



2024-2028 STUDENT HANDBOOK

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)
of the Western Association of Schools and Colleges (WASC)

 www.palau.edu

 (680) 488-2470

 P.O. Box 9 Koror, Palau 96940

VISION STATEMENT

"We Strive to Guarantee Quality and Excellence"

MISSION STATEMENT

Palau Community College is an accessible comprehensive public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

INSTITUTIONAL LEARNING OUTCOMES (ILO)

Critical Thinking and Problem Solving: Analyze and solve problems by using informed judgment based on evidence, sound reasoning, and/or creativity to differentiate facts from opinions and to specify solutions and their consequences.

Communication: Effectively communicate, both orally and in writing, thoughts in a clear, well-organized manner to persuade, inform and/or convey ideas in academic, work, family and community settings.

Quantitative and Technological Competence: Use mathematical skills appropriate to our technological society by analyzing and solving problems that are quantitative in nature and by utilizing technology for informational, academic, personal and professional needs.

Diversity: Understand and appreciate differences in cultures and behaviors between the self and others by demonstrating respect, honesty, fairness, and ethical principles in both personal and professional life.

Civic responsibility: Apply the principles of civility and morality to situations in the contexts of a healthy family, work, community, environment and the world.

Aesthetics: Apply numerous means of inquiry to experience and appreciate the values of arts and nature.

TABLE OF CONTENTS

Messages to Students	4
Emergency Information and College Official Contacts	5
Campus Directory.....	6
Services and Resources	7
College Policies	12
Academic Policies	13
Student Code of Conduct and Sanction	14
Students Rights in Due Process	22
Students Grievance and Complaint Procedure	23
Students Bill of Rights	24
Emergency Preparedness and Response	25
Tips for College Success	26
College Campus Map	27

MESSAGE FROM PCC PRESIDENT



On behalf of the Board of Trustees, faculty, and staff of Palau Community College, I welcome you to our campus community, and now your college. All of us at Palau Community College look forward to assisting you as you strive to achieve your educational and career goals.

If you need help, please do let us know so that we can work together to help you succeed and complete your education here at PCC. In selecting Palau Community College, you have taken a notable step towards completing your goals and PCC is pleased to be a part of your academic plans. I commend you for your ambition and wish you continued success in your plans and training at PCC.

Dr. Patrick U. Tellei

MESSAGE FROM THE DEAN OF STUDENTS



On behalf of Student Services, I welcome you to Palau Community College. Your success matters to us and we are here to assist in guiding and directing you to your ultimate educational goals. The college provides a range of services, programs, and activities that can help you succeed and achieve your academic goal. I challenge you to take full advantage of the services to enrich your college experience.

As you begin a new chapter of your educational career, I encourage you to get familiarized with this Student Handbook. This handbook contains an array of information regarding different services that will serve as your tools to assist you in this educational journey. Please stop by at the office of Student Services located at Dort Building for more information or just to share ideas for the services' improvements.

I congratulate you for choosing Palau Community College to pursue your educational plans. PCC is where success begins!

Hilda N. Reklai

EMERGENCY INFORMATION

Police, Ambulance, Fire	911
Police Patrol Office	488-1422
Melekeok Sub-Station	654-1411
Fire Station	488-1411
MHHS-Emergency Room	488-2558
PCC Security Office	488-4178
COVID-19 Hotline	488-0555

College Officials

Patrick U. Tellei, Ed.D. President, Palau Community College	775-3598
Jay Olegeriil Vice President, Administration & Finance and Acting Dean, Academic Affairs	775-5290
Christopher Kitalong Vice President, CRE	775-3187
Hilda N. Reklai Dean, Student Services	775-2236
Hedrick Kual Dean, Continuing Education	775-1496
Clement Kazuma Director, Physical Plant	775-6390
Vera Dilsil Kanai Special Assistant to the President	775-2258

Campus Directory

Academic Affairs	488-2471 Ext. 246
Administration	488-2471 Ext. 221
Admissions and Records	488-2471 Ext. 265
Associated Students of PCC (ASPCC)	488-2659
Computer Room	488-2471 Ext. 258
Continuing Education (CE)	488-2471 Ext. 243
Cooperative Research and Extension (CRE)	488-2746/4983
Bookstore	488-2471 Ext. 255
Business Office	488-2471 Ext. 231
Learning Resource Center (LRC)/AANAPISI	488-3073
Maintenance	488-2471 Ext. 268
Office of Financial Aid	488-2471 Ext. 273
Online Lab	488-2471 Ext. 240
Recreation Office	488-3074
Student Housing (Dorm)	488-3074/1053
Student Life Office	488-3036/2690
Student Services Office	488-2471 Ext. 234
PCC Tan Siu Lin Library	488-3540/2471 Ext. 256

Services and Resources Available on Campus

Student Services

Student Services is one of the three divisions under the Education and Training Department. It is designed to supplement the instructional programs by offering services and activities which will provide opportunities to facilitate the maximum personal growth and development of each student. Some of the functions of the Student Services are: Admissions and Records, Financial Aid, New Student Orientation, Student Life (Counseling/Academic Advising, Housing and Recreation and Student Activities and LRC/AANAPISI - tutorial and academic support. Services offered directly from the Student Services Office include student ID card processing, student mail dissemination, student clubs/organizations and act as a liaison between students and the college.

Admissions and Records Office

The Office provides services to prospective, new, current and former students in the areas of admissions, registration, graduation, transcripts and record maintenance; reporting various data for decision-making and planning as well as assisting faculty and the college community to provide services and support in meeting the needs of students to ensure a smooth transition in achieving their educational goals.

Office of Financial Aid (OFA)

The OFA offers financial assistance to help students with college costs. It assists students in planning for and meeting expenses by providing financial aid resources to student who would otherwise be unable to pursue their educational goals. Students are encouraged to call or come to the Office of Financial Aid for more information, specific requirements, and application form.

Academic Advising

The Director of Student Life and counselors provide advising services to all students. The advisors promote student learning by assisting each student in the development of Individual Educational Plan (IEP) that is compatible with his/her career and/or life goals.

Counseling Services

Counselors provide individual and groups counseling, crisis intervention, educational program, consultations, assessments, and referrals to other sources both on and off campus. Counselors advise students about their personal and social development, and academic progress.

