UNIVERSITY OF GUAM
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STUDENT POLICIES

University of Guam Policy / Procedure Face Sheet Template

Policy Type	[ ] Board; [X] Board-approved; [ ] President; [ ] President-approved; [ ] Other _____				
Policy/Procedure Manual Name	Student Policies				
Article No.		**Article Title**	Policies of the UOG Board of Regents		
Insert Policy / Procedure in		University of Guam – Rules, Regulations and Procedures Manual			
Approval Authority	Board of Regents	**Effective**	June 2018	**Most Recent Review**	
Responsible Executive	President Sr. VP ASA	**Resolution No** (or other tracking no).		**Date of Next Required Review** (date set by Board)	__/__/__
Responsible Office	EMSS	**Revision Tracking**			
Policy/Procedure Contact & Website where document is maintained		671.735.2218; arlinelg@triton.uog.edu https://www.uog.edu/admissions https://www.uog.edu/policy-procedures-library			
Who Should Review (not in specific order)		[ ] Creating group; [ ] Unit Administrator(s); [ ] Unit Academic Affairs Committee; [ ] Human Resources Office; [ ] Business Office; [ ] Facilities & Maintenance; [ ] Institutional Safety Committee; [ ] Faculty Senate; [ ] Faculty Union; [ ] Student Government Association; [ ] Administrative Council; [ ] Academic Officers Council; [ ] Vice President Administration & Finance; [x] Senior Vice President for Academic & Student Affairs; [x] UOG Legal Counsel; [x] UOG President; [x] UOG Board of Regents; [ ] Guam Legislature; [ ] Governor of Guam			
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NOTE: All approved changes to policy/procedures need to be made on the hardcopy of this document within 5 workdays and posted on https://www.uog.edu/policy-procedures-library/ within 10 workdays from the date approved.					

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SECTION I: STUDENT POLICIES AND PROCEDURES

Board of Regents Resolution No. 72-04 contains the initial policy guidelines on admission, enrollment, retention and that any changes proposed in the general admissions policies or practices must be submitted to the Board for approval. Prior to the January 26, 1995, Board of Regents Resolution No. 95-3 requiring catalogs, policies and procedures were publicized in the respective graduate and undergraduate attendance. Probation, suspension, and dismissal policies are also contained in the catalogs. Prospective applicants interested in the University of Guam should contact the Office of Admissions and Records UOG Calvo Field House Phone at (671) 735-2201/2202; Fax: (671) 735-2203; Email: admitme@triton.uog.edu (well in advance of their expected date of enrollment). The admission deadlines are indicated in the Academic calendar and apply to all applicants.

A. APPLICATION AND ADMISSIONS

Application and fee should be submitted as early as possible prior to the admission application deadlines as listed in the Academic Calendar. Applicants are notified of admission decisions on a rolling basis. Once applications are received and evaluated by the Admissions Office; applicants are notified that they have been admitted, or that their submission is incomplete. A decision to accept an application cannot be made until all required materials are on file and the application fee of $52.00. For international student applications the fee is $77.00. (BOR Resolution No. 17-15)

To be considered for admission, applicants must submit complete and official credentials, which include complete documentation of their previous educational background. Official transcripts must be sent directly to the Office of Admissions from the issuing institution. Failure to submit official transcripts from all institutions previously attended is cause for canceling the admission process. All credentials presented for admission to the University of Guam become the property of the University and will not be given to or reproduced for the applicant.

1. **Cancellation of Admission** A student's admission to the University will be canceled if she or he fails to register for classes in the term for which she or he has been admitted. Application files are retained for one year from the date submitted. Students whose admissions have been canceled because of failure to register for the appropriate term may reapply and must meet all the current requirements for admission. Documents on file, such as placement examination scores, transcripts, evaluations, and fees may be used for reapplication if they meet the admission requirements at the time of the reapplication and provided that the reapplication is submitted within one year of the first application.

2. **Admission to Bachelor's Degree Programs** Admission to the University does not imply admission to the program of your choice. Specific programs may have additional requirements for admissions into their majors. Please review the information listed under your prospective college or major.

3. **Health Requirements** In accordance with PL 22-130, all applicants and 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 prior to the beginning of the entry term. Prior to the registration period, submit the documents described below in order to be eligible to enroll in classes. (NOTE: F-1 visa international applicants must submit health documents before the I-20 will be issued.) Present written documentation (if born in or after 1957) of receiving a vaccination against measles, mumps, and rubella (MMR), administered after the individual was one year of age. In the case of measles and rubella, only vaccination dates during or after 1968 are acceptable. Exemptions from these immunization requirements are allowed where medically indicated or if in conflict with religious beliefs. Have a PPD (Purified Protein Derivative) skin test to be sure that she or he is free of tuberculosis. (This requirement applies also to any returning student who has not enrolled for two or more regular semesters.) Students who show positive PPD results will be referred to the Guam Department of Public Health and Social Services for clearance prior to

enrollment. The University reserves the right to require annual PPD, testing for foreign (I-20) students who leave Guam for places other than the U.S. before returning to UOG.

4. **Right to Appeal Denied Admission** Applicants or former students who have been denied admission to the University and feel that extenuating circumstances exist, may submit a request for appeal to the Registrar's Office for review and evaluation. Appeal forms are available at the Office of Admissions and Records.

5. **New Student Placement Examination** All entering freshmen must take the English Preparedness Test and Mathematics Placement Exam prior to registration. All new freshmen will be placed into EN-110 (Freshman Composition). Transfer students may be exempted if an official transcript from an accredited U.S. college or university has been submitted indicating the completion with a "C" or better in the following: (1) three semester hours of college English for exemption from the English Placement Test and (2) three semester hours in intermediate algebra, college algebra, or finite math for exemption from the Math Placement Exam.

   From time to time the University offers Mathematics developmental courses to new high school graduates and high school seniors. All such students are eligible for placement in these non-degree-credit courses. Placement into MA085A is determined by the results of the University's Placement Tests. For students placed into MA085A, successful completion is one of the prerequisites for entry into credit bearing courses in the required Mathematics sequence. Students must also apply and be accepted as a student at the University of Guam in order to register for credit bearing courses.

6. **English Advanced Placement of New Students** The University of Guam recognizes the high scholastic achievement of high school students who successfully complete the Advanced Placement Program (AP) of the College Board Exam while in school. For advanced placement within the English Program, students who document a score of 3 on the AP exam for English Language and Composition are placed in EN110. High school students who document a score of 4 or 5 are placed in EN 111 and given credit as having taken EN110. Advanced Placement Literature scores of 4 or 5 will count for EN 210 credit. Requests for AP credit must be made to the Registrar upon admission to the university. The English Program also accepts the results of the College Level Examination Program (CLEP) Tests. The CLEP general examination in English scores reported by Educational Testing Services (ETS) is ranked as follows:

   39th to 49th percentile: Students are placed in EN111 and given credit for having taken EN110.
   50th percentile or above: Students need not take Freshman Composition but are given credit for having taken EN110 and EN111.

   Additionally, the English Program recognizes students who take the International Baccalaureate (IB) Language A 1 exam. Students who document a score of 4 or 5 on the IB Language A1 exam are placed in EN110; students who document a score of 6 are placed in EN111 and given credit as having taken EN110.

   Math Advanced Placement of New Students

   Students who score a 1 or 2 on the Calculus BC exam but receive a 3 or above on the Calculus AB subscore will earn 5 credits of MA203* Math placement test will be optional and automatic placement in the higher course**.

Scores of 3, 4, or 5 on other AP exams may be accepted for advanced placement and/or credit after consultation with faculty of relevant disciplines. No AP credit will be considered for qualifying scores in biology, chemistry, or physics unless the AP class includes at least three hours of laboratory per week	Exam	Score of 3	Score of 4	Score of 5
	AP Calculus AB	5 credits of MA203**		
	AP Calculus BC*	5 credits of MA203**	5 credits each of MA203 and MA204**	

7. **Student Identification Number** Upon admission to the University each applicant is assigned a student identification number. This number is permanent and is used as an identifying account number throughout attendance at the University in order to record necessary data accurately. A student's Social Security Number (SSN) is used only as a secondary identifier. The student's SSN is used to verify various student transactions, such as registration, payment of fees, possible income tax deduction benefits, and financial aid. The student identification number grants students access to free download of Microsoft Office 365 applications, the computer center, secure entrance to other areas on campus, special events, and student discounted offers redeemable from local businesses.

B. ADMISSIONS POLICIES AND PROCEDURE

In addition to the general admission requirements indicated above, there are specific requirements which relate to the applicant's educational background and, subsequently, to the classification of the student:

1. **Admission of New Freshmen Students** An applicant who has successfully completed high school or who has passed the General Educational Development (GED) Test with a cumulative score of 45 or higher will be considered for regular admission after submitting a complete Application for Admission and supporting documents by the application deadlines as indicated in the Academic Calendar. Official transcripts must be sent directly to the Admissions Office from the issuing institution indicating date of high school graduation or proof of successful completion of the GED Test.

2. **Admission of Home School Students** Home school applicants who have successfully completed a curriculum equivalent to that required for graduation from high school will be considered for regular admission after submitting a complete Application for Admission and supporting documents by the application deadlines as indicated in the Academic Calendar. Official transcripts signed by a tutor or parent must be sent directly to the Admissions Office indicating the date of high school graduation. For more information, please contact the Office of Admissions and Records.

3. **Special Students** An applicant 18 years of age or older who does not meet the requirements for regular admission as a freshman student may be admitted to the University as a "special" student. General admission requirements for the special student are the same as those listed for the freshman student. A special student who does not possess a high school diploma or GED is not eligible for federal financial aid. The following regulations and restrictions apply to special students:
   a. After admission they may enroll in any lower division course for which they are qualified.
   b. They will receive college credit for courses completed as special students.
   c. They may not be considered for graduation from any college program until they have been reclassified to

regular student status. To be reclassified as regular students, special students must qualify through one of the following steps: (a) submit a high school diploma or (b) submit a satisfactory score on the GED Test or (c) complete at least 15 credit hours with a minimum overall GPA of 2.00.

Special students must think carefully about their educational objectives before they select their first courses. If, for example, their intentions are simply to enrich their backgrounds or to refresh themselves in certain subject areas, then their enrollment in such courses will be determined on that basis. If, on the other hand, they anticipate entry into a degree program, they should seek guidance from advisors and/or the chairpersons of the particular career programs, so that the courses they select during their initial enrollment, as special students will prepare them for matriculation into particular colleges and programs. In short, successful completion of 15 credit hours, even though qualifying special students for reclassification as regular students, does not necessarily qualifying students for admission into particular colleges or schools for pursuit of degree programs.

4. **Admission of Transfer Students** Applicants are considered transfer students if they have enrolled for an college-level course work at another U.S. regionally accredited institution, full-time or part-time, since graduating from high school. Applicants are not considered transfer students if the only college-level classes they have taken were while enrolled in high school. To be considered for admission, transfer students must report all previous college work and have official transcripts forwarded to the Admissions Office directly from the issuing institution. Students who have successfully completed less than 15 semester hours of college credits must also have high school transcripts indicating date of graduation or proof of successful completion of the General Educational Development (GED) Test sent directly to the Admissions Office from the issuing institution. Transcripts received by the University become the property of the University and will not be given to the student or reproduced under any circumstances.

   a. **Satisfactory Academic Performance** Transfer students must demonstrate satisfactory academic performance as evidenced by an overall grade point average of 2.00 or better on a 4.00 scale on all college work attempted and be in good academic standing at their last institution of attendance.

   b. **Conditional Admission of Transfer Students.** Students who do not have a cumulative (overall) grade point average of at least 2.00 or were not in good academic standing at their last institution of attendance may be admitted to the University on probation if one of the following is applicable:
      i. The student has an overall grade point average of 1.90 or better on a 4.00 grade point scale.
      ii. The student has completed a total of less than 15 semester hours with an overall grade point average of less than 2.00 on a 4.00 grade scale.
      iii. Students admitted on conditional admission must maintain a grade point average of 2.00 or better during their first semester of enrollment to be eligible for continued enrollment.

5. **Admission of International (F & J visa and other eligible visa) Students**. The University is authorized under federal law to enroll non- immigrant foreign (alien) students for degree- seeking purposes or English language training. International students are those whose entry into and stay in Guam and the United States is prescribed by and subject to the limitations of non-immigrant visas, including but not limited to F-visas. Prospective international applicants interested in the University of Guam should write to the Office of Admissions at least six (6) months before their expected date of enrollment. This is to ensure adequate time for the University to receive and evaluate all of the necessary requirements for admission. Please refer to the Academic Calendar for admission deadlines or inquire at the Office of Admissions and Records. International applicants and students who are degree-seeking, must submit evidence of an adequate command of the English language by earning a satisfactory score on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or

enrollment and successful completion of the UOG English Language Institute Program.

	PAPER BASE	COMPUTER BASE	INTERNET BASE
TOEFL SCORE	500	173	61
IELTS SCORE		5.5	

International students who originally received an F- Visa for English language training and successfully completed the UOG English Language Training as certified by ELI are not required to take the TOEFL if they apply for change of educational level to degree-seeking.

International applicants should observe the following:

a. Complete the international student application with an application fee of $77.00 and submit the following required documents:
    i. Provide a copy of valid passport.
    ii. Provide to Student Health Service all immunization requirements (see Student Health Services section).
b. One of the following evaluating companies may be used for evaluation of foreign transcripts:
    i. Education Credential Evaluators, Inc. - *http://www.ece.org*
    ii. International Education Research Foundation, Inc. *http://ierf.org* or
    iii. World Education Services, Inc. *https://www.wes.org*
c. Take TOEFL or IELTS and request for official scores to be sent to Office of Admissions & Records. Information about TOEFL may be obtained by visiting *www.ets.org/**toefl*** and IELTS at *https://www.**ielts**.org*.
d. Make adequate financial arrangements for the desired period of enrollment at the University of Guam. A financial support form certified by a bank or attached with a bank statement is required. Proof of a guaranteed minimum amount of $1,000 must be submitted for initial entry. Private scholarships may be available to international students based on various criteria. For more information, visit the Financial Aid Office at http://www.uog.edu/financial-aid. Upon arrival at the University, take the placement tests in English & Math (see placement test schedule in the application booklet).
e. On-campus housing accommodation is available on a first-come-first-serve basis. Arrangements for housing should be completed before the student's arrival on campus. Detailed information regarding Housing information may be obtained from the Director of Residence Halls Life, UOG (see Student Housing and Residence Life section).
f. Most medical care services in the U.S. are extremely expensive. To protect UOG International Students from these high costs, the University requires all International Students to have medical health insurance by providing proof of coverage that is valid in Guam.
g. Maintain full-time enrollment (undergraduate - 12 credits or more; graduate - 9 credits and/or at least 1 credit thesis for full-time status) during the Fall and Spring Semesters.
    i. US Immigration regulations limit international students to only ONE online course per semester toward the minimum full-time enrollment requirement.
h. Maintain satisfactory academic progress with a minimum cumulative GPA of 2.00 for undergraduate and a cumulative GPA of 3.00 for graduate.

Upon arrival at the University of Guam, the student should obtain an appointment as early as possible with the University Designated School Official (DSO) at the Office of Admissions and Records.

6. **English Language Institute (ELI)** Students have the option to apply to the English Language Institute (ELI). The University of Guam recognizes that some students need specialized, intensive instruction in the English language in order to successfully complete English-medium language course work. Prospective ELI students

applying strictly for English language training are not admitted to the University of Guam as degree seeking students.

7. **National Student Exchange (NSE):** NSE provides opportunities for students to study for a semester or a year at another NSE college or university in the United States, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands. Contact the NSE Program Coordinator at the Office of Admissions and Records for more information.

8. **Admission of Former (Returning) Students** Former students who have not attended the University for at least one regular semester (Fall or Spring) of the current academic year are required to submit an Application for Re-Entry to the Office of Admissions and Records at least one week before the registration period. Official transcripts from all colleges and/or universities attended during the student's non- attendance at the University of Guam (UOG) are required and must be submitted directly to the Office of Admissions and Records from the issuing institution prior to re-entry for review. Students who were in good academic standing prior to their non-attendance at UOG and missed only one semester during the current academic year are eligible for an extension to submit official transcripts until the end of the first semester or term of re-enrollment.

