**Policy Revision**

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| **Policy Title** | Multiple Use of Courses, Undergraduate Certificates |
| **Policy URL** | <https://catalog.arizona.edu/policy/program-graduation/student/double-use-courses>, <https://catalog.arizona.edu/policy/program-graduation/degrees-programs/undergraduate/certificates>  |
| **Suggested updates** | * Multiple Use of Courses
	+ Update the limit of General Education credits that may be used to fulfill multiple requirements from 9 credits to 3 courses.
	+ Update all references to double use of courses with multiple use of courses.
	+ Clarify that credits may also apply towards certificates, and direct to the undergraduate certificate policy for further information.
	+ Remove information pertaining to students who matriculated in/prior to Fall 2021.
* Undergraduate Certificates
	+ Remove stipulation that students enrolled in previously approved certificates may double-dip more than 50% of units.
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| **Rationale for updates** | * Multiple Use of Courses
	+ By removing the multiple use limit of 9 units, students will be able to apply general education courses that have alternate amounts of credit (i.e., 4 units) but will still be limited to using 3 courses maximum.
	+ Adjusting the language to multiple use of courses allows students to fulfill credit across 2+ requirements instead of 2.
	+ While courses may fulfill multiple requirements including certificate credit, no more than 50% of certificate credits may also be used for a current degree requirement.
	+ Students who matriculated in/prior to Fall 2021 can follow the link at the top of the policy to view the policy that applies to their catalog. Relocating this information as an administrative note rather than policy text keeps the information evergreen and reduces the need to revise the policy in upcoming years.
* Undergraduate Certificates
	+ This note was created for students who began certificate programs prior to 2019. The wording of the note is ambiguous and could be mistakenly read to refer to all students in certificate programs created prior to 2017, regardless of when the student matriculated. Since there are fewer than 10 active certificate students who enrolled prior to 2019, this note can safely be removed.
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| **Contact Person for Questions** | Sharon Aiken-Wisniewski, Abbie Sorg |
| **Responsible Unit** | Advising Resource Center, Office of the Registrar | **URL** | <https://advising.arizona.edu/>, <https://registrar.arizona.edu/>  |
| **Career Applicability** | [x]  Undergraduate [ ]  Graduate [ ]  Law [ ]  Medicine [ ]  Pharmacy [ ]  Veterinary Medicine |
| **Approvals Granted** *(for council use only)* | University-Wide GE Committee | Scheduled: 11/8/2023 | Status: Approved with updates 11/8/2023 |
| UGC Policies Subcommittee | Scheduled: 11/15/2023, 1/23/2023 | Status: Approved with updates 11/15/2023; addition of Undergraduate Certificate update Approved 1/23/2023 |
| Undergraduate Council | Scheduled: 11/28/2023, 2/13/2023 | Status: Approved 11/28/2023 |
| Graduate Council | Scheduled: XX | Status: XX |
| Undergraduate CAAC | Scheduled:  | Status: |
| Graduate CAAC | Scheduled: XX | Status: XX |
| Faculty Senate Executive Committee | Scheduled:  | Status: |
| Faculty Senate | Scheduled: | Status: |

**Policy Revision Side by Side**

Additions in Green – Deletions in ~~Yellow~~

| Existing Policy | Proposed Edit |
| --- | --- |
| ****~~Double~~ Use of Courses****The use of courses to satisfy more than one requirement in the student's degree program (e.g., fulfilling ~~both~~ a major ~~and a~~ minor ~~requirement; fulfilling both a~~ General Education ~~and a minor~~ requirement, ~~etc.~~) is subject to University General Education, college, and department policies on the ~~double~~ use of a course.  See the General Education policy below. Check with your major AND minor advisors for clarification on the ~~double~~ use of any courses within your primary and secondary degree program and the ~~double~~ use of any courses between two degree programs.~~Double~~ Use of General Education CoursesThe following coursework may be used to fulfill General Education Foundations requirements while simultaneously fulfilling requirements in a major, pre-major~~, or~~ minor:* Any Math or statistics course at or above the level of Calculus I (MATH 113, 122A/B, or 125) may also apply to a major, pre-major, ~~or~~ minor.
* The two higher level courses taken to satisfy the fourth-semester skill level of the Second Language requirement for a B.A. degree may also apply to a major, pre-major, ~~or~~ minor (see[**Courses Excluded from the Minor**](https://catalog.arizona.edu/policy/program-graduation/degrees-programs/undergraduate/minors)).

