



UNIVERSITY OF GUAM  
UNIBETSEDÁT GUAHAN

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September 22, 2015

33-15-0903  
Office of the Speaker  
Judith T. Won Pat, Ed.D

MEMORANDUM

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

Date: 10/2/15

Time: 1:22 PM

Received By: [Signature]

From: Dr. Robert A. Underwood, President  
University of Guam

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

2015 OCT -2 PM 4:57 [Signature]

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 for the Health Professions Training Scholarship and the Research/Teaching Assistantship Program** that was approved by the University Of Guam Board Of Regents at their regular meeting of June 18, 2015 and September 3, 2015.

Notice of public hearing for the Rules and Regulations was published in the Pacific Daily News, a newspaper of general circulation in Guam, on Tuesday, June 2, 2015 and also announced in electronic media. A public hearing was held on the rules and regulations on Friday, June 12, 2015.

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  
*I Mina'Trentai Tres Na Liheslaturan Guahan*



UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN  
BOARD OF REGENTS

RESOLUTION NO. 15-24

**RELATIVE TO APPROVING THE RULES AND REGULATIONS FOR THE HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM UNDER THE STUDENT FINANCIAL ASSISTANCE PROGRAMS BEGINNING ACADEMIC YEAR 2015-2016**

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

**WHEREAS**, the provisions of Title 17 of the Guam Code Annotated, Chapter 28, governing the Student Financial Assistance Program (Program) and the Student Financial Assistance Fund (Fund), state that the Program and Fund shall be administered and granted by the BOR ; and

**WHEREAS**, in accordance with applicable provisions, the Student Affairs, Scholarship, Alumni Relations & Honorary Degree (SASARHD) Committee held a public hearing on June 12, 2015 to receive public input on the proposed Rules and Regulations for the Health Professions Training Scholarship Program beginning AY 2015-2016 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 Financial Aid have all certified that the proposed Rules and Regulations for the Health Professions Training Scholarship Program AY 2015-2016 and thereafter complies with appropriate Public Laws and the BOR Policy; and,

**WHEREAS**, the SASARHD Committee recommends, together with the Administration, approval of the proposed Rules and Regulations for the Health Professions Training Scholarship Program beginning AY 2015-2016 and thereafter.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Regents hereby approves the Rules and Regulations for the Health Professions Training Scholarship Program beginning AY 2015-2016 and thereafter.

Adopted this 18<sup>th</sup> day of June, 2015.

  
\_\_\_\_\_  
William D. Leon Guerrero, Chairperson

**ATTESTED:**

  
\_\_\_\_\_  
Dr. Robert A. Underwood, Executive Secretary



## **STUDENT FINANCIAL ASSISTANCE PROGRAMS**

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PROPOSED RULES AND REGULATIONS

FOR ACADEMIC YEAR BEGINNING 2015-2016

Administered by the University of Guam Board of Regents

Approved by the Board of Regents: June 18, 2015 (BOR Res. 15-24)

# **HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM**

# HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM

## Award Year Beginning 2015-2016

### 1.0 BACKGROUND AND STATUTORY AUTHORITY. \_\_\_\_\_

The Board of Regents of the University of Guam is authorized under Title 17 of the Guam Code Annotated, to formulate rules and regulations to equitably and efficiently administer the Health Professions Training Scholarship Program, in accordance with Chapter 28 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:** Fall and Spring Semesters for semester calendar system.
- (b) **Board:** the Board of Regents of the University of Guam.
- (c) **Cash Repayment:** monetary cash repayment for the period the deficiency was made with no service credit allowed.
- (d) **Fee:** student, general laboratory and course fees applied to all students.
- (e) **Full-time Status:** enrollment in twelve (12) or more credit hours per semester (Fall and Spring) for undergraduate students; nine (9) or more credit hours for graduate students; six (6) or more credit hours for Summer term (any combination of A, B, or C session). (Summer attendance in the program is optional.)
- (f) **Major Program:** a prescribed program leading to a Bachelor in Nursing degree; or a Bachelor in Social Work degree; or a Bachelor of Science in Health Sciences degree; or a Master of Social Work degree, as approved by the Board of Regents at the time students are selected and enrolled in the Program.
- (g) **Part-time Status:** enrollment for less than twelve (12) credit hours per semester for undergraduate students, and less than nine (9) credit hours per semester for graduate students; less than six (6) credit hours for the Summer term. (Summer attendance in the program is optional.)
- (h) **Promissory Note:** Document signed by the student and their guarantors promising to repay the award in accordance with the rules and regulations specified under the program.
- (i) **Recipient:** an applicant of the Health Professions Training Scholarship Program who was selected based on meeting all eligibility requirements by their respective program and certified by the School of Nursing and Health Science as a Nursing, Health Sciences, or Social Work student, and approved by the Board of Regents.
- (j) **Resident:** a United States Citizen or Permanent Resident Status (Green card holder) who has been a resident of Guam for a continuous period of at least one (1) year by *June 15th prior to the beginning of the academic year the award is to be awarded.*
- (k) **Service Credit:** repayment of award obligation through employment service, upon completion of studies.
- (l) **Stipend:** payment disbursed on a monthly installment.
- (m) **Co-Signers:** Guam Residents who are financially and legally responsible as joint signers on a promissory note.
- (n) **2<sup>nd</sup> Bachelor's degree:** a student who holds a Bachelor's Degree in any subject other than Nursing, Health Sciences, or Social Work shall be eligible for the program, provided that all other eligibility requirements are met.

