



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

UOG Station, Mangilao, Guam 96923
Telephone: (671) 735-2990 • Fax: (671) 734-2296

SPECIAL MEETING
Tuesday, July 28, 2020, 5:30 p.m., via ZOOM,
UOG, Mangilao, Guam

AGENDA

- 1.0 CALL TO ORDER**
- 2.0 NEW BUSINESS**
 - 2.1 SASARHD Committee**
 - Action 2.1.1 Resolution No. 20-22, Relative to Approving the Rules and Regulations for the Graduate STEM Tuition Assistance Program**
- Information 3.0 Part-Time Graduate Student Fee**
- Information 4.0 CARES Act Status Report**
- 5.0 ADJOURNMENT**

1.0 CALL TO ORDER

2.0 NEW BUSINESS

2.1 SASARHD Committee



UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents

Resolution No. 20-22

**RELATIVE TO APPROVING THE RULES AND REGULATIONS FOR THE GRADUATE STEM
TUITION ASSISTANCE PROGRAM**

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

WHEREAS, the provisions of Title 17 of the Guam Code Annotated, Chapter 28, governing the Student Financial Assistance Program and the Student Financial Assistance Fund, state that the Program and Fund shall be administered and granted by the Board of Regents (BOR);

WHEREAS, in accordance with applicable provisions, the Student Affairs, Scholarship, Alumni Relations & Honorary Degree (SASARHD) Committee held a public hearing on July 22, 2020 to address the Proposed Rules and Regulations for the Graduate Science, Technology, Engineering and Mathematics (STEM) Tuition Assistance Program for Fanuchånan 2020 and thereafter;

WHEREAS, the Senior Vice President & Provost for Academic and Student Affairs, the Dean of Enrollment Management and Student Success, and the Director of Financial Aid have all certified that the Rules and Regulations for the Graduate STEM Tuition Assistance Program beginning in Fanuchånan 2020 and thereafter, complies with appropriate Public Laws and the BORs' Rules and Regulations; and

WHEREAS, the SASARHD Committee has reviewed and recommends to the BOR, approval of the Rules and Regulations for the Graduate STEM Tuition Assistance Program beginning Fanuchånan 2020 and thereafter.

NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby approves the Rules and Regulations for the Graduate STEM Tuition Assistance Program for Fanuchånan 2020 semester and thereafter.

Adopted this 28th day of July 2020.

Elvin Y. Chiang, Chairperson

ATTESTED:

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

UOG GRADUATE STEM TUITION ASSISTANCE PROGRAM

Award Year Beginning Fanuchanan 2020

1.0. BACKGROUND AND STATUTORY AUTHORITY. _____

The Board of Regents of the University of Guam is authorized under Title 17 of the Guam Code Annotated to formulate rules and regulations to equitably and efficiently administer the UOG Graduate STEM Tuition Assistance Program (GSTAP) in accordance with Chapter 28 of Title 17 of the Guam Code Annotated.

2.0. DEFINITIONS. _____

As used in these rules and regulations, the following terms will have the following meaning:

- (a) **Academic year:** As defined in the University of Guam Graduate Bulletin, usually consisting of Fañomnåkan (Spring), Fanuchånan (Fall), and Finakpo' (Summer) semesters. Note that the Finakpo' semester is our trailer semester for the academic year.
- (b) **Academic program:** The specific academic program of study, which will be undertaken to achieve the desired degree.
- (c) **Board:** The Board of Regents of the University of Guam.
- (d) **Bona fide resident:** A recipient who remains a resident of Guam from the initial award of GSTAP and throughout the awarding period.
- (e) **Cash Repayment:** Monetary cash repayment for the period the deficiency was made and no service credit allowed.
- (f) **Promissory Note:** The document signed by student promising to repay the award in accordance with the rules and regulations specified under the program.
- (g) **Service Credit:** Repayment of award obligation through teaching service or through research activity as determined by the school or academic unit where the research or teaching takes place.
- (h) **Teaching Assistants:** Students selected on the basis of scholarship and promise as teachers and serve an apprenticeship under the tutelage and supervision of regular faculty members who are responsible for curriculum and instruction at the University of Guam.
- (i) **Research Assistants:** Students appointed to the title Student Researcher are selected on the basis of scholastic achievement and promise as creative scholars and serve an apprenticeship under the direction and supervision of a faculty member.