   A cumulative or overall grade point average of 2.00 on a 4.00 scale is the minimum requirement for satisfactory academic performance. Therefore, returning students who do not satisfy the minimum requirement will be admitted to the University on probation and must maintain a grade point average of 2.00 or better during the first semester of re-entry to be eligible for continued enrollment. Returning graduate students who do not satisfy the cumulative grade point average of 3.0 are required to submit a readmission form to the Graduate Studies Office.

9. **Second Baccalaureate Degree** A student may complete two majors simultaneously, generally, the student will be awarded only one baccalaureate degree. Matriculation in a second degree will be approved only if:
   a. The student files with the Registrar's Office a statement of approval by the dean of the college/school and the chair of the department in which she or he wishes to complete the second degree; and
   b. The student's major for the second degree is taken in a subject matter field other than the one in which she or he was awarded the first degree; and furthermore,
   c. The credit-hour requirements for the major leading to the second baccalaureate degree are those specified in the current catalog and will have been earned after the awarding of the first baccalaureate degree.
   d. The student's academic record/transcript will report or display both majors, but the student's diploma will recognize the first major degree college program,
   e. Students requesting to receive two diplomas for each major are required to pay for both diplomas fees.

   In addition, the following regulations apply:
   a. A minimum of thirty-two (32) credit hours toward the second baccalaureate degree must be completed in residence at the University of Guam.
   b. Students holding a baccalaureate degree from other U.S. accredited four-year colleges and universities or foreign equivalent may attempt a second baccalaureate degree at the University of Guam provided they meet the relevant requirements listed above.
   c. In some cases, the General Education requirements may be waived when the student is pursuing a second baccalaureate degree.

10. **Admission of Non-Degree Students** The University of Guam recognizes that some individuals need specific courses for personal enrichment or professional advancement and do not require degree programs. The following option is for such individuals only.
    An applicant who has not been a full-time secondary student for at least four years, or who is enrolled in a degree program at another institution and does not wish to enroll in a degree program at UOG, may apply for admission as a non-degree student. A non-degree student is not required to submit high school or previous

college records or to take placement examinations except for entry into courses in English and mathematics.

A maximum of 30 credits taken by a student in non- degree status can be accepted toward fulfillment of a degree program at the University of Guam if the student meets the following requirements:

a. An Application for Admission for Degree Seeking Undergraduate Students must be submitted to the Admissions Office. The student must complete all requirements for admission, as would a degree-seeking student.
b. Prerequisite courses not completed while the students were in non-degree status must be satisfied before the requested courses can be applied toward a degree program.
c. Courses taken in non-degree status are taken at the student's risk, without regard to formal prerequisites. Non-degree students are urged to seek the advice of the course instructor. Enrollment is subject to availability of space and instructor's concurrence.
d. Students seeking degrees at other institutions should determine in advance whether courses taken at UOG are transferable to their receiving institution.

11. Advanced High School (BOR Resolution No. 09-14) -The following provisions shall govern the Advanced High School Program:

a. The scholarship shall be awarded to qualified high school students who are within one (1) year of graduation and enrolled in eligible high schools on Guam; and
b. The student must be a resident of Guam for a continuous period of not less than one (1) year immediately preceding June 15th of the year, the award conferred.
c. The student must have an overall academic grade point average of at least a 3.00 (B) in his/her high school (10th thru 12th grade) studies; and
d. The student must take the UOG Placement Examination and be placed in college level English or Math.
e. This requirement may be waived for students who participate in special programs.
f. The student must provide a written recommendation from his/her high school counselor or principal; and
g. The student must provide written approval from his/her parents or legal guardian to attend the University of Guam; and
h. The student must have the UOG class schedule approved by high school counselor prior to registration. and
i. The student must provide a copy of 'his/her senior high school class schedule for the term.
j. The student must follow all academic policies, rules, and regulations applicable (see UOG catalog for details).
k. The student must complete all student admission requirements of the University of Guam.
l. The student must follow all UOG academic policies, rules and regulations related to course prerequisites and enrollment in lower and upper-division courses. High school students are not eligible to enroll in upper-division courses.
m. The award shall cover tuition (up to 6 credit hours) and shall be a direct credit to the student's account at the UOG Business Office. NOTE: The 6 credits may be taken during separate semesters (not including Intersession).
n. The award shall cover only the equivalent of one (1) Semester of part-time attendance at the University of Guam, a minimum of six credits not to exceed nine credits.
o. Recipients under this program shall maintain a 3.00 cumulative grade point average for courses which they are registered under this program.
p. Recipients under this program are obligated to reimburse the University of Guam for full tuition cost if the student fails to maintain a 3.00 cumulative grade point average.
r. Awards are subject to the availability of funding.

12. Ethical Recruitment of Students (BOR Resolution No. 23-09)

I. Policy Statement

The University of Guam (UOG) strives to be an institution of high integrity and is committed to ensuring that recruitment and enrollment activities conducted at UOG promote such an environment. The purpose of this policy is to ensure compliance with federal laws and regulation (including but not limited to veterans and Military Service members) to UOG.

II. Applicability

All departments, employees, and agents of UOG must comply with this policy.

III. Procedures

UOG ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation. UOG, its agents, including third party lead generators and marketing firms, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.

2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

   Tuition Sharing: The U.S. Department of Education (USDOE) generally views the payment based on the amount of tuition generated as an indirect payment of compensation based on success in recruitment and therefore, a prohibited basis upon which to measure the value of the services provided. This is true regardless of the manner in which the entity compensates its employees.

   However, USDOE does not consider payment based on the amount of tuition generated by an institution to violate the incentive compensation ban if that payment compensates an unaffiliated third party that provides a set of services that may include recruitment services. The independence of the third party (both as a corporate matter and as a decision maker) from UOG that provides the actual teaching and educational services is a significant safeguard against the abuses USDOE has seen heretofore. When UOG determines the number of enrollments and hires an unaffiliated third party to provide bundled services that include recruitment, payment based on the amount of tuition generated does not incentivize the recruiting as it does when the recruiter is determining the enrollment numbers and there is essentially no limitation on enrollment. As a Title IV institution, UOG remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts, including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollment. GUIDANCE USDOE has issued guidance on the prohibition on incentive compensation that includes FAQs and examples, including examples of activities that are subject to the prohibition and those that are exempt, and the types of payments that are considered forms of incentive compensation and those that are not. This guidance is available on the USDOE's website at https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/compensation.html

SECTION II: REGISTRATION

A. Academic Advisement Although the academic advising of students may occur throughout the academic year, it is especially important prior to registration for classes. Students are urged to contact an advisor as soon as the class schedule is available to discuss course prerequisites, the requirements of their academic programs and the courses offered in the current Schedule of Course Offerings. Advisor assignments are issued at your college/school Dean's Office. Students with undeclared academic majors receive assistance from the Student Counseling and Advising unit of Enrollment Management and Student Success (EMSS). Instructions on how to register are a part of the published and web- based Schedule of Course Offerings for each academic term.

There are three registration periods:

- **Early Registration** (Registration by Class Level).
  Continuing or returning students register on assigned days/times based upon their class level – Freshman, Sophomore, Junior, Senior, Graduate, etc. Class level is based on credit hours earned.
- **Open Registration** All class levels may register during this time period. New students may register only on assigned days.
- **Schedule Adjustment** (Drop and Add)

B. Changes in Course Schedule A registered student may, drop and/or add courses with the prior approval of her or his academic advisor as required. Such changes may be made, before the first day of weekday classes without additional charge or cancellation fee. Students may also change their class schedules during the Schedule Adjustment Period, and the cancellation fee schedule (per transaction) for dropping courses will apply. Ordinarily, no course may be added or changed after the designated date, although withdrawal from courses is permitted within the limits indicated in the section entitled Withdrawal Policy.

C. Resident and Non-Resident Students An applicant is initially classified as a resident or non-resident for tuition purposes at the time of application with the Office of Admissions. The classification, which is certified by the Registrar, is based upon information furnished by the student and other relevant documentation. In compliance with the Residency Policy passed by the Board of Regents in February 1996 and subsequently amended (BOR Resolution 26-28), students are required to pay non-resident tuition unless otherwise eligible for the resident tuition rate under applicable Guam or federal law.

The burden of proof is upon the student making a claim of resident status. The admission of students who knowingly provide false information for the purpose of achieving resident status shall be subject to cancellation and adjusted billing.

FACTORS IN DETERMINING RESIDENCY STATUS

The considerations used in determining Guam residency status are as follows:

1. Establishment of Domicile. Establishment of domicile on Guam for a period of twelve (12) months prior to the beginning of the term for which residency is claimed.
2. Evidence of residency for a period of twelve (12) months or more prior to the beginning of the term for which residency is claimed. Evidence may be demonstrated through documentation of one or more of the following[1]:

    a. Permanent employment on Guam (verification of employment)
    b. Payment of income taxes on Guam by the student, or by the parent or legal guardian if the student is a dependent.
    c. Ownership or rental of living quarters on Guam.
    d. Continue to use a Guam permanent address on ALL educational, employment, military, financial records.
    e. Retain your Guam voter's registration.
    f. Maintain a Guam driver's license or vehicle registration. If it is necessary to change your license or registration while temporarily residing in another location, the license MUST be changed back to Guam within 10 days of the date of return to Guam, and the vehicle registration must be changed within 20 days of the date of return.
    g. Certification of residency from the Village Mayor.

D. Adjustment to Permanent Resident Status Students who have filed for an Adjustment to Permanent Resident Status will be eligible for resident rate **only** if they have resided on Guam for twelve (12) consecutive months prior to applying to the University and have submitted the following supporting documents:

1. A Notice of Action for the Adjustment to Permanent Resident Status from the U.S. Citizenship and Immigration Service (USCIS). A Notice of Action denying the student's application for an Adjustment to Permanent Resident Status will render the student ineligible for resident tuition rate.
2. Proof of residency (documents to prove living on Guam for the last twelve (12) months prior to applying to the University).

E. RESIDENTS OF THE COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

In accordance with 17 GCA § 16125(a), students who are residents of the Commonwealth of the Northern Mariana Islands (CNMI) and who are enrolled in and matriculating at the University of Guam, shall be charged the resident tuition.

F. CITIZENS OF THE FREELY ASSOCIATED STATES

In accordance with Public Law 118-42, Division G, Title II, § 209(b)(1)(E), citizens of the Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), and Republic of Palau shall be charged tuition at a rate no greater than the rate charged to Guam residents. Eligibility under this federal provision is based on citizenship in one of the three Freely Associated States and does not require the student to establish Guam residency or satisfy the University's twelve-month Guam residency or domicile requirement. Eligibility for the resident tuition rate under this provision does not, by itself, establish Guam residency for other University purposes.

[1]Exemptions to the 12-month Residency Requirement

G. RESIDENT STATUS

Resident classification may apply if the applicant is one of the following[1]:

1. **Graduate of a Guam High School** You may be entitled to an exemption from nonresident tuition if you have not resided on Guam for the preceding 12 months, but previously attended high school in Guam for three or more years AND graduated from a Guam high school. You are not eligible for this exemption if you are a nonimmigrant alien.
2. **Attended Elementary and Middle School on Guam** You may be entitled to an exemption from nonresident tuition if you have not resided on Guam for the preceding 12 months, but previously attended both elementary AND middle school on Guam. You are not eligible for this exemption if you are a nonimmigrant alien.
3. **Active Military Duty** United States military personnel and their authorized dependents (as defined by the Armed Services) are authorized resident tuition during the period such personnel are stationed in Guam on active duty. This exception does not apply to employees of other U.S. federal government departments, bureaus, or agencies or their dependents who are assigned or stationed to Guam.
4. **Legal Place of Residency:** You may be entitled to an exemption from nonresident tuition if you are able to demonstrate to the Registrar that Guam is your legal place of residency, and you intend to make Guam your permanent place of residency.
5. **Permanent Residence:** You may be entitled to an exemption from nonresident tuition if you are able to demonstrate that you permanently reside in Guam, but have been absent for only educational, training, or military reasons.

[1]Non-immigrant aliens, e.g. B, F, H, E Visa holders, are classified as non-residents and are not qualified for resident tuition rates or exemptions.

H. Classification Appeal: If you are classified as a non-resident and wish to be considered for resident reclassification, complete the Petition for Residency Student Classification form before the semester or term you wish to enroll. Approved changes of status will become effective for the term or semester following the approval; they are not retroactive, and non-refundable.

I. Withdrawal Policy

1. **Administrative Drop** Students are responsible for registering only for those courses for which they have met the stated prerequisites. Students who register for classes without the proper prerequisite courses or exemption from the prerequisites will be administratively dropped. Students are administratively dropped after the refund period are not eligible for a refund of tuition and fees.

2. **Student-Initiated Schedule Adjustment (Add/Drop)** Students may drop a class or classes during the first week of instruction of a regular semester and the first day of a summer session without the action being recorded on their transcripts. See Cancellation Fee for applicable charges.

3. **Student-Initiated – Official Withdrawal** From the second through the eighth week of instruction of a regular semester and from the second day of classes for each summer session through the third week of each summer session, students may withdraw by filing a withdrawal form in the Records Office. This form must be signed by the student's advisor. A "W" (indicating an official withdrawal) will be recorded on the student's academic transcript. If students fail to file the withdrawal form and do not attend the class, a "UW" (Unofficial Withdrawal) will be recorded. The "UW" will be calculated in the GPA in the same way as an "F." See Cancellation Fee section for applicable charges.

After the eighth week of instruction of a regular semester and after the third week of a summer session, students may NOT withdraw from individual courses without submitting to the Records Office a Petition to Withdraw form that has been approved by the class instructor and the student's advisor. Students requesting a complete withdrawal from the University must file a withdrawal form available at the Records Office and obtain the required signatures. See Cancellation Fee section for applicable charges.

4. **Unofficial Withdrawal** When students leave the University or stop attending a class without requesting an official withdrawal according to this regulation, the administrative mark "UW" will be recorded unless the instructor submits an academic grade. For GPA purposes, a UW is regarded as an F grade. All tuition and fees apply.

J. Cancellation of Registration If tuition has not been paid nor arrangements made with the Financial Aid and Bursars' Office by the deadline for payments, the student's registration will be cancelled with no refunds. And students will be obligated to pay outstanding balance.

K. Transfer of College-level Credit Policy Transfer students' transcripts must be forwarded by the Registrar of the institution previously attended directly to the Registrar at the University of Guam. Determination of acceptable courses and credit hours from other institutions and the particular courses which will apply toward the completion of the student's program will be made by the Registrar of the University of Guam. The major program faculty and relevant Dean may recommend course equivalencies for major or upper-level courses. For other courses, the discipline Faculty, Dean or General Education Committee may recommend equivalencies.

1. All degree level courses completed at any university, along with their grades, will be recorded on the University of Guam transcript with the credits accepted for transfer indicated. The recording procedures will be determined by the Office of Admission and Records, and an effort will be made to provide information for academic advisement as soon as possible.

2. Credits earned from other institutions are evaluated for transfer on the basis of a minimum grade of C, and the maximum number of credit hours allowed is assigned on this basis.

3. A student's cumulative grade-point standing at the University will be based on all academic work attempted at the University of Guam **and** at the institution(s) from which the student transferred.

Students requesting evaluation of credits from unaccredited institutions (those not listed in directories such as Accredited Institutions of Post- Secondary Education) must submit a copy of the school catalog and, if necessary, supporting information from the school's Registrar, in order to have their credits evaluated. Evaluation of credits will be requested by the Office of Admissions to the college or school's division offering similar courses. Credits will be evaluated by college or school's division in consultation with the Registrar. The Registrar will make the final decision. Students must earn thirty (30) semester hours at the University before an evaluation can be made.

Lower-division transfer courses that are equated to upper-division courses at the University of Guam do not carry upper-division credits, even though they may satisfy certain University of Guam upper-division course requirements. They do not relieve the student of the requirement of having a minimum of 40 upper-division credits for graduation. See the last pages of the catalog for details on articulation agreements with Regional Community Colleges.

L. U.S. Armed Forces Institute (USAFI) and Correspondence Courses. The number of credit hours earned either in the USAFI and/or in correspondence courses that may be applied toward a degree at the University of Guam is restricted by the following policies:

1. Correspondence credits must have been earned from an accredited college or university.
2. USAFI and correspondence courses submitted to the University of Guam as transfer credits may be applied toward major or minor program requirements when approved by the college school in which the degree program is offered; and
3. Credit hours from these sources cannot be substituted for those credit hours to be earned at the University as part of the residency requirements of the University of Guam.