### 3.0 LIMITATIONS AND PRIORITIES. \_\_\_\_\_

The number of students in the program annually shall be limited only by the available space at the University of Guam and/or the availability of funds. In the event of limited space and/or funds, priority shall be given to students at the highest level of training and closest to the completion of their program as indicated on application and concurred by the School of Nursing and Health Sciences.

### 4.0 APPLICATION PROCEDURE AND REQUIREMENTS. \_\_\_\_\_

An applicant for the Health Professions Training Scholarship must comply with the following procedures and requirements:

# HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM

## Award Year Beginning 2015-2016

- (a) Applicants must submit the official application prescribed by the Board and obtainable at the University of Guam Financial Aid Office. Applications shall include the following information:
  - 1. Evidence of eligibility in accordance with Section 5.0
  - 2. Evidence of acceptance into a nursing program, social work program, or health sciences program clearly defined in Section 5.0(c)
- (b) Completed applications must be submitted to the Board through the Financial Aid Office no later than the published deadline date for that respective award year.

### 5.0 CRITERIA OF ELIGIBILITY. \_\_\_\_\_

The following are eligibility requirements for the Health Professions Training Program:

- (a) Applicant must have completed high school or otherwise be declared eligible for admission to the Nursing, Social Work, or Health Sciences program at the University of Guam.
- (b) Applicant must be a United States citizen or a permanent resident alien and a resident of Guam for a continuous period of at least one (1) year by *June 15th prior to the beginning of the academic year the award is to be awarded.* (Refer to definition above for residency.)
- (c) Applicant must have satisfactorily completed all pre-nursing or pre-social work program, or pre-health sciences program requirements and be recommended by the appropriate authority in the School of Nursing and Health Sciences, who will certify that the applicant has been admitted and is eligible for admission into their respective program.
- (d) Acceptance to the University of Guam as a full-time student to register for a minimum of twelve (12) credit hours each semester for undergraduate students and a minimum of nine (9) credits each semester for graduate students; a minimum of six (6) credit hours during the Summer session (Summer session attendance is optional.)

### 6.0 SELECTION PROCEDURE. \_\_\_\_\_

- (a) Each eligible applicant will be placed on a list submitted to the School of Nursing and Health Sciences for certification of acceptance/non-acceptance into the Nursing program, or Social Work program, or the Health Sciences program. In the event any applicant is not accepted, a decline letter will automatically be sent to applicant. A final list of eligible applicants will be prepared and forwarded to the Board of Regents for approval/denial.
- (b) The Board of Regents shall, at a regular or special meeting, approve the selection of the recipients.
- (c) Notice of award shall be sent to each recipient. The recipient of the Health Professions Training Scholarship Program must notify the Board of Regents within thirty (30) days from award notification indicating whether the recipient will accept the award. If the recipient fails to do so, the award is thereby forfeited and offered to the next eligible recipient (if applicable). If a recipient declines to accept the scholarship after it has been offered, such recipient shall no longer be entitled to receive such award from the Board of Regents during the award period and may reapply for the next academic year.
- (d) All recipients shall attend a mandatory orientation to complete the award process. Failure to attend said orientation is cause to deny eligibility to the Health Professions Training Scholarship Program. All documents required by the Financial Aid Office to complete the award process will be received and completed by the recipient during the orientation process.

