

STUDENT HANDBOOK 2009-2010



NCO (Call Center) visit September 15, 2009 with SGA
SGA Executives and Representatives 2009 - 2010

SA'ILI LE ATAMAI

“To seek wisdom through knowledge”

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Major Degrees & Field Studies

ASSOCIATE OF ARTS DEGREE

Art	Music
Education	Political Science
Human Services	Pre-Law
Liberal Arts	Samoan Studies
Marine Science	

ASSOCIATE OF SCIENCE DEGREE

Accounting	Family & Consumer Science
Agribusiness	Forensic Science
Architectural Drafting	General Agriculture
Business Management	Health Science
Civil Engineering Technology	Natural Resources
Criminal Justice	Nursing
Electronics	Office Administration & Technology

CERTIFICATE PROGRAM OF STUDY

Accounting	Electronics-Communication Systems
Air Conditioning & Refrigeration	Electronics-Computer Systems
Architectural Drafting	Elementary Education
Automotive Body Repair	Guidance and Counseling
Automotive Technology	Info&Comm Tech (ICT)-Electronic
Business Management	Office Option
Civil Engineering Technology	Marine Option Program (MOP)
Carpentry	Networking and Computing
Criminal justice	Office Administration & Technology
Diesel Engines	Practical Nursing
Electrical Technology	Samoan Studies
Electronics	Welding

Who's Who at ASCC

BOARD OF HIGHER EDUCATION

Chairman

HTC Uta Dr. Laloulu Tagoilelagi

Members

HC Lauifi Tauili'ili

Rev. Dr. Leanavaotaua Sekuini Sevaaetasi

Mr. Sapini Siatu'u

Mrs. Mine Pase

Dr. Claire Poumele, Ex-Officio

Vice Chairperson

HTC Pemerika L. Tauili'ili

Student Representative

Ms. Charlene Afu (2008-2009)

TBA (2009-2010)

AMERICAN SAMOA COMMUNITY COLLEGE

Dr. Seth Poumele Galea'i, President

Dr. Kathleen Kolhoff, Vice-President of Academic & Student Affairs

Mr. Mikaele Etuale, Vice-President of Administrative Services/Finance

TC Tapa'au Dr. Daniel F. Aga, Director/Dean, Community & Natural Resources

Dr. Irene Tafao-Helsham, Dean of Academic Affairs

Dr. Emilia S. Le'i, Dean of Student Services

Leusoga William Emmsley, Jr., Dean of Institute of Trades & Technology

Dr. Lina Galea'i-Scanlan, Director, Teacher Education Program

Mrs. Keseta Okenaisa Fauolo-Manila, Director, Samoan Studies Institute

Mrs. Komiti P. Emmsley, Director, Human Resources/ Special Assistant to the President

Falema'o Dr. M. "Phil" Pili, Chief Financial Officer

Mrs. Grace Tulafono, Chief Information Officer

Mrs. Rosevonne Pato, Director, Institutional Effectiveness

Otomalesau Mr. John Ah Sue, Director of Philanthropic Foundation

Ms. Hillary Fraser, Director of Financial Aid

Tiavasa Kenape Aumavae, Director, Physical Facilities Management

DEPARTMENT CHAIRPERSONS

Curriculum Committee Chairperson, Mikaele Etuale

Adult Education Literacy & Extended Learning, Ma'auga Tauvela Fale

American Samoa Teacher Education, Mrs. Tialuga S. Seloti

Art, Drama, & Music, Namulauulu Dr. Paul Pouesi

Business Education, Dr. Faatoafe Faofua

College & Life Planning, Mr. Mark Mageo

Community & Natural Resources, Malagamaali'i Tavita Elisara

Criminal Justice, Mr. Mataipulevao Leupolu

English Language Institute, Mrs. Elisapeta Faalafi-Jones

Health and Human Services, Dr. Daniel Chang

Institute of Trades & Technology, Mr. Sal Poloai

Language and Literature, Mr. Steven Williams

Mathematics, Mrs. Letupu T. Moanau

Nursing, Mrs. Lele Ah Mu

Physical Education, Mr. Ed Imo

Reserve Officers Training Corps, 1Lt. Maryjane Porter

Samoan Studies, Telei'ai Christian Ausage

Science, Dr. Otto Hansell

Social Sciences, Mr. Randall Baker

GOT A PROBLEM?

Where can I find more information about scholarships?

Student Services Office

Where do I apply for financial aid?

Financial Aid Office, Student Computer Lab. Rm. 17, at the Institute of Trades & Technology building labs, on-line Financial Aid website

Where can I get help with my writing assignments?

Student Services Tutorials and SSS program

Who do I see for assistance if I am undecided about my major?

Your Academic advisor, or Counselor

Where can I get first aid?

Nursing Department and Campus Security Office

Where and when can I play volleyball, basketball or use the weight room?

ASCC Gymnasium- Mr. Ed Imo, Physical Education Chairperson

Where is the Lost and Found?

ASCC Campus Security Office

Where can I report a mistake on my transcript?

Office of Admission and Records (ARO)

Where can I obtain information on Veteran benefits?

VA Student Affairs Office, Mrs. Fuala'au Lancaster

What are the job opportunities in American Samoa, Hawaii or U.S. mainland?

ASCC Student Employment Center, Mrs. Fuala'au Lancaster

How can I form a club or join one?

Student Government Association (SGA) members, or see Maxine Tuiiolemotu, SGA Advisor for Club applications

Where do I apply for graduation?

ARO, Mr. Jim Sutherland, Admission Officer

Am I taking the required courses for my major?

Your Academic advisor, Counselors

Who do I see if I want to change my major?

Your Academic Advisor, Counselors, ARO staff

Where can I get photocopies?

Student Services Office, see SGA or Peer Mentors, Student Computer Labs/ASCC Library, Reproduction Office

Where can I get work-study on campus?

See the Financial Aid Office or Student Employment Center (Back of Cafeteria)

What can be done if I have a grievance with an instructor, college staff, or fellow student (s)?

Read the Catalog or Student Handbook on the procedures section, or see the Dean of Student Services (Student Services Office)

What courses at ASCC will be accepted at other colleges or universities?

Visit Student Services Offices and speak with our Counselors or your Academic Advisor.

Where can I get a copy of the college policies?

ASCC Catalog, Student handbook, or on-line catalog website at www.amsamoa.edu

If an emergency prevents me from coming to school, whom should I notify?

Academic Affairs Office, or Campus Security Office, or your Instructors.

Where do I get my student I.D.? Why do I need one?

During registration Student Government Association (SGA) is responsible for student I.Ds. Every student must have a valid ASCC student I.D to be worn on campus at all times, use the facilities, gym, computer labs, library etc. Student I.D is also used to gain entrance to SGA sponsored activities.

I will be graduating soon, but I am undecided about continuing my education. What now?

See Student Services Office – Speak to Counselor or Academic Advisor.

Where can I find information about colleges or universities off-island?

See Student Services Offices – Counselors, Academic Advisors, and Internet-Research at the Library or Student Computer Labs.

How can I make better grades?

See instructors, tutors, Advisors, Student Learning Assistance Center (SLAC), or Counselors.

How can I make more friends on campus?

Form or join clubs, see Ms. Maxine Tuiiolemotu, SGA Advisor
Service Learning projects, Peer Mentoring program, Work–study programs and SLAC for more information.

Where can I go to relax with my friends, play games, and listen to music?

Student Hangout, behind the cafeteria and areas not designated as Quiet Zones.

I need access to a computer, where can I go?

Student Computer Labs located in Rm.16, ITT building (near the Fale Samoa) and in the ASCC Library.

I need an Advising sheet to keep track of my major courses I have taken so far and to determine exactly when I will graduate and to avoid taking classes that are not required for my major. Where can I get this form?

Your academic advisor or the Academic Affairs office.

I cannot afford a catalog; where else I can get information on ASCC besides the Library?

Visit the ASCC website at www.amsamoa.edu

Where can I make a telephone call?

Students are not allowed to use office telephones but for emergencies use the Campus Security telephone.

Where can I get something to eat and is it free?

Sorry, no free meals. You would need anywhere from \$1.00-\$3.00 for daily meals either from the cafeteria or restaurants across the street from the college.

Can I smoke on campus?

Yes, but you must smoke outside and away from the buildings and offices or in the designated smoking areas on Campus.

Can I park my car anywhere on Campus?

No, if you drive to ASCC for classes you must first pick up a Parking Sticker (free of charge) at the Campus Security Office and ask security where students are allowed to park.

How do I keep myself informed about activities and information I need to know?

Pick-up and read Student Services 4-1-1 Student Weekly Newsletter ASCC Website at the SGA office, Student Services, Library or Cafeteria; also reading the bulletin boards on campus is another way to stay informed.

What if I have a suggestion about improving the college or questions but I don't want people to know who I am?

Use the student suggestion boxes located in the Student Services office or the cafeteria entrance.

What's the difference between a freshman and a sophomore at ASCC?

It is determined by credits earned. A freshman is considered to have 30 or less credit at the 100-alpha level courses, whereas a sophomore has 30 or more credits including the 100 and 200-alpha level courses. Talk to the Admissions Officer, your advisor or Counseling Service for more information.

What is banned from ASCC Campus?

Alcohol, drugs, fighting, knives, guns, and any toys that resembles dangerous weapons. If caught, individual (s) will face disciplinary action possibility of suspension or expulsion from school.



Greetings and best wishes! I would like to take this opportunity to congratulate and thank each of you for choosing to attend the American Samoa Community College (ASCC). By choosing ASCC you have set your goal for a positive and successful future. As the Dean of Student Services I assure you that we are here to help you achieve your goals.

Student Services provides support to students through tutorials, financial aid, employment, academic advising, counseling services, computer usage, and social activities.

It is our hope that you will utilize our support services whenever you need to or if you are curious or have any questions regarding your future, please stop by and talk with us. Remember, we are here to support your college goals and to prepare you for the future. Enjoy your college life at ASCC.

With warm regards,

Dr. Emilia Lei, Dean of Student Services

STUDENT SERVICES

Student Services Mission Statement

The mission of the Student Services Division is to support the educational pursuit of all students attending ASCC characterized by a concern for high quality services, student access, learning, progress, and success.

The following programs and services are provided by the Student Services Division in helping students meet their educational and personal goals.

Student Services Division

Greetings! Did you know that Student Services is the place where you would go to get answers regarding your academic studies here at ASCC? Student Services offers many services that can help build your confidence, provide good leadership skills, and most importantly helps get you closer to your educational goals. The following are some of the many services you will find at the Student Services Division.

Services Offered to Students

Admissions & Records, Graduation, Student Computer Lab, Copier Services, Student Employment, Career Day, V.A., Scholarships, Off-Island colleges & universities, Advising and Counseling, Peer Mentoring Program, 411 Newsletter, Suggestion Box, You Are Not Alone (YANA), Games and Relaxation, Student Government Association, Student Activities, Leadership Skills, Tutoring, Student Clubs to join, and many more.

Counseling Services

The challenges of choosing the right career, achieving or maintaining one's independence, relating successfully to others, and leading a happy and successful life converge during a student's college years. College life adds the concerns of exams, term papers, quizzes and class reports. Even students who are prepared to do their best in college may experience problems.

Counseling services assist students with career, educational, personal and social concerns that may interfere with their academic progress. Our goal is to provide quality services, and create a safe, supportive and affirming climate.

College years are an exciting time, but sometimes they can be stressful. Students may encounter problems that are not easily solved. Counseling is a way of talking about what is on your mind with an objective person who can help you to learn new skills and new ways of looking at situations so that you will be more capable of solving problems on your own now and in the future. Counseling services is available to all students requiring assistance and therefore encouraged to seek help from the available counselors.

If you are a first time, returning, or continuing student, there are counseling services available to meet your educational, career, and personal challenges. The ASCC Counseling Services is available to meet your educational needs.

Career/Placement Counseling

Through the interactive career exploration guide and job search on the Internet, career counseling provide ASCC students (including those in the Adult Education Literacy and Extended Learning [AELEL], and Upward Bound) with essential

information to guide them in the development of career choices and educational goals. This information is to guide them in the development of career choices and educational goals. This information can effectively determine their aptitudes, achievements, interests, personality, and values to assist them with decision making and planning for a career field or career transition. Career/Placement Counseling is available for job search strategies and resumes assistance. Filling out job applications and resume critiques on a walk-in basis are also available.

College and Life Planning Courses (CLP)

College and Life Planning courses provide students with the opportunity to cultivate the skills necessary to become confident, successful students in their academic and personal goals.

Drug and Alcohol Awareness Program

An on-campus Drug and Alcohol Awareness Program is available to assist students through counseling and education to overcome the usage of drugs or alcohol, and to assist students who have friends or relatives who are dependent upon drugs and/or alcohol. Again, ASCC does not condone the use, sale, possession and consumption of ANY narcotics, illegal drugs or alcohol by any student of ASCC for which said student does not have a valid prescription. Any student caught under the influence of drugs and/or alcohol on or off campus during college activities will be subject to disciplinary action.

Diversity and Tutorial Services

Students who need assistance with their studies are encouraged to visit the Counseling Office and sign up for consultation, scheduling, and tutorial services.

Traditional, non-traditional, multicultural, and students with disabilities who need assistance with their studies are encouraged to visit the Counseling Office and sign up for consultation, scheduling and tutorial services.

Other tutorial services are available on campus through the Student Support Services (SSS) Program, Upward Bound Program, Veterans Affairs (VA), Tutorial Counselor and student tutors.

The Counseling Tutorial Center is located next to the Dean of Student Services office (Coleman Building [Cafeteria], lower campus).
Contact Phone: (684) 699-9155 extension 362, 326, 377, or 376.

Disability Access and Accommodation Services

The Counseling services provide academic access services to students with certified disability. Services include academic advising, disability counseling, tutoring, technology access, etc. Students with disabilities who may require such services are strongly encouraged to contact the Student Services as far in advance as possible to ensure special accommodations.

New and prospective students should contact the Student Services office for program orientation at least two months prior to the start of their entering semester to assure accommodations for registration, handout materials, special assistance, etc. Although ASCC strives to ensure campus access for student with disabilities, it is necessary to note that ASCC does pose structural barriers that are being addressed by on-going projects.

Creating equal access for students with disabilities is a responsibility shared in partnership by the students and the rest of the campus community.

You Are Not Alone (YANA) Program

The Student Services Division offers a support program called the YANA (You Are Not Alone). Its purpose is to reach out to youth who are experiencing personal problems.

Qualified counselors are available to assist anyone who is in need of help. Students mentors are also available to help out students who are not comfortable talking to an adult. If you need someone to talk to, or know of someone who needs help, contact us at:

Phone: (684) 699-9155 extension 376 or 252-9262 from Monday-Friday, 8:00 a.m. – 4:00 p.m., Email: yana@amsamoa.edu

Student Employment and Training Center

The purpose of the on-campus Student Employment and Training Center is to provide temporary employment to students while pursuing their academic career at ASCC. While the period of employment is short and temporary in nature, the lifetime experience gained will enable students to know what is expected of them and be able to transition into the workforce will ease.