M. College Level Examination Program (CLEP) Tests. The University of Guam also recognizes and accepts general sections of the College Level Examination Program (CLEP) Tests. The CLEP general examination in English will be accepted for the University of Guam course equivalent (middle column below) if the student's score, reported by Educational Testing Service (ETS), reaches or exceeds the listed percentile ranks:

- 35th to 49th percentile: EN110 - 3 credit hours

The University of Guam will also accept the following CLEP subject examinations for credit if the student's score, reported by ETS, reaches or exceeds the listed percentile ranks:

TITLES	REQUIRED PERCENTILE	UOG EQUIVALENT
Intro. Business Law	50	LW442
Principles of Management	50	BA240
Principles of Marketing	50	BA260
Intro to Educational Psych.	50	ED300
Human Growth & Dev.	50	ED201

Other subject examinations will be evaluated individually. Information regarding the general education requirements that can be met through CLEP, the minimum required scores, and the amount of credit granted is available at the Office of Admissions and Records. Credit from these examinations may also be used to fulfill course requirements in major areas with division approval.

N. Defense Activities for Non-Traditional Educational Education Support (DANTES) Examinations
The University of Guam will accept DANTES subject examinations in the following courses (left column) for the University of Guam equivalent if the student's score reaches or exceeds the 40th percentile rank for that test as reported by ETS:

Freshman Composition	EN110	3 credit hours
Writing for Research	EN111	3 credit hours

The University will also accept the following DANTES subject examinations for credit if the student's score, reported by ETS, reaches or exceeds the 50th percentile rank:

Numbers	Titles	UOG Equivalent	
SB433	Statistics	MA385	Statistics
SA960	Quality Control I	MA385	Statistics
SB453-4	Principles of Economics I & II	BA110	Principles of Economics
SA497	Introduction to Law	LW101	Intro .to Criminal Justice
SA525	Principles of Acct.	BA200	Prin. of Financial Accounting
SB533	Business Law I	LW442	Business Law I
SB534	Business Law II	LW443	Business Law II
SA539 &			

SB543	Prin. of Mgmt. & Intro. to Business	BA240	Mgmt. of Organizations
SA548	Money and Banking	BA321	Money and Banking
SA549	Marketing	BA260	Fundamentals of Marketing

O. Policy Governing Continuing Education Units (CEUs) The Continuing Education Unit (CEU) is used by the University of Guam, to facilitate the accumulation and exchange of standardized information about participation of individuals in non-credit continuing education. Please note the following four points:

1. CEU credit is for career enrichment/advancement. At no time will CEU credit, by itself, be equivalent to regular credit. CEUs may be integrated into regular credit courses, provided that the CEU is clearly defined and there is assurance that the CEU does not replace regular credit requirements approved by the Senior Vice President and Provost of Academic and Student Affairs.
2. CEU contact hours can be structured within a regular credit course, provided that 10 contact hours to 1 CEU equivalency is maintained. CEUs are awarded on a pass/fail basis. Letter grades are not used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.
3. CEU programs will be governed by the same standards that the University of Guam imposes on regular programs. The University of Guam will have direct quality and fiscal control over all CEU activity within the institution.
4. CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

Further background information about these units is contained in these six items:

1. One CEU is defined as ten contact hours of participation in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instructors.
2. Program objectives, content, format, methods of instruction, methods of evaluation, and program schedules will be established prior to the determination of the number of contact hours and appropriate CEUs. CEUs do not convert to degree credit. CEUs may be integrated into regular credit course work but must be approved on a course-by-course basis by the appropriate college or school academic affairs committee.
3. Permanent records for individual participants in CE programs will be kept.
4. Course fees will be negotiated between the requesting agency or individuals and the University.
5. Implementation of all continuing education programs will be in accordance with the criteria and guidelines of the University of Guam.
6. Review, evaluation and approval of CEUs for an educational experience are the responsibility of the Director of Global Learning and Engagement (GLE). Contact GLE at 671-735-2600.

SECTION III: RELEASE OF INFORMATION AND STUDENT ACCESS TO RECORDS

A. Annual Notice to Students: The Family Educational Rights and Privacy Act of 1974 (FERPA) Annually, University of Guam informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the University fully complies, protects the privacy of education records. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the Registrar, the college dean, head of the academic division, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will arrange for access and notify the student of the time and

place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may request the University to amend a record that they believe is inaccurate or misleading. Students should write to the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of UOG who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Another exception records may be released without student consent is to parents or legal guardians upon submission of evidence that the parents or legal guardians declared the student as a dependent on their most recent income tax form. For more information on other exceptions, contact the Registrar's Office.

   The following is considered "Directory Information" at the University and will be made available to the general public unless the student notifies the Office of the Registrar in person or in writing before the last day to add classes:

   Student's name, major field of study, participation in officially recognized activities and sports, dates of enrollment, honors, awards, degrees completed, dates of degrees conferred, class level, and full-time/part-time status.

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Guam to comply with the requirements of FERPA. Complaints can be filed with:

   U.S. Department of Education
   Student Privacy Policy
   400 Maryland Avenue SW
   Washington, DC 20202-8520

B. Student Right To Know The University of Guam complies with the U.S. Student Right to Know Act which requires the University to disclose graduation or completion rates annually for the student body in general and athletes in particular.

All current students and prospective students may request general information on graduation rates from the Office of Admissions and Records. "Prospective student" means any person who has contacted the University requesting

information concerning admission.

Any potential student who is offered athletically related student aid will receive more detailed information concerning graduation or completion rates for the previous year and the average of the last four (4) years. This category of aid encompasses any scholarship, grant, or other financial aid that requires the recipient to participate in intercollegiate athletics.

SECTION IV: ACADEMIC RULES AND REGULATIONS

A. **Credit hours** In general, each credit unit or hour represents one hour per week in class a (face to face, hybrid or on-line) and two hours in preparation. Under special circumstances, courses may be offered with reduced credit value per clock hour spent in the classroom. For example, courses involving laboratory activity or other applications such as Nursing Clinical normally require more hours of class or clinical attendance than is reflected in the number of credit hours given.

B. **Normal class load (number of credit hours)** The normal class load for a student is from 12 to 18 credit hours per regular semester and 6 credit hours per summer sessions (A,B,C). A combination of a 3-credit course and a 4-credit laboratory plus lecture course, for a total of 7 credits, will be considered a permissible exception to the 6-credit normal class load for a student during summer sessions A, B, C. A full-time student is defined as one registered for at least 12 credits during both Fall and Spring Semesters.

C. **Overload (additional credit hours)** Students must have accumulated at least 15 credit hours before he or she will be permitted to enroll beyond the normal class load. A student who has earned more than 15, but less than 60 credits, and is making satisfactory progress may carry an overload up to a total of 19-21 semester hours provided she or he has submitted the Request for Class Overload Form to the Registrar and has the approval of her or his academic advisor. A student who has completed 60 credits or more and is making satisfactory progress may carry an overload up to a total of 22-24 semester hours provided she or he has submitted the Request for Class Overload Form to the Registrar with approval by her or his academic advisor and the Dean of the student's college or school. Class overload may include Special Projects, Conference Courses, and-for Continuing Education Courses.

D. **Excess credits** Credits taken in excess of the 24-credits maximum (per regular semester)/(18- credits (summer term), or credits taken over the normal load without official authorization, will not be granted or recorded as earned credit. Under these conditions the hours for which credit will not be granted will be those with the latest enrollment date which constituted the overload

E. **Class levels** Student's class levels are determined on the basis of credit hours earned, as follows:

Freshman:	1 to 30 credits, inclusive
Sophomore:	31 to 60 credits, inclusive
Junior:	61 to 90credits, inclusive
Senior:	91 credits and above

F. **Academic Records** The Office of Admissions and Records maintain the official academic records of all students. Qualifications of degree candidates are checked against the official record before presentation to the faculty for vote on the conferring of degrees. The Records Office also maintains the official roster of students; records of academic probation, suspensions and dismissals; records of honors; and all other academic records.

G. Grades are given in a course by the instructor as recognition of certain degrees of accomplishment and are to be interpreted as follows:

Undergraduate Grading System:

Letter Grade	Grade Point Value	Percent Grade	Definition
A+	4.00	98-100%	**Outstanding** Honors-level performance with superior quality and extraordinary distinction.
A	4.00	93-97%	
A-	3.67	90-92%	
B+	3.33	87-89%	**Good** Solid accomplishment, indicating a substantial mastery of course materials and a good command of skills required by the course.
B	3.00	83-86%	
B-	2.67	80-82%	
C+	2.33	77-79%	**Adequate** Students have achieved the level of competency needed for advancing to a subsequent course that has this course as prerequisite.
C	2.00	70-76%	
D	1.00	60-69%	**Deficient** Minimal passing, but not adequate to take a subsequent course that has this course as prerequisite.
F	0.00	<60%	**Failure** Inadequate to receive credits.
P	-		**Pass**
I	-		**Incomplete**
NC	-		**No Credit**

The letter grades A+ through F (and I) must be used in every course unless specified otherwise in the official catalog course description. The grade NC is not used in most courses. Other symbols, assigned by the Office of

Admissions & Records, are administrative and do not evaluate work: "W" - Official Withdrawal; "UW" - Unofficial Withdrawal (Note: For GPA calculation, "UW" is treated as an "F" grade); "CW" - Credit Withheld.

Many programs require different levels of attainment to remain in good academic standing. Check details with your academic advisor or dean's office.

The grade report may be requested at the Office of Admissions & Records with photo identification two business days after the deadline for faculty to submit grades. Students may also review their grades using the Student Self-Service system.

Graduate Grading System:

Letter Grade	Grade Point Value	Definition
A+	4.00	Outstanding
A	4.00	Excellent
A-	3.70	Very Good
B+	3.30	High Average
B	3.00	Average
B-	2.70	Low Average
C+	2.00	Below Average
C	2.00	Marginal
F	0.00	Failure
UW	0.00	Unofficial Withdrawal

H. Grade changes from Incomplete (letter grade of "I") An "I" may be given to a student who has failed to complete a small, but important part of the course if the reasons for the Incomplete are justified by the instructor and the Dean. The appropriate incomplete form must be completed and signed by the instructor, division chair and the Dean before the Incomplete can be assigned to the student. The Incomplete Grade Authorization Form remains on file in the Dean's Office. To receive credit for an undergraduate course marked "I," the student must satisfactorily complete the unfinished work by the last day of classes of the following regular semester after the incomplete grade was issued. The faculty will issue a grade following regular timelines.

Should the student fail to complete the specified work to the satisfaction of the instructor, no credit will be recorded and the symbol "I" will be changed to an "F" on her or his record. No requests for time extension will be accepted.

Exceptions to the Incomplete policy include: (1) For those courses which do not use the "F" grade, the equivalent non-credit grade will be assigned, and (2) All grades of Incomplete must be resolved prior to certification for graduation. If a student who is applying for graduation has an unresolved Incomplete at the time

that the Registrar certifies their eligibility for graduation, the "I" will be changed to an "F" or equivalent non-credit grade and used in the final GPA calculation.

I. **Other grade changes** Grade change requests or appeals on the basis of additional academic course work submitted after the official issuance to the Registrar of a grade for the course will not be considered. No grades other than the "I" will be changed on the student's permanent record except under the specific conditions listed below, where errors of a technical or clerical nature, problems with the instructor's grading, or problems in the recording of administrative symbols such as UW have occurred:

1. When certified by the instructor and by the Registrar as a technical or clerical error; or
2. When the decision reached through the completed grievance process as outlined in the Procedure for Solution of Problems of Student Academic Rights in the Student Handbook specifies that the grade is to be changed (this grievance procedure is to be used in problems between the student and the instructor concerning grading); or
3. When an appeal for a grade change because of problems related to the recording of administrative symbols that are not actually grades, such as UW, in the Office of Admissions and Records is approved by the Senior Vice President and Provost of Academic and Student Affairs (the appeals procedure is used in these situations).

The official action specifying a grade change under the three conditions listed above must be submitted in writing to the Registrar who will complete the necessary revisions on the permanent record card.

J. **Grades for graduating students** Once final grades for graduating students have been submitted, no change may be made except in the case of a clerical error, which must be attested to in writing by the instructor with the concurrence of the Dean and approved by the Registrar.

K. **Grade points/ Quality points (for computing averages) are assigned to grades as follows:**

Undergraduate:	Graduate:
A+ [4.00]; A [4.00]; A- [3.67]	A+ [4.00]; A [4.00]; A- [3.70]
B+ [3.33]; B [3.00]; B- [2.67]	B+ [3.30]; B [3.00]; B- [2.70]
C+ [2.33]; C [2.00]	C+ [2.00]; C [2.00]
D [1.00]	F [0.00]
F [0.00]	UW [0.00]
UW [0.00]	

L. **Graduation with honors** Graduating seniors completing their first baccalaureate degree are recognized for academic achievement at commencement ceremonies each year. The appropriate Latin term, below, indicating the degree of achievement is inscribed on the graduate's diploma and specified in the official transcripts. Transfer students must earn at least a minimum of 42 credit hours at the University of Guam with letter grades in order to be eligible for honors at graduation. Courses graded Pass/Fail/No Credit will not be included in the required minimum.

Summa Cum Laude:	3.900 or higher cumulative grade-point average
Magna Cum Laude:	3.700 to 3.899 cumulative grade-point average
Cum Laude:	3.500 to 3.699 cumulative grade-point average

M. **Valedictorian** The UOG selection process recognizes the very highest level of academic achievement. Other evidence may be considered in determining academic excellence.

1. Highest GPA in the graduating class (3.980 or higher).
2. Full-time undergraduate who completed a minimum of 60 semester credits for which letter grades were earned at the University of Guam.
3. Other evidence of academic excellence or achievement as determined by the Dean of EMSS and Senior Vice President and Provost.

N. Grade-point average (GPA) A GPA is computed from the credit hours of all courses (100-level or above) for which conventional grades are reported. (The grade NC is not used in these computations.) The GPA is determined by dividing the total number of grade points by the total number of credit hours attempted for which a letter grade of A+ [4.00]; A [4.00]; A- [3.67]; B+ [3.33]; B [3.00]; B- [2.67]; C+ [2.33]; C [2.00; D [1.00]; F [0.00] (for Undergraduate); (for Graduate) (A+ [4.00]; A [4.0]; A- [3.70]; B+ [3.30}; B [3.00]; B- [2.70]; C+ [2.00]; C [2.00]; F [0.00]; UW [0.00] has been assigned. The GPA is calculated to three decimal places and is not rounded. GPA averages listed in these regulations are cut-off points and not measurements.

A student's cumulative grade-point standing at the University will, at any time, be based on all academic work attempted at the University of Guam and at the institution(s) from which the student transferred credit.

O. Minimum grade-point average requirements Students are required to maintain a minimum grade-point average of 2.00. Several programs require a higher minimum grade point average above 2.00. (Students admitted prior to Fall 1994 must meet the minimum GPA required in their catalog.) Certain courses, such as developmental English courses, are not included in this average, as the credits are not counted toward any degree. (Note: Developmental English will no longer be offered effective Fall 2017) (See probation, suspension, dismissal for failure to maintain minimum GPA.)

Several programs at the University require a GPA that is higher than the minimum GPA as stated above. It is important that students check their program evaluation, the catalog and communicate with program advisors for specific program GPA.

Graduate students are required to maintain a cumulative grade point average of 3.00

P. President's List, Dean's List Full-time undergraduate students who seeking their first baccalaureate degree may qualify for the President's List or Dean's List based on their semester academic performance. To qualify for either honor, a student must complete at least 12 credit hours carrying letter grades (A, B, C, or D, including pluses and minuses) and may not have an Incomplete ("I") grade for the semester in which the honor is earned.

Students who meet these requirements and earn a semester grade point average (GPA) of 4.000 are named to the President's List.

Students who meet these requirements and earn a semester grade point average (GPA) of 3.500 to 3.999 are named to the Dean's List of their respective colleges.

Q. Regent Scholar The undergraduate must be a full-time student and a permanent resident of Guam for five years prior to becoming a Regent Scholar. To qualify the student must have been placed on the Dean's or the President's List for two consecutive regular semesters (does not include inter-session or summer sessions). 1) A Regent Scholar who has failed to be named to the Dean's or President's list for two semesters shall forfeit the award. He/she may be reinstated if placed again on the Dean's or President's list for two consecutive semesters. (BOR Resolution No. 00-08)

A Regent Scholar may receive a partial or full waiver of tuition and fees (subject to availability of funds) in accordance with the combined grade point average for two consecutive semesters approved by the Board of Regents. Contact the Financial Aid Office for more information.