Learning Resource Center (LRC)/AANAPISI

The LRC/AANAPISI program provides assistance to increase and enhance students learning by providing career expos, transfer-related workshops, professional forums and other career/transfer related activities to ensure that PCC students succeed in their classes, graduate and transfer to a 4-year institution.

Services and Resources Available on Campus

Student Housing

The college has three two-story buildings serving as on-campus housing for students which accommodate up to 137 student residents in single (limited), double, and triple occupancy rooms. The Student Housing offers a centralized T.V. lounge and a laundry room.

All information concerning rates and food service are included in the housing application which can be obtained by writing to the Office of Student Life, Palau Community College, P.O. Box 9, Koror, Republic of Palau, 96940. See also tuition, fees and other charges on page 44 of the general catalog, 2024-2028 or the College website, pcc.palau.edu.

Student Housing Mailing Address

Students residing in the College Housing (dorm) may use the following PCC mailing address:

P.O. Box 370

Koror, Palau 96940

Check the bulletin board at the Dean of Students' Office for daily mail list.

Recreation

The Recreation Office provides co-curricular activities, athletic programs and daily recreational activities for students, including interested faculty and staff. The programs include intramural sports and a number of table games. The principal objective of the Recreation Program is to enhance students' skills and abilities in academic, personal, and social wellbeing.

Associated Students at Palau Community College (ASPCC)

ASPCC is your student government and it exists to serve the interests of students. The Association is governed by senators and four executive officers elected annually. All students are encouraged to participate in all ASPCC sponsored events. The ASPCC is represented in all college standing and ad-hoc committees.

Student Organization or Club

Students with a common interest may petition the College for recognition as a campus organization or club. Recognized organizations or clubs may request ASPCC and/or the Office of the Dean of Students for financial assistance for their activities.

ID Card

Student Identification (ID) cards are processed at the Student Services Office. The first card is free for new students. Lost ID cards will be replaced for \$7.50. Students are required to carry their identification card while on campus.

Services and Resources Available on Campus

Library

The mission of the Tan Siu Lin Palau Community College Library is to support the academic programs at the college and to promote lifelong learning in the wider community with high-quality, accessible resources, information literacy training, and public outreach activities.

With over 46,000 volumes of collections, Tan Siu Lin PCC Library is the largest library in the Republic of Palau. As a learning resource for the college and the community, it is open to everyone in Palau and offers many services to community members, including Education USA and US Armed Forces Veterans Association of Palau. It has books for all ages, periodicals, government documents, videos, maps, and vertical files. While most materials are in English, there are also materials in Palauan languages as well as a growing International Collection with more than 1,300 volumes, mostly in Japanese, but also in Chinese, French, Hungarian, German, Filipino, Korean, Czech, Dutch, Hebrew, Italian, Hindi, Swedish, and Spanish. The Tan Siu Lin PCC library is the Republic of Palau's official depository library for all publications issued by Secretariat of the Pacific Community (SPC), United Nations (UN), World Health Organization (WHO), Food and Agriculture Organization (FAO), and United Nations Education, Scientific and Cultural Organization (UNESCO). The Tan Siu Lin PCC library maintains an extensive Micronesia-Pacific Collection, which holds a unique mix of materials on the Pacific region and Micronesia with a particular emphasis on Palau.

A variety of information access services are available in the PCC Library: reference, circulation, course reserve, holds, access to special collections, photocopying and scanning. The library staff provides individualized and group instruction in the use of library resources for both print and electronic formats. There is a computer lab available to students and the general public for e-mail, word processing, and research needs. The library's online public access catalog is available on two computer stations in the library as well as on any computer with Internet access at pcc.palau.edu/library or www.palau.edu/library. For questions and concerns, library staff may be contacted at (680) 488-3540 or library@palau.edu.

Services and Resources Available on Campus:

Technology Resources

PCC Student WiFi Service

Students at Palau Community College are given an access to the Internet using their own personal devices such as laptop, tablet, or smartphone through the PCC Student WiFi service. This access is on a semester basis and students have to abide by the college Technology use agreement as well as all relevant School rules, regulations and policies. There is an agreement form which the student can get from the college Admissions and Records Office in which the students obtain a password of network key for the WiFi Internet connection. This student WiFi password or network key may change as necessary and the students will be informed by Student life Office, Admissions and Records office, and Computer Service Office. The purpose of this Agreement is to set forth terms and conditions, as well as standards and guidelines, for the acceptable uses of Palau Community College Student WiFi Service. The college expects student to become familiar with individual and institutional responsibilities for the use of the college student WiFi and also to protect its electronic information.

Student Wifi Terms and Conditions

- Valid password or network key obtained from Computer Services is required when accessing Student WiFi Network.
- Though the student WiFi network is designed to cover all of the campus common areas, no guarantee is made for signal strength or availability.
- For safety reason, internet access will disconnect automatically if idle for ten minutes and so you have reconnect again if you need more time in the internet.
- The School assumes no responsibility for any alterations or interference with any user's computing device configurations, operation or data files resulting from connection to the student WiFi network.
- The School is not responsible for the content, accuracy or availability of any external sites a user needs to view.
- Although wireless connections are secured with encryption, PCC is not responsible for users who transmit credit card information, passwords or any other sensitive personal or business information over the student WiFi network. Anti-virus and security protection for any personal device are the responsibility of the user and not the school.



Services and Resources Available on Campus

Student Account

An initial tuition deposit of \$50.00 must be paid by students to the Business Office. The a partial payment of the tuition and fee charges per student per semester. Every semester at the time of registering, obtain a Clearance from the Business Office to pick up Registration Packet at the Admissions & Records Office. Students who are not eligible for financial aid must pay their full tuition at the time of registration or see the Student Account Supervisor for financial arrangements. Students who wish to take their meals at the cafeteria must sign a contractual agreement at the Student Account Office. The office also issues invoices and statements to students each semester.

Student Payday

The federal work-study payday is by-weekly and falls on Friday. A student must present a valid PCC student ID card at the Business Office to receive his/her check.

Bookstore

The bookstore school supplies, drinks, snacks and packed lunches at the bookstore at a very reasonable costs and also for the convenience of students.

