

# UNDERGRADUATE ADMISSIONS

## POLICIES & PROCEDURES

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### ADMISSIONS POLICIES & PROCEDURES

The Office of Admissions & Records welcomes inquiries regarding admission application, transcript request, academic evaluation, enrollment verifications, registration processing, and student records. Inquiries may be made at:

#### Office of Admissions & Records

Location: Calvo Field House

Tel: (671) 735-2204/06/14

Fax: (671) 735-2203

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

Website: [www.uog.edu/admissions](http://www.uog.edu/admissions)

### ADMISSION PROCEDURES - DEGREE-SEEKING STUDENTS

#### ACADEMIC RENEWAL FOR PREVIOUSLY SUSPENDED STUDENTS

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.

#### 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 that 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 his or her studies.

#### 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 his or her program. That is, none of the credits earned previously can be used in the student's program after re-admission 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.

#### Student Appeals Procedures

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.

### FORMER (RETURNING) STUDENTS

Former students who have not attended the University for at least one regular semester (fanuchãnan and fañomnãkan) of the current academic year are required to submit an "Application for Re-Entry" to the Office of Admissions & 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 are required and must be submitted directly to the Office of Admissions & Records from the issuing institution prior to re-entry 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 GPA 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 GPA of 2.00 or better during the first semester of re-entry to be eligible for continued enrollment.

## HOMESCHOOLED STUDENTS

Homeschooled 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 & Records.

## INTERNATIONAL STUDENTS (F, J, AND OTHER ELIGIBLE VISAS)

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 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 & Records. International students must maintain full-time enrollment (12 credits or more) during the fanuchånan (Aug.–Dec.) and fañomnåkan (Jan.–May) semesters and must maintain satisfactory academic progress with a minimum cumulative GPA of 2.00.

### International applicants should follow these steps:

1. Complete the international student application with a fee of \$77 (Board of Regents Resolution No. 17-15)

2. Have official high school and/or college transcript submitted from issuing institution directly to the UOG Office of Admissions & Records along with a "Release of Information and Signature" form. All transcripts must be converted to U.S. standards by one of the following U.S. evaluation companies:

- Education Credential Evaluators Inc.: <http://www.ece.org>
- International Education Research Foundation Inc.: <http://ierf.org>
- World Education Services Inc.: <https://www.wes.org>

3. Submit evidence of adequate command of the English language by taking the Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS) tests. Otherwise, enroll in and successfully complete the UOG English Language Institute Program (See next section). Request for official scores to be sent directly to UOG's Office of Admissions & Records. Information about TOEFL may be obtained at [www.ets.org/toefl](http://www.ets.org/toefl) and IELTS at <https://www.ielts.org>. The following scores are required for UOG acceptance:

- TOEFL paper-based: 500
- TOEFL computer-based: 173
- TOEFL internet-based: 61
- IELTS: 5.5

4. 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.

5. Submit immunization records (updated within six months for PPD and MMR 1 and 2) and "Medical History" form to Student Health Services. (See Student Health Services section.)

6. Submit copy of current passport and visa, if you are currently under a U.S. visa.

7. Make adequate financial arrangements for the desired period of enrollment. 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. A summary of the Cost of Attendance at UOG for non-resident students may be found at <https://www.uog.edu/financial-aid/tuition-and-fees>. Private scholarships may be available to international students based on various

criteria. For more information, visit the Financial Aid Office and <http://www.uog.edu/financial-aid/types-offinancial-aid>.

8. Provide proof of medical insurance coverage that is valid on Guam. This is required to protect UOG international students from the high costs of medical care services in the United States.
9. Make arrangements for on-campus housing before arriving on campus. On-campus housing accommodation is available on a first-come, first-served basis. Detailed information may be obtained from the director of Residence Halls Life (see Student Housing and Residence Life section).
10. Upon arrival at the University of Guam, obtain an appointment as early as possible with the University Designated School Official at the Office of Admissions & Records.
11. Upon arrival at the University, take the English and Math Placement Tests (undergraduate students only). See Placement Test schedule in the application booklet.
12. Take the Sexual Misconduct Training prior to registration. For more information, contact [moodlehelp@triton.uog.edu](mailto:moodlehelp@triton.uog.edu) or call (671) 735-2620.

