

TRANSFER CREDIT POLICY: UNDERGRADUATE

Amounts/Levels of Undergraduate Credit Eligible for Transfer

1. All students registered for undergraduate degrees are required to complete a minimum of 60 US upper-division credits, of which a maximum of 15 US credits may be transferred in. In UK terms, this equates to a maximum of 240 UK credits that must be completed at Levels 5 and 6, including a maximum of 60 UK credits at Level 5 that may be transferred in.
2. All FHEQ Level 6 courses must be completed at the University, and therefore equivalents to the University's courses coded 6000-6999 are not considered for transfer.
3. The chart below illustrates permissible transfer credit levels in both US and UK terms, and in the larger context of overall credit requirements at the University:

Credit Totals	Credit Breakdown			
Total Minimum Credit Required for BA/BS Degree	120 US Credits / 480 UK credits			
Minimum Credits Required at Each RQF/FHEQ Level	Lower Division / RQF Level 3 & FHEQ Level 4		Upper Division / FHEQ Levels 5 & 6	
	LD / RQF 3	LD / FHEQ 4	UD / FHEQ 5	UD / FHEQ 6
	30 US 120 UK	30 US 120 UK	30 US 120 UK	30 US 120 UK
Maximum Transfer Credit Allowed	30 US 120 UK	30 US 120 UK	15 US 60 UK	0 US 0 UK
Minimum Credit Required to be completed at Richmond			45 US / 180 UK consisting of: 15 US / 60 UK at Level 5 30 US / 120 UK at Level 6	
Minimum Credit Required in Major to be completed at Richmond			33 US / 132 UK consisting of: 30 US / 120 UK at Level 6 3 US / 12 UK at Level 5	

Figure: Permissible Undergraduate Transfer Credit Amounts and Levels

4. Exit awards normally require at least half of the credits applied to have been completed at the University (see [Exit Awards Policy: Undergraduate](#)).
5. The Academic Registrar makes the final decision regarding the University's course equivalent to courses offered by other institutions.

Undergraduate Applicants: Transfer Credit for Advanced Standing

US Advanced Credit

6. Advanced Placement (AP) credit is determined with reference to the guidelines outlined by the College Board:
 - a. Credit is only awarded for exams, not classes;
 - b. Credit is awarded for grades of 3, 4, or 5;
 - c. 6-8 US / 24-32 UK credits are awarded, depending on subject area, for AP exams covering two semesters of US university-level work;
 - d. 3 to 4 credits are awarded, depending on subject area, for AP exams covering one semester of US university-level work;
7. College Level Examination Program (CLEP) credit is determined with reference to the guidelines outlined by the College Board:
 - a. Credit is only awarded for exams, not classes;
 - b. Credit is awarded for scores of 50 or higher;
 - c. 6 US / 24 UK credits are awarded, depending on subject area, for examinations covering two semesters of US university-level work;
 - d. 3 US / 12 UK credits are awarded, depending on subject area, for examinations covering one semester of US university-level work;
 - e. If the optional essay component of the exams in Composition and Literature has not been taken, credit awarded will be contingent on the student's performance on the University's English Language Placement Assessment;
8. US dual-enrolment credits are equally considered for advanced credit, and are evaluated according to the University's normal evaluation practices for transfer credit from other institutions. Applicants should inform their admissions officers of any dual-enrolment credits as part of the application process.
9. Students must have a final, official transcript sent directly to Registry Services from the awarding institution or Exam Board. Transfer Credit will be marked as Provisional (TRP) on the transcript until the official documentation is received.

Advanced Qualifications, including United Kingdom Advanced Subsidiary (AS) and Advanced Level qualifications (A-Levels)

