

## UNDERGRADUATE DEGREE PROGRAMME STRUCTURE POLICY

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1. This policy does not apply to UK-only degrees of which the University is the teaching and awarding institution, or solely the awarding institution.
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.
4. 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 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.
5. The table below details normal expectations as to credits to be completed at each UK FHEQ/RQF level, and how these align with the degree structure expectations of the University's US accreditors:

FHEQ/RQF Level	Total number of credits at each level	Minimum Credits in Major	Minimum Mandatory Credits in the Liberal Arts Core	Minimum Additional Credits (minor requirements or non-Major electives)
6	30 US / 120 UK Credits	26 US / 104 UK Credits  <i>Note: All L6 courses must be Richmond courses. No L6 transfer is permitted.</i>	None	4 US / 16 UK Credits (1 course)
5	30 US / 120 UK Credits	50% 15 US / 60 UK Credits (5 courses)  <i>Note: Max of 15 US/ 60 UK credits may be transferred in at L5.</i>	6 US / 48 UK Credits (2 courses)	6 US / 24 UK Credits (2 courses)
4	30 US / 120 UK Credits	50% 15 US / 60 UK Credits (5 courses)  <i>Note: 30 US / 120 UK credits may be transferred in at L4</i>	9 US / 36 UK Credits (3 courses)  <i>Note: Students opting to complete the Environmental requirement at Level 4 will complete 12 US / 48 UK credits in the Core at Level 4.</i>	3 US / 12 UK Credits (1 course)

<b>3</b>	30 US / 120 UK Credits  <i>Note: these are not used towards the minimum 360 UK credits required for the UK degree.</i>	9 US / 36 UK Credits (3 courses)  <i>Note: 30 US / 120 UK credits may be transferred in at L3</i>	9 US / 36 UK Credits (3 courses)  <i>Note: Students opting to complete the Environmental requirement at Level 3 will complete 12 US / 48 UK credits in the Core at Level 3.</i>	6 US / 24 UK Credits (2 courses)
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6. 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.
7. Undergraduate students are subject to the degree requirements outlined in the Programme Specification in place at the time of their admission to the University.
8. 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: nine (9) courses (27 US / 108 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.
9. Undergraduates are not permitted to enroll in postgraduate (FHEQ Level 7) courses.
10. The tables below detail an indicative Programme Specification to show the expected credits each UK FHEQ/RQF level, and how these align with the US degree structures and the expectations of the University’s US accreditors:

Key:

**Major**

Core

Elective

**Table 1:** Lower-Division / Levels 3 and 4 Degree Requirements

LOWER-DIVISION REQUIREMENTS			
<i>RQF Level 3</i>		US CREDITS	UK CREDITS
<b>Minimum Required courses</b>			
XXX 3XXX	RQF Level 3 Major	3	12

XXX 3XXX	RQF Level 3 Major	3	12
XXX 3XXX	RQF Level 3 Major	3	12
GEP 3105	Tools for Change	3	12
GEP 3180	Research and Writing I	3	12
<b>Plus one of the following:</b>			
GEP 3150	Visual Thinking	3	12
GEP 3170	Narratives of Change	3	12
<b>Plus one of the following:</b>			
ENV 3XXX	Any RQF Level 3 ENV course	3	12
XXX 3XXX	RQF Level 3 Elective (only if satisfying ENV requirement at FHEQ Level 4)	3	12
Plus:			
XXX 3XXX	RQF Level 3 Elective	3	12
XXX 3XXX	RQF Level 3 Elective	3	12
XXX 3XXX	RQF Level 3 Elective	3	12
<b>QCF Level 3 CREDIT TOTALS</b>		<b>30</b>	<b>120</b>
<b>FHEQ Level 4</b>		<b>US CREDITS</b>	<b>UK CREDITS</b>
<b>Minimum Required courses</b>			
XXX 4XXX	FHEQ Level 4 Major	3	12
XXX 4XXX	FHEQ Level 4 Major	3	12
XXX 4XXX	FHEQ Level 4 Major	3	12
XXX 4XXX	FHEQ Level 4 Major	3	12
XXX 4XXX	FHEQ Level 4 Major	3	12
GEP 4180	Research and Writing II	3	12
GEP 4105	Change in Practice	3	12
<b>Plus one of the following:</b>			
MTH 4120	Probability & Statistics I (for programmes with MTH in Major)	3	12
DGT 4110	Data Analysis for Social Change (for programmes with no MTH in Major)	3	12
<b>Plus one of the following:</b>			
ENV 4XXX	Any FHEQ Level 4 ENV course	3	12

XXX 4XXX	FHEQ Level 4 Elective (only if satisfying ENV requirement at RQF Level 3)	3	12
Plus:			
XXX 4XXX	FHEQ Level 4 Elective	3	12
<b>FHEQ Level 4 CREDIT TOTALS</b>		<b>30</b>	<b>120</b>

UPPER-DIVISION REQUIREMENTS		
FHEQ Level 5	US CREDITS	UK CREDITS
Minimum Required courses		

XXX 5XXX	FHEQ Level 5 Major	3	12
XXX 5XXX	FHEQ Level 5 Major	3	12

**Table 2:** Upper-Division / Levels 5 and 6 Requirements

XXX 5XXX	FHEQ Level 5 Major	3	12
XXX 5XXX	FHEQ Level 5 Major	3	12
XXX 5XXX	FHEQ Level 5 Major	3	12
XXX 5XXX	Research Methods	3/4	12/13
<u>Plus</u> one of the following:			
GEP 5XXX	Service Learning	3	12
Plus:			
XXX 5XXX	FHEQ Level 5 Elective	3	12
XXX 5XXX	FHEQ Level 5 Elective	3	12
XXX 5XXX	FHEQ Level 5 Elective	3	12
<b>FHEQ Level 5 Credit Totals</b>		<b>30</b>	<b>120</b>
<b>FHEQ Level 5 Credit Totals</b>		<b>30</b>	<b>120</b>
FHEQ Level 6	US CREDITS	UK CREDITS	
Required courses			
XXX 6XXX	FHEQ Level 6 Major	4	16
XXX 6XXX	FHEQ Level 6 Major	4	16
XXX 6XXX	FHEQ Level 6 Major	4	16

<b>Plus:</b>			
XXX 6XXX	FHEQ Level 6 Senior Seminar 1	3	12
XXX 6XXX	FHEQ Level 6 Senior Seminar 2	3	12
<b>Or:</b>			
XXX 6XXX	FHEQ Level 6 Senior Project	6	24
<b>Plus two of the following:</b>			
XXX 6XXX	FHEQ Level 6 Internship	4	16
XXX 6XXX	FHEQ Level 6 World Internship	4	16
XXX 6XXX	FHEQ Level 6 Major Option	4	12
XXX 6XXX	FHEQ Level 6 Major Option	4	12
<b>Plus:</b>			
XXX 6XXX	FHEQ Level 6 Elective	4	16
<b>FHEQ Level 6 Credit Totals</b>		<b>30</b>	<b>120</b>

## VERSION MANAGEMENT

Responsible Department: RAQA			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Added statement on non-UK degrees. Updates to minimum credits in Major, Core, and Electives at each level. Added indicative Programme Spec.	29 Oct 2019	30 August 2022
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	