Faculty Office Hours

Each teaching faculty maintains office hours for students' consultation. The hours are noted in the course syllabus given out to students during the first week of instruction each semester. Students are encouraged to see their instructor during these hours to discuss any concerns and/or questions they have related to the course. Contact Academic Affairs office at 488-2471, extension 246 or more information.

Cafeteria

The Cafeteria provide meals to students. Resident students eat three meals a day, seven days a week. Commuter students may choose between one and two meals a day for five days a week. Contact Student Account Office at 488-2471, extension 246 for more information.

Campus Security

The college provides uniformed security guards during evening hours and on weekends and during special college events. Security guards patrol the upper campus and residential area from 5:00 p.m. to 7:00 a.m. every night. Crimes and incidents may be reported to the security guards during these hours or to the Dean of Students during regular working hours. During an emergency, call 911. Also refer to page 5 for emergency contact telephone numbers.

College Policies

Smoking of Tobacco and E-Cigarette or Vaping

In accordance to:

- RPPL No. 8-27, The smoking of tobacco products is prohibited within the entire Palau Community College campus. There is no designated smoking area on campus.
- RPPL 11-27, Prohibits purchasing, possessing, or consuming E-Cigarettes anywhere in the Republic of Palau.

Card Games

“PCC Presidential Directive 013-001”, the playing of any and all types of card games is strictly prohibited anywhere on the PCC main property in Koror state, which includes the entire campus grounds, including PCC-owned buildings and hallways, as well as all PCC-owned property outside of Koror state. Any student, faculty and staff caught playing cards on or in any PCC-owned property will be subjected to sanctions stipulated in the current PCC General School Catalog, the Student Handbook and the PCC Personnel Rules and Regulations Manual.

Drugs and Alcohol

A drug-free workplace is essential to Palau Community College. Therefore, the consumption, possession or storage of illegal drugs and/or alcoholic beverages is absolutely prohibited on the college campus, facilities or college sponsored events off campus, except as expressly authorized in writing by a college official. Students are also expected to abide by the National and State laws governing the use of alcohol beverages.

Sexual Harassment

Sexual harassment is a form of sexual discrimination that violated PCC Personnel Rules & Regulations, § 143.15. It is defined as “unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature made by someone from or in the workplace or educational setting.” If you believe or suspect that you may have been the victim of sexual harassment, contact the Dean of Students’ Office at 488-2470/2471, ext.. 234 or 775-2236.

Academic Policies

Class Attendance

Students are expected to attend all scheduled class meetings. It is the student responsibility to officially withdraw ("W") from any class into which he/she has been registered into.

Never Attend - A student who registers for a course but does not attend the first 10 days of instruction will be removed from the course by the College appropriate personnel on the 11th day of instruction and will not be reinstated into the course.

Absences-Two Consecutive Instructional Weeks - A student who is absent for two consecutive instructional weeks within a semester without any formal/official communication with his/her instructor or academic advisor regarding his/her absences will be instructionally withdrawn from the course at the end of the second week and will not be reinstated back to the course. The final grade of the student will be a "W" grade with the last date of attendance as the last date of student actual class attendance.

Academic Dishonesty

Cheating, includes but is not limited to, giving or receiving unauthorized assistance during tests or examinations, giving or receiving unauthorized information about tests or examinations before they are given, submitting someone else's work as one's own, using prohibited sources of information during tests or examinations, altering the record of any grade or altering answers after a test or an examination has been submitted, or falsifying any official college record.

Plagiarism

Plagiarism includes but not limited to, submitting any work that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual, neglecting to identify as a quoting another's idea and particular phrasing that was not assimilated into the student's language and style, or paraphrasing a passage so that the reader is misled as to the source. See Academic Policy (AS) 3-2018, on the college website, pcc.palau.edu under Academic Integrity, for further information.

Academic Probation

A student who fails to maintain the minimum cumulative grade point average (CGPA) 2.0 or higher will be placed on probation. The student will receive a written warning from the Dean of Students. If a student continues to achieve a CGPA below 2.0, he/she will continue to be on academic probation and be academically dismissed upon the third consecutive semester.

Academic Dismissal

A student who remains on probation for three consecutive semesters/term will be dismissed from the college for one academic year.

Student Code of Conduct and Sanction

The Dean of Students is responsible for adjudicating charges of misconduct lodged against students. A student violating rules and regulations of the college shall be subject to disciplinary action determined by the nature of the offense and consideration of the previous records of the student.

PCC students have the same rights as other members of the community, and are accountable to the same national and state laws and statutes. In addition, PCC students are accountable to PCC policies, rules, and regulations. The following code of conduct has been adopted by the College to protect the rights and privileges of students and to allow the College to function properly.

I. Disruptive Behavior

The following categories and examples of disruptive behavior are subject to disciplinary sanctions because such behavior conflicts with the fundamental purpose and interests of Palau Community College.

A. Interference with the Rights of Others

A student may not behave toward another member of the College community (staff or student) in a manner that denies or interferes with that individual's expression of conviction, academic freedom or performance of his/her duties and functions.

1. Demonstrations which restrain individuals, present a hazard to the safety of any person, or threaten the destruction of property are not permitted. Similarly, authorized peaceful assembly or demonstrations may not be disrupted by hostile acts of participants or groups.
2. Conduct or behavior which disrupts the College classes, business, campus events and College sponsored events on and off campus are also not permitted. Students may not obstruct access to the College facilities physically nor may they engage in disruptive noise.
3. Students may not engage in demonstrations which threaten individuals or advocate the use of force or violence against any member of the College community or guest/visitors of the College.

B. Interference with the College Processes

Direct or indirect behavior or acts that interfere with or disrupt the processes of teaching, learning, delivery of services, and/or the administration of those processes furthering or facilitating such College functions.

1. False Information

- a. Furnishing false information or academic credentials to gain admission to the College or into any programs or services of the College.
- b. Forging, altering, misrepresenting or misusing any College document for personal gain.
- c. Misrepresenting facts in connection with any request for College programs or services.