10. Please also see [Admissions Policy](#).

11. Undergraduates entering the University with 'advanced' qualifications may be awarded QCF Level 3 course credit toward completion of their degree, after review by Registry Services. This includes *but is not limited to* qualifications such as:
 - a. UK A-Levels and/or BTECs;
 - b. The International Baccalaureate;
 - c. The French Baccalauréat;
 - d. The Indian Higher Secondary School Certificate;
 - e. The Italian Diploma di Esame di Stato;
 - f. The Polish Matura;
 - g. The German Abitur;
12. The exact credit awarded depends upon examination grades and subjects studied. Course equivalency charts for the advanced qualifications most frequently transferred into the University are available on the website.
13. To be eligible for transfer credit award, any advanced qualifications must have been completed before a student enrolls at the University, and successful completion of these qualifications may form part of the student's offer of admission.
14. The *maximum* number of credits awarded for advanced qualifications is 30 US / 120 UK credits at QCF Level 3. Any degree requirements at QCF Level 3 not fulfilled by equivalent advanced credit must be completed regardless of the amount of advanced credit awarded.
15. Credit for United Kingdom Advanced Subsidiary (AS) and Advanced Level (A-Level) qualifications is determined by the evaluation of syllabi.
 - a. 9 credits are awarded per A-level completed at grades A*-C;
 - b. 6 credits are awarded per A-level completed at grades D or E;
 - c. 3 credits are awarded per AS Level completed at grades A*-C.
16. International Baccalaureate advanced placement awards are generally determined by the relevant guidelines outlined by the International Baccalaureate Organisation:
 - a. 6 credits are awarded for grades of 4–7 in Higher Level IB subject examinations;
 - b. 3 credits are awarded for grades of 4–7 on Subsidiary Level IB subject examinations.
 - c. No credit is awarded for grades of less than 4.
17. Students must have a final, official transcript sent directly to Registry Services from the awarding institution or Exam Board. Transfer Credit will be marked as Provisional (TRP) on the transcript until the official documentation is received.

Undergraduate Transfer Credit from Colleges or Universities

18. The University accepts applications from transfer students who have completed university-level work at an institution of higher education that is appropriately accredited or recognised by the relevant governmental agencies in its own country.
19. Undergraduate transfer credit is granted only for academic courses completed with grades of C or above (or equivalent), and each course is evaluated by Registry Services to determine its equivalency.
20. Where no equivalent course is offered at the University, the credit is awarded as either lower-division elective credit (FHEQ levels 3 and 4) or upper-division elective credit (FHEQ level 5).
21. A maximum of 75 US / 300 UK credits may be transferred toward an undergraduate degree from degree-awarding universities, which includes any applicable advanced credit (see below for detailed requirements/restrictions).
22. A maximum of 60 US / 240 UK credits may be transferred from two-year colleges where only lower-division courses are offered, which includes any applicable advanced credit (see below for detailed requirements/restrictions).
23. Only credit is transferred. Grades and grade point averages from other institutions *do not* transfer. Transfer credit is GPA-neutral.
24. Credit is not awarded for courses passed with grades such as P or S.
25. Extra-curricular credit courses and courses that may be taken multiple times for credit are not normally considered for transfer.
26. Transfer students must complete all Liberal Arts Core, major (and minor, if a minor is followed) requirements that are not covered by equivalent transfer credit.
27. Students must have a final, official transcript sent directly to Registry Services from the awarding institution or Exam Board. Transfer Credit will be marked as Provisional (TRP) on the transcript until the official documentation is received.

Transfer Credit Approval for Currently-Enrolled Students

28. Degree-seeking undergraduates wishing to complete courses at other institutions and transfer the credit towards their undergraduate degree must request prior approval (via the Transfer Credit Approval form). They must request transfer credit evaluations from Registry Services, as well as official verification of the institution's

accreditation or recognition status in its own country, prior to registering for or undertaking the study.

29. Courses are evaluated on a case-by-case basis by Registry Services which has been delegated authority by the Academic Board to ensure that the most current and appropriate credit is awarded.
30. Where the University has a formal partnership or exchange arrangement there is an accompanying record of agreed courses which can be applied to further study (an articulation agreement).
31. Students may not register concurrently at the University and at another institution in the same semester and receive transfer credit for work taken at the other institution, except in cases where their course load in a semester allows for the other work to be completed.
32. If courses are taken at other institutions during the University breaks (such as Winter and Summer sessions), students must ensure that the dates do not overlap and/or that they are not breaching the University [Course Load Policy: Undergraduate](#).
33. If students intend to study at another institution for an entire semester, they must request a Leave of Absence from the University in order to suspend their studies.
34. Students must have a final, official transcript sent directly to Registry Services from the awarding institution or Exam Board. Transfer Credit will be marked as Provisional (TRP) on the transcript until the official documentation is received.
35. Transcripts issued to students are not accepted for the award of official transfer credit.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	