

EXIT AWARDS POLICY: UNDERGRADUATE

1. Undergraduate Exit Awards at the University 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, however, exceptions can be made for AA degrees which have been approved by Academic Board (such as the AA in Film Studies).
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 The Exit Award will be rescinded if a degree is awarded.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 five and six may be used to substitute (“dipdown”) for missing lower-division credit on a case by case basis, at the discretion of Registry Services.
 - b) 30 US/120 UK credits of the total number of credits required for the AA degree must have been completed at the University.
 - c) A minimum cumulative GPA of 2.0.
 - d) Latin Honours are not applied to the AA Degree.

UK Certificate of Higher Education (UK CertHE)

8. The UK CertHE may be awarded as an exit award for those students completing the following minimum requirements:
 - a) 120 credits at FHEQ Level 4. Requests for credit from FHEQ Levels 5 and 6 to substitute for any missing level 4 credit will be considered on a case by case basis, with the final decision taken by Registry Services.
 - 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 the University.
 - c) A minimum GPA of 1.85 in the courses being used for the exit award is required for the award of the UK CertHE.

9. 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)

10. The UK DipHE may be awarded as an exit award for those students completing the following minimum requirements:
 - a) 120 UK credits at FHEQ Level 4.
 - b) 120 UK credits at FHEQ Level 5.
 - c) Credit from FHEQ Levels 5 and 6 may be used to substitute for missing level 5 or 4 credit on a case by case basis, with the final decision taken by Registry Services.
 - d) 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 the University.
 - e) A minimum GPA of 1.85 in the courses being used for the exit award is required.

11. 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.