The Student Employment and Training Center provides financial assistance to students who are ineligible for federal financial assistance, commonly known as PELL Grant. The financial assistance available through the Student Employment and Training Center in the form of employment with ASCC and is based solely on availability of local funds and willingness of various departments to participate, support, and employ students in a first come, first serve basis.

The Student Employment and Training Center will assist participating departments within ASCC in announcing, collecting and maintaining student personnel files on qualified candidates. Each student will complete and be selected based on his/her own merit as announced or listed in the job announcement. First priority is for students who are not eligible for federal financial aid, and are not current scholarship recipients of ASG and various private agencies of American Samoa.

Veterans Educational Assistance

The American Samoa Community College is an approved educational institution for education and training under the Veterans Educational Assistance Act (GI Bill), the Veterans Readjustment Act, and the Dependent's Educational Assistance (DEA) Act. All students who are eligible to receive educational financial assistance from the U.S. Department of Veterans Affairs (VA) under Chapter 30, 31, 35 and 106 are advised to contact the ASCC Veteran Students Counselor for clarification and explanation of awards before registering with their assigned faculty advisor. It is important that their application is received and reviewed and that the Veterans Affairs Regional Processing Office in Muskogee, Oklahoma makes an official decision of denial or grant of benefits.

Eligible student may apply for veterans' benefits as soon as they have been admitted to ASCC. The ASCC Veteran Student Coordinator will assist you with detailed information regarding eligibility, entitlement, and authorized types of training. This

information may also be obtained by visiting the official websites:
www.gibill.va.gov/education/benefits.htm

All drops and withdrawals must be reported to the VA Student Coordinator for reporting to the U.S. VA Education Office in Muskogee, Oklahoma. This is the student's responsibility; otherwise the student will be required to repay any money that was overpaid.

Chapter 30 and Chapter 106 students are required to verify their monthly attendance to the ASCC VA Student Coordinator in order to receive monthly awards. Contact the ASCC VA Student Coordinator for further assistance. VA tutorials are also available through the Student Tutorial Services (see VA Student Coordinator).

VA Transcript Evaluation

The regional office requires ASCC to review your military training and/or previous college courses to see if any of them will apply to your individual educational plan. The VA will allow payment for only a short period of time without this information. In order to avoid interruption of VA payments, complete the following:

1. Submit the copy of your DD Form 214 (Certificate of Release or Discharge from Active Duty) to the Admissions & Records Office for evaluation of your military training.
2. Request in writing to each of your previous college/universities to have one (1) official transcript sent directly to the Admissions & Records Office for an official evaluation.
3. For military personnel, request an official copy of our military educational transcript to be sent directly to the ASCC Admissions & Records Office. Once an official transcript is received, you may proceed to the Admissions & Records Office and request an official evaluation of credits.

Student Government Association (SGA)

The Student Government Association (SGA) of ASCC exists to advance the democratic process of student government. SGA encourages professionalism and improve quality of activity and service at all levels of student government for the benefit of the total student population. It contributes to the analysis, understanding, and resolution of student issues by providing academic and social activities.

The SGA of ASCC includes all enrolled students. The SGA is governed by the executive officers and the representatives, who are elected from the freshmen and sophomore classes. SGA representatives also serve on various ASCC committees and also a member of the Board of Higher Education. SGA sponsors a number of activities each year, including the Miss ASCC pageant, Intramural Sports, cultural, assemblies and other club activities. Funding for these activities come from student activity fees collected during registration.

Students interested in serving as executive officer must have a cumulative 3.00 GPA at the time of the election. Any full-time student who maintains a 2.70 semester GPA, who has completed one semester in ASCC, and is in good academic standing is eligible to serve in the SGA as a representative. Applications are available from the SGA office located in the Coleman Building and additional information can be obtained from the Student Handbook.

Club Activities

Student clubs are considered an integral part of every student's college career and joining a club is an excellent way to make new friends. Students are encouraged to participate in clubs that interests them. If a student cannot find a club that suits their interests, students may apply to start one of their own. All campus clubs and organizations must have a faculty or staff advisor and meet the requirements established by the SGA. Applications for new clubs can be obtained from the SGA office.

Intramural Sports Program

The intramural sports programs are planned and conducted by the Student Government Association and technical assistance from the Chairperson for Physical Education department. A variety of team sports are scheduled throughout the school year.

Student Computer Labs

Various computer labs are available to the students and faculty members. One is located in room 16 and lab hours are 8:00am to 4:00pm, Monday through Friday except Holidays. Two other labs are located on the lower campus area in the Institution of Trades & Technology (ITT) building across from the Fale Samoa. Lab hours are posted accordingly. Please refer to the student handbook for computer lab fees for printing (black and color), making copies, scanning, and also rules and regulations for the facility and its equipment. A monitor is ready to assist you at each location.

ZERO TOLERANCE POLICY

As with any community educational environment certain policies are established to ensure health and safety of all students and employees of the institution.

ASCC defines zero tolerance as the strict application of consequences regarding violation of ASCC's rules on weapons, explosives, fighting, drugs, and alcohol. If a student is found to have violated any of the aforementioned rules, then the consequences shall be applied without exception.

Drugs

The American Samoa Community College strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of non-prescribed use of illegal drugs or controlled substances in College. College students who violate this prohibition are subject to disciplinary action including suspension or expulsion in accordance to the severity of the offense.

Alcohol

The American Samoa Community College is a designated alcohol-free campus. Students attending ASCC must abide by the policy that alcohol is not permitted regardless of students' age. Illegal acts commonly associated with alcohol include public intoxication, driving while intoxicated, provision of alcohol to a minor, bringing alcoholic beverage into the college and minor in possession of alcohol. Violations of these laws subjects students to disciplinary actions.

Students who violate the alcohol policy of the college are subject to disciplinary action in accordance with the above mentioned drug policy. The American Samoa Community College reserves the right to disclose to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's records, if a student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Weapons

Students are prohibited from possessing the following weapons on school property. A person commits a crime if he knowingly possesses, manufactures, transports, repairs, or sells an explosive weapon, a machine gun, a gas gun, a short barreled rifle or shot gun, a firearm silencer, any knife, bush knife or machete, and knuckles. Also, students shall not possess toy guns, knives or other replicas of any of the weapons mentioned above on the school property at any time. College students who violate these prohibitions are subject to suspension and expulsion.

Fighting

Students shall be prohibited from the following actions while on school property:

1. purposely or knowingly causes serious physical injury to another person;
2. attempting to kill or cause seriously physically injury to another person;
3. recklessly engage in conduct which creates a grave risk of death to another person and thereby causing serious physical injury to another person;

4. knowingly causing or attempts to cause physical injury to another person by means of a deadly weapon or dangerous instrument;
5. recklessly causing serious physical injury to another person;
6. attempting to cause or recklessly causing physical injury;
7. with criminal negligence, causing physical injury to another person by means of a deadly weapon;
8. purposely places another person in apprehension of immediate physical injury;
9. recklessly engaging in conduct which creates a grave risk of death or serious physical injury to another person;
10. knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative;
11. Fighting or violent, tumultuous, or threatening behavior.

Fighting on campus shall result in suspension or permanent expulsion from the American Samoa Community College in accordance to the severity of the action.

Violating the College Drug Policy may cause a student to lose their eligibility for financial aid. According to 20 United States Code 1091 @ a student who has been convicted of a drug offense shall not be eligible to receive any grant, loan, or work assistance.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE), State Educational Agency (SEA), or Local Education Agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In addition to disciplinary sanctions imposed by the College for violation of alcohol, drug, weapons and fighting policies, students may also be prosecuted under Territorial and Federal Laws.

STUDENT RIGHTS AND RESPONSIBILITIES

The Office of Student Services also plays a role in administering campus discipline and encouraging high standards of citizenship. Those standards involve complying with the policies and regulations governing the campus. Students are responsible for all information and/or directives contained in this handbook and in the ASCC Catalog. It is the responsibility of the student to contact a member of the ASCC administration to clarify any points in question.

The academic community, by its very nature, places emphasis on individual responsibilities. The college campus should be a place that is conducive to learning and to the free exchange of ideas. Students at ASCC are expected to show respect for the rights of others, preserve a social and academic atmosphere that promotes the College's goals, show care and respect for College property and for the property of others, bring respect, goodwill and honesty to the College.

Students who interfere with the personal rights or privileges of others or with the educational process of the College are subject to immediate disciplinary action. Acts specifically prohibited include possession, use or sale of alcohol, narcotics or illicit drugs on school property or at school functions; destruction of ASCC property; stealing, vulgarity, continued willful disobedience, cheating, plagiarizing, forgery and all other dishonest practices. Students are expected to adhere to a modest and tasteful dress code. Please refer to the "Dress Code" section of the Student Handbook.

Dress Code

Students are expected to dress in attire appropriate of those attending an institution of higher learning. Current trends in clothing are accepted only if they fall within the realm of modest dressing. Students must present themselves on campus in a neat and tidy manner. No tight fitting, short, vulgar clothing for men and women or unkempt hairstyles will not be permitted. This interpretation shall be left to the discretion of the Dean of Student Services.

Plagiarism

The American Samoa Community College forbids plagiarism, cheating and academic dishonesty. Plagiarism includes but is not limited to; submitting any document to satisfy an academic requirement that has been copied in whole or in part from someone else's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been paraphrased into the student's language and style, or paraphrasing information so closely that the reader is misled as to the source; submitting the same oral or written material in more than one course without obtaining authorization from the instructors involved; or obtaining and using experimental lab data from other students or from other sections of the course. Instructors may notify the Dean of Student Services and request that the student be disciplined and/or counseled.

Cheating

Cheating includes but is not limited to receiving or giving any unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, changing answers after an examination has been submitted, falsifying office College records, and misrepresenting the facts in order to gain exemptions from course requirements.

Instructors have sole responsibility for dealing with students caught plagiarizing or cheating and may assign an "F" grade as a result. Instructors may notify the Dean of Student Services and request that the Student be counseled or disciplined or that the incident be entered into the student's record.

Academic Conduct

The American Samoa Community College prohibits plagiarism and cheating. Plagiarism is submitting one person's written ideas or thought as one's own, without giving proper citation of credit to the original author. Cheating includes, but is not limited to, giving unauthorized information about an examination before it is administered. Instructors may notify the Dean of Student Services and request that the student be disciplined and/or counseled.

General Student Grievance

Students having grievance with the general operation of the college may petition the Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance and shall state for whom the grievance is directed. It shall contain factual data, which the petitioners deem pertinent to their case. The Committee shall have the right to decide whether or not the petition merits investigation. Petitions must be submitted to the Dean of Student Services, who will appoint a Grievance Committee, and supervise the grievance process.

Academic Grievance

Before an academic grievance is filed, the student must first discuss and seek to resolve the issue with the instructor of the course and the appropriate Department Chairperson. If the matter cannot be resolved, the procedures outlined below should be followed:

1. A letter describing the nature of the complaint and all supporting documents should be submitted to the Dean of Academic Affairs, Dean of Student Services, and/or the Dean of Institution of Trades & Technology (ITT) when appropriate. These documents may be the course syllabus outline, evaluation procedures, exams with grades, term paper assignments with grades, quizzes or other pertinent supporting documents.
2. The Dean of Student Services will call a meeting of all available parties involved (instructor, Department Chairperson, Dean of Student Services and Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate) to review the submitted documents and find a possible solution.
3. If the matter remains unsolved, the Dean of Student Services will refer the submitted written grievance to the Grievance Committee (Dean of Student Services, Dean of Academic Affairs and/or the Dean of Trades and Technology (ITT) when appropriate, one administrator, one counselor, one faculty member and a student representative) for appropriate action and to schedule a hearing.
4. The Grievance Committee will notify the student in writing within three (3) working days of the hearing outcome. All recommendation made by the Grievance Committee are final.

Board of Retention and Dismissal

Members of the Board will include the Dean of Student services, Dean of Academic Affairs and/or the Dean of the Institution of Trades & Technology (ITT) when appropriate, one counselor, one faculty representative, and the SGA President or designee. The student has a right to present his/her case in person before the Board's decision. Documentation of the Board's action becomes part of the student's permanent file. Students are not permitted to attend class while the case is pending.

Responsibilities of the Board of Retention and Dismissal are:

- To study the case being considered for disciplinary action that may result in a student's dismissal from the College.
- To decide the nature and gravity of the student's offense relative to the rest of the student body, the overall function and purpose of the College, the student's academic life and College regulations as stated in the Student Handbook and the College Catalog.
- To decide whether the student will be retained or dismissal and whether such dismissal shall be temporary or permanent.

Actions to be taken by the Board of Retention and Dismissal after hearing a case:

1. Warning-Notification to a student that the continuation or repetition of a specific violation may result in serious disciplinary action.
2. Probation-Formal action placing conditions on the student's continued attendance in the College. Such notice will be given in writing and specify the period of probation and conditions.
3. Suspension-suspended students will be placed on temporary dismissal from the college. Such notice will be given in writing, specify the duration of the suspension and any specific conditions to be met before re-admission into College.
4. Expulsion or Exclusion-Exclusion or exclusion is the indefinite or permanent dismissal from ASCC and termination of student status. The Board of Retention and Dismissal will take the final action on such cases, with overall supervision from the Dean of Student Services, No refund of tuition and/or fees is granted for expulsion or exclusion cases.

Students may appeal an academic decision by a faculty member and/or a disciplinary action taken by a faculty member, the administration or by the Peer Review Council by submitting a written request to the Dean of Student Services.

The Student may appeal decision made by the Board of Retention and Dismissal to the ASCC President.

Student Appeals

Students may appeal a disciplinary action taken against them by, submitting a written appeal to the Dean of Student Services, who will forward the request to an appointed ad-hoc Student – Faculty- Administration Appeal Board. The written appeal must be submitted within one week from the issuance of the disciplinary action/decision in question. The disciplinary action shall stand during the Appeal Board's deliberations on the submitted appeal. The Ad-Hoc Board's decision and/or recommendation are final.

Peer Review Council

The council is made up of students selected by the Students Services Division at the beginning of each school year. The council will include two SGA representatives and two representatives selected at large.

Sexual Harassment

ASCC does not condone sexual harassment by any student, instructor, supervisor, or employee. Sexual harassment may be manifested in, but is not limited to, the following forms:

- A. Unwelcome sexual conduct, whether it is verbal or physical that interferes with another person's work performance or creates an intimidating, hostile, or offensive classroom or campus environment.
- B. Decisions affecting students (such as grades) made by an instructor or ASCC personnel based on submission to/or rejection of sexual advances.
- C. Submission to a sexual advance used as a condition of obtaining a particular grade, whether expressed in explicit or implicit terms.
- D. Slurs, name calling, and other inappropriate and unwelcome comments and behavior based on the sexual orientation of students.
- E. Display in the classroom or on campus of sexually suggestive objects or pictures.

If any student feels subjected to sexual harassment he/she should report the incident to any Student Services Counselors at any time or specifically to the Dean of Student Services, Dean of Academic Affairs, Dean of Institution of Trades & Technology (ITT) when appropriate, or the Human Resources Director. The Student Grievance Committee will conduct an investigation into the allegations.