Student Code of Conduct and Sanction

2. Personal Misconduct

- a. Harassing, physically threatening, or physically or verbally abusing any member of the College community or guest/visitors of the College at the College campus or at any College sponsored event on or off campus or conducting oneself in a manner that endangers the health and safety of the members of the College community.
- b. Theft of any property of the College or of any person on campus.
- c. Willful damage to property of the College or of any person on campus.
- d. The unauthorized occupation of, use of, or entry into any College facility.

3. Abuse of Controlled Substances

- a. Consumption, possession or storage of alcoholic beverages is absolutely prohibited on College campus, facilities or College sponsored events off campus, except as expressly authorized in writing by a College official. Students are also expected to know and abide by National and State laws governing the use of alcoholic beverages.
- b. The use, possession, manufacturing, distributing, selling, or being under the influence of illicit drugs is absolutely prohibited without exception. Students are also expected to know and abide by National and State laws governing the prohibition of illegal drugs. Reasonable suspicion of possession or use of illegal drugs on campus may subject the student involved to investigation by College officials and the Public Law Enforcement Agency.

4. Academic Dishonesty

- a. Cheating includes giving or receiving unauthorized assistance during tests or an examination; giving or receiving unauthorized information about tests or an examination before it is given; submitting someone else's work as one's own; using prohibited sources of information during tests or an examination; altering the record of any grade or altering answers after a test or an examination has been submitted; or falsifying any official College record.
- b. Plagiarism includes but is not limited to, submitting any work that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style; or paraphrasing a passage so that the reader is misled as to the source.

5. Violation of Dormitory Rules and Regulations

- a. Refer to the Dormitory Handbook for specific rules and regulations governing resident's behavior, duties, and responsibilities in the dormitory. Violation of dormitory regulations, where the violation also involves some aspect of this Student Code, may subject the student to disciplinary procedures under this code.

Student Code of Conduct and Sanction

C. Violation of Other Existing College Rules and Regulations

Violations of other College rules and regulations or policies may subject the affected student to disciplinary actions. The decision as to whether disciplinary action will be initiated will be made by the Dean of Students after a preliminary investigation and after a determination as to whether evidence exists to establish that there was a violation of those rules and regulations or policies.

II. Disciplinary Sanctions

One or more of the following sanctions may be imposed whenever a student is found to have violated any of the rules, regulations, or policies of the College contained in the Student Code of Conduct:

1. **Warning** - A warning constitutes administrative action that informs the student in writing that he/she has violated the Student Code and that a record will be kept in the Office of the Dean of Students for a specified period of time. A student who is on a warning and violates the Student Code again, will be subject to more serious and formal disciplinary action.
2. **Probation** - Probation constitutes administrative action that informs the student in writing that he/she has violated the Student Code and that a record will be kept in the Office of the Dean of Students for a specified period of time. Probation status may also include exclusion from classes, service facilities, recreational activities and other privileges for a specified period of time. Student behavior is expected to be exemplary during the probation period. Any further violations may be cause for more serious disciplinary action including the possibility of referral to the Student Review Board.
3. **Restitution** - Restitution constitutes reimbursement for damage to, or misappropriation of, College or personal property. Forms of compensation may include direct financial settlement, college community service work or other forms of indirect compensation acceptable to the College. Depending on the nature and severity of the violation, other forms of sanction may be imposed.
4. **Suspension** - Suspension is the temporary loss of student status, or the student housing privilege, or other privileges, or access to the campus itself for a specified period of time. The Dean of Students will impose this sanction only after the Student Review Board hearing, unless the situation is an emergency which requires an immediate decision of temporary suspension. A temporary suspension may be renewed by the Dean of

Student Code of Conduct and Sanction

Students if it is determined that the emergency situation continues to exist Consideration will be granted so that the student may be allowed to make up for any academic work missed after the determination by the Student Review Board that the student did not violate the Student Code.

5. **Dismissal** - Dismissal is the termination of student status or student housing privilege for an indefinite period of time. The Dean of Students will impose this sanction only after the Student Review Board hearing. However, the Dean of Students may temporarily suspend a student if the Dean believes that an emergency exists which calls for an immediate decision before the Student Review Board hearing. The Dean of Students may renew the temporary suspension if the Dean determines that the emergency situation continues to exist. If, after the hearing, it is determined that the student did not violate the Student Code, the student may be allowed to make up any academic work missed as a result of the temporary suspension. Readmission, if any, will be granted by the Dean of Students in consultation with appropriate College personnel.

III. Process for Dealing With Violators

In case of violations of the Student Code, the procedures described below are followed.

A. Authority for Disciplining Violators

1. **The Dean of Students:** The Dean of Students will conduct investigations of incidents involving possible violation of the Student Code. Following the Student Review Board hearing or as indicated under “*Administrative Disposition*” in this Student Code of Conduct & Sanctions, and after consultation with appropriate College personnel, the Dean of Students shall impose sanctions as provided in the Students Code of Conduct & Sanctions. The severity of such sanctions shall be in proportion to the seriousness of the violation committed.
2. **The Vice President of Education & Training:** The Vice President of Education & Training shall hear appeals of disciplinary sanctions prescribed for violations of the Student Code, either following the Student Review Board hearing or as indicated under “*Administrative Disposition*” contained in the Student Code of Conduct & Sanctions. The Vice President may also take appropriate action with respect to situations and developments not specifically covered by the Student Code of Conduct & Sanctions.
3. **The Student Review Board:** The Student Review Board (SRB) has jurisdiction and authority to conduct hearings to determine cause and recommend sanctions for all cases referred to it by the Dean of Students, which involve behavior alleged to violate the Student Code of Conduct. If the Student Review Board finds cause for disciplinary action, the Board may recommend one or more of the sanctions provided for in the Student Code of Conduct & Sanctions. All hearings of the Student Review Board are governed by the following:

Student Code of Conduct and Sanction

- a. The Student Review Board is an adhoc committee that reports directly to the College President in absence of the Vice President of Education & Training, and shall represent the students' interests in matters concerning their education, rights and responsibilities as students at PCC. The SRB members shall be comprised of five (5) members that include staff, faculty and student representatives and will be appointed each time as needed by the President. The Director of Student Life Unit will serve as a permanent member/chair of the SRB.
- b. When the Board determines there is a need, legal assistance may be requested from the College President's Office to advise the Student Review Board.
- c. A tape recorder for use at hearings shall be made available to the Student Review Board by the Office of the Dean of Students.
- d. If any member of the Student Review Board feels that his/her relationship with either the case or the individual involved may affect his/her ability to render an impartial judgment, that member shall disqualify him/herself from the hearing and the College shall appoint a replacement.

