



**UNIVERSITY OF GUAM  
UNIBETSEDÁT GUÅHAN  
Board of Regents**

**Resolution No. 19-15**

**RELATIVE TO APPROVING THE UNDERGRADUATE CERTIFICATE POLICY**

**WHEREAS**, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the region;

**WHEREAS**, the governance and well-being of UOG is vested in the Board of Regents (BOR);

**WHEREAS**, UOG has established multiple undergraduate certificate programs, including Health Services Administration, Library Science, and Women & Gender Studies;

**WHEREAS**, the U.S. Department of Education, the Lumina Foundation, and the National Association of System Heads have called upon colleges and universities to offer more flexible credentialing programs;

**WHEREAS**, the Registrar, who is responsible for conferring degrees and recording credentials on transcripts, has worked with the Chief Information Officer to resolve the technological issues so that these certificate programs can be correctly indicated on transcripts and students can receive official, university-issued certificates of completion;

**WHEREAS**, there is demonstrated community need for the Undergraduate Certificate in Health Services Administration;

**WHEREAS**, the Graduate Certificate Policy received BOR approval in Resolution No. 19-02;

**WHEREAS**, the enclosed Undergraduate Certificate Policy was considered and recommended by the College of Liberal Arts and Social Sciences Academic Affairs Committee and Dean; endorsed by the Undergraduate Curricula Review Committee and the Faculty Senate; and was reviewed and recommended for approval by the Senior Vice President for Academic and Student Affairs and the President; and

**WHEREAS**, the Academic, Personnel and Tenure (AP&T) Committee has reviewed the enclosed proposal and recommends to the BOR for approval the Undergraduate Certificate Policy.

**NOW, THEREFORE, BE IT RESOLVED**, that the BOR hereby approves the Undergraduate Certificate Policy, effective AY2019-2020.

Adopted this of 18<sup>th</sup> day of April, 2019.

  
\_\_\_\_\_  
Christopher K. Felix, Chairperson

**ATTESTED:**

  
\_\_\_\_\_  
Thomas W. Krise, Ph.D., Executive Secretary



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Received By:  
10/8/18 2:17 pm  
Date & Time

Office of Academic and Student Affairs

**UNIVERSITY OF GUAM  
ACADEMIC POLICIES AND REGULATIONS**

- Subject: Undergraduate Certificate Policy
- Purpose: To institutionalize the awarding of academic certificates, which are currently handled by respective colleges and schools, to the University, so that these types of credentials can be reflected on transcripts.
- Attach Complete Statements of Requested New Policy/Regulation and old policy/regulation. Include information on consultation with various groups, input solicited, and a rationale for the new policy.
- Requested Effective Date: Fānuchānan 2019
- Publication Document (Reference section and/or page number, include current/new sections):  
2019-2020 Undergraduate Catalog, p. \_\_\_\_\_

UNIT	SIGNATURE (use BLUE pen please)	DATE
Originating Organizational Unit <sup>CLASS</sup> AAC		10/5/18
Appropriate Dean/Administrator <sup>MAN</sup>		10/5/18
Academic/Admin Committee <del>AAA</del> UCRC		1/31/19
Faculty Senate (if applicable)		2/21/19
Administrative Council (if applicable)		

**APPROVED/DISAPPROVED:**

SENIOR VICE PRESIDENT, Academic and Student Affairs (for all academic and curricular matters)	PRESIDENT (if required)
DATE: 2/20/19	DATE

	4/22/19
Board of Regents Approval (if required, for University-wide policy statements)	Date



Faculty Senate Office  
University of Guam

Received By:

1/24/19 8:00am

Date & Time

ACADEMIC & STUDENT AFFAIRS

Assistant VP for Academic Excellence

Director of Graduate Studies

No. 6025a

Date: 23 January 2019

TO: Suzanne Bell, UCRC Chair  
Mary Cruz, Faculty Senate President

FROM: Troy McVey

SUBJECT: Request for Amendment – and Immediate Action – Log # 6025

Students completing certificate programs have received documents issued by the respective schools and colleges, not the University Registrar. To date, there has not been policy empowering the University to issue certificates. In keeping with our initiatives to improve completion rates and support student success, it is time to adopt BOR-approved certificate policies.

The Graduate Certificate Policy was endorsed by the Faculty Senate President on December 17 and approved by the Senior Vice President on December 21. It is up for approval by the Board of Regents in the February 13 meeting.

The Undergraduate Certificate Policy has not been presented to the Faculty Senate yet. There were some minor revisions to the Graduate Certificate Policy that are also applicable to the Undergraduate Certificate Policy, which are reflected in the attached.

I spoke to the Dr. Bells last week to let her know that I'd be submitting this amendment, and she suggested that she would speak the Faculty Senate Agenda Planning Committee about requesting immediate action, so that both actions could be taken before the BOR in the same meeting.