### 7.0 ATTENDANCE. \_\_\_\_\_

Recipients are to attend the University of Guam, School of Nursing and Health Sciences to obtain a Bachelor in Nursing degree; or a Bachelor in Social Work degree; or a Bachelor of Science in Health Sciences degree; or an eligible graduate degree program in Social Work as determined by the Dean of the School of Nursing and Health Sciences or its successor.

# HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM

## Award Year Beginning 2015-2016

### 8.0 PROMISSORY NOTE. \_\_\_\_\_

All Health Professions Training Program recipients shall execute a Promissory Note with two (2) responsible co-signers, who are residents of Guam and are financially able to repay the award in the event the student fails to comply with service obligations one hundred eighty (180) days from required employment date. Proof of financial ability to repay includes but is not limited to documentation such as tax forms, employment verifications, business license, etc. No funds under this Program shall be disbursed until the note is submitted to the Financial Aid Office and the recipient is found to be in compliance with the requirements under this Program.

All monies disbursed during attendance under the Health Professions Training Scholarship Program will become due and payable in event of default or for cash (non-service credit) and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years. The University of Guam Collections Department/Bursar's Office will compute the recipient's monthly installment payments, in the event of default or for cash (non-service credit) repayments.

### 9.0 AWARD BENEFITS. \_\_\_\_\_

No recipient may receive benefits beyond three (3) calendar years if pursuing an undergraduate degree and two (2) years if pursuing a graduate degree. Recipients are entitled to the following benefits, subject to availability of funds:

- (a) Tuition and fees each academic year to be paid by the Student Financial Assistance fund for a period of not more than three (3) years in an undergraduate program or two (2) years in a graduate program at the University of Guam.
- (b) A nine (9) month stipend (beginning September and ending in May of each year) of Four Hundred Dollars (\$400.00) per month.
- (c) An allowance of Three Hundred Fifty Dollars (\$350.00) per semester and One Hundred Fifty Dollars (\$150.00) maximum for summer will be granted for textbooks
- (d) Optional – Summer: Each recipient shall be entitled to tuition, fees, and textbooks for Summer session (any combination of Summer Session A, B, or C) courses on a full-time basis.

### 10.0 TRANSACTION. \_\_\_\_\_

Under the direction of the President, the Office of Administration & Finance shall be responsible for:

- (a) Disbursements and collection of funds and/or service credit awarded recipients under the Nursing Training Program.
- (b) Disbursements of tuition/fees, books, and stipends to recipients shall be made upon certification by the School of Nursing and Health Sciences that all requirements for stipends are met.
- (c) Stipends at the beginning of each academic year will be disbursed in September (for August and September).

### 11.0 OBLIGATION OF RECIPIENTS. \_\_\_\_\_

In order to remain in good standing and to continue in the scholarship program, recipients shall be required to meet the following:

- (a) Comply with all Health Professions Training Scholarship program regulations as established by the Board of Regents and duly adjudicated.
- (b) Maintain the minimum cumulative grade point average (GPA) as mandated by the respective programs each semester or Summer semester. *In the event a recipient drops below his/her respective program's minimum cumulative grade point average, the recipient shall be placed on probation for a period to be determined by the Board of Regents, but such probationary period shall not exceed two (2) semesters, exclusive of summers or intercessions.*

## HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM

### Award Year Beginning 2015-2016

- (c) Must enroll for and maintain full-time student status, minimum twelve (12) credit hours per semester (Fall/Spring) for undergraduate students, and a minimum of nine (9) credit hours per semester (Fall/Spring) for graduate students. For recipients attending the summer semester, the recipient must enroll in a minimum of six (6) credit hours. The Dean of the School of Nursing and Health Sciences may allow for less than full-time enrollment, but no arrangement shall cause the extension of the completion time of degree under this program.
- (d) Obtain written approval by special request from the Board before (with or without funding):
  - (1) transferring to another institution: transfer(s) may be approved by the Board if such transfer(s) would not extend the length of time required to complete the program;
  - (2) withdrawing from any institution, unless such withdrawal was due to circumstances beyond the recipient's control and the Board subsequently approves such withdrawal in writing.
- (e) Changes to award status, known as 'special requests', shall be submitted in writing from a recipient to the Financial Aid Office. Such status change shall include, but will not be limited to the following: change of major, change of professional or technical program, change of institution, change of graduation date, deferment of attendance, or deferment of service obligation.
  - (1) Except for deferment requests and change of graduation date, special requests shall be submitted to the Financial Aid Office no later than two (2) months (sixty (60) calendar days) prior to the start of the academic term for which the request is to take effect. Requests received after the two (2) months (sixty (60) calendar days), shall be acknowledged and returned without any action indicating non-compliance with the deadline requirement.
- (f) A recipient who fails in two or more subjects during any semester to include Summer semesters is subject to dismissal from the scholarship program.
- (g) A recipient may appeal to the Board through the *Dean of the School of Nursing and Health Sciences via the Financial Aid Office* for reinstatement to the program.
- (h) A recipient must be certified as remaining in good standing in their respective program at the end of each semester, with certification being provided by the appropriate School of Nursing and Health Sciences authority to the Financial Aid Office.
- (i) All recipients must agree to work on Guam for two (2) years for every year assistance was provided (2:1).
- (j) All recipients must provide proof of full-time employment within six (6) months after graduation by submitting a Verification of Employment. Employment verifications shall be submitted by the recipient every six (6) months (June and December of each year). If a recipient wishes to continue the recipient's education as a full-time student at a graduate or professional school, the recipient may defer his/her employment obligation on Guam until such additional studies are complete; provided, written approval has been granted from the Board. Failure to begin employment on Guam within six (6) months of graduation shall be cause for monetary repayment which will become immediately due and payable in monthly monetary payments.
- (k) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the respective institution as needed to comply with Board regulations.

#### 12.0 FORFEITURE. \_\_\_\_\_

Any one or combination of the following may constitute sufficient reason for dismissal from the program:

- (a) Suspension or dismissal for academic deficiency, disciplinary reason(s) or conviction of a felony.
- (b) Forfeiture of the award under any one or combination of the provisions herein established.
- (c) Failure to enroll in the semester of the academic year immediately following the granting of the award, unless deferment of the enrollment in that semester is approved by the Board of

## HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM

### Award Year Beginning 2015-2016

Regents. A recipient granted such deferment will forfeit the award for failure to enroll in the next semester immediately following the approved deferment.

- (d) Failure to maintain the minimum cumulative grade point average as required by the recipient's respective program each semester, except a recipient may be allowed not more than two regular academic semesters to regain this average without cancellation of award.
- (e) Failure to maintain full-time status.
- (f) Failure to abide by any one or combination of the provisions of these policies as established by the Board of Regents of the University of Guam.

A recipient who forfeits an award and who regains entitlement of the award pursuant to §§12(b) and (c) shall not be required to repay the amount awarded for that academic term in which the academic deficiency or failure to maintain full-time status occurred until after graduation, or other termination of studies for any other reason.

#### 13.0 SERVICE CREDIT. \_\_\_\_\_

For the purpose of repayment, the recipient shall receive:

- (a) As a condition of selection in the program, each recipient shall agree to begin employment within six (6) months from completion of his/her nursing, social work, or health sciences degree in the public health system of Guam including Guam Memorial Hospital Authority, the Department of Public Health and Social Services, the Guam Behavioral Health and Wellness Center, the Guam Department of Education (school health counselor) or the Guam Community College (school health counselor), or in private clinics or private hospitals licensed to do business on Guam, and to continue in such employment for a period of time equal to two (2) calendar years for each academic year of training under the program. The School of Nursing and Health Sciences shall certify and approve employment that meets the criteria in Section 13.
- (b) A recipient shall further agree that, in the event he fails to complete the program or refuses to fulfill the obligation set forth in (a), he/she shall then repay the Government of Guam through the Collections Office/Bursar's Office at the University of Guam, an amount equal to the total of tuition, fees, textbooks, and supplies paid on behalf of the recipient and the total monthly allowance paid to the recipient.
- (c) **Service Credit.** The recipient shall receive service credit for each year of employment on Guam. 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. A year of service credit is twelve (12) months. In the event that any portion of the assistance is not repaid through service credit, the amount unpaid in service credit shall become due and payable.
- (d) **Postponement.** If the recipient does not begin employment as required by §13(a) herein within six (6) months after graduation to continue Nursing or a Health Related field of studies at a graduate or professional school on a regular full-time, on-campus basis, at an accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal may be submitted in writing to the Board for approval. Furthermore, postponement of service obligation through service may be granted those who are experiencing a family or medical emergency, in which an appeal may be submitted in writing to the Board for approval.
- (e) **Unapproved Postponement.** The recipient who does not obtain prior approval from the Board and who does not return and begin employment on Guam within six (6) months after graduation must pay in cash the total amount received per year, calculated on a daily rate for each day the person is not employed on Guam. The daily rate will be calculated by the University of Guam Collections Office / Bursar's Office based on applicable promissory notes.

