

MEMORANDUM

DATE: November 20, 2008

TO: Deans, Directors, Department Heads, and Advisors

FROM: George Gehrels, Chair, Undergraduate Council (UGC)
Celeste F. Pardee, Curriculum Associate, Academic Affairs

RE: Class Standing/Classification Policy Revision

The Class Standing/Classification Policy, which directly impacts the Time to Declare a Major Policy, will be revised for all undergraduate students. The need for a University-wide classification system was brought to Undergraduate Council (UGC) in February 2008 by Jerry Hogle, who served as Interim Vice President for Instruction. The proposal was approved by UGC in April 2008 and by Faculty Senate on October 6, 2008. The revised policy will be effective in February 2009, in time for Priority Registration for Fall 2009, for all current undergraduates regardless of their catalog. In order to avoid confusing students who are registering for Spring 2009, the revision will not be added to the General Catalog until after the Spring Semester is underway. Meanwhile, the new policy has been posted to the UA Curriculum Bulletin, October 2008 edition:

http://registrar.arizona.edu/sites/default/files/Class_Standing_Policy-CB_0.pdf .

Revised Class Standing/Classification System:

(see the current system in the 2008 Catalog, <http://catalog.arizona.edu/2008-09/policies/enrpol.htm#class>)

Undergraduates need to earn the following minimum number of units to attain the next higher classification:

- ***30 units for Sophomore Standing***
- ***60 units for Junior Standing***
- ***90 units for Senior Standing***

A student's class standing does not necessarily correspond to the number of semesters or units required to complete all degree requirements, as some degree programs require more than 120 units. See the [Academic Program Requirements Reports \(APRRs\)](#) for the minimum number of units for each UA undergraduate degree program.

Revised Time to Declare a Major for Undecided Students, No Major Declared/Selected:

(see the current statement in the 2008 Catalog, <http://catalog.arizona.edu/2008-09/dept/UNDx.shtml>)

Students must declare a major in a degree program prior to earning 60 units or before attaining junior standing. Incoming transfer students with a minimum of 60 transferable units have one semester at the University before they need to declare a major in a degree program.

Rationale for the 30-60-90 System:

- There is evidence that full time students are more academically successful when they take 15-18 units per semester than when they take 12-14 units. Higher class standing cutoffs (e.g., increased from 25 units to 30 for sophomore standing) will encourage students to enroll in at least 15 units each semester. **Note:** In some cases it may be advantageous for full-time students to enroll in fewer than 15 units per semester. The only penalty for this will be to delay reaching a higher standing.
- By completing 15 or more units per semester, students pursuing degree programs that require 120 units should complete a quarter of their degree requirements each year and will be more likely to graduate in four years.
- Since the deadline for declaring a major is connected to junior standing, the deadline for declaring a major will be changed with the Classification System. Undeclared students and those without a major in a degree program may earn 4 more units before they must declare a major in a degree program.
- Because the current class standing system differs by college, students sometimes change classification when they declare a new major in another college. Establishing a university-wide class standing system eliminates this problem.

Implementation of the Revised System:

The 30-60-90 system will be in place in the Student Information System (SIS) in February, in advance of Fall 2009 Priority Registration, which is based on class standing. Prior to the registration period, students will be notified by the Registrar's Office via e-mail to check their class standing on Student Link. There will also be a news bulletin posted to Student Link, alerting students to a possible change in their classification.

Questions about the revised Class Standing Policy may be addressed to Celeste Pardee, Curriculum Associate, at 621-5375, or at cpardee@u.arizona.edu .