

## UNDERGRADUATE CREDIT LEVEL EXCEPTIONS POLICY

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1. 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.
2. On a case-by-case basis, the University approves limited amounts of additional credit from Levels 6 and 5 to be counted down to satisfy missing elective credits at lower FHEQ levels.
3. Credit Level count down approval is subject to:
  - a. All mandatory major requirements being fulfilled (including 30 US / 120 UK credits at Level 6);
  - b. All Liberal Arts Core courses being fulfilled.
  - c. All learning outcomes being met.
4. A maximum of 6 US/24 UK credits may be counted down from Level 6 to either Level 5 or Level 4.
5. The grades of additional Level 6 courses counted down to Level 5 will be used in the Level 5 weighting of the UK GPA for the UK Degree Classification.
6. A maximum of 6 US/24 UK credits may be counted down from Level 5 to Level 4.
7. Although a total of 12 additional credits may be used by an individual student to satisfy missing credit at Levels 4 and 5 as outlined above, they must consist of a maximum of 6 credits at Level 6 and a maximum of 6 credits at Level 5.
8. More than 6 additional credits accumulated at Level 5 or Level 6 will be surplus to student requirements in terms of credit level regulations (note that students pursuing a minor/minors, engaging in study abroad, or who have changed majors etc. may find themselves in the position of having additional credit at these levels).
9. There is no maximum on the amount of credits from Levels 6, 5 and 4 which may be counted down to UK RQF Level 3 as electives.
10. Counting down of credit from a higher level to a lower one can be used to substitute for major options only, not required major courses, subject to the normal approval processes by the Head of School or Department.
11. Counting down of credit from a higher level to a lower one can be used to substitute within the Liberal Arts Core, subject to the normal approval processes by the Head of the School of Liberal Arts.

12. No amount of credit at a lower level may be used to satisfy missing credit at a higher level.

## VERSION MANAGEMENT

| <b>Responsible Department: Registry Services</b> |  |  |                       |
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| <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  | Removed references to course load. Updated job titles. | August 2022  | Sept 2022             |
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|  |  | <b>Restricted access?</b>  |                       |
|  |  | <i>Tick as appropriate</i> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> |                       |