## HEALTH PROFESSIONS TRAINING SCHOLARSHIP PROGRAM

### Award Year Beginning 2015-2016

Once this amount has been paid in full, the recipient is entitled to use service credit for the remaining amount of the debt for each year of employment on Guam.

- (f) **Interruption.** If a recipient receiving service credit wishes to temporarily terminate employment on Guam to continue Nursing or a Health Related field of studies at a graduate or professional school on a regular full-time on-campus basis, at a U.S. accredited institution of higher education, as recognized by the Council for Higher Education Accreditation (CHEA), an appeal in writing must be submitted to the Board of Regents for approval. Upon approval, the repayment obligation shall be deferred for the period granted to continue studies. If prior approval of the Board is not obtained, the recipient must pay in cash for each day the person is not employed on Guam at a rate determined by the University of Guam Collections Department. Once the amount is paid in full, the recipient is entitled to use service credit on the remaining debt.
- (g) **Ineligibility for Service Credit.** Any recipient, who did not receive the degree pre-approved by the Board of Regents, shall be ineligible for service credit. All monies disbursed during attendance under the Health Professions Training Scholarship Program will become due and payable and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments must not exceed ten (10) years pursuant to law. The University of Guam Collections Department will compute the recipient's monthly installment payments in the event of default. Furthermore, permanent transfer to an off-Island office or branch of a Guam employer shall not count towards service credit and shall result in default on the date of transfer, and interest shall begin on such date of default.
- (h) **Leave of Absence.** It is the responsibility of the recipient to inform the University of Guam of any leave of absence longer than forty-five (45) days. The recipient must remain employed pursuant to §13(a) herein to receive service credit while on off-Island temporary leave status.
- (i) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the Financial Aid Office or Bursar/Collection Office, documentary evidence (See Section 11, k) of such employment and, each year thereafter, until such obligation is fulfilled.

#### 14.0. CONFLICT. \_\_\_\_\_

Previous regulation(s) under which a recipient was awarded financial assistance shall continue to apply to the recipient for the remainder of the recipient's studies, notwithstanding any revised regulation which conflicts with the previous regulation(s), unless specifically stated otherwise.

#### \*\*Note

1. **Financial Aid has the primary responsibility to evaluate applications/supporting documents and award/disburse financial aid benefits.**
2. **The School of Nursing and Health Sciences has the responsibility to certify the acceptance of recipients/applicants to the Nursing, Health Sciences, or Social Work program in order for students to obtain Health Professions Training Scholarship benefits;**
3. **The Board of Regents is the final authority to approve applicants and continuing recipients.**

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CHAPTER 28, TITLE 17, Guam Code Annotated

Approved by the Board of Regents on June 18, 2015 (BOR Res. 15-24)

Filed with the Guam Legislature in accordance with P.L. 31-237 on \_\_\_\_\_

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UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN  
BOARD OF REGENTS

RESOLUTION NO. 15-29

**RELATIVE TO APPROVING THE RECOMMENDATION OF THE STUDENT AFFAIRS,  
SCHOLARSHIP, ALUMNI RELATIONS AND HONORARY DEGREE COMMITTEE ON  
THE AMENDED RULES AND REGULATIONS FOR THE RESEARCH / TEACHING  
ASSISTANSHIP PROGRAM UNDER THE STUDENT FINANCIAL ASSISTANCE  
PROGRAMS BEGINNING ACADEMIC YEAR 2015-2016**

**WHEREAS**, the provisions of Title 17 of the Guam Code Annotated, Chapter 28, governing the Student Financial Assistance Program and the Student Financial Assistance Fund, state that the Program and Fund shall be administered and granted by the Board of Regents ; and