To the best extent possible, ASCC will attempt to keep the identity of the person(s) reporting the incident involving sexual harassment confidential.

DISCIPLINARY PROCEDURES

A recommendation will be forwarded to the Retention and Dismissal Board when there is an infringement or violation on the interests of ASCC policies and the individual's pursuit of education.

General Student Grievance

Students having a grievance with the general operation of the college may petition the Grievance Committee for readiness. The petition shall set forth in detail the nature of the grievance and shall state for whom the grievance is directed. It shall contain factual data, which the petitioners deem pertinent to their case. The committee shall have the right to decide whether or not the petition merits investigation. Petitions must be submitted to the Dean of Student Services, who will appoint a Grievance Committee, and supervise the grievance process.

The student may appeal decisions made by the Board of Retention and Dismissal to the ASCC President.

Grievances Procedures

Before an academic grievance is filed, the student must first discuss and seek to resolve the issue with the instructor of the course and the appropriate Department Chairperson. If the matter cannot be resolved, the procedures outlined below should be followed:

1. A letter describing the nature of the complaint and all supporting documents should be submitted to the Dean of Academic Affairs, Dean of Student Services, and/or the Dean of Institution of Trades & Technology (ITT) when appropriate. These documents may be the course syllabus outline, evaluation procedures, exams with grades, term paper assignments with grades, quizzes or other pertinent supporting documents.
2. The Dean of Student Services will call a meeting of all available parties involved (instructor, Department Chairperson, Dean of Student Services and Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate to review the submitted documents and find a possible solution.
3. if the matter remains unsolved, the Dean of Student Services will refer the submitted written grievances to the Grievance Committee (Dean of Student Services, Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate, one administrator, one counselor, one faculty member and a student representative) for appropriate action and to schedule a hearing.
4. The Grievance Committee will notify the student in writing within three (3) working days of the hearing outcome. All recommendations made by the Grievance Committee are final.

DRUG AND ALCOHOL POLICIES

Refer to ZERO TOERANCE POLICY

Non-Smoking Policy

The goal of this policy is to support the rights of the non-smoker and to insure that smoke free environments be designated and protected. It is the policy of ASCC to designate all enclosed rooms and spaces as "NON- SMOKING AREAS". Air conditioning, doors, and windows will consider an enclosed area. The following areas on campus will be considered non-smoking areas:

1. Any public service areas where clientele of ASCC is served. This includes but is not limited to the Administration Office, Business Office, Admission and Registrar's Office, the Student Services Office, the Cafeteria, the Bookstore, and the Gymnasium
2. All Classrooms, Offices, Computer Labs, Conference rooms, restrooms, and Hallways and quad areas.

Smoking will be allowed only in designated areas where smoking signs are posted. An on-campus program is available to assist students and college employees through counseling and education to overcome habitual drug or alcohol usage, and to assist students who have friends or relatives who are dependent upon drugs and/or alcohol. Alcohol and illicit drug possession and/or use are prohibited on the ASCC campus. Anyone caught under the influence of drugs and/or alcohol on campus will be subject to disciplinary action. The use, consumption, distribution or sale of any alcoholic beverages by any recognized student organization on or off campus is prohibited, unless the ASCC President gives special approval. If that is so, the following rules must be observed:

1. There will be no function where alcoholic beverages are the main focal point of the event. Any advertising will not include special references to the fact that alcoholic beverages will be provided or allowed
2. any activity, which contributes to alcohol overindulgence or abuse is prohibited
3. at all other functions, the sponsoring organization will take reasonable measures to insure that all local and state laws regarding the consumption of alcohol are followed
4. No function shall be given official approval unless a plan is reviewed and approved for assuring compliance with such policy during the event
5. at a student function, before anyone receives and consumes alcoholic beverages, a driver's license or official identification, which lists the age of that individual, must be checked by a person designated by the student organization hosting the event to insure that each individual is of legal drinking age
6. No intoxicated person shall be allowed at any function, and any individual who becomes intoxicated at the event will be asked to leave the premises. Academic and/legal actions may be taken by the Dean of Student Services may taken by the Dean of Student Services against the individual
7. the Dean of Student Services may develop additional guidelines and explanation of this policy in order to assist students in understanding and complying with the policy

Enforcement

1. the adherence to these policies on alcohol and drugs shall be the individual and personal responsibility of each member of the student body, staff, faculty or administration of the College
2. accountability for the enforcement of these policies is imposed upon students, members of the staff, faculty or administrators of the college who, in the course of their duties, participate in the arrangement, sponsorship, supervision thereof, or any organization requiring approval by the college or otherwise
3. direct responsibility for the enforcement of these policies is imposed upon: the direct administrative supervisors or members of the staff of administrators of the college (having duties described in the aforementioned paragraph 2 to insure strict compliance with these policies).
4. all approved student organization must implement a self-monitoring system to ensure that no drug or alcohol abuse occurs
5. each organization will certify in writing to the Office of the Dean of Student Services that the organization is aware of and will comply with the provision of the policy
6. on occasion, faculty/staff advisors will be present to monitor student groups/functions where alcohol abuse is a concern
7. advisors, all student organizations, faculty and staff administration: must be familiar with the alcohol and drug policy and the sanctions for non-compliance; and (b) are required to report to the Dean of Student Services any case of alcohol abuse, drug use, or illegal services of alcoholic beverages on campus or at any college sponsored activity
8. every member of the American Samoa Community College is encouraged to refer any student, staff member, administrator, or faculty member with drug or alcohol problems to the appropriate Dean or Director
9. the Dean of Student Services with the assistance of campus security will retain any person caught in possession of illegal drugs until the Department of Public Safety has been notified and has responded
10. The drug related portion of this policy shall apply to all individuals living on campus. The consumption and dispensing of alcohol within the limits of personal property of tenants, however, shall be governed under appropriate provisions of the American Samoa Code Annotated or other Government rules and regulations. Furthermore, the ASCC reserves the right to declare special sanctions or governing action if it is deemed required for the proper control on the institutions property, or if such action is deemed necessary to the accomplishment of its (ASCC) objectives

Sanctions for Violations of the Alcohol Abuse and Drug Policy

Refer to ZERO TOLERANCE POLICY

COUNSELING AND GUIDANCE

The challenges of choosing the right career, achieving or maintaining one's independence, relating successfully to others, and leading a happy and successful life converge during a student's college years. College life adds the concerns of exams, term papers, quizzes and class reports. Even students who are prepared to do their best in college may experience problems. Counseling is available to all students on a voluntary basis. The counselors are located at the Student Services Office. Students requiring assistance with personal or social problems that interfere with their academic progress are encouraged to seek help from the available counselors and the student mentors (from the YANA program) whom are made up of SGA and student peer mentors. The student government and peer mentors are available if you want to talk to them (to learn more about the YANA program please look under YANA).

Tutorial Services

Students who need assistance with their studies are encouraged to visit to Counseling Office and sign up for consultation, scheduling, and tutorial services. Other tutorial services are available on campus through the Student Support Services (SSS) Program, Upward Bound Program, Veterans Affairs (VA), Tutorial Counselor and student tutors. The Tutorial Center is located next to the Dean of Student Services office (Coleman Building [Cafeteria], lower campus). Contact phone: (684) 699-9155 extension 430 or 376.

Career/Placement Counseling

Through the interactive career exploring guide and job search on the Internet, career counseling provide ASCC student (including those in the Adult Education Literacy and Extended Learning [AELEL], and Upward Bound) with essential information to guide them in the development of career choices and educational goals. This information can effectively determine their aptitudes, achievements, interests, personality, and values to assist them with decision making and planning for a career field or transition. Career/Placement Counseling is available for job searches strategies and resumes assistance. Filing out job applications and resume critiques on a walk-in basis are also available.

YANA

You Are Not Alone (YANA) Program

The Student Services Division has created a program called You Are Not Alone (YANA) and was established in the fall semester of 2003. Its purpose is to reach out to youth who are going through stressful situations, feelings of helplessness, withdrawal, alcohol/drug problems, school problems, isolation, and personal difficulties with parents, siblings and friends.

Qualified counselors are available to assist anyone who is in need of help. Student mentors are also available to help out students who are not comfortable talking to an adult. Various professionals from the Human and Social Services Department, Drug Free Specialist from Pacific Resources Educational laboratory (PREL), and many other professionals, have trained college students and staff to assist students. Sometimes a person will not know that he/she is in need of help until it's too late. Some of the warning signs are:

- when a person talks about suicide and has made previous attempts
- loses interest in activities, schools, hobbies, and work
- takes unnecessary risks and increases the use of alcohol or drug use

IF YOU ENCOUNTER SOMEONE WHO MEETS THESE CRITERIAS SOME OF THE STRATEGIES TO HELP THEM ARE

- allow person to talk mainly listen to their problem
- offer to get outside help and check for a plan
- tell them you want to know about tomorrow's plan
- initiate a tomorrow contract and never leave the person alone

IF YOU NEED SOMEONE TO TALK TO OR KNOW OF SOMEONE WHO NEEDS HELP CONTACT THE FOLLOWING

Phone: (684) 699-9155 ext. 326 or 252-9262 from Monday – Friday, 8:00 a.m. – 4:00 p.m. or write a note in the YANA box. Ask a mentor for the location of the box or email at: yana@amsamoa.edu

Phi Theta Kappa Honorary Society

The Alpha Epsilon Mu Chapter of the Phi Theta Kappa (PTK), the international community/junior college honor society, is open to all ASCC continuing and transfer students. Students, who have completed twelve (12) or more credits, have a 3.5 cumulative GPA, passed ENG 150 and ENG 151 and MAT 90 are eligible for membership. PTK members are eligible for special scholarships.

(a) cumulative GPA of 3.5 or higher, (b) completion of ENG 150 and 151, (c) completion of Math 90 and must have satisfactorily completed 12 credits. Note: ASCC reserves the right to change the criteria for Phi Theta Kappa Honor Fraternity. Please see Ms. Tafa Mamea, Mr. Elvis Zodiacal, and Mr. Randall Baker.

Transcript-To ensure accuracy, transcript request may take up to four weeks to process. Transcripts are processed on a first-come, first-served basis. Please apply early to allow sufficient time to process your transcript.

Note that transcript request **will not be taken or processed** during general registration and add/drop periods. See “Transcript Request Form” for transcript fees. The fee may be paid by check or cash if in person. Off-island requests must be paid by a money order or certified check. No off-island personal checks will be accepted. Transcript fees are \$5.00 for an official transcript and \$2.50 for an official copy issued to the student.

Note that most institutions will only accept an official transcript that is sent directly from ASCC to the institution.

To request your transcript in person:

- (1) Pick up transcript request form from the Admission and Records Office
- (2) Make the appropriate payment to the Business and Finance Office
- (3) Submit the payment receipt and the completed form to the Admission and Records Office. Request will then be logged in and handled on a first-come, first served basis.

If a student is unable to apply in person:

- (1) Fax or mail a request to the Admissions and Records Office, giving permission to release your transcript. Please include your signature. The signature is required before processing begin. No exceptions will be made to this policy.

- (2) State the name of any person authorized to pick your transcript. If the name is not authorized by you in your letter, then the transcript cannot be released. No exceptions will be made to this policy.
- (3) Make payment arrangements through the Business and Finance Office.
- (4) Your request will be logged in and handled on a first, first-served basis.

ADMISSION'S OFFICE

Admission is open to all that can benefit from instruction at American Samoa Community College (ASCC) provided they meet the following conditions:

- The student is a legal resident of American Samoa and
- The student is at least 18 years of age or
- The student is a High School graduate or
- The student is a General Education Diploma (GED) recipient or
- Student bears a Secondary School Certificate if entering from a British system or
- Student bears an U.S. Military Form DD214
- If student is admitted under the Early Admission Program

Application for Admission

An application for admission must be completed by each candidate seeking admission to any course for credit or program offered. Admission application forms may be obtained from:

Admission Office
American Samoa Community Office
Post Office Box 2609
Pago Pago, AS 96799
Telephone: (684) 699-9155, ext. 411/412
Fax: (684) 699-1083
E-mail: admission@amsamoa.edu
Website: www.amsamoa.edu

Admission Procedures

Prospective students should submit a completed Admission Application to the Admissions and Records Office prior to registration along with the required documents. Copies of all documents will be made and the originals returned to the student. No fee is required.

RESIDENT STUDENTS

1. Fill out the admission application and submit copies of the following documents:
 - (a) Passport or Birth Certificate
If you are providing your birth certificate, then an American Samoa Government identification card is required.
 - (b) Social Security Card
2. Applicants under the age of 18 must submit:
 - (a) High school diploma, or
 - (b) General Education Diploma (GED) or
 - (c) Secondary School Certificate if entering from British system, or
 - (d) U.S. Military Form DD214

NON-RESIDENT STUDENTS

1. Fill out the admission application and submit copies of the following documents:
 - (a) Passport or Birth Certificate

- (b) Social Security Card (if any)
 - (c) Alien Registration Identification Card from A.S. Immigration Office AND
 - (d) Immigration Board Authorization document (authorization to attend ASCC)
2. Applicants UNDER the AGE of 18 must submit:
 - (a) High School Diploma or
 - (b) General Education Diploma (GED) or
 - (c) Secondary School Certificate if entering from the British System, or
 - (d) U.S. Military Form DD214

Transfer students (or any student requesting credit for courses taken at another institution) should request all prior institutions send an official transcript directly to ASCC, Admissions and Records Office. See section on Credit for Transfer Courses on pg. 37, ASCC Catalog.

Unclassified students are students taking undergraduate courses at ASCC, but are not seeking a degree. These individuals should follow the regular Admission policies and procedures. Please note that non-degree seeking students are not eligible for financial aid. Unclassified student are limited to one class per regular semester or summer session. Application for change to classified status must be made upon the accumulation of a total of 15 credits. All other cases must be approved by the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate.

Early Admission Policy

High school students entering their junior year as well as seniors may be admitted early to ASCC and register for the summer sessions.

Students are limited in the number of courses they may take. The courses must meet the required pre-requisites. Test scores such as the ASCC Placement, SAT, TOEFL, or ACT are required for English and Math placement. Summer session students will be limited to two classes.

Required documents for early admission will include the following:

1. A letter initiated and signed by the high school principal or the counselor.
2. A letter of consent from the parent or legal guardian.
3. High school transcript with a CGPA of 3.00.

ASCC will only allow admission of high school students entering their senior year during the fall and spring semesters. Students will be limited to one class per semester.

Placement Test

All new students are required to take placements tests in Math and English. The TOEFL exam may be used for English placement, but must have been taken within 12 months prior to the date of application for admission. Current SAT or ACT examination scores may be use for placement. It is the responsibility of the student to either sit the ASCC placement test or provide alternate test scores prior to registering for classes.

Refer to the section on Testing Fees for placement test fees. Students who have graduated from an accredited college or university and have provided official transcript may have the placement test waived by the Admissions and Records Office. The SAT and ACT tests are administered by the American Samoa Department of Education. TOEFL is administered by LBJ Sylvan Testing Center. Students interested in taking one of these test should contact the appropriate testing center.