3.0. ELIGIBILITY. _____

To be eligible for the UOG Graduate STEM Tuition Assistance Program, the applicant:

- (a) must be a bona fide resident of Guam from the initial award of GSTAP and throughout the GSTAP period and either be:
 - (1) a citizen of the United States; or
 - (2) a permanent resident alien; or
 - (3) a non-immigrant alien admitted into Guam under the Compacts of Free Association between the United States and the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau; and
- (b) must have an overall grade-point average of at least 3.0 in the applicant's undergraduate studies, or 3.25 in the applicant's master's program; and must maintain good academic standing while under the program;
- (c) must be pursuing a master's degree in one of the following UOG graduate programs:
 - (1) Biology; or
 - (2) Environmental Science; or
 - (3) Sustainable Agriculture, Food and Natural Resources.

4.0. SELECTION OF AWARDEE. _____

Eligible applicants shall apply to the Financial Aid Office no later than the prescribed deadline. Applications will be reviewed by the Graduate STEM Tuition Assistance Committee (Committee) appointed by the Senior Vice President with Assistantships being awarded to those applicants that best meet the criteria set forth by the Committee. The number of awardees are subject to availability of funds.

5.0. APPLICATION PROCEDURE AND REQUIREMENTS. _____

An applicant for an award must provide the following documents:

- (a) A completed application must be submitted to the University of Guam Financial Aid Office no later than the prescribed due date, along with the letter of nomination from their respective school or academic units where the Teaching/Research Assistants are assigned.

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- (b) Must submit proof of U.S. citizenship (Birth Certificate, Naturalized Certificate, or Passport) or proof of permanent resident alien status (Permanent Resident Alien Card and Passport). For citizens of the FSM, RMI, and Palau, a valid passport and/or birth certificate will be required.
- (c) Must provide any one or a combination of the following documents as proof of residency on Guam:
 - (1) Copies of filed Guam income tax records or tax return transcripts from the most recent tax year.
 - (2) Certified statement from the Guam Election Commission on Voter registration for the past two (2) general elections.
 - (4) Most recent bank statement of mortgage on principal residence.
 - (5) Official transcripts from schools attended on Guam.
 - (6) Any other verifiable documentation that can demonstrate current Guam residency.

6.0. BENEFITS. _____

An award recipient is entitled to the following benefits:

- (a) Tuition waiver of up to twelve (12) credits per semester and not to exceed thirty-six (36) credits over a period of three (3) years. Students may not receive a tuition waiver to pursue a second master's degree; and
- (b) Paid Research Assistant Position at ten (10) hours per week; or
- (c) Paid Teaching Assisting Position at ten (10) hours per week

Awards are contingent on the availability of funds.

7.0. OBLIGATION OF AWARD RECIPIENTS. _____

The recipient of an Award must fulfill the following obligations:

- (a) Comply with all award regulations established by the Board of Regents.
- (b) Maintain good academic standing at the University of Guam. A student who fails to comply with this regulation shall be placed on probation and must meet the academic standard prescribed herein by the end of the term immediately following the term in which the probationary status was incurred.
- (c) Be employed on Guam for one year (1:1) for each year that assistance was received by the recipient under the program. The recipient's employment on Guam shall commence within six (6) months after the completion of studies. If a recipient continues their education as a full-time student at a graduate or professional school, the recipient may defer employment on Guam until such additional studies are completed; provided, that written approval is obtained from the Board. A graduate requiring specialized training may postpone that person's employment on Guam while undergoing specialized training provided that the recipient is certified by the director of the training program on an annual basis and upon written approval from the Board.

Recipients may fulfill their service requirement by engaging in research or teaching while under GSTAP. The research or teaching must be fully endorsed and authorized by the Dean of the school or academic unit where the Research/Teaching Assistants are assigned or by the relevant approving authority at the Office of Graduate Studies.

Service credit may be postponed upon written approval from the Board, for up to six (6) years while the recipient is serving in active duty in a branch of the U.S. Armed Services; provided, however, that the student applies for postponement within ninety (90) days of entering the Armed Services and continues to maintain Guam as that person's place of residence;

(e) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the recipient's respective institution as needed to comply with Board rules and regulations. Additionally, the recipient will be required to attend:

- (i) A pre-award interview prior to disbursement of the award; and
- (ii) an exit interview upon completion of degree with the Financial Aid Office.

8.0. PROMISSORY NOTE. _____

The recipient shall execute a promissory note with two (2) responsible co-signers who are financially able to repay the note in the event that the recipient fails to comply with the service obligation provided herein, within one hundred eighty (180) days from the required initial date of employment. The note becomes interest bearing on any amounts unpaid by service credit that are due and payable, which shall be subject to interest on the annual rate of ten percent (10%). The total amount of the note shall be determined upon completion of studies in which assistance was provided by the award. No funds under this Program shall be disbursed until the note has been complied with in accordance to the prescribed

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rules and regulations of this Program. This Note shall be executed by the Financial Aid Office, Student Financial Assistance Program.

