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 18th day of April, 2019.

Christopher K. Felix, Chairperson

ATTESTED:

Thomas W. Krise, Ph.D., Executive Secretary
UNIVERSITY OF GUAM
ACADEMIC POLICIES AND REGULATIONS

1. Subject: Undergraduate Certificate Policy

2. 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.

3. 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.

4. Requested Effective Date: Fānuchānan 2019

5. 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
Appropriate Dean/Administrator
Academic/Admin Committee
Faculty Senate (if applicable)
Faculty Senate Office

Board of Regents Approval

Revised: SVP 08/10 jsn – Academic Policies and Regulations Form - Page 1 of 2
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

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges Senior College and University Commission and is an equal opportunity employer and provider.
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.
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)

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<tr>
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EDUCATIONAL BACKGROUND

Term Last Attended at UOG (if Applicable)

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Were you ever suspended, dismissed or asked to withdraw from UOG or any other College/University?

Yes (if yes, please complete the following)

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EMERGENCY INFORMATION

Parent, Guardian or Next of Kin

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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: ☐ Academic Transcript(s) ☐ Sexual Misconduct Training ☐ Academic Progress Form

Other: 

Pending Clearance: ☐ Health Collections ☐ RFK Library ☐ ROTC ☐ Student Housing (Dorm)

Application Complete: Yes ☐ No Processed by: ___________________________ Date: ___________________________

Date: 11/18/2018
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) 735-2204/06/11/11 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.
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