Testing Fees

ASCC placements test in Math and English are administered together as one test. However, special programs may require only Math or English testing; the fees remain the same. Testing dates and times are available from the Admissions and Records Office and are published locally prior to registration. Refer to the Academic Calendar for dates. Testing fees are: scheduled test \$10 late testing \$20, unscheduled test\$30.

Residency Requirements

Non- U.S. Citizens or Non-U.S. Nations are required to provide a current American Samoa Government (ASG) Immigration Board Authorization and a valid identification. Regular Admissions procedures apply.

Additionally, a non-U.S. Citizens/Nationals can apply for “American Samoa Residency Tuition Status” if the student has resided in the Territory of American Samoa for FIVE consecutive years prior to applying for admission. Application for AS Residency Tuition Status is available at the Admissions and Records office. Supporting documents must be submitted along with the application. Tuition and Fees for non-US Citizens/Nationals are listed under the “Tuition & Fees” section on page 32.

REGISTRATION & RECORDS

Student Credit Loan

Semester Enrollment Status

1. A Full-Time Students is classified as enrolled in 12 or more credits
2. A Three-Quarter Time Student is classified as enrolled in 9-11 credits
3. A Half-Time Student is classified as enrolled in 6-8 credits
4. A Less than Half-Time Student is classified as enrolled in 0-5 credits

A student who wishes to enroll in seventeen (17) or more credits must have a CGPA of 3.00 or higher and the approval of the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate.

Summer Session Enrollment Status

A Full-Time student is classified as enrolled in six (6) or more credits

Student Classification

- **Classified-** students follow a declared, organized program of study leading to a degree and are subject to regulations and requirements of the program study.
- **Unclassified-** students are non-degree-seeking students and are not candidates for a degree, although registered for credit.
- **Auditors-** are qualified students who are permitted to attend classes with the written permission of the instructor. Auditors receive no credit and may participate in class discuss only with prior permission of instructors.
- **Freshmen-** are those who have completed less than 30 semester credits.
- **Sophomores-** are those who have completed 30 or more semester credits.

Student Status

- **Continuing-** a student who is seeking a degree or certificate, and has been enrolled in classes during the previous semester.
- **Inactive-** a former student that is not currently enrolled at ASCC.
- **New-** a new, degree seeking student, and has never been enrolled at ASCC and, has completed the admission process.
- **Returning-** a student defined as a former degree-seeking student, who as not been enrolled for one or more semesters. Returning students are required to update their admissions file before registration. They must follow the same admissions and registration guidelines as new students.

Prerequisite Courses

Pre-requisites are required courses to be taken before entry into more advanced courses (see course descriptions). For example, most courses number 150 and above require the completion of ENG90 as a pre-requisite. Course prerequisites are specifically identified in the course description section of the catalog. For many classes, a grade encouraged to consult their academic advisors regarding course prerequisites and proper course sequencing in the student’s selected fields of study.

If a student enrolls in a class and does not meet the course prerequisites, they will be administratively dropped from the class. Refer to the Administrative Drop policy for more information.

Auditing Courses

Auditors must complete all admission and registration requirements and procedures, including payment of tuition and fees. Students are permitted to audit classes with the written approval of the instructor. Students who audit a course may attend classes, take part in class discussion and activities, and take quizzes examinations on a voluntary basis. An “AU” grade will be entered on the transcript with no credit given. Audited courses cannot be changed to a credit courses without the approval of the instructor. Schedule changes to audit a course or to receive credit for a course cannot be made after the six weeks of instruction.

Registration

Registration for new students is conducted during the week prior to the beginning of instruction. Priority registration is open to continuing students in good academic standing with a cumulative GPA of 2.00 and above and is held before the end of each semester.

Late Registration

Students registering after the regularly scheduled registration period are required to pay the late registration fee.

CHANGE IN REGISTRATION

Add & Drops

Adding or dropping a course is official only after the student has completed and submitted an Add/Drop Form to the Admissions and Records Office, and has paid the required fee (s) to the Business and Finance Office.

In order to add/drop a course, a student must first pay the required fee to the Business and Finance Office and then pick up the form from the Admissions and Records Office. The student must obtain the advisor’s signature and then submit the completed Add/Drop Form to the Admissions and Records Office for posting. Classes dropped during the Add/Drop Period are not reflected in the student’s transcript or permanent record.

Following the Add/Drop Period is the Drop Only Period. Students may only drop classes at this time. The same \$5.00 fee applies.

At the end of the priority registration period for continuing students there is a scheduled Early Add and Drop Period. There is no fee for Early Add and Drop.

Please refer to the academic calendar for the add/drop, drop only and early add/drop deadlines for each semester or term. Refer to the ASCC Refund Policy also for the percentage of refundable tuition.

Administrative Drop

An administrative drop is a drop from a class that is not initiated by the student and is not reflected in the student’s transcript or permanent record. An administrative drop is initiated for one of the following conditions: students with excessive absences during the first two weeks of instructions and initiated by the Admissions & Records Office in consultation with the approval of the instructor. If a student fails to follow attendance, prerequisite, or textbook policies the instructor may initiate an administrative drop.

WITHDRAWALS

Class Withdrawal

In order to withdraw from class (es), a student must first pay the appropriate withdrawal fee to the Business and Finance Office and then pick up the form from the Admission and Records office. The student must obtain the instructor (s) and advisor’s signatures and submit the completed withdrawal form to the Admissions and Records Office for posting. Class changes during the withdrawal period (Refer to the Academic Calendar for the approved withdrawal (dates) are reflected in the student’s transcript with a grace of “W”, “W/NP”, OR “W/F”.

Student may withdraw from a class without academic penalty during the first 60% of that course’s term and receive a grade of “W” (refer to the Academic Calendar). After this date, the student who withdraws will receive a grade of “W/F”, or “W/NP” for developmental course (s).

Complete Withdrawal

Students who wish to withdraw completely from ASCC should obtain the appropriate form from the Admissions and Records Office and follow official procedures. The procedures for complete withdrawal follow the same as a class withdrawal. Students who completely withdraw before the ninth week of instruction will receive a “W” for each of the courses in progress at the time of withdrawal; for ASTEP students, it will be for the first six weeks to receive a “W” for each of the courses in progress. After this date, the student who withdraws will receive a “W/F” or “W/NP” (for development course (s). Students may complete withdraw from ASCC up to the last day of instruction. (Please refer to the Academic calendar for the specific dates).

Unofficial Withdrawal

It is the responsibility of the student to complete the process of withdrawing from a class or to completely withdraw from ASCC. If a student fails to file the withdrawal form with the Admissions and Records Office, a “UW” (Unofficial Withdrawal) will be recorded. The “UW” will be calculated in the GPA in the same ways as an “F” and “NP”.

Grade Report

Students may receive their final grade report each semester from the Admissions and Records Office during the semester or term interim. Questions about a particular grade should be addressed to the instructor. Any suspected error in the grade report should be reported to the Admissions and Records Office as soon as possible after receiving the report. The time limit for any grade change is within the first six weeks of the subsequent semester or term in which the original grade was given. Grade conflicts can also be settled through the grievances process. (See section on Grievance Policy).

Transcripts

To ensure accuracy, transcript request may take up to four weeks to process. Transcripts are processed on a first-come, first-served basis. Please apply early to allow sufficient time to process your transcript. Note that transcript requests will not be taken or processed during general

See “Transcript Request Form” for transcript fees. The fee may be paid by check or cash if in person. Off-island requests must be paid by a money order or certified check. No off-island personal checks will be accepted.

Note that most institutions will only accept an official transcript that is sent directly from ASCC.

To request your transcript in person:

1. Pick up transcript request form from the Admission and Records Office.
2. Make the appropriate payment to the Business and Finance Office.
3. Submit the payment receipt and the completed form to the Admissions and Records Office. Request will then be logged in and handled on a first-come, first-served basis.

If a student is unable to apply in person:

1. Fax or mail a request to the Admissions and Records Office, giving permission to release your transcript. Please include your signature. The signature is required before processing begins. No exceptions will be made to this policy.
2. Please state the name of any person authorized to pick up your transcript. If the name is not authorized by you in your letter, then the transcript cannot be released. No exceptions will be made to this policy.
3. Make payment arrangements through the Business and Finance Office.
4. Your request will be logged in and handled on a first-come, first-served basis.

Transcript Record Holds

Official transcripts and other student’s records at ASCC will not be released to the student or to any other person or institution until:

1. all the student’s outstanding financial obligations have been paid or until satisfactory arrangements have been made, or
2. special conditions of a disciplinary nature has been met.

These obligations include, but are not limited to outstanding tuition and fees, library books, etc.

STUDENT FEES

Tuition

Tuition at the American Samoa Community College is \$65.00 per credit hour for resident students and \$75.00 per credit hour for not-resident students.

All regular ASCC students are also required to pay the following fees at the time of registration: Student activity fee, \$15.00; and a registration fee of \$15.00. Students who are unable to complete registration and payment during the scheduled registration period will be required to pay a late registration fee of \$70.00. These fees are non-refundable. Laboratory fees are assessed by some classes for the use of equipment and materials. Some may have additional costs for special supplies. (Refer to the Laboratory Fees section in the catalog for a complete listing). ASCC reserves the right to charge a student a dishonored check fee of \$30.00.

Student Activity Fee

Each student shall pay a student activity fee of at least fifteen (US \$15.00) per student per semester. Other student fees shall be paid as determined by the Student Government Association and Dean of Student Services and shall be published in the College Catalog.

Student Record Fees

Registration \$50, Late Registration \$70, Add/Drop/Withdrawal \$5.00, Evaluation of Credits (Includes transfer of military credits and job/life experience) \$10, Student Transcript Copy \$5.00, Official Transcript \$5.00, Rush Copy \$15.00 – \$20.00, Complete Withdrawal from ASCC \$10.00, Independent Study \$25.00, Technology \$5.00, Application \$10.00, Graduation \$100.00, Exception policy \$25.00

ACADEMIC POLICIES AND PROCEDURES

Course Classification System

Course numbered below 100 are developmental or preparatory in nature, and are not counted toward a degree program of study. However, due to the unique content structure of some degree programs, specific courses in English and Math numbered below 100 will be required. Students are advised to check with their advisors about these degree programs. The following numbering system is used to classify courses:

- 01-99 Developmental/Preparatory Courses
- 100-199 Freshmen Level Courses
- 200-299 Sophomore Level Courses
- 300-399 American Samoa Teacher Education Certification Program (ASTEP)

Academic Credits

Academic credit is granted for work completed successfully in courses specifically outlined below:

- a lecture course carries one semester credit hour for each hour of classroom instruction per week.
- Instructor supervised laboratory work carries one credit hour for these hours of lab time per week.

Academic Advising

The entire ASCC Faculty is committed to helping each student pursue a course of study to fulfill his/her individual Education Plan (I.E.P.) for the future. Academic advisors bring to their responsibilities as educators not only knowledge of academic disciplines, but also an understanding of the rationale that underlies the curricula of ASCC. Students are strongly encouraged to seek assistance early in their college careers.

Academic advising includes:

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating each student’s academic adjustment to the campus;
- Educating students to assess academic progress and to develop educational plans;
- Explaining and clarifying college core courses, graduation requirements, and academic rules and regulations;
- Advise students on issues as they relate to academic progress, which may include referral to appropriate College programs and community agencies; and,
- Serving as advocates and mediator for students.
-

Academic Standards

Academic standing is based upon the students' cumulative grade point average (CGPA). The academic standing designations are: Good Standing, Academic Probation, 1st Suspension and 2nd Suspension.

Good Standings

A student is in good academic standing when his/her cumulative grade point average (CGPA) is above 2.00 or above.

Academic Probation

A student who's CGPA is less than 2.0 will be placed on academic probation. A student on academic probation can only enroll in up to 6 credits or up to 9 credits with the recommendation of his/her advisor and the approval of the Dean of Academic Affairs. Students on academic probation can enroll in only one course for summer school. A student who achieves at least a semester GPA of 2.0 while on academic probation may then continue to enroll at the college. A student is removed from academic probation when a cumulative CGPA of 2.0 or higher is reached.

1st Suspension

A student will be placed on 1st suspension if, while on probation he or she fails to maintain a semester GPA of at least 2.0. This is equivalent to two consecutive probationary semesters. The student may not be suspended as a result of academic performance during the summer session. The student may re-enroll after one semester of suspension, not including the summer session.

2nd Suspension

A student, who re-enrolls at the college after returning from 1st suspension, can enroll up to 6 credits (or up to 9 credits with the Dean of Academic approval), must achieve at least a 2.0 semester GPA, and must meet the qualitative and quantitative requirements for Satisfactory Academic Progress (SAP).

Otherwise, the student will be placed on second suspension. The second suspension is for at least one calendar year. After this period of time the student may apply for at least one calendar year. After this period of time the student may apply for readmission under the same provisions as those required of a suspended student.

Attendance Policy

All Students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, four (4) absences for Tuesday, Thursday classes; and three (3) absences for summer sessions. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

A student can be excused from classes at the discretion or upon verification by the instructor, for the following reasons: medical reasons, family emergency, special curricular activities, military obligations, jury duty, and related official College sponsored activities. It is the responsibility of the instructor(s) for work to be made up for absences to the Dean of Academic Affairs for approval.

Veteran students are to refer to the Student Services Veterans Educational Benefits sections for additional attendance requirements.

Academic Renewal

The changing of previously recorded substandard academic performance (D and F grades), completed here at the American Samoa Community College, which may not be reflective of a student's demonstrated ability, will be considered upon submission of a petition by the student to the Registrar's Office. Upon approval by the Dean of Student Services, the academic record of the student will be annotated with the appropriate adjustments made to the grade point average (GPA). All previously recorded work, however, will remain on the transcript, ensuring a true and complete academic history. The changed grade will be recorded as "AR" with the original grade in parenthesis. For example, a grade of "D" will appear as AR (D). A maximum of 24 credits of course work can be alleviated. This policy is applicable under any of the following cases:

- Completion of 24 credits as "C" (2.00) level or above since the semester of substandard work.
- Passage of at least 4 years since the substandard work was recorded.
- Demonstration that pre-recorded work is not reflective of the student's present ability. Such evidence might include, but is not limited to, documented proof of experience, awards, degrees and honors since the notation of the substandard work.

Stopped/Non-Attendance

A grade of "F" or "NP" will be recorded if a student stops attending, never attended a class, or exceeds the maximum allowable absences, and does not properly drop or withdraw from a class.

Date of last attendance is periodically collected from the instructors by the Admissions and Records Office. In addition, instructors are required to report the date of last attendance when a final grade of "F", "W", "W/F", "W/WNP", "UW" or "NP" is submitted. The date of last attendance is recorded on the student's record and is made available to the Financial Aid Office for recipients of Federal Financial Aid as required by Federal Law.

Veteran students are to refer to the Student Services Veterans Educational Assistance sections for additional attendance requirements.

