



THE UNIVERSITY OF ARIZONA

Office of the Registrar

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MEMORANDUM

DATE: 3/12/2024

TO: UA Academic Advisors, Student Support Personnel, and Students

FROM: Abbie Sorg, Assistant Registrar, Academic Catalog & Policy

RE: Amendments to the Undergraduate Use of Multiple Courses and the Undergraduate Certificate Policies

In the fall of 2023 and spring of 2024, the Office of the Registrar, and the Advising Resource Center (ARC) proposed updates to the **Double Use of Courses Policy** for undergraduate students and the **Undergraduate Certificate Policy**. The changes support student success by clarifying existing policy content and by removing restrictive language, allowing the updated policy to be inclusive of courses worth more than 3 units of credit, and permitting the multiple use of course credit instead of limiting the use to two applications.

The updated policies were approved by the Undergraduate Council, Graduate Council, Undergraduate College Academic Administrators Council, Graduate College Academic Administrators Council, and the Faculty Senate during the fall of 2023 and spring of 2024.

Amendments to the Double Use of Courses policy include:

Changing “double use” of courses to “multiple use” of courses

Adjusting the language from double use to multiple use of courses allows students to use a single course to fulfill two or more requirements instead of only two. Renaming the policy from "Double Use of Courses" to "Undergraduate Multiple Use of Courses" better captures the intended flexibility of the policy and provides clarity within the university community. The inclusion of "undergraduate" specifies the student demographic impacted by this policy.

Removing the 9-unit limit on the 3-course maximum

Updating the General Education unit limit better reflects the credit range of available courses. By simplifying the multiple use limit for general education to 3 courses (regardless of the number of units), the policy provides students the flexibility to apply courses worth four or more units to multiple requirements.

Undergraduate Certificates are included in multiple use of courses

Clarification that General Education courses may also be applied to certificates, and direction was added to see the Undergraduate Certificate Policy for further information.

Amendments to the Undergraduate Certificate policy include:

Removal of outdated exception for Undergraduate Certificate multiple use credit limit

Language has been removed from the policy that pertained only to students who began an undergraduate certificate program prior to 2019. Students seeking undergraduate certificates may apply no more than 50% of certificate credit to any other requirement.

The amended policies are effective Spring 2024 and can be read in full at:

<https://catalog.arizona.edu/policy/program-graduation/student/double-use-courses> and

<https://catalog.arizona.edu/policy/program-graduation/degrees-programs/undergraduate/certificates>

Questions about the updates to these policies should be addressed to the Office of the Registrar at catalog@arizona.edu.