

UNIVERSITY OF GUAM
UNIBETSIDÁT GUAHAN

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June 17, 2014

32-14-1750
Judith T. Won Pat, Ed. D.

Date: 6-18-14
Time: 11:45 am
Received by: [Signature]

MEMORANDUM

To: The Honorable Tina Rose Muna Barnes
Legislative Secretary
I Mina'Trentai Dos I Liheslaturan Guahan

From: Dr. Anita Borja Enriquez, ~~Interim Senior Vice President and Acting President~~
University of Guam

Subject: Transmittal to *I Liheslaturan Guahan* of Rules and Regulations for the Student Financial Assistance Programs (SFAP).

2014 JUN 18 AM 11:50

Hafa adai!

Consistent with the provisions of Public Law 31-237, codified as 17 GCA Chapter 15A, the University of Guam is hereby transmitting the **Rules and Regulations of the Retention and On Time Completion Grant Award Program of the Student Financial Assistance Programs (SFAP)** that was approved by the University of Guam Board of Regents at their regular meeting of April 17, 2014.

Notice of public hearing for the Rules and Regulations was published in the Marianas Variety, a newspaper of general circulation in Guam, on Friday, February 28, 2014 and also announced in electronic media. A public hearing was held on the rules and regulations on Wednesday, March 12, 2014.

Pursuant to 17GCA Chapter 15A Section 15A405, the Rules and Regulations of the Student Financial Assistance Programs are hereby effective at the date of this filing.

Copy: Judith T. Won Pat, Ed.D.
Speaker

Office of the Legislative Secretary
Senator Tina Rose Muna Barnes
Date: 6-18-14
Time: 11:31
Received by: [Signature]

1750



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 14-10

**RELATIVE TO APPROVING THE RULES AND REGULATIONS FOR THE UOG
STUDENT RETENTION AND ON-TIME COMPLETION GRANT AWARD PROGRAM
EFFECTIVE AWARD YEAR 2014-2015**

WHEREAS, the governance and control of the University of Guam is vested in the Board of Regents (BOR) of the University of Guam; and,

WHEREAS, the provisions of Title 17 of the Guam Code Annotated, Chapter 15a, governing the Student Financial Assistance Fund, state that the Student Financial Assistance Fund shall be administered and granted by the BOR ; and


WHEREAS, in accordance with the applicable provisions, the Student Affairs, Scholarship, Alumni Relations & Honorary Degree (SASARHD) and the Budget, Finance, Investments and Audit (BFIA) Committee held a public hearing on March 12, 2014 to address the proposed Rules and Regulations for the UOG Student Retention and On-Time Completion Grant Award Program to be effective AY 2014-2015 and thereafter; and,

WHEREAS, the Senior Vice President for Academic and Student Affairs, the Dean of Enrollment Management and Student Services, and the Director of the Financial Aid Office have all certified that the Proposed Rules and Regulations for the Student Retention and On-Time Completion Grant Award Program complies with the appropriate Public Laws; and,

WHEREAS, the SASARHD and BFIA Committees jointly recommend for BOR approval the proposed Rules and Regulations for the UOG Student Retention and On-Time Completion Grant Award Program effective AY 2014-2015.

NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby approves the Rules and Regulations for the UOG Student Retention and On-Time Completion Grant Award Program effective AY 2014-2015 and thereafter.

Adopted this 17th day of April, 2014.



Dr. W. Chris Perez, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

PROPOSED PROGRAM
UOG Retention and On-Time Completion Grant Award Program
Beginning Award Year 2014-2015

1.0. BACKGROUND AND STATUTORY AUTHORITY. _____

The Board of Regents (BOR) of the University of Guam (UOG) is authorized under Title 17 of the Guam Code Annotated to formulate rules and regulations to equitably and efficiently administer this program under the Student Financial Assistance Programs (Chapter 15A of Title 17 of the Guam Code Annotated).