R. Application for Enrollment as an Auditor

1. **Auditor (Special)** A person 18 years of age or older and not currently enrolled in high school may attend undergraduate courses at the University as a special auditor if the person has not been admitted to the University or is not currently enrolled at the University. Since the person is not officially enrolled at the University, she or he is not required to pay application, registration, or other fees, nor is her or his name (or the course) recorded in the Admissions or Records Office. The person receives no credit for such courses. She or he, however, is required to pay a fee equivalent to the tuition rate. A special auditor may make application to audit a course provided he or she:
   a. Procures, completes, and submits the Special Auditor Form from the Records Office;
   b. Secures the signature of the instructor of the course;
   c. Submits the signed form to the Business Office and pays the prescribed special auditor's fee; and
   d. Presents the Business Office receipt to the instructor of the course as her or his admission to the class.

   Note: Special auditors, since they are not admitted to or registered at the University, may not change their status from audit to credit once they have paid the special auditor fee.

2. **Auditors (Regular)** A student who continually enrolls at the University may apply to attend classes without credit as a regular auditor. The auditor's participation in class will be as restricted or as extensive as the instructor shall indicate to the student. A regular auditor may apply to audit a course provided he or she:
   a. Complete the Application for Enrollment As An Auditor available at the Office of Admissions and Records.
   b. Obtain written permission of the instructor, write “audit” in the place of “credits hours” on the advisement and registration form.
   c. Pay a fee equivalent to the tuition rate and registration fees.
   d. Secures signatures of her or his advisor or the division chair of her or his major, and the instructor of the course(s).
   A student may not change a course from "credit" to "audit" status after the first four weeks of a regular semester (or after the first week of a summer session), nor change a course from "audit" to "credit" status after the first three weeks of a regular semester (or after the first week of a summer term).

S. Developmental Programs Developmental Mathematics: MA085 Lecture (Levels I, II) The Fundamentals of Mathematics course is designed to provide the background necessary for advancement in mathematics and success in all disciplines. Placement into this course is determined by the UOG Mathematics Placement Test. Students placed into this course should seek appropriate advisement when choosing other courses.

T. Honors Programs The University of Guam Honors Program provides enriched learning opportunities for academically outstanding and intellectually ambitious students. We are particularly interested in engaging the intellects and imaginations of students who enjoy reading; students who like to participate actively in small, seminar-type classes; and students who enjoy the benefits of working closely with faculty mentors to pursue independent study and research.

It is important to note that the purpose of the honors program is to enrich, not to accelerate. While honors courses are more challenging than regular courses, they do not involve a significantly greater amount of

assigned work. Because the goal of honors courses is to enrich, not to replace the regular curriculum, students are able to integrate honors with the remainder of their academic programs.

All fully matriculated undergraduate students with at least a 3.00 GPA may enroll in as many as nine (9) credit hours of honors courses (designated by an "H"). After completing 9 credit hours of honors courses, a student must apply for acceptance as an Honors Student in order to continue in the Honors program. To be accepted as an Honors Student, a student must have, at the time of application, a minimum GPA of 3.00. Once accepted as an Honors Student, the student must maintain a GPA of 3.30.

U. Honors Listing on Transcript Students who complete less than 15 semester hours of honors study will have honors courses designated on their transcript with "H" following the course number.

V. Contracting for Honors Credit in Regular Courses Students may contract for up to 9 semester hours of lower-level honors credit and 3 semester hours of upper-level honors credit in regular courses. To contract for honors credit in a regular course, students must negotiate the terms of the contract with the instructor of the course and submit the properly completed form to the Registrar for approval.

Who May Enroll in Honors:

- All fully matriculated undergraduate students are eligible to apply for admissions to honors.
- All incoming freshman with a high school average of "B" or better are invited to participate in honors
- All Merit Scholarship recipients and Dean's List Students are invited to enroll in honors courses.
- Faculty are asked to recommend students for honors and to encourage promising students to enroll in honors.
- Students qualifying for advanced placement are offered advanced placement in honors.
- Currently enrolled honors students are asked to recommend their peers and to encourage their peers to apply for admission to honors.

W. Registration Honors courses are listed in the schedule with the letter "H" following the course number. Students wishing to enroll in honors courses should see the Deans of their respective school or college and/or check with your honors advisor or the Director of the Honors Program.

SECTION V: DEGREES: REQUIREMENTS & REGULATIONS

A. Residence requirement In order to receive a baccalaureate degree from the University of Guam, a student must complete at least 32 credit hours for the degree in residence at the University of Guam. The residence requirements will not be waived under any circumstances. A student who is no longer in residence at the University of Guam may request to be graduated in absentia. In this situation, no more than 16 semester hours of the last 28 semester hours attempted may be completed in absentia. In absentia credit hours must be completed over the next two consecutive semesters following departure for UOG. Diplomas for those graduating in absentia are filed at the Office of Admissions and Records. Graduates who wish to have their diplomas mailed to them must pay the postage applicable at the time they file the request.

B. Minimum grade point average requirement to graduate As a condition for meeting graduation requirements of the University, students must have at least the minimum overall GPA prescribed by the particular college, which in no case is lower than 2.000, and must have at least a 2.000 (C) average or better in specific courses required for the major; or a "C" or better in specific courses required for the major if

their college or program so requires. (See grades, grade changes, grade points, and grade point averages).

A student's cumulative grade-point standing at the University will, at any time, be based on all academic work attempted at the University of Guam and at the institution(s) from which the student transferred.

C. **Credit hour requirement** A minimum of 120 credit hours must be completed for the baccalaureate degree and must include 36 upper-division credits. (BOR Resolution No.25-11)
(See Transfer credit, for specific information about upper-division credits for transfer students.)

D. **Degree/graduation requirements** Degree requirements or graduation requirements means all courses and credits required to graduate, including general education requirements, college requirements, university-wide requirements and major course requirements. If a second concurrent major is attempted by the student, courses acceptable for the general education requirement for the first major may be used to satisfy requirements in the second major, but credits will not be counted twice. Students will not be allowed to participate in the University of Guam commencement ceremony if they have not been officially certified by the Registrar as completing all program and degree requirements.

E. **Outstanding Balance** If a student's financial obligations have not been met, the Office of Admissions and Records will not release transcripts, diploma or other official records of the student, and the student will not be permitted to register for further courses.

F. **Academic Evaluation** An academic evaluation considers all required courses and credit hours and determines which have been completed and which have not. After successful completion of approximately one-half (60) of the credit hours required for the baccalaureate degree, a student may request an academic evaluation at the Records Office. (For information about transfer credit, see Policies about Academic Credit Transfer).

G. **Application for degree** (request for graduation) An application for degree must be filed and the fee must be paid early in the semester prior to the semester in which the student plans to complete. Should the student fail to file this request for graduation at the Records Office, the necessary steps preparatory to official awarding of the degree will not be taken, and the actual awarding of the degree may be delayed. If a student fails to complete degree requirements, after having filed the application, she or he must then submit a new application and pay the graduation fee of $150.00 (BOR Resolution No. 19-42).

What's on my diploma?

- Diplomas include the following information: Student's name (first, middle, and last), degree and major.
- University honors included for qualifying students.
- Diplomas DO NOT include minors.
- Minors will be officially included on your official record (transcript).
- Double major degrees are listed on one diploma however, a student may request and make payment for a separate diploma for each degree.

H. **Program requirements (catalog in force) for graduation** Students will be allowed ten (10) calendar years of continuous enrollment, from their first enrollment at the University of Guam to the date of certification of completion of degree requirements for the major to fulfill degree requirements of the catalog in force at the time of entrance. The student must meet all requirements of the catalog in force at the time of initial enrollment. The initial ten-year timeline and catalog will be dated from the time when either of the following two situations occurs:

- A student returns after not attending the University of Guam for two consecutive regular semesters. (Summer sessions are not regular semesters.)
- A student changes majors by filing a Change of Major Form filed with the Office of Admissions and Records, except as indicated in I and J of this section.

I. Election to change catalog in force (1) Students may elect to change the catalog in force from the one in force at the time of their initial admission to the one in force at the time they request such a change of major. The ten-year timeline will be dated from the time of the request. (2) Students who enter as undeclared majors may choose the catalog in force at the time of their initial admission to the University or the one in force at the time, they declare a major. The ten-year timeline will be dated either from the time of first admission or from the time a major is declared, whichever one the student chooses.

J. Substitutions of courses or major if no longer available Students should be aware that the University of Guam does not guarantee that all courses or all programs (majors) will continue to be offered during the ten-year period permitted to fulfill graduation requirements under a given catalog. Suitable course substitutions will be made in consultation with the student's major advisor for courses fulfilling the major requirements. For courses meeting general education requirements, the Course Substitution Request procedure will initiate a review and consideration in these cases. If a major no longer exists, the student may (1) select another major from the catalog in force and must complete the requirements with the time specified for that plan; or (2) select a major from the catalog in force at the time of change, thereby establishing a new timeline.

K. Assessment of core competencies As an administrative requirement for undergraduate graduation and to comply with accreditation requirements, the University may conduct an assessment of core competencies (e.g., Written Communication, Oral Communication, Quantitative Analysis, Critical Thinking, and Information Literacy). The assessment will provide the University with information directly from students to help improve curriculum and student success with the mastery of these core competencies. Individual results will be confidential and will not be publicly reported. The results of these assessments will not be used to influence or impact any grade for any of the classes a student takes, however it will be a requirement for graduation. Questions regarding this administrative requirement may be addressed to the Office of Institutional Effectiveness.

L. Course Prerequisite and Course Credit

1. **English Prerequisite** Students are not permitted to enroll in 300- or 400-level courses until they have completed EN111 with a grade of C or better. A few courses are exempt from this policy are noted below. (Enrollment in a course that is not exempt will result in disenrollment from that course without refund of tuition.)

   Art: AR303, AR305, AR306, AR308, AR310, AR311, AR320, AR384, AR405, AR406, AR407, AR408, AR409, AR420, AR421 (Studio Courses), AR390/490 (Studio Projects), AR392/492 (Studio Courses), AR393/493 (Studio Workshops), AR394/494 (Studio Special Studies).

   Languages: Any 300- or 400-level language course

   Theatre: TH390/490 (Performance Projects), TH392/492 (Performance Courses), TH393/493 (Performance Workshops), TH394/494 (Performance Studies).

2. **Math Prerequisite** Students placed into the Developmental Math Program (DMP) are not permitted to enroll in 300- or 400-level courses until they have completed MA085 (Level II). Enrollment in any 300- or 400- level course by any student placed into the DMP who has not completed MA085 (Level II) will result in disenrollment from that course without refund of tuition. Students should contact their individual program for any additional mathematics prerequisites.

   Students will be held responsible for observance of types and sequences of courses taken and other academic rules and regulations printed in this policy manual, catalog or other supplements thereto.

3. **Other Course Prerequisites** Except for the University-wide policy requiring completion of EN111 and MA085 (Level II), or higher before enrollment in 300/400 level courses, prerequisites may be required for certain courses. Course prerequisites are listed immediately after the course descriptions in the catalog If no prerequisite is listed, it may be assumed that no other college-level course in that area is required. It must be emphasized, however, that the student will, unless granted permission by her or his advisor, take classes within her or his particular class level (freshman, sophomore, junior, or senior). Other prerequisites are usually listed in the course descriptions. Students should check prerequisites before enrolling in a course.

M. Enrollment in Lower-level Course After Completion of Upper-level Course A student may not take a lower level course after completing a more advanced level course in the same subject area without written permission from the appropriate unit/department and approval of the Dean.

N. Course Waivers The University makes special allowances to waive a course under circumstances in which a student has demonstrated satisfactorily that she or he would not materially benefit from that course because of her or his previous experiences, knowledge, and understanding in that particular subject matter. However, this does not imply that credit will be granted for the course or courses waived, it does indicate that the student granted the privilege is prepared to enroll in a more advanced course in the subject area. Waiving of a course does not reduce the number of credit hours required in a given program; consequently, students will be expected to take more advanced courses or electives (either in the same subject area or in related areas) in lieu of the courses waived in order to meet the total minimum credit requirements in a given program. Thus, a waiver is not the same as credit-by-examination.

The authority to grant such waivers is given to the deans of the colleges or schools in which the courses concerned are listed. The deans have made provisions for such waivers through appropriate methods of examination and evaluation of the student. The respective dean's approval for a waiver must be submitted in writing to the Office of Admissions and Records.

O. Advanced placement in English and Math On the basis of placement test scores and an interview with members of the English faculty appointed for this purpose, a student may be allowed to waive EN110 and may be placed directly in EN111.

Advanced placement in mathematics is determined by the student's mathematics proficiency, as evaluated by prior coursework, appropriate AP or IB mathematics test placement, the mathematics placement test administered to all incoming students, or SAT or ACT scores. The Mathematics Department may place students at various levels depending upon an assessment of skills. Contact the Mathematics Department for higher-level placement.

P. Skill Courses For skill courses, such as art studio, music studio or applied music courses, waivers may be given

based upon evidence of attained skill satisfactory to the division faculty concerned and with the approval of the College of Liberal Arts and Social Sciences (CLASS) Dean.

Q. Advanced Placement The University of Guam recognizes the high scholastic achievement of high school students who successfully complete the Advanced Placement Program of the College Board Exam while in school. For advanced placement in the English Program, students who document a score of 3 on the AP exam for English Language and Composition are placed in EN110; students who document a score of 4 or 5 are placed in EN111 as well as given credit for having taken EN 110. AP Literature scores of 4 or 5 will count for EN 210 credit. Requests for AP credit must be made to the Registrar upon admission to the University. The English Program also accepts the results of the College Level Examination Program (CLEP) tests. The CLEP general examination in English scores reported by Educational Testing Services (ETS) is ranked as follows:

39th to 49th percentile: Students are placed in EN 111 and given credit for having taken EN110.
50th percentile or above: Students need not take Freshman Composition but are given credit for having taken EN110 and EN111.

Additionally, the English Program recognizes students who take the International Baccalaureate (IB) Language A1 exam. Students who document a score of 4 or 5 on the 1B Language A1 exam are placed in EN110; and students who document a score of 6 are placed in EN111 as well as given a credit for having taken ENI10.

Students who score a 1 or 2 on the Calculus BC exam but receive a 3 or above on the Calculus AB subscore will earn 5 credits of MA203* Math placement test will be optional and automatic placement in the higher course.**

Scores of 3, 4, or 5 on other AP exams may be accepted for advanced placement and/or credit after consultation with faculty of relevant disciplines. No AP credit will be considered for qualifying scores in biology, chemistry, or physics unless the AP class includes at least three hours of laboratory per week	Exam	Score of 3	Score of 4	Score of 5
	AP Calculus AB	5 credits of MA203**		
	AP Calculus BC*	5 credits of MA203**	5 credits each of MA203 and MA204**	

R. Credit By Examination

1. **Definition and Eligibility** Credit by examination refers to the granting of credit to a student who passes a specific, pre-determined exam for a class that she or he has not actually taken. This credit may be granted in certain cases, but only if the course is on the credit-by-examination listing in the Registrar's office, and only if the student is eligible for earning such credit. A person is ineligible for credit by examination if she or he has previously enrolled or is currently enrolled in the course. Before applying for credit by examination any person who has not previously been enrolled at the University of Guam must have been accepted by the University, following completion of the standard Application for Admission form.

2. **Application Time Frame** Application for credit by examination can be made only during the first nine weeks of a regular semester or the first three weeks of each summer session.

3. **Form and Procedures** Students who wish to complete individual courses by taking credit- by-examination tests must begin the process by picking up Request for Credit-by-examination forms in the Records Office and by following the procedures as outlined on the form.

4. **Examination and Grade** A standard examination will be at least equal in time and intensity to a final examination in the approved course. This examination must be taken during the semester in which the person enrolls for such credit. If the exam is not taken before the end of the semester, the grade of "UW" will be assigned. The student does have the right to re-apply for the same course credit by examination.

   Upon completion of the examination, the prescribed evaluative symbols (appropriate for the course) and quality points toward the grade point average will be recorded in the Registrar's office.

5. **Fees** For individual courses, the student will be charged the same tuition fees per credit hour she or he would pay if registering for the course.