Course Substitutions

Courses may be substituted with another course that is similar in scope and content with general education course requirements for degree or program requirements. All program course requirements needed for a certificate or degree may not be substituted. All course substitution must be approved by the Dean of Academic Affairs. A limit of two courses may be substituted. A course substitution form is available from the Admissions and Records Office.

Course Repetition

Students may only repeat course(s) with an earned grade of "C", "D", "F", or "W/F" (Nursing courses may be repeated with an earned grade of "C") twice. All grades will be retained on record after all attempts made to repeat a course. The highest earned grade will be used to compute semester and cumulative grade point averages.

Coursework Expiration

The normal duration of time to complete coursework for an approved degree or certificate program of study is ten years. Students may be asked to repeat courses taken more than ten years before graduation, due to the change and currency of subject matter specific to a program of study. Evaluation and approval of coursework will be conducted by each Academic department and signed by the Department Chairperson.

Credit for Transfer Courses

A request to accept credits earned at other colleges or universities, or military or life experience credits must be made to the Admissions and Records Office. The transfer of credit process takes approximately six weeks. An official transcript must be submitted directly from the institution to the Admissions and Records office. Military transfer requests must include the ACE evaluation. Transfer credit is awarded on a course-by-course basis, based on the following conditions:

1. The transcript used is an official copy received directly by ASCC from the institution where the credit was earned.
2. The transferred courses must be similar scope, content, and institutional format to an ASCC course.
3. The transfer credits must be a "C" grade or better.
4. The transfer credits must be approved by the instructional Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT)

Credit By Examination

All requests to challenge course by examinations must be approved by the Instructional Department Chairperson. For developmental courses numbered below 100, the student must register for the class prior to courses numbered 100 or above the student must register for the class prior to challenging the class. If the student succeeds in passing the examination with a "C" grade or better, the student will be awarded an "E" grade. If the student fails the examination, no grade is entered and the student may continue with course. Examinations for course credit may be taken only once. "E" grades for credit by examination will not be counted toward overall GPA and CGPA. Additionally credits earned by examination are not covered under federal financial aid. Please check with the Financial Aid Office for the information.

Credit for Work/Life Experience

Credit for experiential learning through work and life experiences may be granted toward meeting requirements for all undergraduate degrees. Such learning completed since high school must be validated by documentation or examinations. These experiences must be appropriate to the degree and students' major. A student applying for work/life experience credit must file with appropriate instructional Department Chairperson a portfolio documenting experiential learning. Evidence of learning may include written or oral examinations, tapes, projects, demonstrations and performances. Verification of employment and training must be for a minimum of two years. In general, work/life experiences are equated with the learning expected from a formal course in the ASCC catalog. Approval of credit begins with the appropriate Department Chairperson with final approval by the Dean of Academic Affairs. Credit for work/life experiences is limited to 15 semester credit hours.

Grading System

The Instructor, based on the student's assignments, examinations, class attendance and other criteria outlined in the course syllabus, evaluates student's scholastic achievement and awards a letter grade. The Grade Point Average (GPA) is computed based upon rules associated with the letter grade as listed in the chart below. The letter grade rules determine whether credits attempted and credits earned are counted in the GPA and the value of the points per credit.

GRADE	POINTS		GRADE	POINTS	
A	4.0	Exceptional Achievement	F	0.0	Fail (no credit)
A-	3.7		W/F	0.0	Withdrawal/ Fail (no credit)
B+	3.3		UW	0.0	Unofficial/ Withdraw
B	3.0	Above Average Quality			
B-	2.7				
C+	2.3				
C	2.0	Acceptable Work			
C-	1.7				
D+	1.3				
D	1.0	Not Fully Satisfactory			
D-	0.7				

The following grades have no point value; the Credits Attempted is not counted in the GPA calculation.

Codes

W	Withdrawal	Does not affect GPA
W/NP	Withdraw/Not Pass	"
P	Pass*	"
NP	No Pass*	"
E	Credit by Exam*	Does not affect GPA But the credits are counted towards credit earned
I	Incomplete*	Does not affect GPA until instructor submits a final grade for the course
X	No show	Does not affect GPA
R	Repeat	"
AU	Audit	"
AR	Academic Renewal	"

(*Used only for developmental courses numbered below 100)

GPA Calculation

The semester Grade Point Average (GPA) is calculated as follows:

- find the points per credit value for each letter grade
- multiply the points per credit value by the Credits Attempted (CA) for each class to Equal Quality Points
- total all the Quality Points (QP)
- total all the Credits Attempted (CA)
- divide the total Quality Points (QA) by the total Credits Attempted (CA) to equal the GPA

Example:

Grade	Points per Credit	Credits Attempted (CA)	Quality Points (QP)
A	4.0	3	12.0
B+	3.3	4	13.2
B	3.0	3	9.0
W/F	0.0	3	0.0

1. Total of Quality Points (QP) = 12.0 + 13.2 + 9.0 + 0.0 = 34.2
2. Total of Credits Attempted (CA) = 3 + 4 + 3 + 3 = 13
3. Quality Points (QP) divided by Credits Attempted = 2.63
4. GPA = 2.63

The Cumulative Grade Point Average (CGPA) is calculated the same way, taking ALL letter grades and ALL Credits Attempted (CA) from the first semester through the last semester and calculating as above.

Incomplete Grades or “I”

An incomplete grade (I) may be reported only if the student is unable to successfully complete all course requirements by the end of the semester. An I grade is given only when extenuating circumstances beyond the control of the student make it impossible to complete the required work within the prescribed time. Arrangements must be made between the instructor and the student before the end of the semester.

A “Report of Incomplete” form is available from the Admission and Records Office. This form must be signed by the instructor AND the student and submitted by the instructor and along with their other grades by the end of the semester. Courses may not be repeated to remove the incomplete. Incomplete grades must be removed by completing unfinished course requirements before the deadline. It is the student’s responsibility to submit the change of grade form before the deadline (See Change of Grade Policy).

Independent Study

Independent Study is an option for students who are unable to enroll in course due to a schedule conflict, class cancellation, program requirement change, graduation or a transfer requirement. Initiating an independent study is base entirely on an instructor’s willingness to do so.

Independent study contracts must have attached course syllabus that is commensurate in content and coverage to the actual course, with modifications only to the meeting times, dates and topical outline. Students are limited to no more than two (2) independent study contracts can only be approved for courses in the current catalog. Independent contracts are not valid for courses offered during summer session, courses that require laboratories, ASTEP, service leaning and Distance Learning classes.

Students will be charged \$25.00 (non-refundable fee) in addition to the cost of the course. Please note that an independent study course is not covered by Financial Aid.

Change of Grade

An instructor may change a student’s grade within the first six weeks of the

subsequent semester in which the original grade was given. The instructor initiating the change of grade must obtain a “Change of Grade” form from the Admissions and Records Office.

Faculty must hand-carry “Change of Grade” form throughout the entire process securing signatures of the Department Chairperson and the Dean of Academic Affairs. Upon review and approved by the Dean of Academic Affairs, the form will then be forwarded to the Registrar’s Office for final review and approval before final processing. The Dean of Academic Affairs will not review change of grade requests hand-carried by personnel other than the instructor of the course.

Change of grads approval may not result in a grade above a “B” unless approved by the Dean of Academic Affairs. This is to ensure equal and fair treatment of all students enrolled in that particular course.

Programs, Policy, And Fee Changes

The American Samoa Community College reserves the right to change policies, programs, or fees, as approved by the Board of Higher Education without previous written notice.

Student Right-To-Know-Disclosures

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 is the policy of the American Samoa Community College to make available its completion and transfer rates to all current and prospective students.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT-FERPA

Pursuant to Section 99.7 of the rules/ regulations governing the Family Educational Rights.

Privacy Act of 1974 (Hereinafter the Act), students in attendance at the American Samoa Community College are hereby notified of the following:

1. It is the policy of the American Samoa Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of the Public Law 90-247, as amended, and to rules and regulations governing the Act, which protect the privacy rights of students.

2. The Family Educational Privacy Rights Act affords students certain rights with respect to their educational records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean of Student Services, or other appropriate official, written requests that identify the record (s) they wish to inspect. The College official will make arrangements 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 college official's to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend the recorded that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the recorded they want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as request by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personal 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 the College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his/her tasks. A College official has legitimate interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State College to comply with the requirements

of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605.

4. Students are advised that certain personally identifiable information listed below is considered by the College to be directory information and, in response to public inquiry, may be disclosed in conformance with Federal law, at the College's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information:
Name of Student, Address of Student, Telephone Number, Email Address, Major Field of Study, Dates of Enrollment, Enrollment Status (full time, part time, etc.), Degrees, academic honors, and awards received, and Student Status (new, continuing, returning)

A student has the right to request that any or all of the above items not be designed directory information with the respect to that student. Should student wish to exercise this right, he/she must present in person and in writing a request, not earlier than the first day of instruction and no later than 14 (fourteen) calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session.

5. A parent, spouse, sibling, or any other relative of a student is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the student. This includes, but is not limited to, the release of the student transcript. Please refer to the Transcript section on page 10 for more information.

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue S.W., Washington D.C. 2020-4605

CAMPUS SECURITY

Mission Statement

To endeavor to protect all property within the limits of the college's property boundaries and to endeavor to protect students, employees and other persons on the college property:

- A. by the prevention of fire, disorderly conduct, vandalism, espionage or spying, stealing and carelessness
- B. by the promotion of safety, public relations, in order to plant good will, discipline and respect for and confidence in ourselves and others
- C. by enforcement of rules of conduct, rules of safety and college policy and procedures

Working Together

Safety on Campus involves everyone and ASCC campus security encourages all of you to help keep our campus safe. Begin by reporting any unsafe areas throughout the school day or evening events.

Also, keep our campus classrooms, grounds cafeteria, hallways and restrooms free of litter. Park in the appropriate areas avoids parking in the restrictive zones. Utilize parking in the gymnasium area if you plan to be on campus all day. Together, we can make a difference in the safety of our campus. We are open daily, around the clock, on-campus protection for all ASCC students and personnel. Any student, faculty, or staff member interfering with the personal rights of others on campus is subject to immediate disciplinary action. It is the duty of students, faculty and staff members to immediately notify security or the Dean of Student Services of any disturbances or violations occurring on campus.

Campus and Parking Lot Signs

The ASCC Campus Security has signs to direct students/ employees vehicles to where the appropriate and available parking areas are located. All parking areas on ASCC campus require ASCC parking stickers which is free of charge. Parking stickers can be picked up at the Security office. The following campus security policies to adhere by are:

- A. WARNING: Vehicle will be towed away on Owner's Expense
- B. No Parking
- C. Restricted Area
- D. No Smoking
- E. Slippery When Wet
- F. Reserved Parking for People with Disability
- G. Do Not Park on Grass

Other Signs on Campus Grounds are:

- H. IDs Must Be Worn At All Times
- I. Do Not Disturb
- J. Class in Session
- K. QUIET
- L. Outsiders are off Limits
- M. This Area is off Limits
- N. Radios, Boom Boxes, CD/Cassette Players are Restricted in this Area.

A violation of the policies will be handled accordingly to ASCC policies and procedures violations.

Security Measures

1. Emergency access road restricted for evacuation, fire, a medical emergency, loading, and unloading.
2. Designated 24 – hour telephone line for assistance and emergency situations. Telephone is 699-6299.
3. Stickers for I.D. employee vehicles. Student's stickers can be obtain from the Campus Security Office.
4. Employees or student on campus after hours and on the weekend College activities using facilities must have proper approval and campus security has been notified of the event.

Nondiscrimination and Affirmative Actions

The American Samoa Community College (ASCC) is an Equal Opportunity/Affirmative Action Employer. It is the policy of ASCC to comply with Federal and State laws that prohibit discrimination in College programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to ASCC. Title VI of the Civil Rights Act of 1964; Age Discrimination Act of 1975; Titles VII and VII of the Public Health Service Act; Title IX Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Section 402 of the Vietnam Era Veteran's Assistance Act of 1974. The President of the American Samoa Community College has declared and reaffirmed commitment to the Colleges pursuit of equal education and employment opportunities, and further declared that any harassment of students' or employees on the basis of sex is prohibited. The College's Human Resources Office will handle complaints of this nature.

ASCC Drug and Alcohol Policy

(Note: We acknowledge that alcohol and nicotine are legal yet hazardous.)

The use, consumption and possession of ANY narcotics, dangerous drugs or controlled substances by any student of the College for which said student does not have a valid subscription is strictly prohibited on the American Samoa Community College campus or at any other ASCC off-campus function. ASCC will not tolerate the use of Alcohol by any student, staff, or faculty. If caught, disciplinary actions will be enforced including suspension or expulsion from school.

ASCC Statistical Crime Report 2004-2008

The Right-to-Know and Campus Security Act of 1990. As mandated by the Student Right-to-know and Campus Safety Act of 1990, the College provides crime statistics and security information for all students and employees who request the information. The following statistics concern criminal offense reported to have occurred on the American Samoa College campus during the most recent years. The Statistics are based on the academic year, which includes fall, spring, and summer semesters. Statistics concerning arrests for the following crimes occurring on campus during the same period. The statistics are base on the academic year, which includes fall, spring, and summer semesters. Any student or employee witnessing a criminal activity should report the matter to the Dean of Student Services.

Fall – Spring – Summer
Aggravated Assault

2004
5

Burglary	3
Robbery	0
Theft	0
Liquor Violation	6
Drug Violation	3
Vandalism	2
Weapon Possession	1

Fall – Spring – Summer	2005
Aggravated Assault	5
Burglary	5
Robbery	1
Theft	1
Liquor Violation	6
Drug Violation	1
Vandalism	2
Weapon Possession	2

Fall – Spring – Summer	2006
Aggravated Assault	12
Burglary	10
Robbery	0
Theft	1
Liquor Violation	21
Drug Violation	5
Vandalism	5
Weapon Possession	0

<u>Fall-Spring-Summer</u>	<u>2008</u>
Aggravated Assault	21
Burglary	0
Robbery	2
Theft	1
Liquor Violation	5
Drug Violation	0
Vandalism	0
Weapon Possession	0

Type of Campus Crime

In an effort to approach full cooperation from the student body of ASCC, the following definitions are provided to define what constitutes crime on college campus:

-aggravated assault: an attack by one person upon another in which physical injury occurs, a deadly or dangerous weapon is used, a person enters campus housing to commit the assault, or the person assaulted is a security officer.

-arson: unlawful setting fire to or damaging by explosion to a property or structure.

-burglary: the unlawful entry into a building or other structure with the intent to commit a theft or felony. The use of force or threat of force, anything of value is impaired.

-criminal damage: damaging property (other than your own) so that its function or value is impaired.

-sexual offenses: these offenses consist of such crimes as rape, indecent exposure

and public sexual indecency.

-drug violations: any illegal possession, manufacturer, sale, or use of dangerous drugs and alcohol on campus.