2.0. DEFINITIONS. _____

As used in these rules and regulations, the following terms will have the following meaning:

- (a) Academic year: As defined by UOG and published in the UOG Catalog.
- (b) Academic program: As defined by UOG and published in the UOG Catalog.
- (c) Award Year: The period beginning with the Fall Semester (usually in August) at UOG and ending with the Summer Semester (usually in June) of the next year.
- (d) Board: The UOG Board of Regents or BOR
- (e) Class Level: Refers to a student's official level in school, indicated as Freshman, Sophomore, Junior, or Senior, determined by the number of credits completed as defined by the UOG and published in the UOG Catalog.
- (f) Eligible Foreign Medical School: A medical school listed in the World Health Organization (WHO) listing of medical schools and approved by the Guam Board of Medical Examiners or the Council on Medical Education and Hospitals of the American Medical Association; or a foreign medical school approved by a private non-profit accrediting body approved by the Guam Board of Medical Examiners
- (g) Full-time Status: Status of enrollment as defined by UOG and published in the UOG Catalog.
- (h) Promissory Note: The document signed by student promising to repay the award in accordance with the rules and regulations specified under the program.
- (i) Satisfactory Academic Progress: Maintaining a cumulative Grade Point Average (GPA) of 2.5 and completing seventy-five percent (75%) of credits attempted per semester.
- (j) Regular Semester: Academic term to include Fall Semester, Spring Semester, and Summer Semester as defined by the UOG and published in the UOG Catalog.
- (k) Service Credit: Repayment of award obligation through employment on Guam.

3.0. ELIGIBILITY. _____

- (a) To be eligible for the UOG Retention Grant, the grant recipient:
 - (1) must be a first-time, full-time student at the UOG;
 - (2) must be a bona fide resident of Guam for a continuous period of not less than two (2) years immediately preceding August 1st of the award year; and either be:
 - (A) a citizen of the United States; or
 - (B) a permanent resident alien;
 - (3) must have a cumulative Grade Point Average (GPA) of at least 2.50 at the UOG;
 - (4) must have successfully completed their first 30 (thirty) credits, excluding remedial courses (courses numbered below 100 level, e.g. MA085, EN085) and transfer credits, at the UOG in three consecutive regular semesters or less;

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UOG Retention and On-Time Completion Grant Award Program
Beginning Award Year 2014-2015

(5) must be pursuing his/her first undergraduate degree at UOG (grant is not available to students pursuing a second undergraduate degree or a graduate degree).

- (b) To be eligible for the UOG On-Time Completion Grant, the grant awardee:
- (1) must be a bona fide resident of Guam for a continuous period of not less than two (2) years immediate preceding August 1st of the award year; and either be:
 - (A) a citizen of the United States; or
 - (B) a permanent resident alien;
 - (2) must have a cumulative Grade Point Average (GPA) of at least 2.50 at the UOG;
 - (3) must successfully complete his/her undergraduate degree at the UOG in eight (8) consecutive regular semesters or less.
 - (4) The grant award applies only to the first undergraduate degree earned by the grant awardee.

4.0. SELECTION OF AWARDEE. _____

The BOR shall direct the Financial Aid Office Student Financial Assistance Program Staff to review and evaluate all first time full time students at the UOG for the following:

- (a) the applicant's scholastic record, residency; and
- (b) eligibility for the program based on the criteria set in section 3.0. Evaluation of eligible students shall begin with the Fall 2013 enrollment at the UOG.

5.0. DETERMINATION OF AWARD / BENEFITS. _____

An award recipient is entitled to the following benefits:

- (a) A tuition credit of One Thousand Dollars (\$1000.00) to be applied to the recipient's account at the UOG upon meeting the provisions of the Retention Grant Program as stated in Section 3 above. The total amount of an award is contingent on the availability of funds.
- (b) A grant amount of One Thousand Dollars (\$1,000.00) to be disbursed at the successful completion of an undergraduate degree program upon meeting the provisions of the On-Time Completion Grant Program in Section 3 above. The total amount of an award is contingent on the availability of funds.
- (c) A recipient of the retention and/or the on-time completion grant may not receive or be a current recipient of any other financial assistance program under Title 17 Chapter 15 and 15A of the Guam Code Annotated with the exception of the Access to Higher Education Financial Assistance Program.

6.0. GRANT AWARDEE PROCEDURE AND REQUIREMENTS. _____

Potential grantees under this program may be asked to provide the following documents:

- (a) Proof of U.S. citizenship (Birth Certificate, Certificate of Naturalization, or Passport) or proof of permanent resident alien status (Permanent Resident Alien Card and Passport).
- (b) Any or a combination of the following as proof of two (2) continuous years of residency on Guam immediately preceding August 1st of the award year.
 - (1) copies of filed income tax records or tax return transcripts.