S. Seniors Taking Graduate Courses

1. **Graduate Courses** Under certain circumstances a senior standing student with a cumulative GPA of 3.000 or better may take certain 400G or 500-level courses for graduate credit. If the credits are counted toward a baccalaureate degree, they may not also subsequently be counted toward a graduate degree. Please note that no undergraduate student may register for or receive credit for graduate courses except according to these policies.

2. **Form and Procedures** The student must (1) complete the Graduate Credit Request Form available from the Records Office; (2) submit it to the Registrar, who will certify that senior has a cumulative GPA of 3.00 or higher and is in the semester prior to graduation; and (3) obtain the signatures of her or his advisor or The division chair of her or his major and the school or college dean for the course(s)

3. **Grading** will be on the same basis as that of graduate students.

T. Petitioning for Credit A student denied credit for course work completed at the university or at other accredited universities and colleges may petition the University for acceptance of such courses for credit. Petitions must be accompanied by approvals of the division chair and the dean of the college/school in which the course is offered. Petition forms are available in the Records Office. (See Policies about Academic Credit Transfer).

U. Academic Notice If at the end of any given semester, a student fails to maintain minimum cumulative grade point average of 2.00, or accumulates three (3) or more UW's, she or he will be placed on academic notice. The student is allowed to continue into the next regular semester but must earn a minimum GPA of 2.00 during that semester. Failure to attain at least a 2.00 semester GPA at any time while on academic notice will result in academic suspension for the following semester. Students will remain on academic notice until they attain a cumulative GPA of at least 2.00.

Continued Academic Notice The student made academic progress during the semester following the academic notice period but did not meet the semester/cumulative minimum GPA of 2.00.

NOTE: The Nursing Program has specific probation, suspension, and program dismissal policies that supersede the

UOG academic probation, suspension and dismissal policies for Nursing Majors only when the rules are more stringent than University rules.

V. Academic Suspension If a student fails to maintain the minimum semester GPA during an academic notice status (see Academic Notice section above), the student will be academically suspended. A student placed on academic suspension may not enroll for one regular semester. After a lapse of one regular semester, an academically suspended student may automatically re-enroll in an academic probationary status. The student must then maintain the required minimum 2.00 semester GPA each semester, until the minimum 2.00 cumulative GPA is attained. A student returning from suspension who fails to maintain the required 2.00 semester GPA will be academically dismissed from the University.

W. Academic Dismissal A student academically dismissed from the University must wait one full calendar year for readmission and must petition the University in order to be re-admitted. If the student's petition is approved, the student will be re-admitted in an academic probationary status and must maintain a minimum 2.00 semester GPA each semester until a cumulative 2.00 GPA is attained, or the student will be dismissed again. Students who are dismissed a second time may not appeal for readmission until three calendar years have passed.

X. Satisfactory or Unsatisfactory Progress The University of Guam considers students to be making satisfactory progress when they are not on probation, suspension or dismissal. A student on probation, suspension or dismissal is considered as not making satisfactory progress.

Y. Retaking of Courses A student may repeat any course at the University of Guam in which they attain a course grade of "D", "F", or "W" one time without University required intervention such as academic counseling. This does not limit earlier intervention as may be required at the school, college, or department level. Any student desiring to retake a D/F/W course for a third or subsequent time must receive formal counseling from their academic advisor. The University does not limit the number of times a course may be taken.

Z. Leave of Absence The University of Guam does not permit leaves of absence except as described in the Academic Standing Policy.

NOTE: STUDENTS RECEIVING FINANCIAL ASSISTANCE MUST CONSULT WITH THE FINANCIAL AID OFFICE AS ACADEMIC REQUIREMENTS FOR FINANCIAL AID ELIGIBILITY MAY DIFFER FROM INSTITUIONAL REQUIREMENTS

SECTION VI: SENIOR CITIZENS PROGRAM

A. Senior Citizens Persons 55 years or older are entitled to free tuition during the regular semester at the University of Guam, provided that he or she be a resident of Guam for no less than five (5) years preceding enrollment (Guam Public Law no. 24-151), and provided that they have been admitted to the University. Admissions into a course shall be on a space available basis or, if a course(s) is full, by permission of the instructor(s). Senior citizens may apply for admission as a degree seeking student or as a non-degree student. Registration is scheduled after the scheduled adjustment period (add/drop) of any regular (Fall/Spring) semester. Payment of fees for each semester must be paid by the assigned payment deadline. However, a Senior Citizen may enroll during any registration period provided he or she registers on the assigned registration for her or his class level and provided he or she pays the required tuition and fees.

NOTE: Because all classes during intersession and summer are offered on a self-sustaining basis, there will be no senior citizen tuition waiver for Tinalo' (Dec-Jan) and Finakpo' (June-Aug) classes or courses offered

outside the regular semester. There are no waivers for courses or programs offered through the Global Learning & Engagement office. In addition, this program does not cover tuition costs for out-of-sequence courses, such as course-by-conference and special projects, or fully online, cohort-based programs. For assistance, contact the assigned coordinator at the Records Office. All admissions and enrollment requirements apply.

SECTION VII: ACTIVE-DUTY MILITARY PERSONNEL AND VETERANS

A. Veterans & Montgomery GI Bill All branches of the military both Active, Reserve, and National Guard provide financial assistance to their personnel and their dependents.

1. Financial assistance covers a portion of the tuition, fees, books, and supplies (up to $1000 per academic year based on enrollment status and eligibility percentage).
2. Not all branches of the military provide the same benefits. Contact the Financial Aid Office for more information.
3. An application can be filed at the Financial Aid Office.

See BOR Resolution No. 12-16 "Relative To Approving The Recommendation Of The Student Affairs, Scholarship, Alumni Relations And Honorary Degree Committee During Its Meeting Of August 8, 2012, On The Granting Of Resident Tuition Rates For Students Eligible For Education Benefits Under The Post 9/11 Veterans Educational Assistance Act Of 2010 " (Guam Public Law 111-377)

B. Active-Duty Military Personnel All active-duty military personnel as well as veterans with more than one year of service are encouraged to visit with the Office of Admissions and Records at the Field House for information concerning credit granted for military service. The University of Guam is a member of Service Members Opportunity Colleges (SOC & SOC-NAV), which insures transferability of selected credits among member institutions.

C. Military Activation during Wartime or For Mandatory Training Recognizing the need to accommodate students who are asked to serve their country, students on active military duty for deployment during wartime or for mandatory military training while enrolled in a given semester are to be provided a refund of tuition and fees and official withdrawal from their classes. As an alternative to refunds, students may opt for credit against future enrollment or request an incomplete grade ("I") from their respective instructors (subject to instructor approval). Students will be required to provide to the Registrar's Office and the Business Office written proof of active military status and deployment and indicate whether a refund or credit is preferred.

D. Readmissions for Military Service Members (BOR Resolution No. 23-10)

This policy shall apply to:

1. Service members who are unable to attend classes for more than 30 consecutive days; and
2. Service members who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the University of Guam.

In accordance with federal regulations, 34 C.F.R § 688.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding, the University of Guam will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

I. Eligibility

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

A student (or an appropriate officer of the armed forces or official of the Department of Defense) must provide oral or written notice of military service to the Registrar's Office as far in advance as is reasonable under the circumstances unless precluded by military necessity, such as service in operations that are classified or would be compromised by such notice. Such notice does not need to indicate when the student will return to the university.

II. Notification of Intent to Return

The student must also provide oral or written notice (preferred) of intent to return and supporting official documentation to the Registrar within three years upon completion of their service period. Supporting official documentation must establish that the:

a. Student has not exceeded the cumulative five-year limit on absences from the university, and
b. Student's eligibility for readmission has not been terminated.

In accordance with federal regulations, a returning student's eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge or sentenced in a court-martial from the Armed Forces (including the National Guard and Reserves). However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

III. Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended unless veteran's educational benefits or other service member educational benefits will pay the excess amount. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

IV. Readmission Requirements

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program unless the student requests a later date of reenrollment or agrees to a different program. A returning student will be readmitted into the same academic program the student was enrolled prior to the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

If the university determines that the student is not prepared to resume the same academic program with the same academic status or is unable to complete the program, the university will undertake reasonable efforts to help the student become prepared. If after reasonable efforts, the program or after the university determines that there are no reasonable efforts it can take, the university may deny the student readmission.

SECTION VIII: STUDENT APPEAL PROCEDURES FOR WAIVER OF ACADEMIC RULES

Students may request a petition to appeal decisions made in relation to admission requirements, records, registration and academic rules. The forms for requesting an appeal are available through the Office of Admissions & Records. Appeal procedures are as follows:

A. On the appeal form describe the problem as clearly and completely as possible.
   1. Indicate why the Registrar should consider the appeal.
   2. Provide all details that will help the Registrar better understand the situation.
   3. Provide your full name, mailing address, academic major, contact phone number, and date.
   4. If help is needed in completing the Appeal Form, the Office of the Dean of the college or school in which you are majoring will designate an advisor to help you. The Dean of Enrollment Management and Student Success will designate an advisor for undeclared students needing assistance.

B. Attach to the completed forms any documents, records, or recommendations that will help the Registrar make a decision.

C. Submit the complete appeal packet to the Registrar's Office, Admissions and Records desk.

D. The decision of the Registrar is final.

SECTION VIIII: FINANCIAL AID

A. The Financial Aid Office The Financial Aid Office (FAO) provides a wide range of financial services designed to help students meet the cost of attending UOG. Financial aid is awarded in the form of grants, scholarships, loans, employment, and tuition waivers that help pay the costs of tuition, fees, books, supplies, room and board, transportation, and other personal expenses. UOG coordinates and administers a variety of federal, state, private, and institutional programs (each with different regulations, requirements, procedures, and forms). Information on the various types of financial assistance available, applications and eligibility requirements are available at the Financial Aid Office located at the UOG Fieldhouse.

B. Title IV The Title IV Federal Financial Aid Programs are governed by Federal Regulations and are subject to modification by the U.S. Department of Education and the United States Congress therefore, financial aid information in this catalog is subject to change without notice.

C. FAFSA (Free Application for Federal Student Aid) All federally funded programs require the completion of the FAFSA (**F**ree **A**pplication for **F**ederal **S**tudent **A**id) on an annual basis; therefore students who wish to receive federal financial aid must complete a FAFSA for the academic year in which benefits are expected.

FAFSAs are available beginning on October 1st the year prior to the award year (for example, the FAFSA applicable for the 2022-2023 academic year opened October 1, 2021). The priority FAFSA application deadline for UOG financial aid is April 30th of each year. The financial aid process may be lengthy, as it is governed by federal, state, and institutional regulations. The process from application to disbursement may take up to 8 weeks. The financial aid process can be further delayed if students do not return required documentation in a timely manner.

Students are encouraged to complete the FAFSA online. Completing the application online reduces processing time and errors. Students can complete the online FAFSA at http://www.fafsa.ed.gov. To complete the FAFSA online, students will need an FSA ID from the Department of Education. Students can request an FSA ID online at https://studentaid.gov/fsa-id/create-account/launch. The FSA ID will be sent to the student via e-mail and/or regular mail. It usually takes less than 48 hours to receive an FSA ID by e-mail. For dependent students completing the online FAFSA, at least one parent must also have an FSA ID.

D. **Student Aid Reports (SAR)** Upon receipt of the Student Aid Report (SAR), from the U.S. Department of Education, each student must complete and submit to the Financial Aid Office the Financial Aid Information Sheet. (See the FAO website for more information at www.uog.edu/financial-aid)

E. **Financial Aid Eligibility** Students must meet the following minimum criteria established by the federal government to be considered for the federal programs offered at UOG:

- Be a United States citizen or an eligible non-citizen.
- Demonstrate need.
- Be making satisfactory academic progress.
- Be enrolled in a degree-granting program.
- Not be in default on any Title IV loans.
- Not owe repayment of any Title IV funds.
- Be registered with Selective Service (if applicable).
- Demonstrate need: (calculated by taking the student's EFC (SAI beginning with the 2024-2025 FAFSA) and subtracting it from the total cost of attendance (COA) at UOG. The Cost of attendance is published annually on the Financial Aid website.

NOTE: Part-time students may receive federal or state-funded financial aid; and non-matriculated students may be eligible for some types of federally funded loans. Some aid programs, such as the Pell Grant, are restricted to undergraduate students.

Federal aid is disbursed throughout each semester based on the date of file completion.

F. **Government of Guam Student Financial Assistance Programs (SFAP)** The Government of Guam Student Financial Assistance Programs (SFAP) are governed by Guam law and are appropriated by the Government of Guam each fiscal year. The appropriation may not necessarily be sufficient to fund all new eligible applicants. Applicants are encouraged to apply well before the published due date. (See the financial aid website for more information at www.uog.edu/financial-aid)

SFAP provides financial assistance for undergraduate and graduate studies at the University of Guam or at a U.S. accredited off- island institution (but only for majors not offered or equivalent to UOG). SFAP consists of the following programs: Merit Scholarship Program, Access to Higher Education Grants, Health Professions Training Scholarship (Nursing and Social Work), Research/Teaching Assistantship Program, and the Professional/Technical Award programs. The applications are available yearly with a standard deadline (see the financial aid website for posted deadlines). In addition, other locally funded programs are the Merit Award; Pedro "Doc" Sanchez Scholarship for Government of Guam Career employees; and the Dr. Antonio C. Yamashita Educator Corps (YEC) Program. (https://www.uog.edu/financial-aid/local-financial-aid-sfap)

Other scholarships and assistance opportunities exist. Each program will have its own application process and qualifications. Private scholarships are funded by organizations within the Guam community,

while the Federated States of Micronesia, the Republic of Palau and other island governments in the region provide some aid for the residents of their perspective islands.

G. Federal Satisfactory Academic Progress Policy

Federal regulations require the Financial Aid Office to monitor the progress of all students toward the completion of degree. This monitoring process is called the *Satisfactory Academic Progress (SAP)*. The Department of Education requires that a school monitor SAP both quantitatively and qualitatively. Maintaining satisfactory academic progress is essential to remain eligible to receive funds from any Federal Title IV, state, or university aid program.

Satisfactory Academic Progress (SAP) is assessed by the Financial Aid Office (FAO) for any student who applies for financial aid. A student must be eligible according to this policy whether or not the recipient received aid while attending the university during the evaluated period.

These rules must apply to all students whether or not they were recipients of any financial aid at the University of Guam or any other college. In addition, this policy provides for the consistent application of standards to all students within categories of students, i.e., full-time, part-time, undergraduate, and graduate students, and University educational programs.

This policy is effective immediately and supersedes the previous policies.

Federal regulations-require that the SAP rules must include the following elements:

- A maximum time frame for students to complete his or her program (i.e. based on credits attempted).
- A minimum number of units to be completed.
- A minimum grade point average.

At the end of each semester, the Financial Aid Office will monitor each undergraduate and graduate student's academic progress to determine financial aid eligibility.

H. Student Academic Progress

To maintain Satisfactory Academic Progress (SAP) the following minimum requirements must be met:

UNDERGRADUATE

- Complete at least a minimum of 67% of credit hours attempted with a passing grade (See chart below).
- Have attempted no more than 186 credit hours for bachelor's degree program (based on a 150% of 124 credit hour requirement degree program. Maximum credit hours for programs requiring more than 124 credits will be adjusted accordingly).
- Must maintain a 2.00 cumulative Grade Point Average (GPA).

GRADUATE

- Complete at least a minimum of 67% of credit hours attempted with a passing grade (see chart below).
- Have attempted no more than 54 credit hours for master's degree program (based on a 150% of 36 credit hour requirement degree program. Maximum credit hours for programs requiring more than 54 credits will be adjusted accordingly).
- Must maintain a 3.00 cumulative Grade Point Average (GPA).

In addition to listed on the minimum requirements, the following also apply to Qualitative (Pace) Standards:

- Transfer Credits: Any credits you earned at another institution that UOG accepts as earned credit will be included in calculating your Maximum Timeframe. However, all transfer credits whether they apply to your program or not, will be used for determining your pace calculation and included in both your earned and attempted credit hours.
- Required remedial courses will count towards the calculation.
- All repeat, transfer, withdrawn, unofficial withdrawal, and no credit courses are also part of this calculations.
- Grades of A+ [4.00]; A [4.00]; A- [3.67]; B+ [3.33]; B [3.00]; B- [2.67]; C+ [2.33]; C [2.00] and D [1.00] are counted as passing grades.
- Grades of F [0.00] (failed), W (withdrawal), I (Incomplete), IP (in Progress), and NC (no credit) count as credits attempted but not completed credits.
- At the time an I (Incomplete) grade is converted to a passing grade; the credits will then be considered in the calculation as completed credits. An I (incomplete) grade that is converted to a grade of F (failed) will continue to count as credits attempted by not credits completed. An incomplete may negatively affect a student's pace and aid eligibility.
- Course Repeats: Students receiving an F in a course may repeat that course and receive financial aid for it until the course is passed. Students receiving a passing grade (D or better) and retaking the course one additional time. The most recent grade you received in the repeated course is used to calculate your cumulative GPA. Repeated courses will be counted towards both pace, GPA and duration of eligibility components of SAP.

