

## APPLICATION FOR CERTIFICATE PROGRAM

**STATUS** (check one):  NEW STUDENT (Certificate Only)

- Application fee: \$52.00 (non-refundable) Receipt# \_\_\_\_\_ Date \_\_\_\_\_ Cashier's Initial \_\_\_\_\_
  - Start Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_
- CURRENT STUDENT AT UOG

**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.

**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):   |  |
| <p><u>UNDERGRADUATE</u> Certificate Programs:</p> <p><input type="radio"/> CHamoru Studies</p> <p><input type="radio"/> Ethics</p> <p><input type="radio"/> Health Services Administration</p> <p><input type="radio"/> Library Science</p> <p><input type="radio"/> Women &amp; Gender Studies</p> <p><i>*Must have completed high school or GED</i></p> | <p><u>GRADUATE</u> Certificate Programs:</p> <p><input type="radio"/> Micronesian Studies</p> <p><input type="radio"/> Sustainable Agriculture, Food and Natural Resources (SAFNR)</p> <p style="padding-left: 20px;"><input type="radio"/> Island Sustainability</p> <p style="padding-left: 20px;"><input type="radio"/> International Agriculture</p> <p style="padding-left: 20px;"><input type="radio"/> Agriculture &amp; Natural Resources</p> <p style="padding-left: 20px;"><input type="radio"/> Tropical Horticulture</p> <p style="padding-left: 20px;"><input type="radio"/> Food &amp; Technology</p> <p><input type="radio"/> Teaching</p> <p><i>*Must have completed a bachelor's degree</i></p> |

**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 Documents:    | <input type="radio"/> Academic Transcript(s) | <input type="radio"/> Sexual Misconduct Training | <input type="radio"/> Other: _____  |
| Pending Clearance:    | <input type="radio"/> Health                 | <input type="radio"/> Collections                | <input type="radio"/> RFK Library <input type="radio"/> ROTC <input type="radio"/> Student Housing (Dorm) |
| Application Complete: | <input type="radio"/> Yes                    | <input type="radio"/> 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)**

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](mailto:admitme@triton.uog.edu)

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

For more information about UOG's updated Sexual Misconduct Policy, visit [www.uog.edu/helpline](http://www.uog.edu/helpline)

To download the updated Sexual Misconduct Policy, visit <http://goo.gl/LMGP9>

# 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.