**WHEREAS**, in accordance with applicable provisions, the Student Affairs, Scholarship, Alumni Relations & Honorary Degree Committee held a public hearing on June 12, 2015 to address the Rules and Regulations for the Research/Teaching Assistantship Program for AY 2015-2016 and thereafter; and

**WHEREAS**, the Board of Regents approved the proposed Rules and Regulations for the Research / Teaching Assistantship Program as recommended by the Student Affairs, Scholarship, Alumni Relations & Honorary Degree Committee, at their June 18, 2015 regular meeting; and

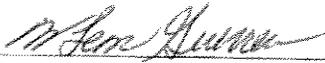
**WHEREAS**, after further review and input, several amendments were made to the Rules and Regulations that are critical to the support of the Experimental Program to Stimulate Competitive Research (EPSCoR) Grant recently awarded to the University of Guam by the National Science Foundation and changes that will better enable the program to help build a new level of research capability and productivity in Guam by widening the pool of eligible research and teaching assistants; and

**WHEREAS**, the Senior Vice President for Academic and Student Affairs, the Dean of Enrollment Management and Student Services, and the Director of Financial Aid have all certified that the Amended Rules and Regulations for the Research/Teaching Assistantship Program AY 2015-2016 and thereafter complies with appropriate Public Laws and the Board of Regents' Rules and Regulations; and,

**WHEREAS**, the Student Affairs, Scholarship, Alumni Relations, & Honorary Degree Committee recommends to the Board, approval of the Amended Rules and Regulations for the Research/Teaching Assistantship Program for AY 2015-2016 and thereafter.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Regents hereby approves the amended Rules and Regulations for the Research/Teaching Assistantship Program for AY 2015-2016 and thereafter.

Adopted this 3<sup>rd</sup> day of September 2015.

  
\_\_\_\_\_  
William D. Leon Guerrero, Chairperson

**ATTESTED:**

  
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Dr. Robert A. Underwood, Executive Secretary



## **STUDENT FINANCIAL ASSISTANCE PROGRAMS**

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**RULES AND REGULATIONS**

**FOR ACADEMIC YEAR BEGINNING 2015-2016**

Administered by the University of Guam Board of Regents

Approved by Board of Regents on September 3, 2015 (BOR Res. 15-29)

# **RESEARCH/TEACHING ASSISTANSHIP PROGRAM**

## **Rules and Regulations**

# UOG RESEARCH/TEACHING ASSISTANTSHIP PROGRAM

Award Year Beginning 2015-2016

## 1.0. BACKGROUND AND STATUTORY AUTHORITY. \_\_\_\_\_

The Board of Regents of the University of Guam is authorized under Title 17 of the Guam Code Annotated to formulate rules and regulations to equitably and efficiently administer the UOG Research/Teaching Assistantship Program in accordance with Chapter 28 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 in the University of Guam Catalog, usually consisting of Spring, Fall, and Summer semesters.
- (b) **Academic program:** The specific academic program of study, which will be undertaken to achieve the desired degree.
- (c) **Board:** The Board of Regents of the University of Guam.
- (d) **Bona fide resident:** A recipient who remains a resident of Guam from the initial award of the Assistantship and throughout the Assistantship period.
- (e) **Cash Repayment:** Monetary cash repayment for the period the deficiency was made and no service credit allowed.
- (f) **Fees:** General fees applied to all students including laboratory and course fees.
- (g) **Full-time Status:** Enrollment in twelve (12) or more credit hours per semester (Fall and Spring) for undergraduate students; nine (9) or more credit hours for graduate students; six (6) or more credit hours for Summer term (any combination of A, B, or C session). (Summer attendance in the program is optional.)
- (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) **Service Credit:** Repayment of award obligation through employment service or through qualified research activity as determined by the school or academic unit where the Research/Teaching Assistants are assigned.
- (j) **Teaching Assistant:** Students selected on the basis of scholarship and promise as teachers and serve an apprenticeship under the tutelage and supervision of regular faculty members who are responsible for curriculum and instruction at the University of Guam.
- (k) **Research Assistants:** Students appointed to the title Student Researcher are selected on the basis of scholastic achievement and promise as creative scholars and serve an apprenticeship under the direction and supervision of a faculty member.