9.0. CONDITIONS FOR CONTINUATION OF AN AWARD. _____

The conditions for continuation of the Award shall include the following:

- (a) The recipient must be enrolled at the University of Guam; and,
- (b) The recipient must maintain satisfactory academic standing in accordance with Regulations §7.0(b), and
- (c) The recipient must have complied with all other regulations governing the Award.

10.0. FORFEITURE OF AWARD. _____

Forfeiture of an award shall result from any of the causes listed below, and any award forfeited shall be immediately due and payable.

- (a) Suspension or dismissal for academic deficiency, disciplinary reasons, or conviction of a felony.
- (b) Withdrawal from the institution in anticipation of any action under (a), above or for any other reason(s) not authorized by the Board.
- (c) Failure to maintain status as an enrolled UOG student, except a recipient may be allowed by the Board one-academic term to regain enrolled status without cancellation of the award. Recipient must file an appeal to the Committee explaining the absence. The Committee's decision cannot be appealed.
- (d) Changing of graduate program to a Non-STEM graduate program.
- (e) Violation of other Board regulations.

11.0. SERVICE CREDIT. _____

For the purpose of repayment of the Award, the recipient shall receive:

- (a) **Service Credit.**
 - (1) As a condition of selection in the program, each recipient shall agree to begin employment within six (6) months from completion of his/her degree program and to continue in such employment for a period of time equal to one (1) calendar year for each academic year the recipient receives a benefit from the program. If the recipient begins employment on Guam within six (6) months after graduation without interruption, the recipient is considered to have met the obligation to the Board and will receive credit beginning on the date of employment.
 - (2) Recipients who choose to fulfill the service requirement by performing research while under the Assistantship must provide a written statement to the Financial Aid Office at the end of each academic semester. Such written statement shall indicate the research conducted and whether the recipient is in good academic standing as required by the University. The written statement must be from the Dean of the school or academic unit where the Research/Teaching Assistants are assigned or by the relevant approving authority at the Office of Graduate Studies, Sponsored Programs.
- (b) **Postponement.** If the recipient wishes not to begin employment on Guam within six (6) months after graduation to continue studies on a full-time basis at an accredited institution of higher education, the recipient may appeal in writing to the Board for permission. Should such permission be granted, the repayment obligation shall be deferred for the period granted to continue the recipient's studies. Without the prior approval of the Board, the recipient who does not begin employment on Guam within six (6) months shall be responsible for repaying all funds disbursed during attendance under this program and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments shall not exceed ten (10) years pursuant to the law. The University of Guam Collections Department / Bursar's Office will be charged with computing the recipient's monthly installment payments in the event of default.
- (c) **Interruption.** If a person receiving service credit wishes to temporarily terminate employment on Guam to continue that person's studies on a full-time basis at an accredited institution of higher education as recognized by the Council on Higher Education Accreditation ('CHEA'), or an eligible foreign medical school, that person may appeal in writing to the Board for permission. Should such permission be granted, the repayment obligation shall be deferred for the period granted to continue that person's studies.
- (d) **Ineligibility for Service Credit.** Any recipient who did not receive the degree that that person sought with assistance from Board, without prior written approval, shall be ineligible for service credit. All monies disbursed during attendance under this program will become due and payable under the note, and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments shall not exceed ten (10) years pursuant to the law. The University of Guam Collections Department / Bursar's Office will be charged with computing the recipient's monthly installment payments in the event of default.
- (e) **Leave of Absence.** It is the responsibility of the recipient to inform the University of Guam of their intended leave of absence if such leave is longer than forty-five (45) days. The recipient must remain employed on Guam to receive service credit while on off-Island leave status.

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- (f) **Death or Total Disability:** In the event the recipient should become totally disabled (physiological or psychological) or upon death, while completing service credit, any obligation on the note shall be terminated upon certification of two (2) physicians licensed to practice in the United States.
- (g) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the Board of Regents documentary evidence of such employment and, each year thereafter, until such obligation is fulfilled.

12.0. **CONFLICT.** _____

In the event any revised regulation herein is found to be in conflict with a previous regulation under which a student was awarded financial assistance, the regulation in effect at the time of the award shall continue to apply to the student for the remainder of the recipient's studies for which the award was made.