## 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.

## SENIOR CITIZENS

Anyone age 55 years or older is entitled to free tuition during the regular semester at the University of Guam, provided that he/she be a resident of Guam for no less than five years preceding enrollment (Public Law No. 24-151) and provided that he or she has been admitted to the University. Admissions into a course shall be on a space-available basis or, if a course 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 Schedule Adjustment (Add/Drop) Period of any regular (fanuchånan or fañomnåkan) 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/she registers on the assigned registration for her/his class level and provided he/she pays the required tuition and fees.

**NOTE:** Because all intersession and summer classes 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 Professional & International Programs office. For assistance, contact the assigned coordinator at the Records Office. All admissions and enrollment requirements apply.

## 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:

- After admission they may enroll in any lower-division course for which they are qualified.
- They will receive college credit for courses completed as special students.
- 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 their 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 qualify students for admission into particular colleges for pursuit of degree programs.

## TRANSFER STUDENTS

Applicants are considered transfer students if they have enrolled in any college-level coursework at another U.S. Department of Education-recognized accredited higher education institution or an equivalent foreign 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 credit must 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.

### Satisfactory Academic Performance

Transfer students must demonstrate satisfactory academic performance as evidenced by an overall GPA 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.

### Conditional Admission of Transfer Students

Transfer students who do not have a cumulative (overall) GPA 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:

- The student has an overall GPA of 1.90 or better on a 4.00 grade-point scale.
- The student has completed a total of less than 15 semester hours with an overall GPA of less than 2.00 on a 4.00 grade scale

Students admitted on conditional admission must maintain a GPA of 2.00 or better during their first semester of enrollment to be eligible for continued enrollment.

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## ADMISSION PROCEDURES - NON-DEGREE STUDENTS AND OTHER PROGRAMS

### ADVANCED HIGH SCHOOL PROGRAM

*(Board of Regents Resolution No. 09-14)*

The following provisions shall govern the conduct of the Advanced High School Program:

1. The scholarship shall be awarded to qualified high school students who are within one year of graduation and enrolled in eligible high schools on Guam; and
2. The student must be a resident of Guam for a continuous period of not less than one year immediately preceding June 15 of the year the award is to be awarded.
3. The student must have an overall academic GPA of at least a 3.0 (B) in his/her high school (10th to 12th grade) studies; and
4. The student must take the UOG Placement Examination and be placed in college-level English or math;
  - This requirement may be waived for students who participate in special programs.
5. The student must provide a written recommendation from his/her high school counselor or principal; and
6. The student must provide written approval from his/her parents or legal guardian to attend the University of Guam;

7. The student must have the UOG class schedule approved by high school counselor prior to registration; and
8. The student must provide a copy of his/her senior high school class schedule for the term;
9. The student must follow all academic policies, rules, and regulations applicable (see UOG Catalog for details);
10. The student must complete all student admission requirements of the University of Guam.
11. 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.
12. The award shall cover tuition (up to six credit hours) and shall be a direct credit to the student's account at the UOG Business Office. (NOTE: The six credits may be taken during separate semesters, not including the tinalo' (Dec.–Jan) semester.)
13. The award shall cover only the equivalent of one semester of part-time attendance of the University of Guam, i.e., six credits.
14. Recipients under this program shall maintain a 3.0 cumulative GPA for courses for which they are registered under this program.
15. Recipients under this program are obligated to reimburse the University of Guam for tuition if the student fails to maintain a 3.0 cumulative GPA.
16. Benefits are subject to the availability of funding

## AUDITING CLASSES

### 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, he or she is not required to pay application, registration, or other fees, nor is his or her name (or the course) recorded in the Office of Admissions & Records. The person receives no credit for such courses. He or she, however, is required to pay a fee equivalent to the tuition

rate. A special auditor may apply to audit a course provided he or she:

- Procures the "Special Auditor" form from the Records Office;
- Secures the signature of the instructor of the course;
- Takes the signed form to the Business Office and pays the prescribed special auditor's fee; and
- 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.

### Auditor (Regular)

A student who is regularly enrolled 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:

- Completes the "Application for Enrollment as an Auditor" available at the Office of Admissions & Records;
- Obtains a written permission of the instructor (write "audit" in the place of "credits hours" on the advisement and registration form);
- Pays a fee equivalent to the tuition rate and registration fees;
- Obtains the signatures of his or her advisor or the department head of her or his major and the instructor of the course(s).

NOTE: 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 finakpo' term).

## BACHELOR'S DEGREE PROGRAM

Admission to the University does not imply admission to the program of your choice. Specific programs may have

additional requirements. Please review the information listed under your prospective college or major.

