**Proposal to add Minimum Units to the Bachelor’s Degree Candidacy Policy**

*Submitted by: Curricular Affairs on behalf of Office of the Provost*

*Date: 2/21/2020*

*Approved by UGC Curriculum and Policies subcommittee, 2/25/2020*

**Proposed Policy / Policy Update:**

Addition to existing policy- new text in red.

Completion of Degree Requirements

The Bachelor’s degree requires a minimum of 120 units and the completion of all major, minor, and General Education requirements.

All degree requirements must be completed by the last day of final exams in the semester or term in which the degree is to be awarded. The applicant is also responsible for providing all documentation relating to the completion of his/her degree program to the Undergraduate Graduation Services Office within 30 calendar days following the last day of final exams in the semester or term in which the degree is to be awarded. Documentation may include, but not be limited to, official transcripts from other educational institutions/programs, actions resulting from University General Petitions, Change of Grade forms (including removals of "I" grades), etc. Failure to meet these responsibilities may result in a delay or non-awarding of the degree.

Degree candidates who find it necessary to leave The University of Arizona and complete final course requirements through transfer work are required to notify their [**Graduation Services advisor(link is external)**](http://www.registrar.arizona.edu/academics/graduation-services-advisors?audience=students&cat1=7&cat2=25) of such plans before leaving the University.

**Rationale:**

The Sequential Degrees and Concurrent Degrees sections later in the same policy refer to the minimum of 120 units. It is desirable to make this minimum and the completion of major, minor, and General Education requirements explicit in the Completion of Degree Requirements section as a matter of policy and to provide consistency throughout the policy text.

**Implementation Plan:**

The 120 unit minimum and completion of major, minor, and General Education requirements is already enforced as a matter of practice. No additional implementation is necessary.

**Proposed Effective Term:**

Effective immediately for students in all catalog years.