University of Guam

Request for Official Action on a Policy or Regulation

1. **Date of this request:** 6 / 29 / 20
2. **Destination of request:** (as per governance guidance or manual)
 Board of Regents President SVP&P VPAF/CBO Other _____
 BOR Committee: Academic, Personnel, and Tenure Budget, Finance, Investments, and Audit
 Physical Facilities Student Affairs, Scholarship, Alumni Relations and Honorary Degree
3. **Originating organizational unit:** Graduate Council
4. **Action proponent name:** Troy McVey email: tmcvey@triton.uog.edu phone: _____
5. **Action requested:** To establish a part-time fee structure for Graduate Students
6. **Justification supporting action request:** See attached

7. **Requested effective date of action, if approved:** AY 2020 - 21

8. **Manual or document to be altered:**

- | | |
|--|---|
| <input type="checkbox"/> BOR Policy <input type="checkbox"/> Academics <input type="checkbox"/> Auxiliary Services _____ <input type="checkbox"/> Business Office _____ <input type="checkbox"/> Enrollment Management & Student Success <input type="checkbox"/> Facilities Maintenance & Services <input type="checkbox"/> Graduate Studies <input type="checkbox"/> Human Resources Office | <input type="checkbox"/> RFK Library or MARC <input type="checkbox"/> Office of Information Technology <input type="checkbox"/> Office of Marketing & Communications <input type="checkbox"/> Office of Research & Sponsored Programs <input type="checkbox"/> Safety & Security <input type="checkbox"/> Triton Athletics <input checked="" type="checkbox"/> Other <u>Graduate Bulletin</u> |
|--|---|

Location of proposed alteration in manual: page 35 **Version dated** AY2019-20

9. **Attach:**

- a. Proposed Procedure, Regulation, or Policy language (in unlocked finalized Word file only, no PDFs).
- b. Documentation showing reason and appropriate consultation with advisory and/or governance committees has been done.
- c. Documentation of a public hearing, as applicable.

10. **Consultation Record** (as per governance guidance, manual, or courtesy)

| Committee | Position | Name / Signature (use BLUE ink) | Date |
|--|--------------------|---------------------------------------|-----------------------|
| Originating Unit AAC <input type="checkbox"/> NA | Grad Council Chair | <u>Troy McVey</u> / <u>Troy McVey</u> | <u>06 / 30 / 2020</u> |
| Appropriate Dean/Director/ Admin <input type="checkbox"/> NA | VP AE, GS, OLL | <u>Troy McVey</u> / <u>Troy McVey</u> | <u>06 / 30 / 2020</u> |
| AD HOC Committee <input checked="" type="checkbox"/> NA | _____ | _____ / _____ | <u> / / 20</u> |
| Student Gov Association <input checked="" type="checkbox"/> NA | _____ | _____ / _____ | <u> / / 20</u> |
| Staff Council <input checked="" type="checkbox"/> NA | _____ | _____ / _____ | <u> / / 20</u> |
| Administrative Council <input type="checkbox"/> NA | VPAF/CBO | <u>Randall V. Wiegand</u> / <u>RV</u> | <u>7 / 9 / 2020</u> |
| Faculty Senate <input checked="" type="checkbox"/> NA | _____ | _____ / _____ | <u> / / 20</u> |
| Faculty Union <input checked="" type="checkbox"/> NA | _____ | _____ / _____ | <u> / / 20</u> |

11. **Administration Approvals** (as applicable)

| | | | | | | | | | | | | | | | | |
|---|--|--|--------------------------------------|---------------------|--|--------------------------------------|---------------------|--|--------------------------------------|--------------------------|-----------------------------------|--------------------------------------|----------------|-----------------------------------|--------------------------------------|----------------|
| Anita Borja Enriquez, SVP&P _____ Randy Wiegand, VPAF/CBO <u>RW</u> _____ Thomas Krise, UOG President <u>Thomas Krise</u> _____ _____, Chair, BOR Comm _____ Elvin Chang, Chair, Board of Regents _____ | <table border="0"> <tr> <td><input checked="" type="checkbox"/> Approved</td> <td><input type="checkbox"/> Disapproved</td> <td><u>7 / 9 / 2020</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Approved</td> <td><input type="checkbox"/> Disapproved</td> <td><u>7 / 9 / 2020</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Approved</td> <td><input type="checkbox"/> Disapproved</td> <td><u>Jul 14, 2020 / 20</u></td> </tr> <tr> <td><input type="checkbox"/> Approved</td> <td><input type="checkbox"/> Disapproved</td> <td><u> / / 20</u></td> </tr> <tr> <td><input type="checkbox"/> Approved</td> <td><input type="checkbox"/> Disapproved</td> <td><u> / / 20</u></td> </tr> </table> | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <u>7 / 9 / 2020</u> | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <u>7 / 9 / 2020</u> | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <u>Jul 14, 2020 / 20</u> | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <u> / / 20</u> | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <u> / / 20</u> |
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6/2008

PROPOSED INSERTION TO BULLETIN

(page 35, below the student fee schedule. The fee table is updated annually for the Undergraduate Catalog, so the responsible parties would update it here, too. This language is like what is found in the catalog.)

