



UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents

Resolution No. 19-14

**RELATIVE TO APPROVING THE REVISION TO THE ACADEMIC ADVISEMENT AND
DECLARATION OF MAJOR 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, the Undergraduate *Catalog* is the policy document for Academic Policy and the *Rules, Regulations, and Procedures Manual* is the policy document for Student Policy; and this policy is found in both locations;

WHEREAS, best practices in student academic advisement show that students who declare a major earlier are more likely to complete their degree programs and the University has improved academic advising programs in the colleges and schools;

WHEREAS, the current policy of allowing students to wait until sixty (60) credits have been completed before requiring a declaration of major has contributed to low completion rates as well as a high proportion of undeclared students who do not have access to program-specific advisement;

WHEREAS, the enclosed Academic Advisement and Declaration of Major Policy was considered and recommended by the College of Natural and Applied 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 revised Academic Advisement and Declaration of Major policy.

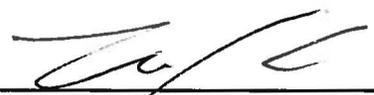
NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby approves the revised Academic Advisement and Declaration of Major Policy, effective AY2019-2020.

Adopted this 18th day of April, 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

March 5, 2019

TO: Dr. Thomas W. Krise, President
FROM: Dr. Anita Borja Enriquez
Senior Vice President, Academic and Student Affairs
SUBJECT: Revision to Declaration of Major Policy

I am pleased to report that the Faculty Senate endorsed the request to revise the academic policy concerning when undergraduate students must declare their major. This revised policy will require students to declare their academic major before completing 30 credits, as opposed to 60 credits in the current policy.

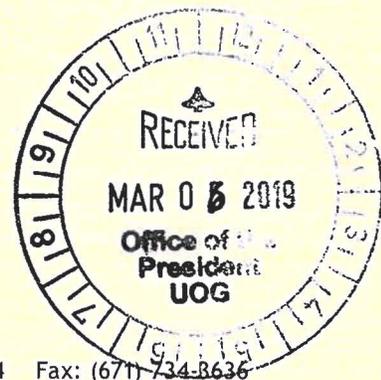
It has been found in multiple studies that students who are committed to a specific degree are more likely to complete in six years (NACADA 2003, 2006). UOG is committed to improving completion rates and to reducing our high percentage (30%) of undeclared students. This policy revision will not only improve our numbers, but will also put students into earlier contact with faculty and academic program advisement. The policy will be revised in the Undergraduate Catalog as well as the Rules, Regulations, and Procedures Manual.

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.

Thank you.

APPROVED:

Dr. Thomas W. Krise
President



RECEIVED
UNIVERSITY OF GUAM

UNIVERSITY OF GUAM
ACADEMIC POLICIES AND REGULATIONS

Received By:

10/16/2018 10:00 am
Date & Time

1. Subject: Revision to Academic Advisement and Declaration of Major Policy
2. Purpose: To improve graduation rates through earlier declaration of major
3. Attach Complete Statement of Policy or Regulation (New ___ or Amendment/Change XXX)
4. Effective Date: Fañomnâkan (Spring 2019)
5. Publication Document (Reference section and/or page number, include current and requested replacement sections):

2018-2019 Undergraduate Catalog, p. 73
Year

Graduate Bulletin, p. _____
Year

February 17, 2000 Rules, Regulations and Procedures Manual (Specify Article)
Article III Student Policy; G. General Education Course and Area Requirements; 13. Academic Advisement and Declaration of Major

Other document (specify) _____

UNIT	SIGNATURE (use BLUE pen please)	DATE
CNAS AAC		<u>12 Oct 2018</u>
Dean, CNAS		<u>12 Oct 18</u>
Academic Review Committee		<u>2/5/2019</u>
Faculty Senate		<u>FEB 06 2019</u>
Administrative Council (if applicable)		

APPROVED:

DR. ANITA BORJA ENRIQUEZ
 SENIOR VICE PRESIDENT,
 Academic and Student Affairs
 (for all academic and curricular matters)

2/6/19
DATE

President (if required) _____
 Date _____

Board of Regents
 (if required, for University policy statements)

2/22/19
Date

CURRENT POLICY:

1. UNDERGRADUATE CATALOG 2018–2019

ADVISEMENT AND DECLARATION OF MAJOR

Academic Advisement is mandatory for all full or part-time students, and high school advanced placement students. The signature of a designated advisor is required to complete the registration process. The following are the three categories of undergraduate students and their designated advisors:

- Undeclared majors who have earned less than 60 credits: Counselors or college advisors if they are undeclared in a college.
- All declared majors not covered by either of the above: Academic major advisors in the college/school, as assigned by the Dean.

As a requirement for graduation, academic evaluation must be requested from the Records Office once 60 credits or approximately one-half of the required credits for graduation have been completed. (See Degrees: requirements and regulations) Evaluations desired at any time prior to the accumulation of 60 credit hours are the responsibility of the student, in conference with the academic advisor and/or program chairperson. Should the students or their advisors discover that their records are incomplete, the Registrar will assist the advisor in bringing the academic records up-to-date.

Declaration of Major A student must declare a major by the beginning of the junior year (60 credits).

2. RULES, REGULATIONS AND PROCEDURES MANUAL; APPROVED BY BOR, 2/17/2000

Article III Student Policy; G. General Education Course and Area Requirements; 13. Academic Advisement and Declaration of Major

13. Academic Advisement and Declaration of Major

Academic advisement is encouraged for all full-time, part-time and advanced placement (high school) students. The following is a list of the various categories of undergraduate students and their designated advisors:

- a. Students on English Restriction: Fundamentals of English and Applied Linguistics Faculty.
- b. Undeclared majors who have earned less than sixty (60) credits: Counselors.
- c. All declared majors not covered by any of the above: Academic major advisors.

A student must declare a major by the beginning of the junior year (sixty (60) credits). Any student electing to remain undeclared after sixty (60) credits will be asked to sign a waiver provided by the Admissions and Records Office.