**~~For students who matriculated in Spring 2022 or beyond~~**~~,~~ up to ~~9 units total~~ may ~~double~~ count to fulfill requirements ~~in a~~ major, pre-major, ~~or~~ minor and ~~General Education~~, provided the units are taken in courses that are approved General Education Exploring Perspectives or Building Connections courses. ~~Up to three units in each of three courses (for 9 units total) may be used to fulfill General Education Exploring Perspectives or Building Connections requirements while simultaneously fulfilling requirements in a major, pre-major, or minor.~~**~~For students who matriculated prior to Spring 2022~~**~~, a maximum of two Tier Two courses may also be used to satisfy the minor requirements.~~Students should check with their major and minor [**academic advisors**](http://advising.arizona.edu/content/academic-advisor-directory) for clarification on the ~~double~~ use of any courses within their primary and secondary majors or minors ~~and the double use of any courses~~ between two degree programs. | Note: The multiple use of courses described below applies to all students who matriculate in Spring 2022 and beyond. Students who matriculated in Fall 2021 or prior should consult the[Fall 2021 Double Use of Courses policy](https://archive.catalog.arizona.edu/2021-22/policy/double-use-courses-double-dipping.html)**.******Multiple Use of Courses****The use of courses to satisfy more than one requirement in the student's degree program (e.g., fulfilling a major, pre-major, minor, certificate, and/or General Education requirement) is subject to University General Education, college, and department policies on the multiple use of a course.  See the General Education policy below. Check with your major AND minor advisors for clarification on the multiple use of any courses within your primary and secondary degree program and the multiple use of any courses between two degree programs.Multiple Use of General Education CoursesThe following coursework may be used to fulfill General Education Foundations requirements while simultaneously fulfilling requirements in a major, pre-major, minor, and/or certificate (see [**Undergraduate Certificates**](https://catalog.arizona.edu/policy/program-graduation/degrees-programs/undergraduate/certificates) for additional information):* Any Math or statistics course at or above the level of Calculus I (MATH 113, 122A/B, or 125) may also apply to a major, pre-major, minor, and/or certificate.
* The two higher level courses taken to satisfy the fourth-semester skill level of the Second Language requirement for a B.A. degree may also apply to a major, pre-major, minor, and/or certificate (see[**Courses Excluded from the Minor**](https://catalog.arizona.edu/policy/program-graduation/degrees-programs/undergraduate/minors)).

Up to 3 courses may count to fulfill General Education Exploring Perspectives or Building Connections requirements as well as major, pre-major, minor, and/or certificate requirements. Students should check with their major and minor [**academic advisors**](http://advising.arizona.edu/content/academic-advisor-directory) for clarification on the multiple use of any courses within their primary and secondary majors or minors as well as between two degree programs. |
| ****Undergraduate Certificates****An undergraduate certificate is a focused, structured and interrelated set of courses that enhances the undergraduate experience in an emerging academic area, addresses a professional development need, or provides "step-up" preparation for a degree program.Admission to Certificates1. Undergraduate certificates and advanced undergraduate certificates are available to degree seeking or non-degree seeking students (1) at the UA main campus, branch campuses, and domestic locations, (2) in degree seeking programs at international universities where UA has approved international partnerships, and (3) at approved UA global locations.
2. Certificate applicants must meet UA Undergraduate Admission requirements.
3. Students enrolled in an undergraduate degree program may add a certificate before completing their degree requirements by contacting the offering unit and satisfying the admission requirements for the certificate.