Graduate students taking five credits or less will be charged 50% of the student fee for the regular fanuchanan and fañomnakan semesters.

Graduate students taking five credits or less during the finakpo' term inclusive of sessions A, B, and C would be assessed a flat fee of \$152.50.

Graduate students enrolled only in thesis credits would be assessed a flat fee of \$148 per term to maintain full access to library and computer services on campus.

JUSTIFICATION

The rationale is that there is currently no policy in place that allows part-time fees to part-time graduate students. This means students taking only one or two courses are paying full-time fees.

Students enrolled in only 1 thesis credit are considered full-time students for financial aid purposes, but in semesters when students take only thesis credits, the argument is that it is unfair to charge a student \$305 in fees for a \$200-some credit in the very semesters they are unlikely to come to campus. The main advantage these students have in being classified as full-time is they do not go into repayment on their student loans while still a student.

REVIEW PROCESS

This was brought to Graduate Council by the Micronesian Studies and English program chairs in late 2019. It was approved by Graduate Council in the April 24 virtual meeting. Language regarding the fee for thesis-only students was revised in consultation with the Dean of University Libraries, TADEO Associate Director, and Registrar.

It is being brought to Administrative Council for review and approval before submission to the Board of Regents.

ECONOMIC IMPACT

There were 135 full-time and 188 part-time students in Fanuchanan 2018 (*UOG Fact Book*), all paying full time fees.

A total of \$126,616 was collected.

If this fee schedule had been in place:

135 would have paid full-time fees of \$392.

188 would have paid part-time fees of \$196.

(Only a handful of students are thesis-only students, so counted with part-time students.)

A total of \$89,768 would have been collected.

Academic Affairs 08/13/01
Revised AVP
9/23/01
Revised SVP
10/10/03; 6 2008

Betsy DeVos
The Secretary of Education
Washington, DC 20200

CARES Act Higher Education Emergency Relief Fund
Status Report #2
As of June 11, 2020

On April 9, 2020, the U.S. Secretary of Education issued a letter to all institutions of higher education detailing how \$12.56 billion from the Education Stabilization Fund of the Coronavirus Aid, Relief, and Economic Security (CARES) Act would be distributed. The University of Guam was allocated \$4,564,698 from the fund, of which fifty percent (50%) or \$2,282,349, is to be awarded directly to students to provide emergency financial aid grants for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care).

As part of receiving these funds, the University is required to submit a report to the Secretary thirty (30) days and updated every 45 days thereafter. The report should describe how funds were distributed to students. The University provides the following information:

1. The University of Guam confirms and acknowledges that the Certification of Agreement for the first half was signed and submitted to the U.S. Department of Education and will use the total amount of \$2,282,349 received under as direct aid to eligible students.
2. At the beginning of this process, we estimated that 3,221 students had the potential to be eligible to receive Emergency Financial Aid Grants. As of **06/11/2020**, the University paid **\$2,282,349** to **3,221** students. The University paid an additional **\$19,995.71** to **33** students through the institutional share of the CARES Higher Education Emergency Relief Fund.
3. It was determined that a UOG student enrolled in the Fãnomnåkan 2020 semester as of March 14, 2020 and met the CARES Act eligibility requirements would receive an Emergency Financial Aid Grant. The grant amount would be determined by the students' status as of March 14, 2020 of being a full-time or part-time student as defined by the undergraduate and graduate catalogs. Grant amounts were determined to be \$747.03 for a full-time student and \$560.27 for a part-time student. U.S. Department of Education provided additional comments that have led the University of Guam to conclude that students may not need to ensure Title IV eligibility in order to receive the emergency financial aid grants. As a result, an additional 33 students were provided funds.
4. The University has dedicated a page on its website providing guidance and information on the Emergency Financial Aid Grants and can be found at <https://www.uog.edu/cares-act>.

Respectfully Submitted,



Dr. Anita Borja Enriquez
Senior Vice President & Provost
Academic and Student Affairs

cc: University of Guam Community

5.0 ADJOURNMENT