## 3.0. ELIGIBILITY. \_\_\_\_\_

To be eligible for the UOG Research/Teaching Assistantship Program, the applicant:

- (a) must be a bona fide resident of Guam from the initial award of the Assistantship and throughout the Assistantship period and either be:
  - (1) a citizen of the United States; or
  - (2) a permanent resident alien; or
  - (3) a non-immigrant alien admitted into Guam under the Compacts of Free Association between the United States and the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau; and
- (b) must have an overall grade-point average of at least 3.0 in the applicant's undergraduate studies, or 3.25 in the applicant's master's program;

## 4.0. SELECTION OF AWARDEE. \_\_\_\_\_

The Selection of Research/Teaching Assistants shall be conducted by the respective school or academic units where the Teaching/Research Assistants are assigned. Number of awardees are subject to availability of funds.

## 5.0. BENEFITS. \_\_\_\_\_

An award recipient is entitled to the following benefits:

- (a) Tuition waiver of up to 21 credits per semester and fees per academic year for a period designated in the Research/Teaching Assistant contract but should not be more than four (4) academic years for undergraduate students and three (3) academic years for graduate students.

# UOG RESEARCH/TEACHING ASSISTANTSHIP PROGRAM

Award Year Beginning 2015-2016

(b) An annual stipend for not more than Eighteen Thousand Dollars (\$18,000), Additional stipends may be offered to the Research/Teaching Assistant with funding from the school or academic unit where the Research/Teaching Assistants are assigned.

Awards are contingent on the availability of funds.

## 6.0. APPLICATION PROCEDURE AND REQUIREMENTS. \_\_\_\_\_

An applicant for an award must provide the following documents:

- (a) A completed application for Research/Teaching Assistantship must be submitted to the respective school or academic unit where the Research/Teaching Assistantship is being offered, no later than the prescribed due date.
- (b) Must submit proof of U.S. citizenship (Birth Certificate, Naturalized Certificate, or Passport) or proof of permanent resident alien status (Permanent Resident Alien Card and Passport). For citizens of the FSM, RMI, and Palau, a valid passport and/or birth certificate will be required.
- (c) Must provide any or a combination of the following documents as proof of residency on Guam:
  - (1) Copies of filed Guam income tax records or tax return transcripts.
  - (2) If a recipient of Public Assistance, provide a certified statement from Guam agencies that assistance was provided and the duration assistance was provided.
  - (3) Certified statement from the Guam Election Commission on Voter registration for the past two (2) general elections.
  - (4) Bank statement of mortgage on principal residence.
  - (5) Official transcripts from schools attended on Guam.
  - (6) Any other verifiable documentation that can demonstrate Guam residency.

## 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 Board of Regents and the school or academic unit where the Research/Teaching Assistants are assigned.
- (b) Maintain a cumulative grade-point average of not less than 3.0 for undergraduate students and 3.25 for graduate students. A student who fails to comply with this regulation shall be placed on probation and must meet the academic standard prescribed herein by the end of the term immediately following the term in which the probationary status was incurred.
- (c) Obtain written approval by the Board before:
  - (1) Transferring to another institution; transfer(s) may be approved by the Board if such transfer(s) would not extend the length of time required to complete the program.
  - (2) Changing academic/technical program; change(s) may be approved by the Board if such change(s) would not extend the length of time required to complete the program. Such change must be within the established career priorities determined by the Board for the initial year the Award was approved.
- (d) Be employed on Guam on the basis of one year (1:1) for each year that assistance was received by the recipient under the program. The recipient's employment on Guam shall commence within six (6) months after the completion of studies. If a recipient continues their education as a full-time student at a graduate or professional school, the recipient may defer employment on Guam until such additional studies are completed; provided, that written approval is obtained from the Board. A graduate requiring specialized training may postpone that person's employment on Guam while undergoing specialized training as long as the recipient is certified by the director of the training program on an annual basis and upon written approval from the Board.

Recipients have the option of fulfilling their service requirement by engaging in research while under the Assistantship Program. The research must be fully endorsed and authorized by the Dean of the school or academic unit where the Research/Teaching Assistants are assigned or by the relevant approving authority at the Office of Graduate Studies, Sponsored Programs, and Research.