B. Preliminary Process

1. **Administrative Disposition** - The Dean of Students and/or the Vice President of the Education & Training Department may use the sanction noted in the Student Code of Conduct & Sanctions to respond to behavioral problems with serious implications while providing the student with the opportunity for personal development. In all cases where a student is facing serious disciplinary action, there will be systematic communication and consultation with the appropriate managers, advisor, and dean.
 - a. Upon determination by the Dean of Students that an emergency exists, the Dean is authorized to suspend temporarily a student for a maximum of twelve (12) school days prior to a hearing.
 - b. If, after a Student Review Board hearing, it is determined that the student did not violate the Student Code of Conduct, consideration will be granted so that the student may, within the constraints of the instructional setting, be allowed to make up any academic work missed.
2. **The Investigation** - Initial complaints of infractions of the Student Code of Conduct must be reported either verbally or in writing to the Dean of Students. The appropriate managers, advisor, and dean must be informed of the complaint. Within five (5) school days, the Dean of Students shall contact the student named in the complaint to arrange a conference to discuss the alleged misconduct, possible charges, and sanctions. The student shall be informed that he or she is under no obligation to admit that the complaint is true or to make any other statement to any member of the College community.

The Dean of Students may determine that the evidence does not support a finding of a violation against the student. If such a determination is made, all charges against the student shall be dropped.

If the Dean of Students determines that evidence support the complaint that the student has violated the Student Code of Conduct, the Dean shall consult with the appropriate college personnel and attempt to resolve the matter by consultation, mediation or imposing a lesser sanction.

Student Code of Conduct and Sanction

In the event that the Dean of Students determines that a disciplinary hearing before the Student Review Board is necessary, the appropriate college personnel will be informed of the decision to hold a hearing. The student involved and other appropriate individuals must then be informed, and the Dean of Students shall forward the case in writing to the Student Review Board.

C. Disciplinary Hearing

1. **Issuance of Hearing Notice** - A charged student shall be sent written notice of a hearing by certified mail or by handing the student a copy of the notice by the Student Review Board Chairperson or his/her designee, at least five (5) calendar days prior to the date of hearing. The notice shall invite the student to contact the Dean of Students regarding the charges and other relevant issues and facts. In addition, the notice of hearing shall include the following:
 - ♦ The date, time, and place of the hearing
 - ♦ The particular sections of the Student Code of Conduct which are pertinent
 - ♦ A statement of the issues involved and the facts alleged in support of the charges
 - ♦ A statement informing the student of his/her right to inspect his/her case file
2. **Hearing Procedures** - As a general rule, Student Review Board hearings will usually not be scheduled during the last two weeks of each semester or summer because of study periods and final exam schedules. Therefore, during these periods, a hearing may be postponed and held during the semester breaks, but not the beginning of the following semester or summer session. Hearings shall be conducted in such a manner as to accord fairness to all parties. Having determined through a preliminary investigation that there is reason to believe that the student has committed a violation of the Student Code of Conduct, the Dean of Students, or his/her alternate, shall present the case against the student.
 - a. The student and/or his/her advisor or any staff of the student's choice, the Dean of Students or his/her alternate, and the complainant shall be afforded the opportunity to present evidence and argument on all issues involved.
 - b. Any procedure in a disciplinary hearing may be modified or waived by mutual agreement between the student and the Dean of Students subject to the approval of the Student Review Board.
 - c. The following process shall apply in all hearings before the Student Review Board:
 - ♦ Unless otherwise determined by the Student Review Board, information shall be submitted or presented in the following order: information submitted in support of the charges, information submitted by the student, rebuttal information in support of the charges, rebuttal information submitted by the student and closing statements.
 - ♦ Members of the Student Review Board may ask questions of any participant in the hearing. The student or the student advisor, and the Dean of Students or his/her alternate may ask questions of the Board.
 - ♦ No matters outside the record of the charge before the Student Review

Student Code of Conduct and Sanction

- d. Both the student and the Dean of Students or his/her alternate are expected to be present at the hearing. If the student is not present at the hearing, the Student Review Board will proceed to conduct the hearing if its members are satisfied that the student has been given sufficient notice of the hearing. Then, whether or not the student is present for the hearing, the Board will hear the evidence, consider the facts and render its findings and recommendations.
- ◆ All hearings shall be closed unless the student requests that the hearing be open.
 - ◆ In hearings involving more than one student in which one or more of the charged students request a separate hearing, separate hearings shall be permitted.
 - ◆ The Student Review Board may adopt any further rules or make any further regulations necessary for a fair and impartial hearing provided such rules and regulations are not inconsistent with the provisions of the Student Code of Conduct & Sanctions.
- e. Records - For the purpose of supporting the findings and recommendations of the Student Review Board, a record of all hearings shall be maintained in the Office of the Dean of Students.
- The record shall include the following:
1. All pre-hearing statements;
 2. All evidence received or considered;
 3. Proposed findings and recommendations; and
 4. Reports of the Board Chairperson.
- The Board may preserve a record of its findings through taped recordings. These recordings shall be the property of the College.
- f. Board Findings & Recommendations - After hearing a case, the Student Review Board shall decide whether the College has reasonable cause to take disciplinary action against the student. The Board shall recommend:
- ◆ *"No cause for disciplinary action."* No violation of the Student Code of Conduct has been proven. In this case no sanction may be taken against the student; or
 - ◆ *"Cause for disciplinary action."* A violation of the Student Code of Conduct has been proven. The Board has the authority to make appropriate findings which will assist the student in understanding his/her rights and responsibilities within the College community. If the Student Review Board finds cause for disciplinary action, the Board may recommend one or more of the sanctions provided for in the Student Code of Conduct & Sanctions.

Student Code of Conduct and Sanction

Within three (3) school days after the hearing, the Student Review Board shall transmit, in writing, its report to the Dean of Students. At the same time, a copy of the report shall be hand delivered or posted by certified mail to the student.