## CONTINUING EDUCATION

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 of academic and student affairs.
2. CEU contact hours can be structured within a regular credit course, provided that the 10 contact hours to one 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 10 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 coursework but must be approved on a course-by-

course basis by the appropriate college 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 & Engagement. Contact (671) 735-2600.

## ENGLISH LANGUAGE INSTITUTE

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

## NON-DEGREE STUDENTS

The University of Guam recognizes that some mature 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:

- 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.

- 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.

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.

Students seeking degrees at other institutions should determine in advance whether courses taken at UOG are transferable to their receiving institution.

## **UNDERGRADUATE CERTIFICATE POLICY**

*(Board of Regents Resolution No. 19-15)*

### **Certificates: Requirements and Regulations**

In addition to baccalaureate and graduate degrees, the University of Guam confers certificates of completion in several programs. These are recognized academic certificate programs, duly approved by the appropriate faculty, deans, and Faculty Senate. Certificates are not conferred in University commencement exercises, but completion of certificates is recognized on official student transcripts. In order to receive a recognized academic certificate from the University of Guam, a student must complete at least half of the required credit hours at the University of Guam. This requirement will not be waived under any circumstances. Students who wish to have their certificates mailed to them must pay the postage applicable at the time they file the request.

### **Certificate Student Status**

Students pursuing certificates must submit a special application to a specific certificate program and pay the admission fee to that program. Students not otherwise admitted to the University will be placed on certificate status. Certificate standing is valid for two years. Students must re-apply if they do not complete their requirements in this timeframe. Certificate students are responsible for payment of resident tuition rates as well as fees (registration, lab fees, etc.) and cost of books. Current students may apply for certificate status mid-way through their programs.

### **Admitted Students Pursuing Certificates**

Students may receive a certificate while pursuing a full degree program. In these instances, students must be admitted to the University of Guam as well as to the certificate program. All applicable rules (see earlier in this catalog) would apply. These students would be responsible for meeting prerequisites for all courses and all student fees.

### **Minimum Grade Requirement**

As a condition for receiving an undergraduate certificate, students must have at least a "C" grade or better in specific courses required for the program. Certificate students will not be required to meet University English and math prerequisite requirements. They will be required to meet minimum academic standards for good standing and may be placed on academic probation.

### **Conferral of Certificates**

Applications for certificates are filed at the Office of Admissions & Records, subject to certification from the program, respective Dean, and registrar. An application for completion of certificate must be filed and the appropriate fee must be paid by the mid-point of the semester the certificate is to be conferred. Deans with oversight of respective certificate programs will distribute certificates as they choose.

### **Catalog-in-Force**

Unlike a degree program, certificate programs are governed by the current catalog-in-force, regardless of when the student began taking courses. Course substitutions will be allowed at the faculty's discretion. Courses applied toward a certificate may later be applied toward a degree, following the procedures for transfer credits.

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## **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, and 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.

Documentation 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.

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## **MILITARY AND VETERAN POLICIES, PROGRAMS, AND ASSISTANCE**

### **VETERANS AND MONTGOMERY G.I. BILL**

All branches of the military and the National Guard provide financial assistance to their personnel — whether active or reserve status — and their dependents. The financial assistance covers a portion of the tuition, fees, books, and supplies (up to \$1,000 per academic year based on enrollment status and eligibility percentage). Not all branches nor services provide the same benefits. Contact the Financial Aid Office for more information or to file an application.

### **VETERANS EDUCATIONAL ASSISTANCE ACT**

*(Board of Regents Resolution No. 12-16)*

The University of Guam may grant resident status for tuition purposes to certain students eligible for education benefits under the Post-9/11 Veterans Educational Assistance Act of 2010 (PI 111-377).

### **CREDITS FOR ACTIVE-DUTY MILITARY PERSONNEL**

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

## **MANDATORY TRAINING OR MILITARY ACTIVATION DURING WARTIME**

The University offers a refund of tuition and fees and official withdrawal from classes for active duty military students who are asked to serve their country by deployment during wartime or for mandatory military training while enrolled in a given semester. 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.

## **COURSE PROTECTION GUARANTEE/ VETERANS BENEFITS & TRANSITION ACT OF 2018**

*(Board of Regents Resolution No. 19-33)*

Effective Fanuchãnan 2019, the University of Guam will allow veterans under Chapter 33 and Chapter 31 and dependents under Chapter 33TOE, upon meeting matriculation requirements, to remain registered in their courses without being dropped due to unpaid tuition and fees. In order to receive this benefit, students must request to use their benefits by filling out the Certification Request Form and provide a copy of their Certificate of Eligibility or approval Form 28-1905 for Chapter 31 Vocational Rehabilitation students. The certification forms are available at the Financial Aid Office in the University of Guam Calvo Field House.