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, however, that the student applies for postponement within ninety (90) days of entering the Armed Services and continues to maintain Guam as that person's place of residence;

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(e) By accepting the award, the recipient agrees that the University of Guam may obtain any or all information from the recipient's respective institution as needed to comply with Board rules and regulations. Additionally, the recipient will be required to attend:

- (i) A pre-award interview prior to disbursement of the award; and
- (ii) an exit interview upon completion of degree with the Financial Aid Office.

## 8.0. PROMISSORY NOTE. \_\_\_\_\_

The recipient shall execute a promissory note with two (2) responsible co-signers who are financially able to repay the note in the event that the recipient fails to comply with the service obligation provided herein, within 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%). The total amount of the note shall be determined upon completion of studies in which assistance was provided by the award. No funds under this Program shall be disbursed until the note has been complied with in accordance to the prescribed rules and regulations of this Program. This Note shall be executed by the Financial Aid Office, Student Financial Assistance Program.

## 9.0. CONDITIONS FOR CONTINUATION OF AN AWARD. \_\_\_\_\_

The conditions for continuation of the Award shall include the following:

- (a) The recipient must have maintained that person's status as a regular full-time student and in the academic program for which the award was granted, unless a transfer to another institution or a change of academic/professional/technical program has been authorized in writing in accordance with Board regulations.
- (b) The recipient must maintain satisfactory academic standing in accordance with Regulations §7.0(b).
- (c) The recipient must have complied with all other regulations governing the Award.

## 10.0. FORFEITURE OF AWARD. \_\_\_\_\_

Forfeiture of an award shall result from any of the causes listed below, and any award forfeited shall be immediately due and payable.

- (a) Suspension or dismissal for academic deficiency, disciplinary reasons, or conviction of a felony.
- (b) Withdrawal from the institution in anticipation of any action under (a), above or for any other reason(s) not authorized by the Board.
- (c) Failure to maintain status as a full-time student, except a recipient may be allowed by the Board one-academic term to regain full-time status without cancellation of the award, or a recipient may be permitted to carry less than full-time load, if it would not result in the student's failing to graduate within the normal time for completing the program of study.
- (d) Violation of other Board regulations.

## 11.0. SERVICE CREDIT. \_\_\_\_\_

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

### (a) Service Credit.

(1) As a condition of selection in the program, each recipient shall agree to begin employment within six (6) months from completion of his/her degree program and to continue in such employment for a period of time equal to one (1) calendar year for each academic year the recipient receives a benefit from the program. 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.

(2) Recipients who choose to fulfill the service requirement by performing research while under the Assistantship must provide a written statement to the Financial Aid Office at the end of each academic semester. Such written statement shall indicate the research conducted and whether the recipient is in good academic standing as required by the University. The written statement must be from the Dean of the school or academic unit where the Research/Teaching Assistants are assigned or by the relevant approving authority at the Office of Graduate Studies, Sponsored Programs.

- (b) **Postponement.** If the recipient wishes not to begin employment on Guam within six (6) months after graduation to continue studies on a full-time basis at an accredited institution of higher education, 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. Without the prior approval of the Board, the recipient who does not begin employment on Guam within six (6) months shall be responsible for repaying all funds disbursed during attendance under this program and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments shall not exceed ten (10) years pursuant to the

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- law. The University of Guam Collections Department / Bursar's Office will be charged with computing the recipient's monthly installment payments in the event of default.
- (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) **Ineligibility for Service Credit.** Any recipient who did not receive the degree that that person sought with assistance from Board, without prior written approval, shall be ineligible for service credit. All monies disbursed during attendance under this program will become due and payable under the note, and shall be subject to an annual interest rate of ten percent (10%) in monthly installment payments. Such payments shall not exceed ten (10) years pursuant to the law. The University of Guam Collections Department / Bursar's Office will be charged with computing the recipient's monthly installment payments in the event of default.
  - (e) **Leave of Absence.** It is the responsibility of the recipient to inform the University of Guam of their intended leave of absence if such leave is longer than forty-five (45) days. The recipient must remain employed on Guam to receive service credit while on off-Island leave status.
  - (f) **Death or Total Disability:** In the event the recipient should become totally disabled (physiological or psychological) or upon death, while completing service credit, any obligation on the note shall be terminated upon certification of two (2) physicians licensed to practice in the United States.
  - (g) **Annual Proof of Employment.** It is the responsibility of the recipient to provide the Board of Regents documentary evidence of such employment and, each year thereafter, until such obligation is fulfilled.

## 12.0. 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.