against an individual because of their good faith participation in the reporting, investigation, or adjudication of violations of this policy. University students and employees who violate this policy will face discipline up to and including expulsion or termination.

All members of the University community must work together to prevent and eliminate harassment, sexual misconduct, and discrimination. New students are required to affirm their understanding of student rights and responsibilities under the University's Policy Prohibiting Sexual Discrimination as part of the registration process before attending any classes.

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#### POLICY AND PROCEDURE FOR STUDENTS AND APPLICANTS WITH A DISABILITY

**Board of Regents Resolution No. 04-32, Oct. 28, 2004  
Superseded by Resolution No. 10-11, April 22, 2010**  
[Read the complete policy here](#)

In accordance with the American 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.

The University offers reasonable accommodations for a student who is otherwise qualified, if the accommodation is reasonable, effective and will not alter the fundamental aspect of a University program, nor will otherwise impose an undue hardship of the University, and/or there are not equivalent alternatives. Student are expected to make timely requests for accommodation. 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.

The Enrollment Management & Student Success office provides reasonable accommodations for students in accordance with the UOG Policy and Procedure for Student and Applicants with a Disability.

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## TITLE IX COMPLIANCE STATEMENT

**20 U.S.C. Ch. 38 § 1681 of U.S. Public Law 92-318 (Education Amendments of 1972)**  
[Read the complete statute here](#)

The University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

Under Title IX, students have the right to the following:

- Be free from all types of sex discrimination, including sexual misconduct, sexual harassment, and sexual violence;
- Bring forward a complaint in good faith;
- Be informed of complaint procedures and options for resolution;
- Expect a complaint to be thoroughly investigated;
- Interim measures to ensure safety pending outcome of investigation;
- Be advised of outcome of investigation; and
- Be free from retaliation.

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/ Title IX Office in Dorm II, Iya Hami Hall, Room 104, Tel. (671) 735-2244, TDD (671) 735-2243, or to the Office of Civil Rights.

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## RELEASE OF INFORMATION / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

**§ 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 of 1974 (FERPA), as amended. This act, with which the institution intends to comply fully, was designated to protect 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 department, 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 ask the University to amend a record that they believe is inaccurate or misleading. They 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. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. 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. 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. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20202-5920

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## STUDENT RIGHT-TO-KNOW POLICY

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

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## TOBACCO POLICY

**Board of Regents Resolution No. 13-24 (Sept. 19, 2013)**  
[Read the complete policy here](#)

The University of Guam is a tobacco-free campus and has a total ban on sales, smoking, and 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 Ecigarettes, 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.

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## PARKING POLICY

**Board of Regents Resolution No. 15-28 (July 16, 2015)**

**| Read the complete policy here**

UOG's Parking Policy applies to all motorized and/or electric vehicles, including two-wheeled vehicles. Parking is permitted only within paved parking lots and officially designated parking areas. Fire lanes, active loading/unloading zones, and other areas near facilities that are marked "No Parking" are considered no parking zones. All University grass ground areas and sidewalks on campus are considered no parking areas, unless specifically designated by the University in writing for certain purposes. Authorized parking areas in grassy locations will be identified on an official campus map or will have signs identifying them. "No Parking" signs may be put up in certain areas for emphasis or clarification purposes but are not required for the enactment or enforcement of this policy.

Vehicles parked in violation of this policy, and the rules and regulations supporting it, are subject to an official parking violation ticket and/or towing at the violator's expense. Vehicles that are parked in accessible parking spaces for persons with disabilities without a special license plate or windshield placard pursuant to the Americans with Disabilities Act, and other than two-wheeled motor vehicles parked in two-wheeled motor vehicle spaces are also subject to an official parking violation ticket and/or towing at the violator's expense. Any towed vehicle must be picked up by the registered owner of that vehicle with a valid picture identification. Exceptions to this policy include:

1. Maintenance or service vehicles or contract vehicles doing specific work within certain areas near facilities where temporary parking facilitates completion of work activities;
2. Emergency vehicles in response to a situation or conducting official business; and
3. Special major events as approved by the University such as, but not limited to, Charter Day, graduation ceremonies, major construction activities, and concerts/forums drawing a significant or higher than normal amount of traffic and attendees.

Exceptions must be specified in writing in advance through the Safety Office, and only certain areas will be temporarily open to accommodate such activities. Areas not specified are considered no parking areas and subject to official parking violation tickets and/or towing.

Reserved parking may be approved and will be handled through the rules and regulations process managed by the Safety Office and approved by the vice president for Administration and Finance.

Parking on campus is at the owner's risk. The University accepts no liability for the safety and security of vehicles parked on campus. Rules and regulations will be developed to further define parking policy authorizations or restrictions within the intent of this policy and Title 16, Guam Code Annotated, Chapter 3. The safety administrator is authorized to make such rules and regulations, with approval from the vice president for Administration and Finance. The rules and regulations will be reviewed annually by the Safety Office and updated as appropriate.

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## **EQUAL EMPLOYMENT OPPORTUNITY/ AMERICANS WITH DISABILITIES ACT/ TITLE IX POLICIES**

The University of Guam is committed to promoting a safe and supportive environment for each and every member of our community. The [Equal Employment Opportunity/Americans with Disabilities Act/Title IX Office](#) (EEO/ADA/Title IX) is responsible for overseeing the implementation, review, compliance, and enforcement of equal employment opportunities, the Americans with Disabilities Act, and Title IX of the Education Amendments of 1972 prohibiting sex discrimination.

### **In case of questions or concerns, please contact:**

**Larry G. Gamboa**

Acting Director  
EEO & Title IX / ADA  
(671) 735-2971  
[lgamboa@triton.uog.edu](mailto:lgamboa@triton.uog.edu)