#### Amendments

1. The phrase Residency Requirement has been removed, and the language has been clarified to allow for the development of online certificate programs.
2. A sentence has been added to clarify that current students may convert to certificate students.
3. Clarification has been added that resident tuition rates shall apply to certificate-only students.
4. An application form was created.

#### Immediate Action

*I respectfully request immediate action of the Undergraduate Certificate Policy, so that both policies may be presented to the Board of Regents together, so that the deadline for catalog publication is not compromised.*

Thank you for your consideration of these requests.

COPY: CLASS Dean

T: +1 671.735.2994 F: +1 671.734.3636 W: www.uog.edu  
Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913



## CERTIFICATES: REQUIREMENTS AND REGULATIONS

In addition to baccalaureate and graduate degrees, the University of Guam confers certificates of completion in several programs. These are recognized, academic certificate programs, duly approved by the appropriate faculty, deans, and Faculty Senate. Certificates are not conferred in University Commencement exercises, but completion of certificates is recognized on official student transcripts.

In order to receive a recognized, academic certificate from the University of Guam, a student must complete at least half of the required credit hours at the University of Guam. This requirement will not be waived under any circumstances. Students who wish to have their certificates mailed to them must pay the postage applicable at the time they file the request.

### Certificate Student Status

Students pursuing certificates must submit a special application to a specific certificate program, and pay the admission fee to that program. Students not otherwise admitted to the University will be placed on Certificate status. Certificate standing is valid for two years. Students must re-apply if they do not complete their requirements in this timeframe. Certificate students are responsible for payment of resident tuition rates as well as fees (registration, lab fees etc.) and cost of books. Current students may apply for certificate status mid-way through their programs.

### Admitted Students Pursuing Certificates

Students may receive a certificate while pursuing a full degree program. In these instances, students must be admitted to the University of Guam as well as the Certificate program. All applicable rules (see earlier in this catalog) would apply. These students would be responsible for meeting prerequisites for all courses, and all student fees.

### Minimum grade requirement

As a condition for receiving an undergraduate certificate, students must have at least a "C-" grade or better in specific courses required for the program. Certificate students will not be required to meet University English and math prerequisite requirements. They will be required to meet minimum academic standards for good standing and may be placed on academic probation.

### Conferral of certificates

Applications for certificates are filed at the Admissions and Records Office, subject to certification from the program, respective Dean, and registrar. An application for completion of certificate must be filed and the appropriate fee must be paid by the mid-point of the semester the certificate is to be conferred. Deans with oversight of respective certificate programs will distribute certificates as they choose.

### Catalog in force

Unlike a degree program, certificate programs are governed by the current catalog in force, regardless of when the student began taking courses. Course substitutions will be allowed at the faculty's discretion. Courses applied toward a certificate may later be applied toward a degree, following the procedures for transfer credits.

Approved  Disapproved

\_\_\_\_\_  
Senior Vice President  
Academic and Student Affairs

3/1/19  
\_\_\_\_\_  
Date



**APPLICATION FOR CERTIFICATE PROGRAM:**

**UNDERGRADUATE:**  HEALTH SERVICES ADMINISTRATION  LIBRARY SCIENCE  WOMEN & GENDER STUDIES  
**GRADUATE:**  MICRONESIAN STUDIES  TEACHING  SAFNR (Track: \_\_\_\_\_)  
**STATUS:**  CERTIFICATE ONLY  CURRENT STUDENT  NEW STUDENT

IMPORTANT NOTICE: ADDITIONAL REQUIREMENTS LISTED ON PAGE 2.

**PERSONAL INFORMATION (Please print clearly)**

Full Name (Last, First, Middle)		Former Name (Last, First, Middle)	
Date of Birth	Social Security #	UOG Student ID #	
Mailing Address		Home Address	
Home Phone #	Cell Phone #	Work Phone #	Email Address
Residency Status (please check one) <input type="checkbox"/> Resident <input type="checkbox"/> Nonresident		Citizenship & Ethnicity	
		Native Language	

**EDUCATIONAL BACKGROUND**

Term Last Attended at UOG (if Applicable) <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____	UOG Degree Earned	Graduation Date
Other Colleges/Universities attended (please list)		
Institution	Dates of Attendance	Degree
_____	_____	_____
_____	_____	_____
Were you ever suspended, dismissed or asked to withdraw from UOG or any other College/University? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please complete the following)		
Institution	Academic Term	Action Taken
_____	_____	_____
_____	_____	_____

**EMERGENCY INFORMATION**

Parent, Guardian or Next of Kin	Relationship	
_____	_____	
Mailing Address	Phone Number(s)	Email address
_____	_____	_____