- g. Consideration of Board Recommendation by the Student and by the Dean of Students:
 - ◆ Within five (5) school days after receiving the recommendation from the Student Review Board, the Dean of Students will invite the student to review the findings. This review does not entitle the student to a new hearing of his/her case.
 - ◆ No sanction of the student shall be imposed by the Dean of Students until the Dean has considered the report of the Board as provided below:
 1. Did the Board follow the procedures contained in the Student Code of Conduct?
 2. Was the Board hearing conducted in such a way as to provide the student an adequate opportunity to present his/her defense?
 3. Did the evidence presented at the hearing satisfy the burden of proof?
 4. Is the sanction reasonable in relation to the gravity of the violation?

The student may decline the review by the Dean of Students and the Dean shall proceed to decide the case.

- h. Final Decision - Prior to any final decision being made, the Dean of Students shall consult with the appropriate personnel in regard to the case and the recommendations of the Student Review Board.

The Dean of Students may accept, reject, and/or modify the sanction proposed by the Student Review Board.

Within seven (7) school days of the receipt of the report of the Student Review Board, the Dean of Students shall notify the student, by certified mail or hand delivery, the decision regarding the sanction to be taken. The decision of the Dean of Students shall be final and may be appealed only to the Vice President of Education & Training. Copies of the decision shall be transmitted to the appropriate College personnel, chair-person of the Student Review Board, and the complainant.

Students' Right in Due Process

When the action is dismissal or suspension from the dormitory or from school for more than five (5) school days, the accused will be guaranteed the following rights inherent in due process:

1. A conference between the Dean of Students and the accused student to discuss the alleged misconduct, possible charges and proposed action to be taken against the student. During this conference, the student is given an opportunity to answer questions and present evidence in his/her defense. If the Dean of Students determines that the evidence does not support findings of a violation, charges against the student will be dropped. This conference must be held within five (5) school days of the date of the complaint or report.
2. The student shall be notified in writing that she/he has violated a student code of conduct and/or college rules and regulations and the proposed adverse action against him/her. The letter of proposed action must state any and all reasons for the proposed actions including a statement of the alleged violation. The letter must also state the student's right to appeal the decision to the Student Review Board (SRB).
3. The Dean of Students must make available to the student for his/her review all materials and pertinent information relied upon for the adverse action upon request by the student.
4. The student will be allowed four (4) school days from the date of the letter of adverse action to appeal the decision to the SRB. The SRB hearing shall take place within five (5) school days from the date of the appeal letter. During this period of appeal and hearing, the student must be kept on his/her regular class schedule.
5. The SRB decision must be forwarded to the Dean of Students within three (3) school days after the hearing. The SRB decision may include the following:
 - a. Imposition of the adverse action
 - b. Imposition of a lesser adverse action
 - c. Finding that no action is warranted and dropping all charges against the student
6. Further appeals either by the student or the Dean of Students shall be decided by the President within five (5) school days from the date of the appeal letter. The President's decision will be final.

Refer to the College Catalog, pages 26-27 for more information on the Students' Rights in Due Process.

Student Grievance and Complaint Procedure

The steps below will be followed when a student would like to resolve a grievance or complaint against a faculty member, administrator or employee of Palau Community College. It is important to note that any complaint against a student or student groups or organizations should be made directly to the Dean of Students. The procedure for dealing with the latter complaint will be made in accordance with the student code of conduct and sanction. At any point in the following procedure, failure by the student to appeal within the time line shall result in the termination of the grievance and the decision, at the level it is stopped.

Step One:

Before initiating a formal complaint, the student must, within five (5) days of the action resulted in the grievance discuss the problem with the Counselor. The Counselor should attempt to solve the matter with the student, the faculty, administrator or employee involved. If, within five (5) working days of receipt of the grievance, the Counselor is unsuccessful in resolving the grievance, the Counselor advises the student of subsequent steps in the Grievance Procedure and within three (3) working days, make arrangements for procedures to Step Two if requested by the student.

Step Two:

The Student and Counselor shall meet with the instructor/employee supervisor to attempt to solve the grievance within five (5) working days of the receipt of the Step Two grievance. If the grievance is not resolve within this period or is declined, then the student may, through written request, proceed within three (3) working days to Step Three.

Step Three:

The students and counselor shall meet with the Dean of Academic Affairs if the grievance involves instructional matters. If the grievance does not involve matters within the responsibility of the Academic Dean, the grievance shall be taken to Step Four of this procedure. If the grievance involves matters within the responsibility of Academic Dean, but could not be resolved or is declined by the dean within five (5) working days of receipt of the grievance, the grievance is then taken to Step Four.

Step Four:

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

Step Five:

The Dean of Students shall, within two (2) working days, notify the President of the Step Five grievance and shall, within five (5) working days, convene the Student Review Board (SRB), who shall, within ten (10) working days, present the President with its recommendations. The President shall, within two (2) working days of the receipt of the

recommendation, issue his own final decision on the grievance. The Student Review Board comprised of five (5) members that include staff, faculty and student representatives will be appointed each time as needed by the President. The Director of Student Life will serve as a permanent member of the SRB. The SRB shall serve as an ad hoc body which will be disbanded after conclusion of a hearing.

Student's Bill of Rights

Access To and Confidentiality of Student Records

Students' records are protected by Family Educational Rights & Privacy Act (FERPA) from access by casual or unauthorized persons. Access to student records is provided to the student, parents of dependent students, staff having "legitimate reason", any person having written consent of the student, or by court order or subpoena.

Students Have the Right:

- ◆ To file grievances to the Student Review Board or Dean of Students
- ◆ To due process
- ◆ To hear speakers on any subject
- ◆ Of free assembly, subject to regulations that assure the continued regular functioning of the College
- ◆ To take stands for the issues
- ◆ To examine and discuss questions of interest to them
- ◆ To support causes by orderly means but do not interfere or interrupt the College functions
- ◆ To be informed on campus matters directly relevant to them
- ◆ To have a voice in decision making that affects their academic future
- ◆ To form an organization around any particular interest, but not in violation of the College policies, rules and regulations
- ◆ To join established organization
- ◆ To review their records and petition any correction to their records
- ◆ To know how his/her grade was calculated
- ◆ To ask questions and have his/her questions answered correctly and with relevancy
- ◆ To publish literature; however, they must adhere to canons of responsible journalism

Student Responsibilities

As a student of PCC, you are considered a mature and responsible individual and expected to understand that your success in college rests primarily with yourself. The college also maintains a code of disciplinary rules and regulations and expects you to comply with them at all times. Violators of the codes of conducts will be held accountable for their actions and may be subject to a variety of disciplinary actions which may include reprimand, probation, restitution, suspension and/or dismissal from the college.

