

# ACADEMIC POLICIES AND GRADUATION REQUIREMENTS

## ACADEMIC RULES AND REGULATIONS

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### ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL FOR FAILURE TO MAINTAIN MINIMUM GPA

#### ACADEMIC PROBATION

If at the end of any given semester, a student fails to maintain a minimum cumulative GPA of 2.000, he or she will be placed on academic probation. The student is allowed to continue into the next regular semester but must earn a minimum GPA of 2.000 during that semester. Failure to attain at least a 2.000 semester GPA at any time while on academic probation will result in academic suspension for the following semester. Students will remain on academic probation until their cumulative GPA attains a minimum 2.000.

**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.

#### ACADEMIC SUSPENSION

If a student fails to maintain the minimum semester GPA during a probationary semester (see Academic Probation section above), he or she 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. He or she must then maintain the required minimum 2.000 semester GPA each semester, until the minimum 2.000 cumulative GPA is attained. A student returning from suspension who fails to maintain the required 2.000 semester GPA will be academically dismissed from the University.

### 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 his or her petition is approved, he or she will be re-admitted in an academic probationary status and must maintain a minimum 2.000 semester GPA each semester until a cumulative 2.000 GPA is attained, or he or she will be dismissed again. Students who are dismissed a second time may not appeal for readmission until three calendar years have passed.

### 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.

### RETAKEING OF COURSE

A student may repeat any course at UOG in which they attain a course grade of "C-," "D," "F," or "W" one time without University-required intervention. This does not limit earlier intervention as may be required at the school, college, or department level. Any student desiring to retake a C-/D/F/W course for a third or subsequent time must receive formal counseling from their academic advisor and course approval from the appropriate school or college dean. The University does not limit the number of times a course may be taken; however, intervention is required at the dean level for any third or subsequent attempts.

Students may retake a course from which they received a "C" to "B+" (including grades from C, C+, B-, B, B+) in order to improve their grade. Any student desiring

to retake a course with a pass of “B+” or lower must seek the approval from the program and the dean of the college that offers the course with the understanding that priority will be given to those who are taking the course for the first time. If the course is repeated, the original course attempted remains on the student’s transcripts but only the latest grade will be considered in determining the student’s GPA, transfer, and or graduation records.

## 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 institutional requirements.

## ASSESSMENT OF CORE COMPETENCIES

As an administrative requirement for undergraduate graduation and to comply with accreditation requirements, the University will conduct an assessment of student core competencies (e.g., written communication, oral communication, quantitative reasoning, critical thinking, and information literacy). These assessments 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 kept 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, the results will be a requirement for graduation. Transcripts and diploma will not be released until such requirements are met.

Questions regarding this administrative requirement may be addressed to:

Office of Institutional Effectiveness  
**Tel:** (671) 735-2646  
**Email:** [oiie@triton.uog.edu](mailto:oiie@triton.uog.edu)

If you would like to request for accommodations when taking these assessments, at least two weeks prior to testing, contact:

Sallie Sablan, Senior Academic Counselor  
**Tel:** (671) 735-2460

**Email:** [sssablan@triton.uog.edu](mailto:sssablan@triton.uog.edu)

## ASSESSMENT OF STUDENT LEARNING OUTCOMES - STUDENT WORKS AS ARTIFACTS

The University of Guam is committed to continuous assessment of its programs and curriculum to measure the effectiveness of student learning. Copies of students’ work may be included as aggregate assessment or artifact and will only be displayed outside the academic arena with the student’s permission. The artifacts may be displayed for viewing as evidence of student learning in printed, electronic, or web formats. Submitting an artifact of student work for assessment reporting by program faculty will in no way affect a student’s final grade on the assignment. This notice does not replace, supersede, or relieve the University’s faculty and researchers from complying with the University’s Committee on Human Research Subjects policies and procedures that may require informed written consent from human research subjects.

Students or faculty with any questions about assessment should contact:

Office of Institutional Effectiveness  
**Tel:** (671) 735-2646  
**Email:** [oiie@triton.uog.edu](mailto:oiie@triton.uog.edu)  
**Website:** <https://www.uog.edu/oiie>

## CREDIT HOURS, CLASS LOADS, AND CLASS LEVELS

### CREDIT HOURS

In general, each credit unit or hour represents one hour per week in class a (face-to-face or online) 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.

### 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 six credit hours per finakpo' (June–Aug.) session (A, B, C). A combination of a three-credit course and a four-credit laboratory plus lecture course, for a total of seven credits, will be considered a permissible exception to the six-credit normal class load for a student during finakpo' sessions A, B, and C. A fulltime student is defined as one registered for at least 12 credits during both fanuchānan (Aug.–Dec.) and fañomnākan (Jan.–Dec.) semesters.

## 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 he or she has submitted the "Request for Class Overload" form to the registrar and has the approval of his or her academic advisor indicated. 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 he or she 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 continuing education courses.

## EXCESS CREDITS

Credit taken in excess of the 24-credit maximum per regular semester/18-credit maximum per finakpo' 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.

