

## EXIT AWARDS POLICY: UNDERGRADUATE

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1. Undergraduate Exit Awards at Richmond consist of:
  - a) the US Associate of Arts Degree in General Studies (AA);
  - b) the UK Certificate of Higher Education (UK CertHE);
  - c) the UK Diploma of Higher Education (UK DipHE).
2. An exit award is defined as a lower award than one for which the student is registered. Such an award may be conferred if a student completes part, but not all, of the requirements of the degree programme for which he or she is registered. Students may not normally enter the University registered for an exit award.
3. To avoid any confusion regarding nomenclature, the prefix “US” or “UK” is attached to any undergraduate exit award.
4. Students qualifying for a US exit award may also be eligible for an additional UK award or vice-versa (depending on amounts and levels of credit awarded). The appropriate award or awards will be determined by the Academic Registrar on a case-by-case basis, and Boards of Examiners will recommend the most relevant award(s) for any student meeting the necessary criteria. Students may not be awarded two UK exit awards.
5. Undergraduates qualifying for the US AA Degree may also be eligible for either the UK CertHE or the UK DipHE (depending on amounts and levels of credit awarded).
6. Undergraduates who have been granted an exit award, but who would like to return to continue their study for the Bachelor’s degree, may apply for readmission to the University under normal readmission policies. See Readmission Policy: Undergraduate. The Exit Award will be rescinded if a degree is awarded.

### US Associate of Arts Degree in General Studies

7. The US Associate of Arts (AA) degree may be awarded as an exit degree for those students completing the following minimum requirements:
  - a) A minimum of 60 US lower-division credits (RQF Level 3 and FHEQ Level 4). Credit at FHEQ levels 5 and 6 may be used to substitute (“dipdown”) for missing lower-division credit on a case by case basis, at the discretion of the Academic Registrar.
  - b) 30 US/120 UK credits of the total number of credits required for the AA degree must have been completed at Richmond.
  - c) All Liberal Arts Core requirements are complete.
  - d) Latin Honours are not applied to the AA Degree.
8. The US AA degree requires a minimum cumulative GPA of 2.000.

## UK Certificate of Higher Education (UK CertHE)

9. The UK CertHE may be awarded as an exit award for those students completing the following minimum requirements:
  - a) 30 US/120 UK credits at FHEQ Level 4. Requests for credit from FHEQ Levels 5 and 6 to “dip-down” for any missing level 4 credit will be considered on a case by case basis, with the final decision taken by the Academic Registrar.
  - b) 15 US/60 UK credits of the total number of credits required for the UK CertHE, at Level 4 or higher must be completed at Richmond.
  - c) A minimum GPA of 1.850 in the courses being used for the exit award is required for the award of the UK CertHE.
10. The following UK honours are applied to the UK CertHE:  
Pass for a cumulative GPA of between 1.850 and 2.999 for all Level 4 courses  
Merit for a cumulative GPA of 3.000 to 3.499 for all Level 4 courses  
Distinction for a cumulative GPA of 3.500 and above for all Level 4 courses
11. The UK CertHE can normally be broadly aligned with the US Associate of Arts degree, and students who have completed the requirements for both exit awards will be awarded both. Either may also be awarded independently to eligible students.

## UK Diploma of Higher Education (UK DipHE)

12. The UK DipHE may be awarded as an exit award for those students completing the following minimum requirements:
  - a) 30 US/120 UK credits at FHEQ Level 4 and 30 US/120 UK credits at FHEQ Level 5. Requests for credit from FHEQ Levels 5 and 6 to “dip-down” for any missing level 4 or 5 credit will be considered on a case by case basis, with the final decision taken by the Academic Registrar.
  - b) 15 US/60 UK Level 4 credits and 15 US/60 UK Level 5 credits of the total number of credits required for the UK DipHE, must be completed at Richmond.
  - c) A minimum GPA of 1.850 in the courses being used for the exit award is required.
13. The following UK honours are applied to the UK DipHE:  
Pass for a cumulative GPA of between 1.850 and 2.999 for all Level 4 and 5 courses  
Merit for a cumulative GPA of 3.000 to 3.499 for all Level 4 and 5 courses  
Distinction for a cumulative GPA of 3.500 and above for all Level 4 and 5 courses
14. The requirements for the UK DipHE normally exceed those required for the US Associate of Arts degree. Students who have completed the requirements for both exit awards will be awarded both. Either may also be awarded independently to eligible students.

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Added point re: minimum GPA and updated UK honours section for CertHE and DipHE.	25 June 2020	11 August 2020
003	UK honours boundaries updated revised grade boundaries.	May 2022	01 September 2022
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	