Certificate Approval and Modification Procedures1. Sufficient resources must exist to support the certificate without penalizing existing academic programs, including subplans/options and minors.
2. Certificates may be offered by an academic unit that does not currently offer a related degree program. Non-academic units may create certificates that are sponsored by an academic unit that undergoes an academic program review.
3. Each certificate must have an oversight committee (such as a curriculum committee). The oversight committee shall consist of a minimum of 3 members, 2 of which are faculty and at least one of the 2 is participating faculty in the certificate program. The oversight committee is responsible for:
	* qualifications of participating faculty,
	* coordination of admission recommendations with the Office of Admissions, and
	* curricular changes.
4. Departments must have support staff for the program to advise students on their status, financial aid eligibility, and curricular offerings.
5. Substantial changes to the originally approved certificate shall be approved by Curricular Affairs, Undergraduate Council (UGC), and College Academic Administrators Council (CAAC) prior to implementation. The threshold for substantial change is defined by [**Curricular Affairs**](https://academicadmin.arizona.edu/curricular-affairs/modifications-programs).
6. Certificates must be included in the unit's academic program review (APR) process.
7. Undergraduate certificates that do not have a total of 9 completions over a 3-year period will be subject to disestablishment. Units offering certificates that fall below this threshold must submit documentation justifying continuation of the program. Requests for continuation will be reviewed by Curricular Affairs and may be added as consent agenda items for the UGC's Academic Programs Subcommittee.
8. Certificate programs may be disestablished at any time by the offering academic unit with approval from Curricular Affairs. Students currently enrolled should be accommodated until completion of their certificate program.

Certificate Policies1. Certificates may be structured either as discipline-specific or cross-disciplinary. Academic units applying for certificates must consult with and obtain support from related programs and departments to ensure availability of required courses that are offered by another department, and to avoid duplication of content. Evidence of support from these departments should be included with the certificate proposal.
2. Certificates may be stand-alone or linked to an existing degree program.
3. Emphases, focal areas, tracks, sub-specializations, or subplans are not permitted in an undergraduate certificate.
4. Minimum number of units:
	* An undergraduate certificate must consist of at least twelve (12) units of credit, regardless of a student's status when the credits were earned (current degree seeking or prior non-degree seeking).**\***
	* At least six (6) units of credit must be upper division UA course work.
	* No more than 50% of the units of credit used to complete the certificate can also be used for a current degree requirement (i.e., major, minor, or General Education), second certificate, or previously awarded degree program.**~~\*\*~~**
5. Offering units may determine whether course work taken at another institution may be applied to a certificate. A minimum of six (6) units used to complete the certificate must be University credit.
6. Course work completed more than four (4) years before admission to a certificate may not be applied unless approved through an appeals process with the offering unit.
7. Completed approved certificates will be noted on the student's official academic record.
8. All University policies apply, including academic, grading, admission, retention, contact hours, and faculty eligibility to teach.
9. These certificate policies cannot be petitioned.

**\*** Previously approved certificates with fewer units would not be subject to these requirements, unless the offering unit proposes a modification to the certificate, at which point all current unit requirements and policies must be met.**~~\*\*~~**~~This double-use policy would not impact students enrolled in previously approved certificates who may be double-dipping more than 50% of units.~~ | ****Undergraduate Certificates****An undergraduate certificate is a focused, structured and interrelated set of courses that enhances the undergraduate experience in an emerging academic area, addresses a professional development need, or provides "step-up" preparation for a degree program.Admission to Certificates1. Undergraduate certificates and advanced undergraduate certificates are available to degree seeking or non-degree seeking students (1) at the UA main campus, branch campuses, and domestic locations, (2) in degree seeking programs at international universities where UA has approved international partnerships, and (3) at approved UA global locations.
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