BREAKDOWN OF REQUIRED NUMBER OF CREDITS

Undergraduate:

Credit Hour Attempted*	Enrollment Status	Minimum Credits to complete each semester
20-21	Full-time	14 Credits
19	Full-time	13 Credits
17-18	Full-time	12 Credits
16	Full-time	11 Credits
14 -15	Full-time	10 Credits
13	Full-time	9 Credits
12	Full-time	8 Credits
11	¾ - time	8 Credits
10	¾ - time	7 Credits
9	¾ - time	6 Credits
6 – 8	½ - time	6 Credits
Below 6 credits	Less than ½ time	MUST PASS ALL Credits

*Credit Hours Attempted – number of credit hours enrolled after the ADD/DROP period of each semester. Fall and Spring semesters ADD/DROP period ends the Tuesday AFTER the first day of classes; Summer ADD/DROP period end on the first day of each session.

Graduate:

Credit Hour Attempted*	Enrollment Status	Minimum Credits to complete each semester
12	Full-time	8 Credits

9	Full-time	6 Credits
6 – 8	½ - time	6 Credits
Below 6 credits	Less than ½ time	MUST PASS ALL Credits

*Credit Hours Attempted – number of credit hours enrolled after the ADD/DROP period of each semester. Fall and Spring semesters ADD/DROP period ends the Tuesday AFTER the first day of classes. Summer ADD/DROP period end on the first day of each session.

To determine the amount of credits required (67% completed with a passing grade), multiply the number of credits you are enrolled in after the ADD/DROP period by .67.

Warning

Undergraduate students who fail to complete a minimum of 67% of credit hours attempted from the previous semester and/or maintain the minimum 2.00 cumulative GPA will be placed on SAP warning for the following semester enrolled. Students will continue to receive their financial aid funds while on warning status.

Graduate students who fail to complete a minimum of 67% of credit hours attempted from the previous semester will be placed on SAP warning for the following semester enrolled. They will continue to receive their financial aid funds while on credit hour warning. If a graduate student does not meet the cumulative GPA of a 3.00 at the end of the previous semester or placed on academic probation by the Graduate School, they will no longer be eligible to receive financial aid funds, until they are off academic probation from the Graduate School.

Suspension of Aid

A student's financial aid will be suspended for any of the following reasons:

1. The student fails to make progress toward the minimum required cumulative GPA for two (2) consecutive semesters (Fall/Spring/Summer).
2. Failure to complete a minimum of 67% of the credit hours attempted for two (2) consecutive semesters (Fall/Spring/Summer).
3. Complete withdrawal from the University of Guam during the semester for which aid was received.
4. Dismissal from the University of Guam for any reason.
5. The student has attempted more than 186 credit hours (undergraduates) / 54 credit hours (graduates) towards their degree program and has not received a bachelor's / master's degree.
6. Failure to receive a passing grade:
   Undergraduates: (A+ [4.00]; A [4.00]; A- [3.67]; B+ [3.33]; B [3.00]; B- [2.67]; C+ [2.33]; C [2.00]; D [1.00]; or P) for all of the credit hours attempted during the semester.
   Graduates: (A+ [4.00]; A [4.0]; A- [3.70]; B+ [3.30}; B [3.00]; B- [2.70]; C+ [2.00]; C [2.00]; F [0.00]; UW [0.00] for all of the credit hours attempted during the semester.
7. Placed on Continued Probation by the Admissions and Records Office at the end of a semester.
8. First semester after a Dismissal or Suspension from the Admissions and Records Office.
9. Current academic status with the Admissions and Records Office shows any of the following: Continued Probation, Suspension, or Dismissal.
10. Student does not follow signed Planning Agreement from the Financial Aid Office (Appeal Process).

How to Re-Establish Eligibility

If you are on suspension, you may submit an appeal. If your appeal is approved, you will receive one probationary semester with contractual performance requirements. Approval is not guaranteed, and you will be held responsible for

any debts incurred if you enroll while on financial aid suspension. Aid eligibility may be reinstated for the semester during which your petition is approved, but not for prior semester(s) that you may have attended while on financial aid suspension.

Appeal Process:

1. You must submit a written petition to appeal any financial aid suspension if you believe your failure to make satisfactory progress (SAP) was due to special circumstances. The petition should be one legible page and address the following:

    a. Explain why you failed to meet the SAP requirements: You must list the special circumstances that impacted your ability to be academically successful. If it is due to an illness, accident, or death for a family member then provide documentation such as death certificate of an **immediate family member**, proof of a personal illness or injury, or documents that prove some special circumstance that was beyond your control.
    b. Explain what has changed: You must include a self-evaluation explaining what steps you are taking to ensure your own academic success in future semesters. If necessary, you should provide documentation from a service provider supporting your ability to be academically successful.

A student should submit a petition at least 30 calendar days before the start of the term and no later than 30 calendar days before the end of the semester that the financial aid is desired. Failure to adhere to this timeline will result in the student losing their right to appeal their suspension.

Appeals with mitigating circumstances must be approved by the Director of Financial Aid Office. Financial Aid advisors must prepare a briefing for the Director with recommendations for the student's appeal.

All appeals should be reviewed and forwarded for approval to the Director of Financial Aid Office within 30 working days of the student's submission of their appeal. A response on the status of the appeal to the student will be given within 45 working days after submission of the appeal.

I. Return of Title IV (R2T4) Policy and Procedure

Purpose of R2T4 Policy

Students receiving federal funds who completely withdraw or otherwise cease to attend the university during a period of enrollment must have a Return of Title IV (R2T4) calculation performed to determine the percentage of aid earned based on the length of time the student was enrolled.

The requirements for Title IV funds when you withdraw are separate from the university refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. University of Guam (UOG) will charge the student's account for any Title IV funds that UOG was required to return.

Institutional Responsibilities

UOG's responsibilities regarding Return of Title IV (R2T4) funds:

- Identify students affected by this policy and perform R2T4 calculations.
- Inform students of any balance owed to UOG as a result of R2T4 calculations.
- Return unearned Title IV aid (if any) and notify students and/or parents.
- UOG must return unearned Title IV aid to the federal government no later than 45 days after determining the student has withdrawn.

Student Responsibilities regarding the Return of Title IV (R2T4) funds:

- Become familiar with the R2T4 policy and the effects of withdrawing or ceasing to attend UOG with regards to Title IV funds.
- Resolve outstanding balances incurred as a result of R2T4 calculations requiring a return of unearned Title IV aid.
- Resolve any repayments of any overpayments of Title IV funds.

Withdrawals and the effect on Federal Financial Aid (Title IV funds)

Title IV funds are awarded based on the assumption that a student will begin and complete attendance during the entire enrollment period to be awarded. A student may no longer be eligible to receive the full amount of Title IV aid they were awarded if they withdraw from all courses or cease to attend before the semester ends for any reason. The student will only be eligible to receive a portion of the aid received. Therefore, the student may be responsible to repay a portion of the original financial aid they were awarded for the semester.

As per federal regulations, the institution is required to perform a recalculation of financial aid eligibility for the following reasons:

- Complete withdrawal from all classes.
- Unofficial withdrawal from (ceasing to attend) all classes before the semester ends.

NOTE: UOG's refund policy is separate from the federal R2T4 regulation to return unearned aid.
Although a student may have received a refund from UOG, the student may still be responsible to return funds after determination of an overpayment or R2T4 calculation indicates an unearned financial aid award.

Earned Aid Calculation

For students to earn federal financial aid, they must remain enrolled in their classes for the entire semester. A student who officially withdraws from all their courses or unofficially withdraws (cease to attend without submitting a withdrawal form) before the semester ends, may have to return a portion of the federal aid they received during the semester.

UOG is required to calculate the earned percentage of federal financial aid a student should have received and return the unearned portion to the U.S. Department of Education.

Below is the formula to determine the earned and unearned percentage of financial aid:

- The percentage earned is the number of calendar days a student completed divided by the total number of calendar days in the period of enrollment

If a student has attended more than 60% of the period of enrollment, the student is considered to have earned 100% of the Title IV funds awarded during the period.

Official Withdrawals

- Students must complete a withdrawal form and submit to the Office of Admissions and Records during the withdrawal period.

- At the end of the semester, the Admissions and Records Office will submit to the UOG Financial Aid Office (FAO) all withdrawal forms for students that did not complete any classes for the semester.
- R2T4 calculations will be completed by FAO to determine the amount of financial aid the student has earned.
- FAO will return unearned federal financial aid to the Federal Government on behalf of the student as soon as possible but no later than 45 days after determining the student has withdrawn. This return will result in a charge on the student's account.
- FAO will send email notifications via the student's official gotritons email indicating the amount to be returned after R2T4 calculation has been completed.
- It is the responsibility of the student to make payment arrangements with the Bursar's Office for any and all charges resulting from an R2T4 calculation.

Unofficial Withdrawals

- The University of Guam is not required to take attendance. Therefore, if a student receives an Unofficial Withdrawal (UW) grade, the FAO will use the 50% (midpoint) of the period of enrollment as the withdrawal date.

Post Withdrawal Disbursements (PWD)

If a student did not receive all their earned federal financial aid after ceasing to attend their classes for the semester, UOG may be required to process a Post Withdrawal Disbursement (PWD) of earned aid not received. Students must have a complete financial aid file to include all verifications and must meet all other eligibility requirements before being able to receive a PWD.

- **Grant PWD**
  A PWD for Grants may be credited to the student's account without obtaining permission from the student. This credit can only be applied to tuition, fees, and room and board (if applicable). Any other credit must be authorized by the student Grants must be disbursed within 45 days of withdrawal.

- **Loan PWD**
  FAO must notify students or parents for Direct Parent PLUS loans within 30 days of withdrawal. Student and parent must confirm permission to disburse loans within 14 days of notification The Direct Loans must have been originated by FAO prior to the withdrawal. If the disbursement of PWD loans results in a credit balance, the credit balance will be refunded to the student and/or parent (for Direct Parent PLUS loans) as soon as possible, but no later than 14 days after the credit balance has occurred.

Order in which financial aid is returned

UOG will return funds in the following order:
- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Iraq and Afghanistan Service Grant

J. Designation of FAFSA Processing Date

The purpose of this section is to establish a transparent process through which the financial aid office shall provide students with a designated date for the processing and application of their Free Application for Federal Student Aid (FAFSA) towards their tuition and financial aid eligibility.

1. Designation of FAFSA Processing Date

   a. The financial aid office shall designate a specific date, hereinafter referred to as the "Designated Processing Date," for the processing and application of students' FAFSA submissions for each academic year.

   b. The Designated Processing Date marks the commencement of the financial aid office's review and processing of FAFSA submissions to determine students' eligibility for financial aid, including grants, scholarships, and other applicable tuition assistance.

   c. The financial aid office will inform students of the Designated Processing Date in a timely manner, typically in advance of the FAFSA submission period for the corresponding academic year.

   d. To ensure timely and comprehensive consideration of financial aid requests, students are strongly encouraged to submit their FAFSA on or before the Designated Processing Date.

   e. FAFSA submissions received after the Designated Processing Date will continue to be processed. However, the availability and consideration of specific financial aid programs and grants may be subject to limitations.

2. Notification of Financial Aid Determinations

   a. After the Designated Processing Date, the financial aid office will provide formal notification to students regarding the determination of their financial aid package.

   b. This notification will include detailed information about the financial aid awards and assistance to which students are entitled for the forthcoming academic year, including any required documentation and guidelines for the utilization of such aid towards tuition and educational expenses.

SECTION IX: ACADEMIC RENEWAL

A. Definition Former University of Guam students whose academic performance resulted in their probation suspension or dismissal from the University may apply for re admission to the University with a request that their prior academic record be disregarded. If approved, such students re-enter the University with no credits attempted, no credits earned, and no quality (grade) points earned. This policy may be evoked by students only once and is applicable only to students enrolled at UOG and only for UOG credits. Contact the Registrar's Office for information and forms.

B. Time requirements and evidence of change At least three full calendar years must have elapsed since the end of the last semester in which the applicant was enrolled. The applicant may be asked to present adequate evidence that the conditions which caused the prior poor academic performance have changed so that there is a reasonable expectation that the applicant can perform satisfactorily if permitted to resume her or his studies.

C. **Academic History** The prior academic record remains a part of the person's overall academic history, but none of it is carried forward as part of her or his program. That is, none of the credits earned previously can be used in the student's program after readmission under the academic renewal policy. Students showing competency in any area may be allowed advanced standing (without credit) or waiver of requirements like any other student but will not be permitted to earn credit by examination for courses that they enrolled in prior to requesting re-entry under this policy.

D. **Student Appeals Procedure** Students have the right to appeal decisions made in relationship to admission requirements, records, registration and academic rules. The forms for requesting an appeal are available through the Office of Admissions & Records.

SECTION X: ADVISEMENT AND DECLARATION OF MAJOR

A. **Academic Advisement** is mandatory for all full and 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.

1. Transition Students: Division of English and Applied Linguistics faculty or staff.
2. Undeclared majors who have earned less than 60 credits: Enrollment Management and Student Success (EMSS) advisors or college advisors if they are undeclared in a college.
3. 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.

B. **Declaration of Major** A student must declare a major by the beginning of the sophomore year (30 credits).

SECTION XI: TEACH-OUT POLICY (PROGRAM DISCONTINUATION)

Academic programs may only be removed upon approval of the Board of Regents after an extensive consultation process as per BOR Resolution No.15-15. As part of this process, a teach-out plan will be developed to ensure that all currently enrolled students have the opportunity to complete the program, and that the integrity of the academic quality of the program is maintained during the teach-out period.

Students will be notified of the plan for discontinuation, the expected timetable for phasing-out, and any planned changes in the overall study options that will be available to them. The program faculty will be available for academic advising for those students who need advice on their specific completion pathway.

During the phase-out period, special arrangements will be made when there are students needing to take a discontinued course when it is no longer viable to run the course with a very small number of students. When special arrangements

are required, the student follows existing University procedures (i.e., course substitutions or change in program contract).

Students seeking to resolve a dispute or question arising under this policy must do so in accordance with the Student Discipline and Appeals Committee and related procedure.

SECTION XII: FIRST YEAR EXPERIENCE COURSE REQUIREMENT

FY101: **First Year Seminar** is a three-credit course that is REQUIRED of all new first year students (and all new transfer students with less than 30 cumulative credits). Measures will be established to ensure that students cannot register for further classes until they have registered and successfully completed the course. The course will help orient students to the resources available at the University of Guam and to assist individuals in becoming successful members of the campus community. This course is intended to help students make a successful transition into university life.

SECTION XIII: TUITION AND FEES

A. Tuition fees and other charges at the University of Guam are established by the Board of Regents. The charges listed in this policy manual and catalog are those in effect at the time of publication and are subject to change by the Board.

B. Payments: UOG accepts cash, check, and/or credit card (MasterCard, VISA, American Express and other major credit cards.) Payments are accepted at Business Office (735-2923). Payment can also be made through the Student Finance module in Self Service.

C. Residency Rules An applicant is classified as a resident or non-resident registrant for tuition purposes at the time an application for admission and all supporting credentials have been received in the Office of Admissions. The classification is based upon information furnished by the student and from other relevant sources. A student may be classified as a resident student by providing documentation prior to the opening of the semester or term; (See Resident and Non-Resident Students).

1. Tuition Rates

FALL 2026, SPRING AND SUMMER 2027 (BOR Resolution No. 19-41 and 19-42)

STATUS	**Cost Per Credit Undergraduate**	**Cost Per Credit Graduate**
RESIDENT	$221	$299
NON-RESIDENT	$442	$598

AUDITING or CREDIT BY EXAM: Same as other courses.

