

## UNDERGRADUATE DEGREE PROGRAMME STRUCTURE POLICY

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1. This policy does not apply to students registered in UK-only awards.
2. The University awards both US and UK Bachelor's degrees, the requirements of which have been aligned by the University, so that the majority of undergraduates will receive both degrees upon graduation. Students who qualify for the US Bachelor's degree will normally automatically qualify for the simultaneous award of the UK Bachelor's degree.
3. A US/UK undergraduate degree consists of a minimum of 120 US / 480 UK credits. The four-year US Bachelor's degree contains one year of required credit at UK RQF Level 3. A minimum of 30 US/ 120 UK credits is normally required at each FHEQ/RQF level, although some majors may require slightly more depending on the nature of the degree. Undergraduates must obtain a minimum cumulative GPA of 2.000 and a major of 2.000 in order to graduate.
4. Students admitted with advanced qualifications will be awarded transfer credit at RQF Level 3, but additional L3 requirements may need to be completed. See Transfer Credit Policy.
5. The following definitions apply to degree-seeking undergraduates:
  - a. A freshman has earned fewer than 30 US/120 UK credits
  - b. A sophomore has earned between 30 US/120 UK credits and 59 US/236 UK credits
  - c. A junior has earned between 60 US/240 UK credits and 89 US/356 UK credits
  - d. A senior has earned 90 US/360 UK or more credits.
6. The table below details normal expectations as to credits to be completed at each UK FHEQ/RQF level, and how these align with the US degree structures and the expectations of the University's US accreditors. Credits required in the major may exceed what is recorded below:

FHEQ/ RQF Level	Total number of credits at each level	Credits in Major	Mandatory Credits in the Liberal Arts Core	Additional Credits (LAC options/minor requirements/pure electives)
<b>LEVEL 6</b>	30 US / 120 UK Credits (normally 10 Richmond courses)	100% 30 US / 120 UK Credits <i>Note: All L6 courses must be completed at Richmond's London campus. No L6 transfer is permitted .</i>	None	None
<b>LEVEL 5</b>	30 US / 120 UK Credits (normally 10 Richmond courses)	60% 18 US / 72 UK Credits (normally 6 courses) <i>Note: Max of 15 US/60 UK credits may be transferred in at L5 (allows for one semester abroad to be built into the programme structure if desired)</i>	None	12 US / 48 UK Credits (normally 4 courses)
<b>LEVEL 4</b>	30 US / 120 UK Credits (normally 10 Richmond courses)	50% 15 US / 60 UK Credits (normally 5 courses)	3 US / 12 UK Credits (GEP 4180)	12 US / 48 UK Credits (normally 4 courses)

		<i>Note: 30 US / 120 UK credits may be transferred in at L4</i>		
<b>LEVEL 3</b>	30 US / 120 UK Credits (normally 10 Richmond courses) <i>Note: these are not used towards the minimum 360 UK credits required for the UK degree</i>	20%--30% 6 US / 24 UK Credits OR 9 US / 36 UK Credits (normally 2-3 courses) <i>Note: 30 US / 120 UK credits may be transferred in at L3</i>	18 US / 72 UK Credits (6 courses) OR 15 US / 60 UK credits (5 courses – if major has MTH requirement)	9 US / 36 UK Credits OR 6 US / 24 UK Credits (normally 3 or 2 courses, depending on the number of courses required in the major and in the Liberal Arts Core.

Figure 1: Undergraduate Degree Credit Level Expectations

7. The use of credit from a higher level to compensate for missing credit at a lower level (“Dipdowns”) are permitted on a limited basis at the University subject to the Credit Level Exception Policy.
8. Undergraduate students are subject to the degree requirements outlined in the Programme Specification in place at the time of their admission to the University.
9. The University’s liberal arts undergraduate degrees (Bachelor of Arts or Bachelor of Science) are composed of the following elements:
  - a. A Major course of study: an undergraduate’s “major” is the subject of specialisation, indicated by the title of the degree, and is constructed within the credit requirements;
  - b. Liberal Arts Core requirements: ten courses (30 US / 120 UK credits) intended to provide a broad base of knowledge contextualizing the student’s major and to develop mathematical, oral, written, and visual communication skills.
  - c. Electives: courses outside major requirements that complete credit level requirements. These may contribute to a minor, or simply provide further contextual study for the major.
10. Undergraduates are not permitted to enroll in postgraduate (FHEQ Level 7) courses.

## VERSION MANAGEMENT

<b>Responsible Department: Office of the Provost</b>			
<b>Approving body: Academic Board</b>			
<b>Version no.</b>	<b>Key Changes</b>	<b>Date of approval</b>	<b>Date of effect</b>
001		24 July 2018	28 August 2018
002	Added GPA requirements re: graduation	August 2020	
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	