Emergency Preparedness and Response

The safety and wellbeing of the students and everyone on campus is of utmost importance to the College. Hence, to ensure the safety of everyone, the Emergency Operations Plan (EOP) contains procedures and information crucial to our emergency preparedness and response. It is important that every student and staff of the college have a copy of the EOP and read it from cover to cover. Any student who does not have a copy of the EOP may obtain one from the office of Student Services or visit the College website at pcc.palau.edu.

Safety and Security

The Palau Community College seeks to assure a safe environment that is conducive to students' education and personal growth. Everyone is urged to report any criminal activity including crime in progress to PCC Security Guard on duty who will notify the supervisor and the police when necessary. The nearest College office will assist you in notifying the Security Guards, appropriate college officials and public safety official. For assistance, dial PCC intercom telephone number "0" or dial 911.

Clery Act Information

Student Services Office at Dort Building makes available annual campus safety and security reports containing information on campus crime statistics. Data is collected through the Student Services Office. You can obtain a copy of the report from the Student Services Office or the College website at pcc.palau.edu.

Safety Reminders and Precautions

- Be aware of your surroundings at all times
- Always walk with a friends when it's dark outside.
- Walk in groups - Attackers are less likely to target a group.
- Take the routs that are well-lit.
- Have your keys ready.
- Always lock your car doors and windows closed once you're inside the vehicle.
- Be sure to let someone know where you are going.

Tips for College Success

1. Participate and Engage in Class
 - Prepare before going to class and participate in class and interact with other students
2. Organize and Use Time Wisely
 - Develop time management strategies, i.e., student planner, to-do lists, and others
3. Get Involved
 - Attend campus events, clubs, and other college-related activities
 - Students who feel like they belong and are supported are more successful in college.
4. Meet with your Counselor or Academic Advisor
 - College is a period of great personal, career, and academic growth. The counseling process helps students learn more about themselves, identify coping strategies and gain self confidence.
5. Set, Seek and Meet Goals
 - Setting your goals gives your long-term vision and short-term motivation.
6. Take Effective Notes
 - Come to class prepared by reviewing assigned readings.
 - Listen actively and take notes focusing on key words.
 - Review your notes immediately and regularly
7. Study Effectively
 - Choose study time and location for studying.
 - Practice testing yourself
8. Develop Self-Awareness, Self-Management, and Self-Discipline
 - Develop awareness of your strengths, skills, habits, and mindset.
 - Develop self-discipline through clear desire, keeping your word, removing temptations, maintaining consistency and congruency in action and values.

1. **BADERUT**
Talent Search Program
2. **BELOCHEL**
Cafeteria
Student Dining Area
Restrooms
Security Office
Security Office Recreation
3. **BIB**
Student Housing (DORM A)
4. **BTACHES**
Computer Laboratory
Room 61, 62, 67 and 68
Open Lab. (Room 60)
Online Laboratory
Japanese Language Lab.
(Room 44) Classrooms Rm.
65, 66, & 69 Facilities Design
Office Restrooms
5. **CHIBONILL**
Conference Room/
Training Room
6. **DADAIT**
Western Curriculum
Coordinating
Center/Library Information
Service Program
Accreditation Office
Restroom Institutional
Research & Evaluation
Office