ASCC Safety Tips

For safety, we urge students, faculty, and staff to consider the following tips:

- If you are going to be on campus beyond normal hours inform Campus Security.
- Report any unusual behavior, incidents or events occurring on campus.
- Have your vehicle pick you up in front of the Administrative Building by the Campus Security Office.
- Lock and secure your car.
- Get to know your Campus Security Guard by name.
- Call Campus Security hotline: 699-6299 or ext. 305
- Keep our Campus clean and litter free.
- ASCC is a Drug and Alcohol Free Campus.

Fire Prevention

The time to stop a fire is before it starts. Good housekeeping is an important factor in the prevention of fires. See that rags soaked with flammable liquids or greases are disposed of in approved containers. Make sure NO SMOKING rules are enforced where they are in effect. See that flammable liquids are always in closed, approved containers. See that all welding and burning jobs have a welding and burning permit prominently displayed, if a permit system is used in the plant.

Safeguards Employee and Students

Consist of evacuating and excluding all unnecessary person from areas, which may become dangerous and giving first aid to any injured.

First Aid

Security Officer should respond immediately to a medical problem or emergency by seeking proper assistance. First aid is the immediate, temporary care of an injured or ill person before a physician arrives or regular medical aid can be obtained, or the patient is taken to a physician.

Procedures in a Medical Emergency

It is critical that you remain calm. Call for emergency aid. Assist the law enforcers and medical personnel in any way you can. Keep the crowd away from the injured person. ALWAYS keep emergency telephone numbers conveniently available.

Campus Security- 699-9155/ 699-6299 ext. 305

ASCC Operator- 0

Police Emergency- 911

Campus Nursing- ext. 352

Lost and Found

Lost and found articles are to be turned in to the Security office or the Student Services Office. Reasonable description of lost item (s) must be given to the Campus Security in order to retrieve lost articles.

(b) request in writing to each of your previous college/universities to have (1) official transcript sent directly to the Admissions & Records Office for an official evaluation.

(c) for military personnel, request an official copy of your military educational transcript to be sent directly to the ASCC Admission & Records Office. Once an official transcript is received, you may proceed to the Admissions and Records Office and request an official evaluation of credits.

FINANCIAL AID

Federal Student Aid (FSA) Program

The Federal Student Aid Program at the American Samoa Community College is intended to help students who need financial assistance to continue their education.

While financing of education is primarily the responsibility of the student, there are a variety of resources for financial assistance. Federal student aid is made available to students whose family resources are not sufficient to meet their educational expenses. The student's financial need is determined by taking the student's cost of attendance (COA) less the expected family contribution (EFC). In order to be eligible for financial aid, the student's financial need must be established. This is done by the timely completion of the Free Application for Federal Student Aid (FAFSA), which is available from high school counselors or the ASCC Financial Aid Office and/or applying electronically through the FAFSA at www.fafsa.ed.gov.

Students can complete their FAFSA online at the ASCC Computer Laboratory. A representative is there to assist you with completing the electronic application.

Apply any time starting January 2 for Financial Aid. Your correct, complete application information must be received by the ASCC Financial Aid Office on the last day of your enrollment or by the date indicated in the U.S. Department of Education "The Student Guide", whichever is earlier (see Financial Aid Manager for more information).

A Financial Aid package will be developed and an award notification letter will be sent to the student when the following steps have been fulfilled:

1. Complete the FAFSA and submit it to the application processor.
2. Provide the ASCC Financial Aid Office with a copy of the following required documents:
 - a. U.S. Passport
 - b. Birth Certificate
 - c. Valid picture identification card (The only acceptable identification cards are the American Samoa Voters Identification card (American Samoa Driver's License, and the U.S. Military Identification Card, valid American Samoa Driver's License, and the U.S. Military Identification Card)
 - d. Social Security Card (Student name on Social Security Card must match the name that was used on the FAFSA to apply for financial aid)
 - e. High School diploma, GED Certificate or Equivalent (School Certificate for those who graduated from Samoa and a signed certification)

A Financial Aid award notification will include information of available grants, campus-based programs (Pell, Federal Work Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), Teacher Education Assistance for College Higher Education (TEACH), President's Merit Scholarship, American Samoa Government Scholarships, and all other internal/external financial resources.

To be eligible for financial aid, students must be accepted into an eligible program and once enrolled students must meet the ASCC Financial Aid Satisfactory Academic Progress (SAP):

1. Declare a major course of study
2. Maintain a semester grade point average (GPA) and a cumulative grade point (CGPA) of 2.00 or better
3. Maintain a semester credits completion rate and a cumulative credits completion rate of 66.667% or better
4. Must not exceed the maximum time frame of 150% of the published length of the program measured in academic credits. For example, if your program requires 60 credits to graduate, 150% of your program is 90 credits.

For further information please refer to the Financial Aid Student Handbook available at the ASCC Financial Aid Office.

Selective Service

Men who are from age 18 through 25 are required to register with the Selective Service System in order to receive financial aid. An application is available from the United States Postal Service, or log in at www.sss.gov to register on –line. This requirement covers both citizens of the United States/U.S. Territories. Student who has questions about Selective Service registration may contact the Selective Service at 11-847-688-6888. It is the U.S. Federal Law to register with the Selective Service.

GENERAL GRADUATION REQUIREMENTS

Eligibility for Graduation

Students planning to graduate must meet with their advisor to review degree or certificate program requirements. The advisor will indicate on the advising sheet if the student may apply for graduation. If the student is eligible, he/she must apply for student graduation with the Admissions & Records Office by the deadline date and pay a graduation fee. The Admissions & Records Office will determine if academic requirements have been completed.

Application and Graduation Fees

Students who complete all program requirements should apply for graduation before their final semester. Graduation applications are accepted during specific deadlines are listed in the college catalog. A fee is charged to each graduating student to cover the costs of all graduation expenses (See “Tuition and Fees” on page 32).

General Education Credits

Core requirements for specific degree programs cannot be applied to the Associate of Arts Degree electives. The total educational credits required for an Associate of Arts, Associate of Science degree or a Certificate of Proficiency for graduation are identified under each of the Educational Plans in the ASCC General Catalog 2006-2008.

Catalog Requirements

A Student must satisfy either the graduation requirements in effect at the time he/she first enrolled as a classified student in a specific ASCC degree or certificate program, or the requirements in effect at the time of his/her graduation.

A student whose enrollment is interrupted for two consecutive semesters (excluding summer sessions) must complete the requirements in effect at the time the student is readmitted or the requirements in effect at the time of his/her graduation. Any exceptions must be petitioned to the Dean of Academic Affairs.

The college reserves the right to change the requirements for graduation at any time, and candidates may be required to comply with all changes pertaining to the incomplete portions of their requirements.

Program Credits

Upon Completion of all degree requirements as specified in this catalog, a student may qualify for more than one degree given the following:

1. The 12 credits required for the major are not applied as electives for the second degree.
2. The 12 credits required must be taken at ASCC.

Awarding a Degree or Certificate

All specified program requirements must be completed for the Associate Degrees and the Certificates of Proficiency in order to be awarded a Degree or Certificate.

Residency Credits

At least 15 credits must be completed at ASCC in order to earn an Associate Degree or Certificate of Proficiency from this Institution. Any exception must be petitioned to the Dean of Academic Affairs or the Dean of Institution of Trades & Technology when appropriate.

Grade Point Average

A student must have cumulative grade point average of 2.00 or higher for all coursework towards a degree or a certificate.

Graduation Clearance

Prospective graduates are required to clear all ASCC obligations (outstanding fees, refund of PELL grant or FSEOG overpayment disciplinary action, and overdue/lost library book fees.

Graduating with Honors

Students who have earned a CUM GPA of 3.50 or above, and with no "F", "WF" or "UW" grades, or grades for courses that have been repeated, and a maximum of three (3) withdrawals will graduate with honors. Student approved for Academic Renewal (AR) are qualified to graduate with honors. Students meeting identified criteria will receive special recognition during graduation exercises.

Candidates for the Associate degrees or Certificate of Proficiencies who attain the final cumulative grade point average will receive the following distinction:

- 3.50-3.74 Cum Laude
- 3.75-3.89 Magna Cum Laude
- 3.90-4.00 Summa Cum Laude

Commencement

Degrees and certificates are publicly awarded bi-annually at fall and spring commencement exercises. After applying and being approved for candidacy, it is recommended that candidates attend the commencement exercises.

Dean's List

Full-time students who attain a Grade Point Average (GPA) of 3.50 in course numbered 100 or above in any given semester, with no failing grades (F), withdrawal (W), withdrawal fail (WF), unofficial withdrawal (UW), incomplete (I), and repeated (R) grades during that semester will be placed on the Dean's List.

A letter of recognition from the Dean of Academic Affairs Office will be made available for pick up during the semester interim. The Dean's List designation will appear on the transcript under the appropriate semester and a copy of the letter of recognition will be placed in the student's file with the Admissions and Records Office.

THE LIBRARY /LEARNING RESOURCE CENTER (LRC)

The ASCC Library has a collection of approximately 35,000 volumes, along with the subscribed periodicals and computer database for student and faculty research. The library is designated as a federal depository library, and houses federal government publications. The library owns DVDs, CDs and audios, and videotapes for instructional purposes. The Follett Automation System is currently available at the ASCC Library.

Library Hours:	Monday-Friday/Fall & Spring	7:30am-5:00pm
	Monday-Friday/Summer	7:30am-4:00pm

Closed Weekends and Holidays

Card catalog and Online Public Access Catalog (OPAC) provides information and easy access to the location of books. There are computers with Internet access and computer software for students and faculty.

The Teacher Education Resources Center (TERC) contains a growing collection of circulation books, sets of reference books, educational journals, and instructional videos. The room is equipped with computers that can access the Knowledge-Box software, an educational database resources for students enrolled in education courses.

The special Collection Room houses research materials on Pacific Islands and Nations, Pacific journals, video and audio cassettes, rare books, as well as Samoan History information.

Books may be borrowed from Feleti Barstow Public Library via interlibrary loan and from the University of Hawaii Libraries and other libraries in the South Pacific region.

HEALTH SERVICES

The American Samoa Community College provides emergency health services and minor care only. Faculty and staff, who are certified in Cardiopulmonary Resuscitation (CPR) and use of the Automated External Fiber Defibrillator (AEFD) provide emergency services while awaiting Emergency Medical Services (EMS). Minor cases are treated and referred to the Tafuna Health Center or LBJ Tropical Medical Center in the village of Faga'alu.

COLLEGE BOOKSTORE

Students may purchase all required instructional materials (unless stated otherwise in the syllabus), books, school supplies, art supplies and trade tools at the ASCC Bookstore during normal business hours.

The ASCC Bookstore carries textbooks, school supplies, catalog, and ASCC t-shirts. The Bookstore is open from 8:00am to 4:00pm Monday through Friday.

FOOD SERVICES

A variety of nutritious hot plates lunches, sandwiches, and beverage can be purchase at the ASCC Cafeteria (located in the lower campus area) for a reasonable price.

STUDENT COMPUTER LAB

Various computer labs are available to the students and faculty members. One is located in room 16 and Lab hours are 8:00a.m. to 4:00 p.m., Monday through Friday except Holidays.

There are two computer labs, one under the direction of the ITT, ITC computer lab and the PC lab, available to the students and faculty members. One is located in room 15 and the other is located on the lower campus areas across from the Fale Samoa. Lab hours are 8:00 a.m. – 4:00 a.m., Monday – Friday except Holidays. Please refer to the student handbook for the computer lab fees for printing (black and color), making copies, scanning, faxing, and also rules and regulations for the facility and its equipments. A monitor is ready to assist you at each location.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association consists of the following positions:

President

Vice-President

Secretary

Treasurer

Student Representative
To The Board Of Higher Education

Parliamentarian

Sophomore Representatives

Freshmen Representatives

Miss ASCC

Mr. ASCC

Archivist

Phi Theta Kappa

Peer Mentor

Diversity

MESSAGE FROM THE
STUDENT GOVERNMENT ASSOCIATION
PRESIDENT

“Trust in the Lord with all your heart and lean not on your own understanding, in all thy ways acknowledge him and he shall direct your paths.”
Proverbs 3:5, 6

Talofa and welcome! On behalf of the Student Government Association, I am privileged and honored as the new President, to welcome each and every one of you, new and returning students, to a new academic year at the American Samoan Community College. We thank you for making the decision to utilize ASCC as your instrument for taking the first step in higher education, and we pray that we will be able to not only facilitate but alleviate your learning experience in any way possible and necessary.

We would like you to know that we here at the Student Government Association are **“your”** representatives and it is our priority first and foremost to make sure that your academic needs are met and that everything required to aid the progression and improvement of that need are made readily available. If you have any questions, complaints, concerns or inquiries, please do not hesitate to stop by our office behind the Cafeteria or talk to anyone of our members.

In order for us to be able to effectively and accurately represent you we need you to work with us to make known your needs and requirements. Author Lewis Carrol once said, “If you don’t know where you are going, any road will get you there.” So I challenge you, students of ASCC, to work with us this new academic year to go about knowingly, that we may not take just any road, but one that will lead us to our destination of success. As individuals we can all make a difference and do much to improve that which may need improvement. But together, we can do much, much more.

So as we begin to delve deeper into the semester, I wish you the best in all that you strive towards achieving and remember that you are the determiner of your future.

God Bless ma i’a manuia

Vincent J. Tofilau, President SGA

MISSION STATEMENT

The Student Government Association (SGA) of ASCC exists to advance the practice of equal opportunity within the student body. It contributes to the analysis, understanding and resolution of student issues by providing academic and social activities as well as counseling under the Student Services Division.

The SGA is governed by the executive officers and the representatives who are elected from the Freshmen and Sophomore classes. Refer to Article IV-IX, page 54-58 for SGA member’s qualifications. The SGA committee includes the honorary members such as Mr. and Miss ASCC, Head Peer Mentor, Archivist, Diversity and PTK Representative. These members also serve on various ASCC committees such as the Clubs, Fundraising, Advertising and Set up.

CODE OF ETHICS

Certain principles and moral standards must guide the conduct of SGA members, not merely in preventing wrong, but in pursuing right through timely and energetic execution of responsibilities.

To this end, we, the member of the association, recognizing the critical role of conscienceless choosing courses of action and taking into account the moral ambiguities of college life, commit ourselves to:

1. Demonstrate the highest standards of personal integrity, truthfulness, honesty, fairness, and fortitude in all our student activities in order to inspire confidence and trust in the student government.
2. Serve the students with respect, concern, courtesy, and responsiveness, recognizing that service to the student population is beyond service to oneself.
3. Strive for personal professional excellence and encourage the motivation within our associates to develop professionally.
4. Approach our organizational and operational duties with a positive attitude and constructively support open communication, creativity, dedication, and compassion.
5. Serve in such a way that we do not realize undue personal gain from the performance of our official duties.
6. Avoid any interest or activity, which is in conflict with the conduct of our official duties.
7. Respect and protect the privileged information to which we have access in the course of official duties.
8. Exercise whatever discretionary authority we have under the school law to promote student interest.
9. Accept as a personal duty the responsibility to keep up to date on emerging school issues and to administer the student’s business with professional competence, fairness, impartiality, efficiency, and effectiveness.
10. Eliminate all forms illegal discrimination, fraud, and mismanagement of student funds, and support colleagues if they are in difficulty because of responsible efforts to correct such discrimination, fraud mismanagement, or abuse.