## CLASS LEVELS

A student's class level is determined on the basis of credit hours earned as follows:

Class Level	Credit Hours
Freshman	1–30 (inclusive)

Class Level	Credit Hours
Sophomore	31–60 (inclusive)
Junior	61–90 (inclusive)
Senior	91+

## GRADES, GRADE POINTS, AND GPAS

### ACADEMIC RECORDS

The Office of Admissions & Records maintains the official academic records on all students. Prior to presentation to the faculty for vote on the conferring of degrees, the qualifications of degree candidates are checked against the official record. 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.

### GRADES

Grades are given in a course by the instructor as recognition of certain degrees of accomplishment. Grade points /quality points (for computing averages) are assigned to grades as follows:

Letter Grade	Grade Point Value	Definition
A+	4.00	<b>Outstanding</b> Honors-level performance with superior quality and extraordinary distinction
A	4.00	
A-	3.67	
B+	3.33	<b>Good</b> Solid accomplishment, indicating a substantial mastery of course materials

Letter Grade	Grade Point Value	Definition
		and a good command of skills required by the course.
B	3.00	
B-	2.67	
C+	2.33	<b>Adequate</b> Students have achieved the level of competency needed for advancing to a subsequent course that has this course as prerequisite.
C	2.00	
D	1.00	<b>Deficient</b> Minimal passing, but not adequate to take a subsequent course that has this course as prerequisite.
F	0.00	<b>Failure</b> Inadequate to receive credits.
P	-	<b>Pass</b>
I	-	<b>Incomplete</b>
NC	-	<b>No Credit</b>

The letter grades A, B, C, D, and F (and I) must be used in every course unless specified otherwise in the official catalog course description. (In some courses, the specified grades are A, P, F, or NC. The grade NC is not used in most courses). Other symbols, assigned by the Office of Admissions & Records, are administrative and do not evaluate academic 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 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 regular office days after the deadline for faculty to submit grades. Students may also review their grades using WebAdvisor

## 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, B, C, D, or F, including pluses and minuses, 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.

## MINIMUM GPA REQUIREMENTS

Students are required to maintain a minimum GPA of 2.000. 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 is no longer offered effective Fanuchānan 2017.) (See probation, suspension, dismissal for failure to maintain minimum GPA.)

The business administration degree programs (BBA and BBAA) require students have at least a 2.7 GPA to take upper-division coursework in the General Business pathway; or at least a 3.3 GPA to take upper-division coursework in the Business Professional pathway; or at least a 3.7 GPA to take upper-division coursework in the Business Honors pathway. Students in the BBAA degree program must have at least a 3.0 GPA in all accounting major courses and a cumulative 3.0 GPA overall. For BBA, BSCJ, and BSPA degree programs, students must earn a grade of "C" or better in their major required coursework to include Foundation requirements. More information on BBA pathways are described in the relevant section



of the School of Business & Public Administration degree program later in this catalog.

The nursing program requires a minimum GPA of 2.70 for program in good standing in both support and major courses.

## GRADES FOR GRADUATING STUDENTS

Once final grades for graduating students have been submitted, no change may be made in the grade 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.

## 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 half (62) of the total credit hour required (124) 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.

Degree of Achievement	GPA
Summa Cum Laude	3.900 or higher cumulative GPA
Magna Cum Laude	3.700 to 3.899 cumulative GPA
Cum Laude	3.500 to 3.699 cumulative GPA

## PRESIDENT'S LIST AND DEAN'S LIST

Full-time undergraduate students who are seeking their first baccalaureate degree and achieve at least a 3.500 GPA (GPA) for all coursework completed during an academic term are listed on the Dean's List of their respective colleges. In order to qualify for the Dean's List, an undergraduate student must complete at least 12 credit hours that carry letter grades only (i.e., A,

B, C, D). In order to qualify for the President's List, an undergraduate student must complete at least 12 credit hours that carry letter grades only (i.e., A, B, C, D, including pluses and minuses) and have a 4.000 GPA for that semester. In addition, students may not have any "I" grades on their record when grades are posted for the semester.

## 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 List or President's List for two consecutive regular semesters (does not include tinalo' or finakpo' sessions). 1) A Regent Scholar who has failed to be named to the Dean's List or President's List for two semesters shall forfeit the award. He/she may be reinstated if placed again on the Dean's List or President's List for two consecutive semesters.

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

## GRADE CHANGES FROM INCOMPLETE

| Letter Grades 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 dean before the incomplete can be assigned to the student. The "Incomplete" 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 normal 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.

In exception to this policy on "Incomplete": 1) For those courses that 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.

## **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:

When certified by the instructor and by the registrar as a technical or clerical error; or

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

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 & Records is approved by the senior vice president of academic and student affairs (the appeals procedure is used in these situations).

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

## **SECOND BACCALAUREATE DEGREE**

A second baccalaureate degree may not be attempted until the first has been awarded. A student may complete two majors simultaneously. Matriculation in a second degree will be approved only if:

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

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,

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.

In addition, the following regulations apply:

- A minimum of 32 credit hours toward the second baccalaureate degree must be completed in residence at the University of Guam.
- 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.

In some cases, the General Education requirements may be waived when the student is pursuing a second baccalaureate degree.