It will be the student’s responsibility to pay the school any remaining balance should the student register in courses that are not on his or her approved education plan or if the student is not entitled to 100% of his or her GI Bill benefits. Students will also have the option to have any outstanding balance deducted from their Financial Aid, if available.

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## **PLACEMENT TESTS FOR NEW STUDENTS**

All entering freshmen must take the English and mathematics placement tests prior to registration.



English placement test results will determine appropriate English placement. Any student whose English placement test results show deficiencies in reading or writing must enroll in EN-109/Introduction to College Composition either prior to or concurrently with her or his enrollment in other courses at the University and is classified as a transition student.

Math placement test results will determine the need for a student to take a developmental mathematics course, MA-085a-b or MA-089 Lecture. The Fundamentals of Mathematics course is designed to provide the background necessary for advancement in mathematics and success in all disciplines. Students placed into this course should seek appropriate advisement when choosing other courses.

## TRANSFER STUDENTS AND PLACEMENT TESTS

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-level English for exemption from the English exam and
2. three semester hours in intermediate Algebra, college Algebra, or finite math for exemption from the math exam.

Transfer students who do not take the placement tests or who do not submit proof as previously indicated will be placed in EN-109/Introduction to College Composition.

## REQUIRED DOCUMENTS AND FEES

To be considered for admission, applicants must submit the following.

### APPLICATION FEES (NON-REFUNDABLE)

Entry Term	Resident	Non-Resident / Foreign
Fanuchånan (Aug.– Dec.) 2022	\$52	\$77

Entry Term	Resident	Non-Resident / Foreign
Fañomnåkan (Jan.– May) 2023	\$52	\$77
Finakpo' (June– Aug.) 2023	\$52	\$77
Tinalo' (Dec.–Jan.) 2023	\$52	\$77

## HEALTH REQUIREMENTS FOR ADMISSION

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.)

1. 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.
2. 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 those foreign (I-20) students who leave Guam for places other than the United States before returning to UOG.

## **TRANSCRIPTS**

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 or for dismissal. 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.

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## **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 & Records.

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## **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, much like a Personal Identification Number given to bank card holders, and is used to verify various student transactions, such as registration, payment of fees, possible income tax deduction benefits, and financial aid.

# TUITION & FEES

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## TUITION & FEES

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

## PAYMENTS

Payments are accepted at the Business Office (735-2923). UOG accepts cash, check, and/or credit card (MasterCard, Visa, American Express, and other major credit cards). Payments can also be made through CASHNET under WebAdvisor.

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## PAYMENT DEADLINE

Payment deadlines are advertised each semester and during the finakpo' terms in the Course Schedule advertisement. Please refer to current Course Schedule for payment deadlines.

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## RESIDENCY RULES

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 from other relevant sources. In compliance with the Residency Policy passed by the Board of Regents on February 1996 and amended in May 1997, June 2004, and December 2012, students in non-resident status are required to pay non-resident tuition.

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 residency status are as follows:

1. Establishment of a domicile on Guam, the Northern Mariana Islands, or in one of the Freely Associated States (the Federated States of Micronesia, the Marshall Islands, or Palau) as mandated by 17GC16125 for the 12-month period prior to the beginning of the term for which residency is claimed
2. Evidence of residency for a period of 12 months or more prior to the beginning of the term for which residency is claimed. Evidence of residency will be shown by a student providing documentation from one of the following<sup>1</sup> :
  - Permanent employment on Guam (verification of employment)
  - Payment of income taxes of Guam (by student, or by parent/guardian if the student is a dependent)
  - Ownership or rental of living quarters on Guam
  - Use of a Guam permanent address on ALL records (educational, employment, military, financial)
  - Being a registered voter in Guam
  - Maintaining 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.
  - Certification of residency from your village mayor.
3. 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 12 consecutive months prior to applying to the University and have submitted the following supporting documents:
  - Notice of Action for the Adjustment to Permanent Resident Status from the U.S. Citizenship and Immigrations Service. 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.

- Proof of residency on Guam for the 12 months prior to applying to the University

<sup>1</sup>Exemptions to the 12-Month Residency Requirement

## RESIDENT STATUS

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

- **A graduate of a Guam high school**

You may be entitled to an exemption from non-resident 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. Nonimmigrant aliens are not eligible for this exemption.