*Note: adapted from the Code of Ethics and Public Administrators article by Ralph Chamber in “The Handbook for Public Administrators” by James L. Perry.

CONSTITUTION

PREAMBLE

We the student body of the American Samoa Community College, in order to establish a representative government; to encourage the development of leaders and citizens for school and country; to stimulate an awareness of the rights and

responsibilities of students in relation to the community; to improve student cultural, social, and physical welfare and to promote the general welfare of this institution, do hereby ordain and establish this constitution.

ARTICLE I- NAME

This organization shall be known as the Student Government Association of the American Samoa Community College.

ARTICLE II- PURPOSE

This organization shall be known, as the Student Government Association is to provide the planning of activities and affairs of college life for the students of ASCC supplementary to the institutional program.

The organization will:

1. Act as an intermediary agency for the students, act as a liaison between college administration and students and serve those who wish to appeal a decision made by the administration.
2. Provide avenues through which interaction may occur between students, the faculty, staff and the administration.
3. Provide policies, procedures, and guidelines aimed to; (a) protect members of the student body from those who cannot practice self restraint and/or whose self interest impose upon others rights; (b) advise members of the established code of behavior; and to (c) assist student sponsoring or conducting activities by establishing procedures which past experience has shown to be effective.
4. Provide for clubs and special interest groups approval to functions within the Student Government Association within the guidelines established in order that such groups may accomplish goals of their special interests.
5. Provide a program and calendar of activities for the students.
6. Provide services and advantages to the entire membership including, a student handbook, a 411, and financial support expenses incurred in approved activities sponsored by this organizations.
7. Provide the means for communicating activities to all concerned groups of students, faculty, administration, Board of Higher Education, or the Community at large.
8. Provide a varied program of activities to include the community.
9. Provide ways to improve and/or maintain the physical appearance of the campus environment.
10. Fund all activities from fees collected from the student registration fee. Such activities as: Mr. & Mrs. ASCC pageants, Intramurals Sports, Congressional and Gubernatorial Forums, etc.

ARTICLE III- OBJECTIVES

In order that the stated purposes of the Student Government Association may be realized, the following main objectives are established for the organization to administer:

1. Sponsor and promote activities (in the Fall and Spring semester only) supplementary to the instructional program covering as many areas of interest as possible including social, cultural, athletic, fine arts, service, scholastic events and entertainment.
2. Allow for and encourage clubs and special interest groups to function within the framework of this organization and lend support whenever possible.

3. Work with the administration and faculty in as many areas as possible, and serve on committees in order to provide the means for better interpersonal relations, and interaction.
4. Publicize all activities as needed by means of bulletins, 411, correspondence, posters, reports, handbooks, and other media available to students.
5. Open as many activities as possible to the general public.
6. Conduct program to encourage the students to keep the campus clean, to advocate hygiene within the cafeteria, and the restrooms, remove outdated posters and publicity from walls, keep bulletin board neat in appearance, place trash in containers, and undertake projects which might help to improve the physical appearance of the campus.
7. Establish policies and procedures concerning the operation of student activities and have such information available to all interested organizations, and students.
8. Allow for members of the organizations to have the means to voice his/her opinion on matters of concern to the organization by having suggestion boxes. Concerned student may sit in any SGA meeting, and may be called upon by the SGA President to speak to the SGA only to clarify matters that are being discussed. If concerned students have new businesses to be brought up to the Government, they can be heard at the last five minutes or forward their ideas/suggestions to one of his/her representatives to be discussed at the next meeting.
9. Participate in evaluating the progress of the Organization as it affects students.
10. Establish additional objectives, and by-laws to this Constitution as needed to fulfill the stated purposes.
11. A standing committee will be formed, to audit and review clubs and organizations before establishing and reestablishing their charters, and will be subject to denial of club development allotments (\$100.00 per semester) based on review assessment of the committee.

ARTICLE IV- MEMBERSHIP

Section A – Regular Members

Every student of the American Samoa Community College shall become a Regular Member of the Student Government Association upon payment of the Student Activity Fee, which takes affect during the Fall and Spring Semesters only. Because there is no activity fee payment during the summer school, all activities are excluded during this time.

ARTICLE V – EXECUTIVE OFFICERS

Section A – Organization

The Executive Officers shall be; The President, Vice President, Secretary, Treasurer, Representative to the Board of Higher Education, and Parliamentarian.

Section B – Qualification

1. Only full-time students, who have completed no more than 24 credits, completed English 150/151 and Math 090 shall be eligible for any Executive Officer post.
2. Each officer must have a cumulative grade point average of 3.2 at the time of his/her nomination.

3. Should the grade point average of an officer fall below 3.2 but above 3.0 at the end of the Fall Semester, a warning will be issued from the Student Government Advisor. If the grade point average of an executive officer falls below 3.0 at the end of the Fall Semester, the member will be removed from office. A replacement will be sought from the sophomore representatives or any other eligible SGA representative. It will be at the discretion of the SGA whether a special election will be held.
4. Any student applying for an executive office position must be committed to serve out the full academic year term.

Section C- President

1. The President shall be the chief executive officer of the student government association
2. He/she shall preside over the student government meetings of which he/she is president and chairman.
3. He/she shall vote only in case of a tie.
4. He/she shall represent the student body in all official dealings with the college administration, faculty and community.
5. He/she shall be responsible for the execution and enforcement of the constitution and laws passed by the student body.

Section D- Vice-President

1. The Vice-President shall assist the president in his/her duties and perform any duties delegated to him/her by the president.
2. In case of a vacancy in the office of president, and whenever the president is absent or incapacitated, his/her powers shall be exercised by the vice-president for the duration of vacancy, absence, or incapacity.

Section E- Treasurer

1. Only full –time students who have satisfactorily completed at least one semester of any accounting course or its equivalent shall be for nomination or the office of the Treasurer.
2. The treasurer shall be responsible for all financial matters of the student government association; and maintain accurate and complete accounts of financial affairs.
3. He/she shall submit to the student government executive officers at the end of each semester a financial report that will be open to inspection by any student government association members or faculty member, and other reports as responsible for the preparation of a budget for the student government association
4. He/she shall be responsible for the preparation of a budget for the student government association.

Section F- Secretary

1. Only full –time students has satisfactorily completed at least one semester of any secretarial course or its equivalent shall be eligible for nominations for the office of secretary.
2. The secretary shall record and maintain an accurate and complete file of the minutes of all Student Government meetings.
3. He/She shall keep safely and open to inspection all correspondence with other schools, organizations, or individuals when authorized by the President of the Student Government Association.

4. He/She shall keep an accurate attendance record for all Student Government Association officers, representatives and honorary members, and shall report directly to the President.
5. He/she shall determine excused and unexcused absences of the student body members from meetings

Section G – Student Representative to the Board of Higher Education

1. Only a full-time, second year (sophomore) student who has successfully completed twenty four or more credits, may be elected for the position of Representative to the Board of Higher Education.
2. He/She will represent the Student Body on the Board of Higher Education to present issues dealing directly with student affairs upon the wishes of the majority of the Student Body.
3. Shall also be given the right to voice opinions and suggestion in Form of motions, amendments, and can also vote on open issues within student Government meetings.
4. Responsibilities are to gather necessary information concerning the needs of the students in regulation to the curriculum when called for, and act as Liaison to the Board of Higher Education.
5. Will report directly to Executive Officers on all matters that are pertinent to the Student Government Association or student population. Will also perform functions and duties pertaining to his/her role as an executive officer.

Section H – Parliamentarian

1. A full time student who has completed at least a semester of any government course (Samoan Government, American Government, etc.)
2. Only member of Student Government Officers that shall be nominated solely by the newly-elected President and confirmed by at least a 2/3 vote of the Student Government Association representatives as a member of President’s staff to work hand in hand with the President to ensure a high efficiency level within the Student Government.
3. Has the right to speak upon matters that are being discussed. Will not be given the power to move motions or vote but may, if requested by a member of the S.G.A., clarify and/or restate motions.
4. Shall be well versed on the contents of the student handbook. Should the need arise, shall be called upon for clarification and correction.
5. Runs all SGA open and closed meetings according to Roberts Rules of Order.
6. Responsible for placing SGA members on Institutional Committees as well as follow up on attendance to committee meetings.
7. Assist in the development of the Policy Manual along with the Executive Board.
8. Develops Judicial Board and oversees proper procedures.
9. Assist with SGA sponsored events as needed.
10. Is available for 2 working days before term begins.

ARTICLE VI – STUDENT GOVERNMENT ASSOCIATION

Section A – Membership

Executive Office

- a) The President
- b) The Vice-President
- c) The Treasurer

- d) The Secretary
- e) The Representative to the Board of Higher Education
- f) The Parliamentarian

Representatives

- a) Five Sophomore
- b) Five Freshmen

Honorary members

- a) Miss ASCC
- b) Archivist
- c) Minority
- d) PTK Member
- e) Head Peer Mentor

Student Government Advisor

Section B – Qualifications of Representatives

1. Any student applying as a freshman representative must be a full-time student who has completed no more than 12 credits and has a 2.7 accumulative grade point average.
2. Any student applying as a sophomore representative must be a full-time student, who has completed no more than 24 credits, successfully completed English 150/151 and Math 090, and has a 2.7 accumulative grade point average.
3. Should the grade point average of a representative fall below 2.7 but above 2.5 at the end of the fall semester, a warning will be issued from the Student Government Advisor. If the grade point average of a representative falls below 2.5 at the end of the Fall Semester, the member will be removed from office. It will be at the discretion of the SGA whether to hold a special election.
4. Any student applying for a representative position must be committed to serve out the full academic year term (Fall and Spring consecutively)

Section C- Duties and Powers of Executives and Representatives

1. The student member action in accordance with the Constitution shall be the final representative for the Student Body;
2. The student body may investigate and report on any area of student life;
3. It may make rules and regulations necessary for the proper administration of elections;
4. It may remove Executive Officers by a 2/3 vote at any regular meeting of the Student body confirmed in the following meeting by a ¾ vote of all members of the Student body
5. It may enact by-laws by majority vote;
6. It may review budget policy of any organization within the school which receives money from student fees;
7. Each Student Government Member shall have one vote excluding the Parliamentarian and Honorary Members;
8. The President may call a special meeting when necessary;
9. Any member may petition by a 2/3 vote of all member a special meeting of the Student body;
10. All executive officers must have awareness of all activities and keep records within the SGA office that shall be confidential.

Section D – Meetings

1. The Student Government members shall vote to appoint time and dates or the fall and spring semesters. (Special sessions may be convened when warranted by the Executive Officers.)
2. Members are allowed only three absences from SGA functions/meetings/activities during the school year. The third unexcused absence will result in an automatic removal from office;
3. The Student body members shall take office on the first regular meeting of the Student Body after their election.
4. An amendment shall become effective upon ratifications.

ARTICLE VII – ENOFROCEMTN OF QUIET ZONES

1. Red Quiet Zones Signs shall be placed on campus in or about areas whenever necessary, so as not to disturb fellow students in their effort to learn and study.
2. Names of students that violate such zones will be forwarded to the Dean of Student Services where upon action shall be taken.

ARTICLE VIII – AMENDMENTS

Section A – Initiation

1. Any student member at any regular meeting may propose an amendment.

Section B – Ratification

1. A proposed amendment must be passed by the Student Government Association by a 2/3 vote of members present:
2. It must be ratified by the Student Government Association by a 2/3 majority of members voting.

ARTICLE IX – HONORARY MEMEBERS

1. Mr. & Miss ASCC are honorary members of the Student government Association.
2. Any student who runs for Miss ASCC must:
 - a. Must be a student at ASCC.
 - b. Be a full time student at the time of application and remain a full time student throughout their reign with credits of no more than 24.
 - c. Have completed or currently enrolled in English 90 and Math 90.
 - d. Have a 2.7 cumulative grade point average at the time of application. Should the cumulative grade point average of any honorary member fall below 2.7, a warning will be issued from the Student government Advisor. If the grade point average falls below 2.6, the member will be released and a new member is appointed or selected by SGA President.
 - e. Anyone applying must not have any Disciplinary Hearing record (s).

3. Duties and Responsibilities

1. If an honorary member misses three unexcused meetings or functions, a letter of termination will be issued by the Student Government Advisor.
2. Present herself in speech, actions and dress in the manner befitting their respective titles. Their appearance at all times must be neat and tidy – no tight fitting, short, vulgar clothes, or unkempt hair styles will be permitted. This interpretation shall be left to the Dean of Student Services.
3. Refrain from indulging in any behavior that can be construed as deviant. Personal relationships should be kept private and not be on public display. Should the issue need to be addressed by the SGA or the Dean of Student Services, it may be cause for dismissal from their respective titles.
4. Refrain from smoking, consuming of alcoholic beverages, or drugs. Should this issue need to be addressed by the SGA or the Dean of Student Services, it may be cause for dismissal from the title.

5. As Titleholders, the honorary member's will be expected to participate in all Student Government Association and college functions. If called upon, they must also participate in community activities in which the Student Government Association of the College is involved in or invited to participate in. Titleholders must obtain authorization from the Dean of Student or Student Government Advisor to attend any function outside of the realm of ASCC activities. If the titleholders miss three appearances or participation, a warning letter will be issued from the SGA Advisor stating if by any reason they miss the next appearance / participation they will be released from all duties as titleholders and the 1st runner-ups will be the new titleholders. Any candidate for Miss ASCC may not be married or a "natural" mother. Should Miss ASCC become married or pregnant at any time within her reign as Miss ASCC, she will automatically be dismissed from the title and any remaining scholarship funds or prizes will be voided. A replacement will be sought from the remaining runners-up.

6. The newly crowned Miss ASCC has to commit one academic school year term and may not run in any other pageants during her reign.

4. Pageant Rules and Regulations

1. There must be at least 4 (four) qualified contestants to have a pageant. In the absence of qualified applicants for respective pageants, no pageant will be held.

AMENDMENTS

1. The Student government will convene for two local retreats to be held at the beginning of fall and spring semester and to be approved by the Dean of Student Services and Vice-President. The retreat will be based on the following:
 - a. Review and revise the constitution and policies and
 - b. Plan the calendar of events for the new school year. (SGA 98-99)
 - c. Leadership and drug awareness training.
3. No student shall serve in SGA more than two consecutive years. The only exception is if a student is nominated by the president and confirmed by the SGA for the position of Parliamentarian, but only for a third year. No student may serve beyond that. (SGA 00-01).
4. Club seed money is \$100.00 per semester. (SGA 00 -01)
5. Should any office or position be vacated during the semester, a replacement shall be sought from the existing SGA members. If a suitable replacement cannot be found within the SGA, then a general election will be held. (SGA 01-02)
6. A scheduled election shall be held at the beginning of the Fall semester and at the end of the Spring semester even if a candidate runs unopposed for office. (SGA 01-02)
7. All student candidates running for an office must be present and participate during candidate's speech day to the student body. If a candidate does not have a valid excuse determined by the Dean of Student Services they may not be able to run for office.
8. SGA and the Student Service Peer Mentors will work closely together to improve and promote effective services to students.