2. Fees At the time of registration, all students must pay the following fees **(BOR Resolution No. 24-27)**:

	FALL 2026	**SPRING 2027**	**SUMMER 2027**
Registration	$12.00	$15.00	$15.00
Student Services	$44.00	$44.00	$24.00
Library Services	$48.00	$52.00	$52.00
Student Activities	$24.00	$24.00	$24.00
Health Services	$12.00	$25.00	$25.00
Recreation, Wellness, Sports, and Field House	$75.00	$80.00	$40.00

Computer Fee	$48.00	$55.00	$55.00
Internet	$100.00	$115.00	$105.00
On-Line Learning fee	$40.00	$50.00	$25.00
Facilities Maintenance		$200.00	$150.00
TOTAL:	**$403.00**	**$660.00**	**$515.00**
Program-specific Additional Fees:			
Nursing and Engineering programs	-	$250.00	-
TOTAL:		**$910.00**	**$515.00**
(for Nursing & Engineering Students)			

The fees being charged are found in the current catalog and are subject to change by the Board of Regents. Undergraduate students taking 5 credits or less will be charged 50% of the student fee for the regular fall and spring semesters. Undergraduate students taking 5 credits or less during the summer term inclusive of sessions, A, B, and C, will be assessed a flat fee of $257.50.

D. Meeting Financial Obligations If a student's financial obligations have not been met, the Office of Admissions and Records will not release student transcripts, diploma or other official records, and the student will not be permitted to register for further courses. The University will charge interest of 8.5% per annum on all debts not received by the payment deadline. Students are required to pay additional fees if their account is sent to a collection agency. Matters relating to the student's financial obligations to the University should be referred to the Bursar's Office (735- 2940/3/5). The University may report students with unpaid accounts to a credit bureau and/or Department of Revenue and Taxation.

E. Payment Deadline Payment deadlines are advertised each semester and during the summer terms in the Course Schedule. Please refer to current course schedule for payment deadlines.

F. Cancellation Fee If you register for a class and later decide to drop or withdraw from class(es), you will be charged a cancellation fee as follows:

FALL AND SPRING SEMESTER

	Before the 1st Week of Class	1st Week of Class	After the 7th day of the Semester
TUITION:	0%	5%	100%
FEES:	0%	100%	100%

There is a different schedule for Saturday classes. Saturday courses must be dropped before the second meeting day.

SUMMER SESSION/INTERSESSION

	Before the 1st day of Session	1st day of Session	After the 1st day of Session
TUITION:	0%	5%	100%
FEES:	0%	100%	100%

If there are multiple class start days for the summer term, the first day of class will be the first day of the first class of the summer term.

G. English Language Institute (ELI) Tuition The tuition rates for ELI are found in the current catalog. Tuition and fees are subject to change upon the approval of the University of Guam Board of Regents.

H. **Miscellaneous Charges** In addition to the fees listed earlier in this section, there are numerous fees attached to specific courses or University services. These fees are listed in the current catalog and are subject to change by action of the Board of Regents.

1. **Library Fines** Charges vary.

2. **Loss or Damage Fee** Replacement of laboratory equipment lost or damaged is assessed on a replacement cost basis.

3. **Transcript Fee** The first copy is provided free to each student who has met all her/his financial obligations to the University. Additional copies may be obtained at $15.00 per copy. Students may obtain copies of their transcripts in one hour, when necessary, by paying a special service charge of $20.00 in addition to transcript fees. (BOR Resolution No. 90-39)

   The service charge is assessed per request, not per transcript. For example, if a student needs three transcripts and requests one-hour service, the total charges will be $65.00: ($45.00 for three transcripts plus the $20.00 service charge.)

4. **Books and Supplies** Books and supplies are available at the University Bookstore located next to the Calvo Field House. Books and supplies must be paid for at the time of purchase. The bookstore accepts VISA, MasterCard, American Express and other major credit cards. The bookstore will not accept charge accounts.

SECTION XIV: GENERAL EDUCATION REQUIREMENTS

A primary mission of the University of Guam is to prepare students for life by providing educational opportunities to increase knowledge, develop skills, and strengthen values essential to living in our rapidly evolving world. General Education is commonly seen as providing the foundation for programs to fulfill their specific responsibilities. Recent reports indicate that the most successful institutions incorporate general education goals throughout all years of study even within major programs. Integrating the goals of general education across all years also meets Standard 2 of the Western Association of Schools and Colleges (WASC).

A. **A Three-Tiered Structure** After extensive reviews and discussion, the UOG Faculty Senate General Education Review Committee (GERC) developed a three-tiered framework to the General Education curriculum. Tier I (called *Core Foundation*) provides a foundation of the five WASC core competencies. Tier II (called *Breadth through Diversity and Direction*) provides the breadth needed for successful and healthy living as well as direction toward and into a major. Tier III (called *Capstone Experience*) fosters mastery of the core competencies embedded within program objectives enhanced by the values of modern academia (creativity, innovation, diversity, ethical and civic responsibility, and civic engagement[i]). The three tiers work together to meet the aspirations of academia while fulfilling the mission of the University of Guam and satisfying WASC expectations.

B. **General Education Requirements** Students who plan to complete a baccalaureate degree at the University of Guam are required to complete the General Education program described in the catalog. The General Education program emphasized the common need for learning experiences, including an understanding of the fundamentals of major fields of knowledge. It provides opportunities for the individual majors and colleges to include, within the specific career programs they offer, further relevant general educational experiences. Please contact an academic advisor in the college/school of your interest.

Notes on General Education Requirements:

1. Some of the courses listed below have pre-requisites.
2. No one course may satisfy more than one general education requirement.
3. Students are advised to check the requirements for their major before taking general education courses.
4. The program faculty shall determine whether any course taken to satisfy general education requirements may also count toward fulfillment of major and/or minor requirements. Even though one course may be allowed to satisfy both general education and major/minor requirements, the number of credit hours will only be counted once. For further information, please contact and academic advisor.
5. Students must satisfy each tier within general education. No one course may satisfy more than one general education requirement.

C. Summary of General Education Requirements Detailed information is found in the current catalog.

GENERAL EDUCATION TIER REQUIREMENTS

Tier I: Core Foundation – 15 credits required
Tier II: Breadth Through Diversity and Direction
Diversity Foundation: 16 credit hours
Uniquely UOG: 7 credit hours
Direction Building: 9 -11 credit hours
Tier III: Capstone Experience – 0 credit hours for general education
Total: Up to 47 credit hours (*plus possibly 2 lab hours)

SECTION XV: COURSE NUMBERING SYSTEM

A. Description of course offerings can be found in the appropriate college sections of the catalog. The course numbering system for the University is explained below.

1. General Class-Level Designations

0-099	NON-DEGREE UNIT
100-199	FRESHMAN LEVEL
200-299	SOPHOMORE LEVEL
300-399	JUNIOR LEVEL
400-499	SENIOR LEVEL
500-699	GRADUATE LEVEL

800-level courses. The 800 series of courses are post baccalaureate, professional development courses for teachers. Admission requirements are (1) proof of a bachelor's degree and (2) proof of present employment as a teacher. No undergraduate student may take an 800 course. Credit for an 800 course is not applicable to any degree. These courses may not be cross listed with any other course. They shall appear on a separate transcript labeled "For Professional Development Only."

2. Special Course Designations

-90 Series: **Special Projects.** Courses for individual students, including problems, special studies and individual research.

-91 Series: **Seminar Courses.** Courses in which the burden of research and preparation is on the students, and class activity is discussion oriented.

-92 Series: **Practicum Courses.** Guided work experience supervised by a qualified professor or project director to whom the student reports at regular intervals.

-93 Series: **Workshops.** Courses administered by a group of specialists and dealing with various applied aspects of a discipline.

-94 Series: **Special Studies.** Special-category courses usually designed to be offered only once (e.g., a course by a visiting expert; a course designed for a specific group of students).

-95 Series: **Thesis.** Independent research culminating in a major research paper or project (e.g., Senior Thesis, Master's Thesis).

-98 Series: **Internship.** A trainee, residency, or intern program in which the student works in a technical or professional area under the supervision of an expert in the field.

-99 Series: **Independent Reading.** A course of directed readings in a designated field or topic.

3. **Conference Courses** A person who has been accepted for admission to the University of Guam may register for course by conference upon special arrangements with the appropriate college/unit. A conference course is a regular catalog course that is **not** offered in the current semester. A conference course **will not be approved** if the course already appears on the regular schedule of classes.

   Enrollment in these courses requires the advisors, instructor, division chairs, and Dean/Directors approval. A student studies privately with an instructor. Deadline for registration for the course by conference is the last day of schedule adjustment (add/drop) of each regular semester and summer terms**.** After obtaining this approval, the formal registration and payment for course by conference shall take place at the Global Learning and Engagement Office on the 2nd floor of the MARC/Information Technology Resource Center/Computer Center building. All other rules and regulations apply.

   NOTE: If the Course by Conference is to be used for graduation requirements, grades must be submitted by the instructor by the graduating student deadline. In addition, the required contact hours must also be met between the student and the instructor for academic credit.

4. **Special Project and Thesis Courses** A person who has been accepted for admission to the University of Guam may register for the following Special Projects courses upon special arrangements with the appropriate college or school. Enrollment in these courses requires the advisors, instructor, division chairs, and Dean/Directors approval.

   190, 290, 390, 490 Special Projects
   192, 292, 392, 492 Practicum Courses
   199, 299, 399, 499 Independent Reading

   A person who has been accepted for admission to the University of Guam may also, with the instructors consent, enroll in the -98 series, Internship, and Special Project Courses through the ninth week of a regular semester or the first week of the summer terms (please refer to the Calendar at a Glance at the beginning of the UOG undergraduate catalog for specific deadline dates per semester***),*** provided that the course is offered by any college or school except the School of Education. Internships in the School of Education require prior approval and must be registered for by the end of the schedule adjustment period.

   The necessary application/approval forms may be obtained from the Global Learning and Engagement Office located on the 2nd floor of the Micronesian Area Research Center (MARC)/

Information Technology Resource Center/Computer Center building. After obtaining this approval, the formal registration and payment for Special Projects and -98 series Courses shall take place at the Global Learning and Engagement Office. All other rules and regulations apply.

NOTE**:** If the Special Project and or Thesis are to be used for graduation requirements, grades must be submitted by the instructor by the graduating student deadline. In addition, the required contact hours must also be met between the student and the instructor for academic credit.

5. **Other Course-numbering Designations** Letter symbols appearing immediately after course numbers are to be interpreted as follows. Small case letters "a-b" mean a two-semester sequence to be taken in order. When small case letters are separated by a comma instead of a dash, these symbols indicate that even though the courses are closely related, they need not be taken in the a, b order if conditions make it more expedient to reverse the order.

6. **Credit Hours** Parenthetical figures following the course title indicate the number of credit hours a course carries.

SECTION XVI: ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

A. Academic Rights of Students
Students have the following rights:

1. To have competent instruction, which shall encompass the following:
   a. to be informed of course requirements (which shall include, course content, methodology and grade determination).
   b. to engage in free and open inquiry and expression, so long as this does not interfere with the rights of the instructor(s) and other students; and
   c. to protect against prejudice and/or capricious academic evaluation.
2. To have competent advisement.
3. To have qualified, impartial assistance from the faculty of the support and research units of the University.
4. To have protection against misuse of original work.
5. To be treated in accordance with the University's Statement of Nondiscrimination and Affirmative Action.
6. To have protection, through orderly procedures if any of the above rights are violated, and
7. To be accompanied by a representative at all stages of any grievance procedure. (See Section XVIII).

B. Academic Responsibilities of Students Students have the obligation to be competent students, which includes the following:

1. To ascertain course, program and University requirements.
2. To maintain standards of academic performance established for any course in which they are enrolled.
3. To exercise their rights with honesty, maturity, and responsibility, and
4. To not plagiarize, and
5. To initiate investigative procedures if they believe that their academic rights have been violated.

SECTION XVII: Responding to Disruptive Student Behavior Procedures (Adopted by Admin Council and approved by Senior Vice President and Provost, March 6, 2018)

The University of Guam is dedicated to the open and free pursuit of knowledge; courses are designed and governed by the faculty in various ways to promote learning. The on-campus or online classroom ethos that instructors seek is both open to dissenting opinions and respectful of all members of the campus community. To that end, every instructor has the right and responsibility to maintain classroom order, and students, in adherence to the UOG Student Code of Conduct, are required to follow course policies and instructions regarding classroom behavior. Instructors may elect to hold students who engage in disruptive behavior accountable, in accordance with the following procedures:

1. The instructor has the right to make decisions regarding his or her own daily class dynamics and to define disruptive behavior; restraint of class disruption, including requiring a student to leave the classroom, is at the discretion of the instructor. If a student refuses to cease the disruptive behavior, the instructor may request that campus security remove the student from an on-campus classroom, or the Learning Management System (LMS) Administrator may remove or block the student from an online course. When security arrives, the instructor will ask for assistance to remove the student.

2. In order to maintain an effective learning environment, the instructor has the right to initiate removal of disruptive students from his or her course(s). The instructor should provide an oral warning to a student who engages in repeated disruptive behavior if that student's behavior does not improve it may lead to removal from the course; it is also recommended that the instructor warn the student in writing whenever possible. A single instance of severely disruptive, harassing, or threatening behavior, either within or outside the classroom, may warrant the student's immediate removal, without warning, from the course. Repeated disruptive behavior will result in a written reprimand along with removal from the course. If the course occurs abroad or at some other location away from the home campus, the dismissed student will be responsible for all expenses incurred, including transportation home. Students who are removed from the classroom will be referred to the Enrollment Management Student Success (EMSS), Behavioral Counseling Specialist Supervisor for appropriate consultation, and when appropriate may be referred to services, such as the Isa Psychological Services Center on campus or to the Guam Behavioral Health and Wellness Center, that may serve their apparent needs. The University will always strive to support students, and any classroom removals will be in the best interests of the identified individual, instruction, and support the interests of both as fully as the situation allows.

Should an instructor deem it advisable to remove a student from a course, that instructor will first discuss the matter with the Dean of the College/School. If the Dean concurs with the request for removal, notice will be given in writing that the student has been removed from the course, recording the reasons for and effective date of the removal. Copies of this notice will be sent to the student, the student's advisor, the Dean of the College/School, the Dean of Enrollment Management and Student Success (EMSS), and the Registrar within five (5) business days. Communication of this letter to the student will serve as official notice that the student has been removed from the course. The Dean of EMSS will conduct an investigation pursuant to the Student Code of Conduct policy. The Dean of the College/School and the Instructor will be informed of the sanction given to the student by the Dean, EMSS. The instructor will review EMSS procedures on appropriate grading protocols depending on when action occurred during the semester. (Note: This procedure does not pertain to students who, because of excessive absences or failure to complete assignments, are informed by their instructors before the semester's end that they have failed the course and should not continue attending it. Those students will receive an "F.")

Nothing in the procedure outlined above is intended to replace current policies on either counseled withdrawals or disciplinary withdrawals (whether administrative in nature or as a result of a Student Discipline and Appeals Committee ruling), where those policies are more appropriate.

The University's standard refund policy regarding tuition will remain in effect for any student who is withdrawn from a course by an instructor.

SECTION XVIII: STUDENT ACADEMIC APPEAL AND GRIEVANCE PROCEDURE

Student Academic Appeal/Grievance Procedure This procedure will be followed when a student would like to resolve a grievance or complaint against a student, faculty member, administrator, or other employee of the University. For the purpose of this procedure, business days are defined as weekdays during the Fall and Spring semesters when classes are in session.

For assistance in determining how to follow these procedures or advice on grievances, contact the Student Life Office or the Student Government Association (SGA). You may be accompanied by a representative (friend, faculty or student) at any stage in this process. At each step of the grievance procedure, both parties to the dispute will be informed of any decisions taken.

At any point in the following procedure, outlined in Steps 1 through 6 below, failure by the dissatisfied party to appeal within the timeline shall result in the termination of the grievance at the level stopped, and the decision shall stand.

STEP 1

1. A student must attempt problem resolution by conferring with the faculty member or other party within thirty (30) business days after becoming aware of the problem. At this point, both parties shall apprise themselves of their own rights and those of the other party.
   In accordance with the University's nondiscrimination and affirmative action policy, students who feel uncomfortable meeting with the faculty member or other party against whom they have a grievance may skip step 1 of the grievance process. Also, a student grievant may be accompanied by a representative at all stages of the grievance process.
2. If this conference does not resolve the problem, the person bringing the grievance shall notify the other party in writing within 10 days after the conference that he or she is initiating the grievance procedure and again shall seek to resolve the problem through a second informal conference. If the student skips Step 1 and goes directly to Step 2, the student, within 30 business days after becoming aware of the problem, shall notify the other party in writing that he or she is initiating the grievance procedure.
3. If this second conference does not resolve the problem, the procedure shall continue to the next step.

