Undergraduate Academic Literacies Progression Policy

Academic Reading & Writing Diagnostic Assessment

1. This policy does not apply to UK-only top-up degree students.

2. All degree-seeking students entering Richmond are required to take the Academic Reading and Writing diagnostic assessment during the Orientation period at the beginning of their first semester, unless they have received relevant transfer credit. This assesses competence in language, reading comprehension, and essay writing. Students are then placed in one of the following according to their assessed level:

- English for Academic Purposes (EAP) Programme
- GEP 3180: Research and Writing I
- GEP 4180: Research and Writing II

English for Academic Purposes

3. The EAP Programme consists of two 3 US credit courses. Students assigned to the EAP programme must pass both courses with a minimum grade of C to progress to GEP 3180: Research and Writing I.

4. New students registered for EAP courses in their first semester have three semesters from their first semester of entry to pass both courses.

5. Students who are not able to complete these courses within the required time frame may be dismissed from the University for failure to progress academically.

Academic Literacies Programme

6. The Programme consists of two 3 US credit courses, GEP 3180: Research and Writing I and GEP 4180: Research and Writing II. Students must pass GEP 3180 with a minimum grade of C- to progress to GEP 4180.

7. New students eligible to take GEP 3180 in their first semester have four semesters from their first semester of entry to pass both GEP 3180 and GEP 4180.

8. New students eligible to take GEP 4180 have two consecutive semesters, starting no earlier than their second semester of entry, to pass this course.

9. Students who are not able to complete these courses within the required time frame may be dismissed from the University for failure to progress academically.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	**Key Changes**	**Date of approval**	**Date of effect**
1	Policy created.	18 May 2021 Chair's Action	18 May 2021
	Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**		