- **A former elementary or middle school student 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. Nonimmigrant aliens are not eligible for this exemption.

- **Active duty military**

U.S. 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. (Note: 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.)

- **A veteran eligible under the Post-9/11 Veterans Educational Assistance Act**

Students who are eligible for and utilize their benefits under the Post-9/11 Veterans Educational Assistance Act of 2010, including any family members to which the benefit can be legally transferred, are considered resident students for purposes of calculating tuition payment.

- **A legal resident of Guam**

You may be entitled to an exemption from non-resident 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.

- **A permanent resident**

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.

## NON-RESIDENT STATUS

Nonimmigrant aliens, e.g. B, F, H, and E visa holders, are classified as non-residents and are not qualified for resident tuition rates or exemptions.

## 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" 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.

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## TUITION RATES

Fanuchånan (Aug.–Dec.) 2024

Fañomnåkan (Jan.–May) 2025

Finakpo' (June–Aug.) 2025

Status	Cost Per Credit (Undergraduate)
Resident	\$221
Non-Resident	\$442

Auditing or Credit by Examination courses are the same rate as above. Military Science courses are tuition-free.

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## FEES

At the time of registration, all students must pay the following fees:

Fee	Fanuchånan 2024 / Fañomnåkan 2025	Finakpo' 2025
Registration	\$12	\$12
Student Services	\$44	\$24
Library Services	\$48	\$48
Student Activities	\$24	\$24
Health Services	\$12	\$12
Recreation, Wellness, Sports, and Field House	\$75	\$37.50
Computer	\$48	\$48
Internet	\$100	\$90
Online Learning	\$40	\$20
<b>TOTAL</b>	<b>\$403</b>	<b>\$315.50</b>

Undergraduate students taking five credits or less will be charged 50% of the student fee for the regular fanuchånan and fañomnåkan semesters. Undergraduate students taking five credits or less during the finakpo' term inclusive of sessions A, B, and C would be assessed a flat fee of \$157.75.

If a student's financial obligations have not been met, the Office of Admissions & 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. 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.

## CANCELLATION FEES

If you register for a class and later decide to drop or withdraw from it, you will be charged a cancellation fee as follows:

### Fanuchånan/Fañomnåkan Semesters

	Before 1st Day of Class	During 1st Week of Class	After 7th Day of 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

### Finakpo'/Tinalo' Semesters

	Before 1st Day of Session	During 1st Week of Session	After 1st Day
Tuition	0%	5%	100%
Fees	0%	100%	100%

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

## ENGLISH LANGUAGE INSTITUTE (ELI) TUITION AND FEES

The tuition and fee rates for ELI are given below:

<b>NEW STUDENTS</b>	Fanuchånan 2024 / Fañomnåkan 2025	Finakpo' 2025
Tuition	\$2,800	\$2,800
Application Fee	\$352	\$352
*One-time; non-refundable		
UOG Fees <sup>1</sup>	\$249	\$198.50
<b>TOTAL</b>	<b>\$3,401</b>	<b>\$3,350.50</b>

<b>RETURNING STUDENTS</b>	Fanuchånan 2024 / Fañomnåkan 2025	Finakpo' 2025
Tuition	\$2,800	\$2,800
Registration Fee	\$52	\$52
*One-time; non-refundable		
UOG Fees <sup>1</sup>	\$249	\$198.50
<b>TOTAL</b>	<b>\$3,101</b>	<b>\$3,050.50</b>

Tuition and fees are subject to change upon the approval of the University of Guam Board of Regents.

<sup>1</sup>UOG Fees pay for student activities, health services, athletic services, and computer services.

## MISCELLANEOUS CHARGES

In addition to the fees listed earlier in this section, the following charges are assessed when applicable:

## ACADEMIC YEAR 2024-2025

Application Fee (non-refundable; must accompany all applications)	\$52
Application Fee for International Students	\$77
Change-of-Schedule Fee	See "Drop/ Add Fee"
Copy Charge	\$.10 per page
Check Service for Each Check that Fails to Clear the Bank	\$25
Graduation Fee	\$100
Graduation Reapplication Fee	\$50
Dorm Meal Plan Fee	\$800

Specific laboratory and course fees are listed in the official course schedule every semester.

## LIBRARY FINES

Charges vary.

## LOSS OR DAMAGE FEE

Replacement of laboratory equipment lost or damaged is assessed on a replacement cost basis.

