



**UNIVERSITY OF GUAM
UNIBETSEDĀT GUĀHAN
Board of Regents**

Resolution No. 19-02

RELATIVE TO APPROVING THE GRADUATE 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 Western Pacific region;

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

WHEREAS, UOG has established multiple graduate certificate programs, including Micronesian Studies, Teaching, and the four tracks of the Sustainable Agriculture, Food and Natural Resources program;

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, there is demonstrated community need, to augment existing planned and future infrastructure developments such as the Graduate Certificate in Teaching. Also, a cadre of students in Micronesian Studies who would be ready to receive a regionally-relevant academic certificate who may never complete the thesis requirements for a full Master's degree;

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, the enclosed Graduate Certificate Policy was considered and recommended by the Graduate Council as well as the CLASS Academic Affairs Committee and Dean; endorsed by the Graduate 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 policy and recommends approval of the Graduate Certificate Policy to the BOR.

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

Adopted this 13th day of February, 2019.



Christopher K. Felix, Chairperson

ATTESTED:



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




UNIVERSITY OF GUAM
UNIBETSEDÁT GUAHAN

Senior Vice President
Academic and Student Affairs

December 28, 2018

TO: Dr. Thomas W. Krise, President

FROM: Dr. Anita Borja Enriquez 
for Senior Vice President, Academic and Student Affairs

SUBJECT: Approval of Graduate 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 graduate certificates. This request was initiated by the Micronesian Studies program. There are graduate certificate programs in Micronesian Studies, Teaching, and four tracks of the Sustainable Agriculture, Food, and Natural Resources program.

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

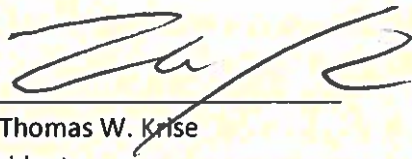
Awarding a variety of credentials is in line with the U.S. Department of Education guidelines, under both the Obama and Trump administrations, and WSCUC accreditation advice. These certificate offerings will allow students who may never otherwise complete a graduate degree program to complete a program, 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 is a request forthcoming to confer undergraduate certificates as well.

There have been technological issues related to this. 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





LM
Received By:

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

JE

Received By:

12/17/18 3:20 pm
Date & Time

UNIVERSITY
OF GUAM

Unibetsedät GUAHAN

Office of Academic and Student Affairs

UNIVERSITY OF GUAM
ACADEMIC POLICIES AND REGULATIONS

- Subject: Graduate 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 Graduate Bulletin, p. _____

UNIT	SIGNATURE (use BLUE pen please)	DATE
Originating Organizational Unit ^(CLASS) AAC	<i>[Signature]</i> (AAC Chair)	10/5/18
Appropriate Dean/Administrator	<i>[Signature]</i>	10/5/18
Academic/Admin Committee (GERC)	<i>[Signature]</i> Gus	12/6/18
Faculty Senate (if applicable)	<i>[Signature]</i>	DEC 17 2018
Administrative Council (if applicable)		

APPROVED/DISAPPROVED:

[Signature]
SENIOR VICE PRESIDENT,
Academic and Student Affairs
(for all academic and curricular matters)

DEC 21 2018

DATE

[Signature]

PRESIDENT
(if required)

1/3/19

DATE

[Signature]
Mr. Christopher K. Felix
Board of Regents Approval
(if required, for University-wide policy statements)
FEB 13 2019
Date



CE
Received By:
11/29/18 3pm
Date & Time

60249

ACADEMIC & STUDENT AFFAIRS
Academic Excellence / Graduate Studies

November 28, 2018

TO: Ann Ames, GCRC Chair
Mary Cruz, Faculty Senate President

FROM: Troy McVey, Interim AVP for Academic Excellence/
Director of Graduate Studies

DEC 11 2018

SUBJECT: Request for Amendment – Log # 6024

The Graduate Certificate Policy was returned to the Graduate Curriculum Review Committee to work on concerns expressed by the SAFNR program in CNAS.

Attached is a policy with the following revisions:

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.

Also attached is a draft application form, as requested by Senator McConnell.

This revised policy and application form have been distributed to the Graduate Council, CLASS administration, and SAFNR program for review and feedback.

There have been questions about why the CLASS AAC was selected as the review body. Primarily, because the Micronesian Studies Program was the driving force behind this policy revision. Also, because the graduate and undergraduate policies differ slightly, CLASS was selected because it is the only academic unit with both graduate and undergraduate certificate options.

Please expect a similar amendment request for the undergraduate policy.

COPY: CLASS Dean
Senator McConnell
Registrar
SAFNR Program Chair
UCRC Chair

T: +1 671.735.2976 F: +1 671.734.3636 W: www.uog.edu
Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

GRADUATE CERTIFICATES: REQUIREMENTS AND REGULATIONS

In addition to 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 bulletin) 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 a graduate certificate, students must have at least a "B" grade or better in specific courses required for the program. 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 bulletin 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
Date DEC 21 2018



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? No 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

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

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

For more information about UOG's updated Sexual Misconduct Policy, visit 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
 DEC 21 2018
Senior Vice President Date
for Academic and Student Affairs