MINORS AND US CERTIFICATES POLICY

Minor

1. A minor is an optional subject of specialisation within the undergraduate degree, outside of the undergraduate major course of study, consisting of 18 US /72 UK credits (normally 6 courses). A minor may not be completed independent of an undergraduate degree.

2. Undergraduates who add a minor to their major degree programme will normally need to complete more than the minimum 120 US/480 UK credits required for graduation.

3. At least three of the upper-division courses required for a minor must be completed at the University.

4. No more than three courses may overlap within a degree between a student's major and any minor.

5. Upon graduation, any minor successfully completed is recorded on the student transcript alongside the major.

US Certificate

6. The US certificate records the satisfactory completion of an organized programme at the postsecondary level (below the AA degree). A US certificate consists of 15 US/60 UK credits, normally 5 courses.

7. The US certificate is distinct from the UK CertHE as defined by the QAA.

8. The US certificate may be completed either as an element of an undergraduate degree, or may be completed independent of a degree (eg. by a study abroad or visiting student).

9. Students must declare their certificate by submitting a completed form to Registry Services.

10. Any US certificate successfully completed is recorded on the student transcript. For study abroad and visiting students, this is done after their study at Richmond is concluded. For degree-course undergraduates, this is done upon graduation.

VERSION MANAGEMENT

Responsible Department: Office of the Provost			
Approving body: Academic Board			
Version no.	**Key Changes**	**Date of approval**	**Date of effect**
001		24 July 2018	28 August 2018
	Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**		