## TRANSCRIPT FEE

The first copy is provided free to each student who has met all of his or her financial obligations to the University. Additional copies may be obtained at \$15 per copy. Students may obtain copies of their transcripts in one hour when necessary by paying a special service charge of \$20 in addition to transcript fees. (Note: 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 (\$45 for three transcripts plus the \$20 service charge).

## **BOOKS AND SUPPLIES**

Books and supplies are available at the Triton Store located in the Student Center. Books and supplies must be paid for at the time of purchase. The bookstore will not accept charge accounts but accepts Visa, MasterCard, American Express, and other major credit cards.

# FINANCIAL AID OFFICE

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The Financial Aid Office provides a wide range of financial services designed to help students meet the cost of attending the University of Guam. 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. The University 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 Calvo Field House.

## FEDERAL AID

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 U.S. Congress; therefore, financial aid information in this catalog is subject to change without notice.

All federally funded programs require the completion of the Free Application for Federal Student Aid (FAFSA) 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 Oct. 1 of each year for classes beginning in the fanuchãnan (Aug.–Dec.) semester of the following year. The financial aid process may be lengthy, as it is governed by federal, state, and institutional regulations. The financial aid process can be further delayed if students do not return required documentation in a timely manner.

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

Students must meet the following minimum criteria established by the federal government to be considered for the federal programs offered at UOG:

- Be a U.S. 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).

Students are encouraged to complete the FAFSA online at <http://www.fafsa.ed.gov>. Completing the application online reduces processing time and errors. To complete the FAFSA online, students will need an FSA ID from the U.S. Department of Education, which they can request at <https://fsaid.ed.gov/npas/index.htm>. The FSA ID will be sent to the student via email and/or regular mail. It usually takes less than 48 hours to receive an FSA ID by email. For dependent students completing the online FAFSA, at least one parent must also have an FSA ID.

NOTE: Part-time students may receive federal or state-funded financial aid. Some aid programs, such as the Pell Grant, are restricted to undergraduate students.

Federal aid is disbursed throughout each semester based on the date filed.

## GOVERNMENT OF GUAM AID

The Government of Guam Student Financial Assistance Programs (SFAP) are governed by local legislation and are appropriated 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 [www.uog.edu/financial-aid/](http://www.uog.edu/financial-aid/) for more information.)

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 those offered at UOG).



SFAP consists of the following programs:

- Merit Scholarship Program
- Access to Higher Education Financial Assistance Program
- Health Professions Training Scholarship (Nursing Training or Social Work)
- Research/Teaching Assistantship Program
- Jesus U. Torres Professional/Technical Award (PROTECH)
- Pedro "Doc" Sanchez Professional Scholarship
- Dr. Antonio C. Yamashita Teacher Corps Program

The applications are available yearly. See the Financial Aid website for posted deadlines.

## OTHER FINANCIAL ASSISTANCE

Other scholarship and assistance opportunities exist. Each program will have its own application process and qualifications. Private scholarships are funded by organizations within the Guam community and may be viewed on the Financial Aid webpage, while the Federated States of Micronesia, Palau, and other island governments in the region provide some aid for the residents of their perspective islands.

## 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. Satisfactory academic process is essential to remain eligible to receive funds from any Federal Title IV, state, or university aid programs.

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 by this policy whether or not a recipient of aid during the evaluated period of attendance.**

**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. This policy is effective immediately and supersedes the previous policies.**

Federal regulations state that the 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

**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 Maximum credit hours for programs requiring more than 54 credits will be adjusted accordingly);
- Must maintain a 3.00 cumulative Grade Point Average (GPA).

## BREAKDOWN OF REQUIRED NUMBER OF CREDITS

### UNDERGRADUATE

Credit Hours 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

### GRADUATE

Credit Hours 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.

## SATISFACTORY ACADEMIC PROGRESS WARNING

**Undergraduate students** who fail to complete a minimum of 67% of credit hours attempted from the previous semester and/or maintain a 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 (A, B, C, D, or P) 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).

documentation from a service provider supporting your ability to be academically successful.

A student should submit an 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 time line 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 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.*

## HOW TO RE-ESTABLISH AID 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

### For more detailed information, contact:

University of Guam Financial Aid Office  
UOG Station  
Mangilao, Guam 96913  
Location: Calvo Field House  
Tel: (671) 735-2288/87  
Fax: (671) 734-2907  
Email: [finaid@triton.uog.edu](mailto:finaid@triton.uog.edu)  
Website: [www.uog.edu/financial-aid](http://www.uog.edu/financial-aid)  
School Code: 003935