

## APPLICATION FOR CERTIFICATE PROGRAM

### INSTRUCTIONS TO STUDENT:

1. Print clearly and complete all information with blue or black ink.
2. Seek approval from the Department Chair offering the certificate program.
3. FOR NEW STUDENTS ONLY. Pay \$52 application fee at the Cashier's Office in the Administration Building from 8am–4pm, Monday-Friday. Additional requirements listed on page 2.
4. Submit completed form to Admissions and Records Office for processing.

### STATUS (check one):

☐ NEW STUDENT (Certificate Only)

➤ Application fee: \$52.00 (non-refundable) Receipt# & Date: \_\_\_\_\_ / Start Term: Fall\_\_\_\_ Spring\_\_\_\_ Summer\_\_\_\_

☐ CURRENT STUDENT AT UOG

### 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)<br><input type="radio"/> Resident <input type="radio"/> Nonresident |                   | Citizenship & Ethnicity           | Native Language |

### EMERGENCY INFORMATION

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

### PROGRAM INFORMATION

I am interested in (check ONE undergraduate or graduate certificate program):

#### UNDERGRADUATE Certificate Programs:

- ☐ CHamoru Studies
- ☐ Cybersecurity Management
- ☐ Ethics
- ☐ Health Services Administration
- ☐ Island Wisdom: Foundations in Micronesian Seafaring
- ☐ Library Science
- ☐ Nonprofit Management and Leadership
- ☐ Political Science
  - ☐ International Relations
  - ☐ Politics of Asia-Pacific
- ☐ Women & Gender Studies

*\*Must have completed high school or GED.*

#### GRADUATE Certificate Programs:

- ☐ Data Science
- ☐ Leaders in Education (INTal)
- ☐ Micronesian Studies
- ☐ Sustainable Agriculture, Food & Natural Resources (SAFNR)
  - ☐ Aquaculture
  - ☐ Food & Technology
  - ☐ Sustainable Tropical Agriculture & Natural Resources
  - ☐ Tropical Horticulture
- ☐ Teaching

*\*Must have completed a bachelor's degree.*

### RECOMMENDATION TO PURSUE CERTIFICATE PROGRAM (Required)

[ ] APPROVED [ ] DISAPPROVED

\_\_\_\_\_  
 Department Chair (Print, Sign & Date)

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 Requirements: ☐ Academic Transcript ☐ Health Requirements ☐ Sexual Misconduct Training ☐ Other: \_\_\_\_\_

Application Complete: ☐ Yes ☐ No Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

# ADMISSION REQUIREMENTS

## **OFFICIAL TRANSCRIPTS**

UNDERGRADUATE - An official high school transcript indicating graduation date or official documentation of GED Scores.

GRADUATE - An official transcript showing conferral of your highest degree (bachelor's, master's, or doctoral) earned.

All official transcripts must be submitted to the Admissions & Records Office by the end of the first semester/term of entry. A student may not register for another semester/term until official transcripts have been submitted.

## **HEALTH REQUIREMENTS**

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)**

Completion of this training is **mandatory** prior to **academic advisement** and **course registration**. This training only needs to be completed once each academic year.

The Office of Admissions and Records will send a link to your official UOG student email address to access the Sexual Misconduct Training (SMT). Please note: You **must** complete the misconduct training using your official **gotritons.uog.edu** student email address.

If you have not yet received your UOG email login credentials, please contact the Office of Information Technology (OIT) at **helpdesk@triton.uog.edu**. Be sure to include **one valid photo ID** (Driver's License, Guam ID, or Passport) to verify your identity and obtain access to your university email account.

# CERTIFICATE POLICY

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. 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.

## **Certificate Student Status**

Students pursuing certificates must submit a special application to a specific certificate program and pay the admission fee for that program. Student 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 (seen earlier in this Bulletin) would apply. These students would be responsible for meeting prerequisites for all courses and all student fees.

## **Minimum Grade Requirement**

UNDERGRADUATE - 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.

GRADUATE - 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 Office of Admissions & Records, 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. Students who wish to have their certificates mailed to them must pay the postage applicable at the time they file the request.

## **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.