I certify that the responses I have given above are true and complete. I have not omitted any of the requested information. I understand that any false information found to be given or held by me herein or in any supporting documents shall be cause for my immediate dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Pending Documents:	<input type="checkbox"/> Academic Transcript(s)	<input type="checkbox"/> Sexual Misconduct Training	<input type="checkbox"/> Academic Progress Form		
	<input type="checkbox"/> Other: _____				
Pending Clearance:	<input type="checkbox"/> Health	<input type="checkbox"/> Collections	<input type="checkbox"/> RFK Library	<input type="checkbox"/> ROTC	<input type="checkbox"/> Student Housing (Dorm)
Application Complete:	Yes	No	Processed by: _____	Date: _____	



## ADMISSION REQUIREMENTS

Former students who have not attended the University of Guam for at least one regular semester (Fall or Spring) are required to submit an Application for Re-entry to the Admissions & Records Office. A cumulative grade point average of 2.00 on a 4.00 scale is the minimum requirement for satisfactory academic performance. Students who do not satisfy the minimum requirement will be admitted to the University on probation. Students who are admitted on probation must maintain a grade point average of 2.00 or better during the first semester/term of re-enrollment to be eligible for continued enrollment.

### **OFFICIAL TRANSCRIPTS (For Certificate-Only Students)**

Official transcripts from all colleges/universities attended during the student's non-attendance at the University of Guam are required and must be submitted directly to the Admissions & Records Office from the issuing institution prior to application review. All official transcripts must be submitted to the Admissions & Records Office by the end of the first semester/term of re-entry. A student may not register for another semester/term until official transcripts have been submitted.

### **HEALTH REQUIREMENTS (For Certificate-Only Students)**

All students are required to supply the Student Health Services Office with evidence of having been vaccinated against measles, mumps and rubella (MMR) and the results of a tuberculin skin test taken no earlier than six months of the date of application. Please make sure all health information is up-to-date at the Student Health Services Office. Download form at [https://www.uog.edu/\\_resources/files/admissions/student\\_health\\_clearance\\_form\\_revised\\_11-16.pdf](https://www.uog.edu/_resources/files/admissions/student_health_clearance_form_revised_11-16.pdf)

### **SEXUAL MISCONDUCT TRAINING (ONLINE)**

All students must complete the annual online Sexual Misconduct Training. You will need your UOG Student ID#. You can access the training at: [Student Sexual Misconduct Training](#).

For information on how to obtain your Student ID#, call (671) 735-2204/06/10/11 or email: [admitme@triton.uog.edu](mailto:admitme@triton.uog.edu)

For assistance with UOG Moodle, call (671) 735-2620/21 or email [moodlehelp@triton.uog.edu](mailto:moodlehelp@triton.uog.edu)

For more information about UOG's updated Sexual Misconduct Policy, visit [www.uog.edu/helpline](http://www.uog.edu/helpline)

To download the updated Sexual Misconduct Policy, visit <http://goo.gl/LMGP9>

## REMINDER

### **PROGRAM REQUIREMENTS (CATALOG IN FORCE) FOR GRADUATION**

Certificate Programs are designed to be earned in a short period of time. Therefore, only the current Undergraduate Catalog or Graduate Bulletin requirements shall apply when the student applies for graduation at the completion of their certificate. If a certificate program has been discontinued, the teach-out policy shall apply.

Approved ( ) Disapproved

\_\_\_\_\_  
Senior Vice President  
Academic and Student Affairs

3/6/19  
Date





UNIVERSITY OF GUAM  
UNIBETSEDÁT GUAHAN

Senior Vice President  
*Academic and Student Affairs*

March 5, 2019

TO: Dr. Thomas W. Krise, President  
FROM: Dr. Anita Borja Enriquez  
Senior Vice President, Academic and Student Affairs  
SUBJECT: Approval of Undergraduate Certificate Policy

I am pleased to report that the Faculty Senate endorsed the request for an academic policy allowing the University of Guam to confer undergraduate certificates. This request was initiated by the CLASS Academic Affairs Committee. There are undergraduate certificate programs in Health Services Administration, Library Science, and Women & Gender Studies.

This new policy will allow the university to confer these certificates and record these credentials on a student's transcript.

Awarding a variety of credentials is in line with the U.S. Department of Education guidelines, under both the Obama and Trump administrations, and WSCUC accreditation advice. These certificate offerings will allow students who may never otherwise complete a graduate degree program to complete a program, which is good for the student, the program, the university, and the community.

I fully support this request and look forward to your favorable approval for the BOR AP&T committee review and subsequent approval by the full Board of Regents.

There have been technological issues related to implementing this policy. The University needs to remain committed to training from the Ellucian consultants to ensure a smooth implementation of these new policies.

Thank you.

APPROVED:

Dr. Thomas W. Krise  
President