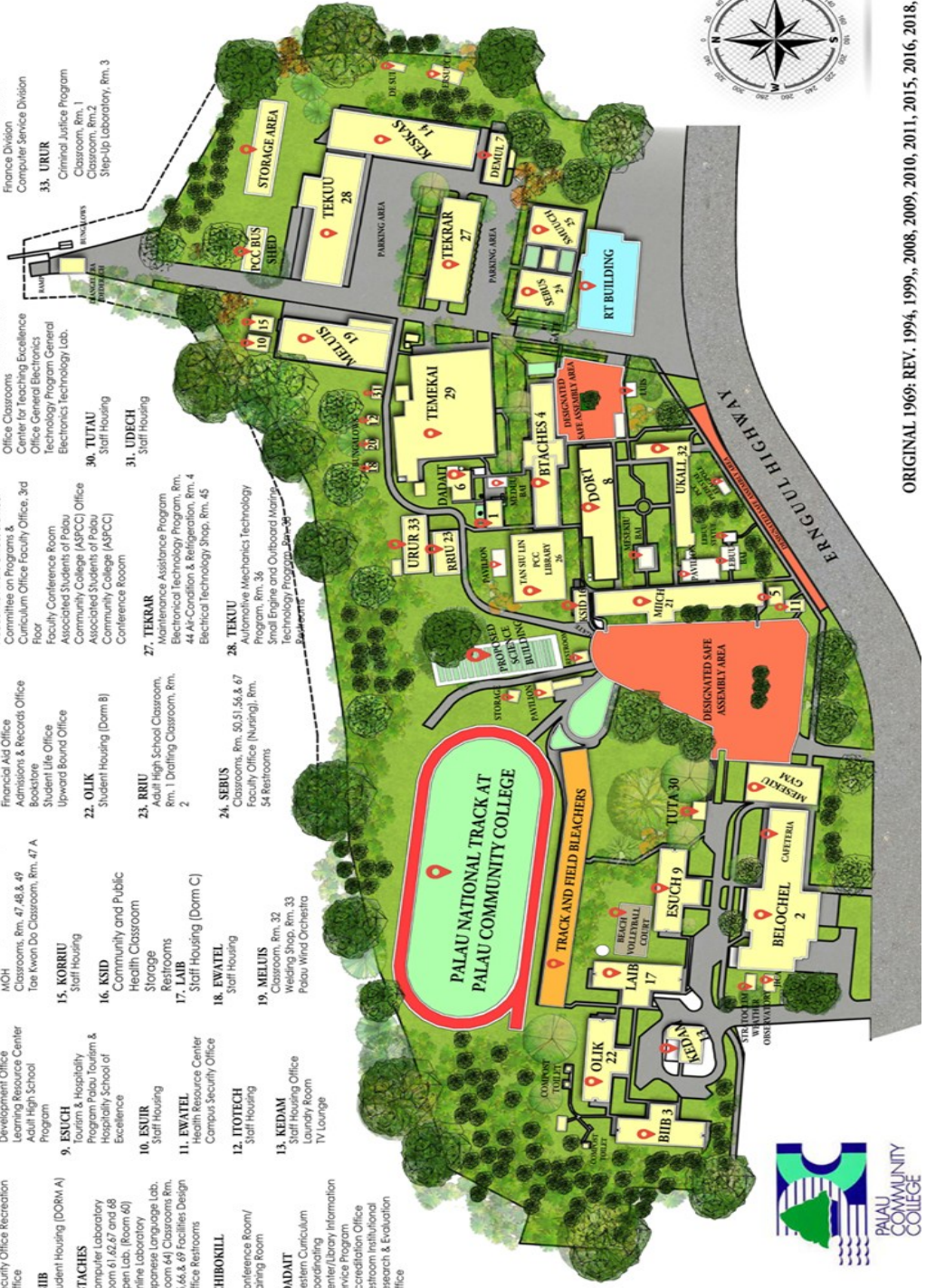
7. **DEMUL**
Child Care
Center
8. **DORT**
Assembly Hall
PCC Conference Room
Development Office
Security Office
Adult High School
Program
9. **ESUCH**
Tourism & Hospitality
Program Palau Tourism &
Hospitality School of
Excellence
10. **ESUR**
Staff Housing
11. **EWATEL**
Health Resource Center
Campus Security Office
12. **ITOTECH**
Staff Housing
13. **KEDAM**
Staff Housing Office
Laundry Room
TV Lounge
14. **KESKAS**
Physical Plant
Cooperative Research & Extension
Area Health Education Center/
Community Advocacy Program,
MOH Workforce Investment
Opportunity Act Medical Clinic,
MOH
Classrooms, Rm. 47, 48, & 49
Ike Iwan Do Classroom, Rm. 47 A
15. **KORRIU**
Staff Housing
16. **KSID**
Community and Public
Health Classroom
Storage
Restrooms
17. **LAIB**
Staff Housing (Dorm C)
18. **EWATEL**
Staff Housing
19. **MELIUS**
Classroom, Rm. 32
Welding Shop, Rm. 33
Palau Wind Orchestra

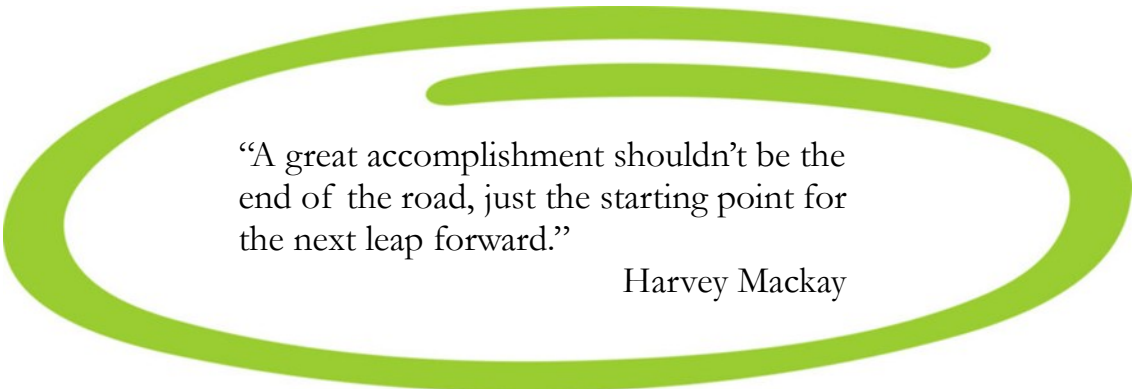
20. **MENGES**
Staff Housing
21. **MICH**
Continuing Education
Training Room
Continuing Education Office
Financial Aid Office
Admissions & Records Office
Bookstore
Student Life Office
Upward Bound Office
22. **OLIK**
Student Housing (Dorm B)
23. **RRIU**
Adult High School Classroom,
Rm. 1 Drafting Classroom, Rm.
2
24. **SEBUS**
Classrooms, Rm. 50, 51, 56, & 67
Faculty Office (Nursing), Rm.
54 Restrooms

25. **SMUTUCH**
Classrooms, Rm. 52, 53, 58, & 59
Faculty Office
26. **TAN SIU LIN PCC LIBRARY**
Library, 1st & 2nd Floor
Academic Affairs Office, 3rd Floor
Committee on Programs &
Curriculum Office Faculty Office, 3rd
Floor
Faculty Conference Room
Associated Students of Palau
Community College (APCC) Office
Associated Students of Palau
Community College (APCC)
Conference Room
27. **TEKKAR**
Entrepreneurship Assistance Program
Business and Technology Program, Rm.
44 A4-Correlation & Related, Rm. 4
Electrical Technology Shop, Rm. 45
28. **TEKUU**
Automotive Mechanics Technology
Program, Rm. 36
Small Engine and Outboard Marine
Technology Program, Rm. 38

29. **TEMEKAI**
Construction Technology Program,
Rm. 29 Agriculture Science
Laboratory
Academic Tutoring Center
Career and Technical Excellence
Office Classrooms
Center for Teaching Excellence
Office General Electronics
Technology Program General
Electronics Technology Lab.
30. **TUTAU**
Staff Housing
31. **UDECH**
Staff Housing

32. **UKALI**
Board Room
President's Office
Executive Assistant to the President's
Office
Administration Front Desk
Human Resource Division
Finance Division
Computer Service Division
33. **URUR**
Criminal Justice Program
Classroom, Rm. 1
Classroom, Rm. 2
Step-up Laboratory, Rm. 3





“A great accomplishment shouldn’t be the end of the road, just the starting point for the next leap forward.”

Harvey Mackay