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UOG Retention and On-Time Completion Grant Award Program
Beginning Award Year 2014-2015

- (2) certified statement from the Guam Election Commission of voter registration for the past two (2) general elections;
- (3) on-island high school transcripts;
- (4) undergraduate transcripts from the UOG;
- (5) any other verifiable documentation that provides proof of residency on Guam as determined by the UOG.

7.0. OBLIGATION OF AWARD RECIPIENTS. _____

The recipient of an Award must fulfill the following obligations:

- (a) Comply with all award regulations established by the BOR; and
- (b) be employed on Guam for a period as determined below:

- (1) For an award under either of or both of these programs, to include any additional award under the Access to Higher Education Financial Assistance Program, which together total \$5,000.00 or less, the award recipient shall be obligated to be employed on Guam for a period of one (1) year.
- (2) For an award under either of or both of these programs, to include any additional award under the Access to Higher Education Financial Assistance Program, which together total \$5,001.00 to \$10,000.00, the award recipient shall be obligated to be employed on Guam for a period of two (2) years.
- (3) For an award under either of or both of these programs, to include any additional award under the Access to Higher Education Financial Assistance Program, which together total \$10,001.00 and above, the award recipient shall be obligated to be employed on Guam for a period of three (3) years.

The recipient's employment on Guam shall commence within six (6) months after the completion of studies or within six (6) months from last enrollment at the UOG.

8.0. PROMISSORY NOTE. _____

The recipient shall execute a non-interest bearing promissory note with a co-signer, who is a resident of Guam and financially able to repay the note in the event that the recipient fails to comply with service obligation one hundred eighty (180) days from the required initial date of employment. The note becomes interest bearing on any amounts unpaid by service credit that are due and payable, which shall be subject to interest on the annual rate of ten percent (10%).

No funds under this Program shall be disbursed until the note has been executed in accordance to the prescribed rules and regulations of this Program and received by the UOG Financial Aid Office.

9.0. SERVICE CREDIT. _____

For the purpose of repayment of the Award, the recipient shall receive:

- (a) **Service Credit.** For every year that the student is employed on Guam, the student shall receive a one (1) year service credit counted towards their obligation as listed in Section

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UOG Retention and On-Time Completion Grant Award Program
Beginning Award Year 2014-2015

7.0 above. If the recipient begins employment on Guam within six (6) months after graduation without interruption, the recipient is considered to have met the obligation to the Board and will receive credit beginning on the date of employment.

- (b) **Postponement.** If the recipient wishes to postpone employment on Guam within six (6) months after graduation to begin or continue studies on a full-time basis at an accredited institution of higher education as recognized by the Council on Higher Education Accreditation ('CHEA'), or an eligible foreign medical school, the recipient may appeal in writing to the Board for permission. Should such permission be granted, the repayment obligation shall be deferred for the period granted to continue the recipient's studies.

Service credit may be postponed upon written approval from the Board, for up to six (6) years while the recipient is serving in active duty in a branch of the U.S. Armed Services; provided that the student applies for postponement within ninety (90) days of entering the Armed Services.

- (c) **Interruption.** If a person receiving service credit wishes to temporarily terminate employment on Guam to continue that person's studies on a full-time basis at an accredited institution of higher education as recognized by the Council on Higher Education Accreditation ('CHEA'), or an eligible foreign medical school, that person may appeal in writing to the Board for permission. Should such permission be granted, the repayment obligation shall be deferred for the period granted to continue that person's studies.
- (d) **Death or Total Disability:** In the event that the recipient should become totally disabled (physiological or psychological) while completing service credit, any obligation on the note shall be terminated upon certification of total disability by two (2) physicians licensed to practice in the United States. In the event of the recipient's death, any obligation on the note shall be terminated upon submission to the UOG of an original or certified copy of the death certificate.
- (e) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the BOR documentary evidence of such employment and, each year thereafter, until such obligation is fulfilled.

10.0. CONFLICT. _____

In the event any revised regulation herein is found to be in conflict with a previous regulation under which a student was awarded financial assistance, the regulation in effect at the time of the award shall continue to apply to the student for the remainder of the recipient's studies for which the award was made.