STUDENT ORGANIZATIONS/CLUBS

All student organizations/clubs must adhere to all ASCC and SGA policies and regulations. Failure to do so will result in deduction of club points, removal of officers or responsible individuals, and/or dismissal of club from SGA activities. If a club is disqualified, for any reason, from the SGA club activities they must reimburse all seed money issued by SGA.

Any incidents of policy or regulation violation reported to or witnessed by the SGA will be dealt with as follows:

- 1- SGA will meet, discuss and investigate the incident.
- 2- SGA will then meet with individuals involved, the club officers, and faculty advisors) to discuss the incident in question.
- 3- SGA will then meet with the Dean of Student Services and deliberate as to the course of action to be taken. The club will then be notified of the decision rendered.

CLUB ACTIVITIES

Student clubs are considered an integral part of every student's college career and joining a club is an excellent way to make new friends. Students are encouraged to participate in clubs that interest them. If a student cannot find a club to suit their interest, students may apply to start one of their own. All campus clubs and organizations must have a faculty or staff advisor and meet the requirements established by the Student Government Association. Applications for new clubs can be obtained from the Office of the Student Government Association. Only registered ASCC students may participate in any club activities and registered in clubs.

CLUB POLICY

To establish a student club, invested students must complete and submit an application to the Student Government Association for approval. The application will include:

- Name of the club.
- Purpose(s), goals and objectives of the proposed club.
- Signatures of at least ten (10) students.
- Name of faculty and staff advisor(s) (at least one but no more than two)
- Must provide evidence of diverse club members approved by Register as currently enrolled.

After the Application is filled out and turned in:

1. The Student Government Association President, Club Chair, and the SGA Advisor will approve or disapprove the application.
2. A club that is approved must hold an election and selects its officers within the two weeks of the approval. Their names must be submitted to the SGA President and the SGA Advisor.
3. A club advisor and a club Representative must be present at all Student Government Association-club meetings. Failure to do so can be grounds for dismissal from SGA.
4. At any time a club fails to retain sufficient student interest to maintain ten active members, SGA officer and the SGA Advisor will then terminate the club.
5. All SGA given funds will be issued in the names of the club advisor and treasurer.

Disputes from or within clubs:

1. All clubs must have knowledge of the zero tolerance policy that has been made effective in 2008.
2. All matters will be dealt with according to the due process law and shall have the opportunity to a hearing.
3. No club member shall be able to transfer to another club until the next

club sign in.

4. If through out the semester new members will like to join a certain club the club president and executive officers must turn in a sign in of new members during the first three months. The deadline for the list must be turn in to the club committee on the last week of the first three months of the semester.

PROCEEDURES FOR CLUB ACTIVITIES:

1. Approval for an activity must be obtained from the clubs faculty advisor the SGA and the Dean of Student services.
2. All Clubs must serve one full year.
3. SGA must receive the place and date for the event (including fund raising activities) for approval at least on week prior to event. It is the responsibility of a club representative to be present at SGA meetings to present proposal for event. There are two forms that a club needs to fill out for fundraising; a fundraising form and a facility request form both form are available at the SGA Office.
4. All club activities must be supervised by at least one club advisor.
5. A facility request form, obtained form the ASCC Administration Office or SGA Office must be completed with approval signature(s) at least one week prior to any scheduled student event that takes place on ASCC campus. Such events as, Pageants, Bake sales, Car wash, and etc.
6. Any publicity by radio, newspaper, or outreach off-campus must have prior approval by the Dean of Student Services.
7. An account with local bank requires the signatures of Club President, Club Treasurer, and one faculty advisor.
8. A financial statement is required of all clubs at the end of each semester. Failure to turn in this report can result in termination of future SGA funding.
9. An advisor or SGA member must be present to supervise all club activities both on and off campus.
10. No clubs can use the college name for off-island trips unless approved by SGA, Dean of Student Services, and Vice President. Furthermore, if a club is approved, students who are on Probation cannot go on off-island trips.

Failure to comply with these stipulations may result in retaining or returning of club seed funds, cancellation of proposed activity, disciplinary measures against club and or officers or disbanding and dismissal of club form all SGA activities.

CLUB COMPLAINT PROCEDURE:

1. Pick up a complaint form at the SGA office from 8:00 a.m. – 3:30 p.m.
2. When application is submitted, SGA will notify day of hearing.

If not satisfied with decision a letter of appeal must be submitted not later than one day after the hearing.

POINT SYSTEM

A point system has been created to give recognition to all that support SGA sponsored activities. The points will be totaled at the end of each semester and commendation will be given to the clubs with the highest points. Remember the success of our college activities is dependent upon your participation. Join a club today and make the year a memorable one.

Category I

Having full participation in all SGA activities.

Category II

Additional points given to clubs who are “outstanding” or prizewinners as define by each activity mentioned above.

Category III

Additional points will be given to clubs who volunteer services to college and /or community activities. Activity must be approved by SGA before the points will be granted.

Category IV

For any special activity or event in addition to the SGA activities sponsored by a club for all ASCC students, points will be assigned, recorded and organized by the club committee appointed by the SGA President and approved by the SGA Advisor.

INTRAMURAL SPORTS PROGRAM

The American Samoa Community College and Student Government Association offer Intramural Sports Programs which provide organized competition for clubs on campus in exciting sports such as co-ed volleyball, basketball, etc. All students who have maintained a C or a 2.0 grade point average or better are encouraged to participate. To insure safety and fairness to all participants, the following rules have been adopted.

1. Participant must be enrolled at American Samoa Community College.
2. Participant must have a cumulative grade point average of 2.0
3. Participant must initial his/her name on the team roster before it is submitted and submit his/her valid ASCC I.D.
4. Participant cannot change teams once the SGA Sports Committee Chair accepts the roster.
5. Participant can only play for one team.
6. Any one suspected or known to be under the influence of alcohol or drugs will be suspended from the team and will be subject to dismissal from American Samoa Community College intramural sports program. Captains/Coaches are responsible for the behavior of their team members.
7. All protests must be in typed form to the SGA Sports Committee chair within 24 hours from the time of the protested event.
8. No late team entries will be accepted after the SGA determined deadline.
9. Bad conduct, poor sportsmanship, or verbal/physical abuse may result in a participant being suspended from the team and all intramural activities for the school year.
10. Participants do not have to belong to a club to have a team. If a team represents a club, it must be noted on team roster.
11. Official's judgments are final. (Refer to no. 7 above).
12. Coaches/Captains are required to attend all meetings as scheduled. Failure to do so could result in your team not participating in the activity.
13. All rosters will be checked for eligibility of members before each event.
14. Coaches/Captains are responsible for informing team members regarding the aforementioned rules.

15. Forfeiture of a game may result in the abuse of rules.

STUDENT I.D.

All Students who paid the \$50 registration fee are required to take a student I.D. New and returning students I.D. are free of charge and can be picked up at the SGA office. If the student loses or misplaces their I.D., there will be a fee to retake their I.D.

ACTIVITY CALENDAR

FALL SEMESTER 2009

August

10-11 Placement Test
 13 Late Placement Test
 19 New Student Orientation
 19-21 Registration - New, Continuing, and Returning Students
 20-25 Add/Drop Period
 24 Instruction Begins/ SGA Recruiting
 24-25 Late Admissions/Late Registration
 26 Last day for SGA application
 27-28 SGA Elections
 26-Sept. 11 Administrative Drop/Drop only Period

September

7 HOLIDAY-Labor Day
 10 Club Sign-In @ Fale Samoa 12:30pm-2:00pm
 14-October 23 Withdrawal Period to Receive a "W"
 17 Club Rally/Dance Gymnasium 12:30pm – 2:00pm
 24 SGA Activity "SWINE FLU" Lecture Hall 12:30pm-2:00pm

October

2 2009 Fall Semester Graduation Application Deadline
 8 Speaker Workshop @lecture hall 12:30pm – 2:00pm
 12 HOLIDAY-Columbus Day
 13-16 Midterm Examinations/
 13-16 Low Grades Reporting Period
 23 SGA mtg. with ASCC President@ faculty lounge
 26- 30 Spirit Week (Costume Competition for whole School)
 30 Costume Contest/Dance Gymnasium @ 12:30pm-2:00pm

November

6 SGA mtg. with ASCC President@ faculty lounge
 11 HOLIDAY- Veteran's Day
 13 SGA Retreat (Tradewinds Hotel) Check-out 15th
 20 Miss ASCC Pageant 7:00pm – 10:00pm ASCC Gymnasium
 24 SGA Activity-Gymnasium "Mango Thirst" 12:30pm-2:00pm
 26 HOLIDAY- Thanksgiving Day
 27 SGA Activity- SGA Community Service CFIDD volunteer
 30-December 3 ELI & Developmental Math Final Examinations

December

4 SGA Activity- Club Awards Falesamoa 12:30pm-2:00pm
 Instruction Ends

4 Last Day to completely Withdraw from ASCC
 7-10 ELI 2010 Spring & Summer Priority Registration
 7-11 Final Examinations
 11-16 Early Add/Drop
 14 2009 Fall Semester Grades Due
 18 2009 Fall Semester Commencement
 19 SGA Banquet
 21 All 2009 Fall Semester Grades Due

SPRING SEMESTER 2010

December

28-29 Placement Test
 31 Late Placement Test

January

1 HOLIDAY- New Year's Day
 6 New Student Orientation
 6-8 Registration New, Continuing and Returning Students
 7-12 Add/Drop Period
 11 Instruction Begins/**Club Application Available**
 11-12 Late Admissions & Late Registration
 13-29 Administrative Drop & Drop Only Period
 18 HOLIDAY- Martin Luther King's Day
 26 Club Sign-In/Falesamoa-12:30pm-2:00pm

February

1-March 12 Withdrawal Period to Receive a "W"
 4 Club Rally/Welcoming Back Dance/Gym 12:30pm-2:00pm
 5 SGA Mtg. ASCC President
 15 HOLIDAY-President's Day
 18 SGA Activity @Gym 12:30pm – 2:00pm
 22 Deadline for Change of Grades for 2009 Fall semester
 23 Speaker Workshop lecture hall-12:30pm-2:00pm
 25 SGA Activity-Gym 12:30pm – 2:00pm

March

1-5 -Midterm Examinations
 -Low Grade Reporting Period
 11 Workshop "Teen Pregnancy"-12:30pm-2:00pm/Lecture hall
 18 Speaker Workshop@ lecture hall 12:30pm – 2:00pm
 19 SGA mtg. with ASCC President@ faculty lounge
 15-April 1 Withdrawal Period to Receive a "W/F" or "W/NP"
 25 Mango Thirst/12:30pm-2:00pm/ @Gym
 30 Speaker Workshop@ lecture hall 12:30pm – 2:00pm

April

1 8:00am-12:00pm Egg Hunt-Malae, 12:00pm -1:00pm-
 Faeavegalia, 1:00pm-2:00pm LUNCH @gymnasium
 2 HOLIDAY-Good Friday
 April 5-May 6 2010 Summer & Fall Priority Registration(Clearances,
 Advising & Posting.....All Steps)
 6-9 Pageant Week Mr. ASCC
 10 Mr. ASCC Pageant @ 7:00pm-11:00pm Gym.
 12-16 SPRING BREAK
 22 SGA Activity Speaker Workshop @lecture rm 12:30pm-2:00pm
 23 SGA mtg. with ASCC President @Faculty Lounge

May

3-7 Final Examinations

3-6	ELI 2010 Summer & Fall Priority Registration
4	Club Awards@Falesamoa 12:30pm-2:00pm
10	2010 Spring Semester Graduates Grades Due
14	2010 Spring Semester Commencement
15	SGA Banquet
19	All 2010 Spring Semester Grades Due

SUMMER SEMESTER 2010

May

25-26	Placement Test
31	HOLIDAY-Memorial Day

June

9-11	Registration-New, Continuing and Returning Students
13	Instruction Begins
14-15	Add/Drop Period
16-18	Drop Only Period
June 21-July 9	Withdrawal Period to Receive a "W"

July

2	HOLIDAY-Independence Day
12-16	Withdrawal Period to Receive a "W/F" or "W/NP"
23	Instructions End

ASCC CAMPUS RULES & REGULATIONS

1. NO Smoking in the Hallways, Quad areas, Math and Science buildings, Offices, Classrooms, East Wing hallways, Auditorium (Signs are posted in these areas).
2. *No Alcohol or Drugs on Campus; Includes intoxication (when found drunk or under the influence of alcohol on campus, will result in an automatic Suspension for the rest of the semester.
3. Dress Code- Moderate or Conservative Fashion. NO profanity on shirts, tank-tops, mini-skirts, showing midriff-stomach, one-shoulder tops. You will be sent home to change your clothes.
4. No Food or Drinks in the Classrooms.
5. Sexual Conduct/Harassment, absolutely NO: kissing, hugging, cuddling in public, or calling of negative gender remarks. This Institution is a place for academic learning.
6. I.D.'s must be worn at all time on campus.
7. Student Parking & Vehicle Stickers: All student vehicles parked and driven on Campus must have an ASCC student parking sticker from the campus security office. Sticker is free of charge.
 - Designated Student Parking Areas are: in front of the college field (malae), near the Fale Samoa and the Gymnasium parking lot.
 - Student vehicle found parked in Faculty parking will be given a 1st warning, a 2nd warning is a written citation and meet with the Dean of Student Services, 3rd warning vehicle will be towed at student's expense.
8. Handicap Parking: Must have ASG Handicap stickers in order to park at the designated handicap parking.
9. Do Not Use College Electrical Outlets for: re-charge cell-phones, lap-tops, computers, and electronic games.

10. Illegal Games considered on Campus Are: Dominoes, Cards, and Dice. The Peer Mentors have games you can check out, see Mr. Mark Mageo.
11. Any ASCC Club who need to stay on campus after 4:00 pm need to fill out Required forms from the SGA office (see Maxine), Human Resources office (see Sunui Tofi), or Security Office (see Misi Tauai)
12. NO "Graffiti" Writing on the Following: Classroom walls, hallways, inside bathrooms, on doors, or anywhere else on campus.
13. NO Radio/ Boom Boxes played on campus but personal CD players or I-Pods are allowed.
14. No Loud Noises: shouting, yelling, or whistling in the hallways, auditorium, and in front of classrooms.
15. Visitors must check-in with the Security office for Visitor's Pass.
16. *No Fighting or other forms of violence on campus.
17. *No Real or Fake (toy) Weapons on Campus.
18. No Foul/Obscene Language or behavior on campus.
19. Obey Signs on Campus such as Quiet Zone, No Smoking and No Parking.
20. No loitering in the Classrooms when no class is in session.

ENFORCEMENT PROCEDURES

When violating the rules or regulations student is given:

- 1st Warning
- 2nd occurrence a written citation by Security and meet with the Dean of Student Services
- 3rd occurrence is SUSPENSION until student's Disciplinary Hearing

AUTOMATIC SUSPENSION

If you break rules 2, 16, and 17 you will automatically be suspended