STEP 2

1. The student shall present a written statement, within 10 business days after the second conference, to the appropriate Division Chair or Director and to the party against whom the student has the grievance. The statement must describe the problem in concrete terms, supply all written evidence pertinent to the problem and state the requested solution.
2. In the case of divisions lacking a Chair or a Director, the grievance shall proceed to Step 3.
3. If the faculty member against whom the student has a grievance is a Chair, Director, or higher, the grievance shall proceed to the appropriate higher level.
4. The Chair or Director shall facilitate a resolution of the problem.
5. If an agreement is reached, the Chair or Director shall put the agreement in writing. This shall be signed by both parties with the Chair or Director as witness. Copies of the agreement shall be given to both parties, and the Chair or Director shall retain the original. If the recommendation resolves the problem, the appropriate Dean shall act on the recommendation.
6. If no agreement is reached, the Chair or Director shall decide the issue and provide both parties and the appropriate Dean with a written copy of his or her recommendation within 5 business days.
7. If this recommendation fails to resolve the problem, the dissatisfied party may continue the grievance procedure by appealing the recommendation to the appropriate Dean within 5 business days from receipt of the Chair or Director's decision.

STEP 3

1. The case may be heard by the appropriate Dean alone, unless the Dean or one of the parties to the dispute, requests in writing to the Chair of the University Student Discipline and Appeals Committee that the grievance be heard by that Committee.
2. If the Dean hears the case, he or she shall review the Chair or Director's recommendations and such other factors as may be known to him or her and, except for extraordinary circumstances, shall notify both parties of his or her decision within 10 business days. If this decision fails to resolve the grievance, the dissatisfied party may continue the grievance procedure.

STEP 4

1. If the dean or one of the parties to the dispute, requests in writing to the Chair of the University Student Discipline and Appeals Committee that the grievance be heard by that Committee, the Committee shall be convened to hear the grievance and to make recommendations to the Senior Vice President and Provost, Academic and Student Affairs.
2. The University Discipline and Appeals Committee shall conduct an investigation according to the procedures below.
3. Within 10 business days after receiving written notification, the Chair of the University Student Discipline and Appeals Committee will notify committee members of the upcoming grievance. He or she will also contact both parties of the grievance to set a date for the formal hearing.
4. All documents produced for Step 2 and Step 3 shall be given to the University Discipline and Appeals Committee by the appropriate Dean.
5. During the formal hearing the grievant and the person against whom the grievance has been brought shall have 15 minutes to present his or her case. Each party may have an additional 30 minutes for testimony by other persons. Each party shall have 10 minutes to respond to the other's position. Committee members may ask questions of either party following the presentation of the case.
6. If one party fails to appear, except for absences due to extraordinary circumstances (as determined by the Student Discipline and Appeals Committee), the hearing will nevertheless proceed.
7. During the formal hearing, the reliance upon evidence shall be determined by fundamental principles of fair play. Rules of evidence in courts of law shall not, as such, be applied. The hearing is closed to the public to maintain confidentiality of the student and the party against whom the grievance has been brought.
8. At the conclusion of the proceedings the University Discipline and Appeals Committee shall meet in closed session to deliberate and formulate its recommendations to the Senior Vice President and Provost, Academic and Student Affairs.
9. With the exception of extraordinary circumstances, the recommendations and the supporting documentation shall be forwarded to the Senior Vice President and Provost, Academic and Student Affairs with 10 business days with a copy of the recommendations provided to the appropriate Dean.

STEP 5

1. The dissatisfied party may appeal the decision of the Student Discipline and Appeals Committee by appealing in writing to the Dean, Enrollment Management and Student Success.
2. The Dean, Enrollment Management and Student Success will review all documentation regarding the case, and except for extraordinary circumstances, make a decision within 15 business days.

STEP 6

1. The dissatisfied party may appeal the decision of the Dean, Enrollment Management and Student Success by appealing in writing to the President.
2. The President will review all documentation regarding the case, and except for extraordinary circumstances, make a decision within 15 business days.
3. The President's decision shall be final.

SECTION XIX: STUDENT CODE OF CONDUCT

The mission of the University of Guam is to provide higher education programs for the people of Guam and the Western Pacific Island Communities. To fulfill this mission, the University of Guam must provide opportunities for intellectual, emotional, social, and physical growth. University students assume an obligation to act in a manner compatible with the fulfillment of the mission. The University community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the University of Guam Student Government Association in conjunction with the Dean, Enrollment Management and Student Success, the Senior Vice President for Academic and Student Affairs, establishes the Student Code of Conduct, which is hereby contained in Sections G through K of this section.

Any questions of interpretation regarding the Student Code shall be referred to the Dean, Enrollment Management and Student Success, or designee.

The Student Code shall normally be reviewed every year by the Student Government Association in conjunction with the Dean of Enrollment Management and Student Success, and the University Student Discipline and Appeals Committee.

A. Definitions

1. The term University means University of Guam.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than the University of Guam and who reside in University Residence Halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students."
3. The term "faculty member" means any person hired by the University to conduct teaching, service, or research activities.
4. The term "University official" includes any person employed by the University, performing assigned administrative responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
8. The term "judicial body" means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions. The "judicial body" for violations of the Student Code is the University Student Discipline and Appeals Committee.
9. The term "judicial advisor" means a University official authorized on a case-by- case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same judicial advisor to impose sanctions in all cases. Unless otherwise noted, the "judicial advisor" of the University is the Dean of Enrollment Management and Student Success.
10. The term "appellate board" means any person or persons authorized by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the judicial advisor.

11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, the Student Code, Residence Hall Handbook, Graduate/Undergraduate Catalogs and the University Policy Manual.
14. The term “cheating” includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
15. The term “plagiarism” includes, but is not limited, to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. Business Day or days are weekdays during the Fall and Spring semesters when classes are in session.

B. Judicial Authority The University Student Discipline and Appeals Committee is the judicial body authorized to hear cases alleging violations of the Student Code.

The judicial advisor (Dean of Enrollment Management & Student Success) shall determine the composition of judicial bodies and appellate boards, other than the University Student Discipline and Appeals Committee, and determine which judicial body, judicial advisor and appellate board shall be authorized to hear each case.

In cases not involving violations of the Student Code, the judicial advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.

Decisions made by a judicial body and/or judicial advisor shall b e final, pending the normal appeal process.

A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

C. Proscribed Conduct

1. **Jurisdiction of the University** Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or areas off campus over which the University has jurisdiction, or which adversely affects the University Community and/or the pursuit of its objectives.

2. **Conduct Rules and Regulations** Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined under sanctions.
   a. Acts of dishonesty, including but not limited to the following:
      i. Cheating, plagiarism, or other forms of academic dishonesty.
      ii. Knowingly making false statements and knowingly submitting false information to any University official, faculty member or office.
      iii. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
      iv. Tampering with the election of any University recognized student organization.

b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public-service functions on or off-campus, or other authorized non-University activities, when the act occurs on University premises.
c. Physical abuse, verbal abuse, threats, intimidation, harassment, sexual harassment, sex offenses, domestic violence, dating violence, sexual assault, stalking, coercion and/or other conduct, which threatens or endangers the health or safety of any person.
d. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
e. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
f. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
g. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
h. Violation of published University policies, rules or regulations.
i. Violation of federal, state or local law on University premises or at university sponsored or supervised activities.
j. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
k. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication.
l. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises.
m. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
n. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
o. Conduct, which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored or participated by the University.
p. Theft or other abuse of computer time, including but not limited to:
    i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    ii. Unauthorized transfer of a file.
    iii. Unauthorized use of another individual's identification and password.
    iv. Use of computing facilities to interfere with the work of another student, faculty member or University official.
    v. Use of computing facilities to send obscene or abusive messages.
    vi. Use of computing facilities to interfere with normal operation of the University computing system.
q. Abuse of the Judicial System, including but not limited to:
    i. Failure to obey the summons of a judicial body or university official.
    ii. Falsification, distortion, or misrepresentation of information before a judicial body.
    iii. Disruption or interference with the orderly conduct of a judicial proceeding.
    iv. Institution of a judicial proceeding knowingly without cause.
    v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.

vii. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
viii. Failure to comply with the sanction(s) imposed under the Student Code.
ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.

D. Violation of Law and University Discipline University disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus.

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and University employees, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

E. Judicial Policies

1. **Charges and Hearings** Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the judicial advisor (Dean of Enrollment Management and Student Success) responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within ten (10) business days. The following procedures, proceedings and timelines are intended to provide a prompt, fair and impartial process from the original investigation to the final result.
   a. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
   b. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
   c. A judicial body shall be appointed by University policy or as approved by the Dean of Enrollment Management and Student Success. Members of the judicial body receive annual training before serving in order to protect the safety of complainants and students and to promote accountability in the investigative and hearing process.

2. **Hearings** shall be conducted by a judicial body according to the following guidelines:
   a. Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the Chair, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.
   b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor.
   c. In hearings involving more than one accused student, the Chair of the judicial body may permit the hearings concerning each student to be conducted separately.

d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
e. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.
f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Chair.
g. All procedural questions are subject to the final decision of the Chair of the judicial body.
h. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code, which the student is charged with violating.
i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
j. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

F. Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code:

1. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. **Loss of privileges:** Denial of specified privileges for a designated period of time.
4. **Fines:** Previously established and published fines may be imposed.
5. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary o material replacement.
6. **Discretionary Sanctions:** Work assignments, service to the University or other related discretionary assignments.
7. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
8. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
9. **University Suspension:** Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **University Expulsion:** Permanent separation of the student from the University.

More than one of the sanctions listed above may be imposed for any single violation.

Other than University suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, maintained by the Admissions and Records Office, but shall become part of the student's confidential record, maintained by the Dean of Enrollment Management and Student Success. Upon graduation, the student's confidential record may be expunged of disciplinary actions, University suspension or University expulsion, upon application to the judicial advisor.

In addition to the penalties outlined in section above, groups or organizations may also face: (a) Deactivation; (b) Loss of all privileges, including University recognition, for a specified period of time.

G. In cases involving violations of the Student Code, members of the judicial body (University Student Discipline and Appeals Committee) shall determine and impose sanctions. In other cases, the judicial advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the judicial advisor shall simultaneously advise both the complainant and the accused, as well as the Dean of Enrollment Management and Student Success in writing of its determination and of the sanction(s) imposed, if any. The disclosure of the outcome of the hearing shall include only the name of the accused, the violation alleged, whether any institutional rules or code sections were violated, essential finding(s) supporting such result, and any sanction imposed, including a description of disciplinary action, date of imposition of such action, and the duration of such action. The complainant and the accused shall also be notified of any appeal procedures, any change to the results that occur prior to the time that such results become final and when such results become final.

H. In cases involving sanctions that include probation, suspension, and expulsion, the judicial body shall inform, by memorandum, the Offices of the Dean of Enrollment Management and Student Success and Office of Admissions and Records.

1. The office of the Dean of Enrollment Management and Student Success shall ensure that the imposed sanctions are implemented and observed by the guilty party.
2. If the guilty party fails to satisfy the sanctions imposed by the judicial body, the case may be referred back to the judicial body for further disciplinary action.

I. Interim Suspension In certain circumstances, the President, or designee, may impose a University or residence-hall suspension prior to the hearing before a judicial body. Interim suspension may be imposed only:

1. To ensure the safety and well-being of members of the University community or preservation of University property.
2. To ensure the student's own physical or emotional safety and well-being; or
3. If the student poses a definite threat of disruption of or interference with the normal operations of the University.

During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the President or the judicial advisor may determine to be appropriate.

The Offices of the Dean of Enrollment Management and Student Success and Admissions and Records shall be notified in writing of the interim suspension.

J. Appeals A decision reached by the judicial body, or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appellate board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or his or her designee. In cases where the University is the complainant, the University shall have no right of appeal.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the prescribed procedures giving the complaining party a reasonable

opportunity to prepare and present evidence that the Student Code was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

2. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
4. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

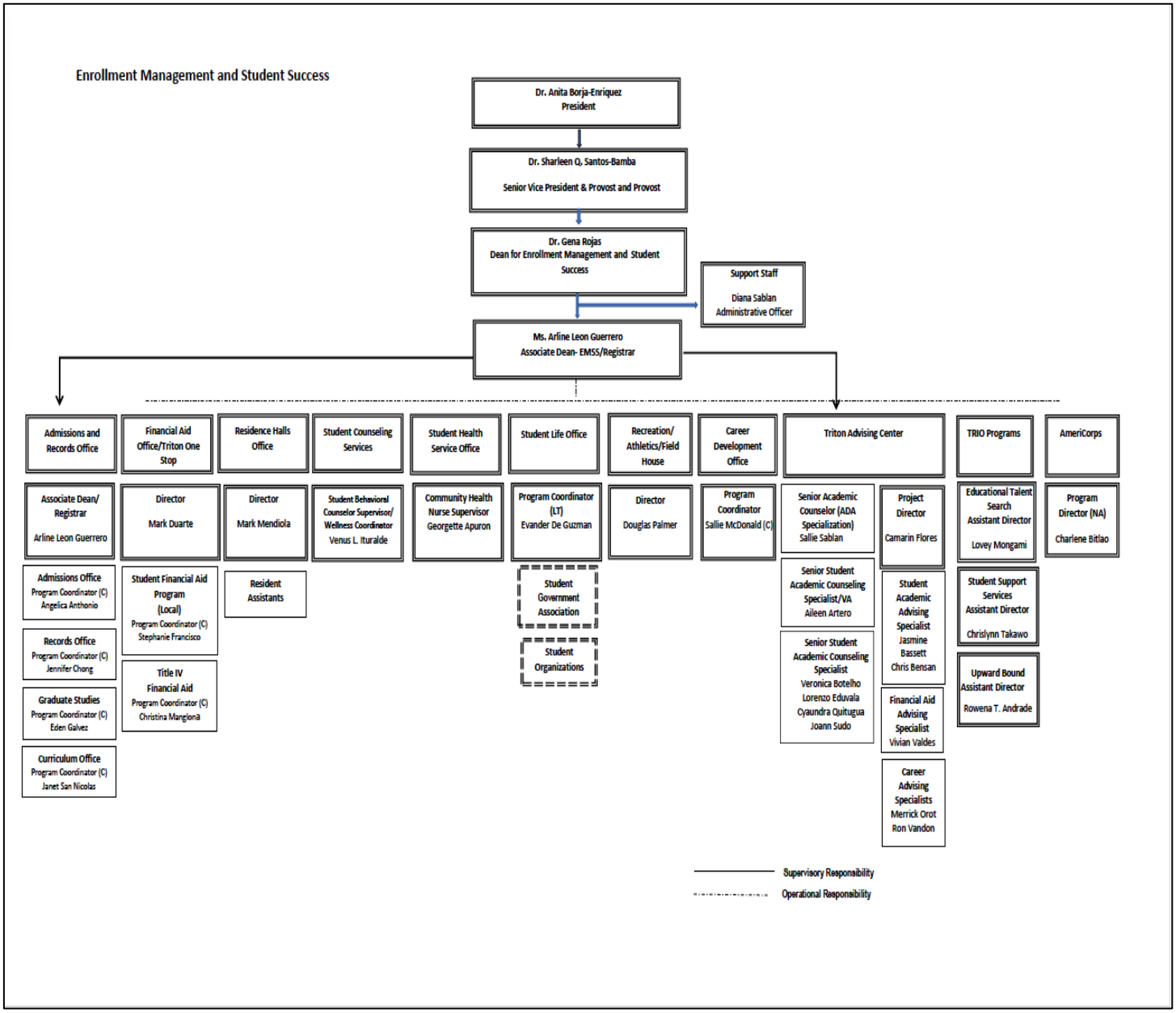
In considering an appeal, the Appellate Board may recommend to the President:

1. uphold the appeal and reduce or suspend sanctions,
2. uphold the appeal and increase or impose sanctions,
3. dismiss the appeal and affirm the original sanction(s).

The decision of the President shall be final.

Notification of Sanctions When imposition of any sanction includes restrictions on attendance in class or University-sponsored activities, the Offices of the Dean of Enrollment Management and Student Success and of Admissions and Records shall be notified in writing within five (5) business days.

Appendix A: Enrollment Management and Student Success Organization Chart



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