

EXIT AWARDS POLICY: UNDERGRADUATE

Introduction

1. 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.
2. Undergraduate Exit Awards at Richmond 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).
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 Registry Services and presented to the relevant Exam Boards.
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. Students may not be awarded more than one UK exit award and the University Examination Board will recommend the most relevant one for the individual student circumstance. Undergraduates who have been granted an exit award, but who would like to return to studies may apply for readmission to the University under normal readmission policies. The Exit Award will be rescinded if a degree is awarded. (See Readmission Policy: Undergraduate).

General Principles

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 requirements:
 - a) A minimum of 60 US lower-division credits (RQF Level 3 and FHEQ Level 4). Credit at FHEQ levels 5 and 6 may be used to substitute (“dipdown”) for missing lower-division credit.
 - b) A minimum of 30 US/120 UK credits earned at the University
 - c) All Applied Liberal Arts Core at RQF Level 3 and FHEQ Level 4

- d) A minimum cumulative GPA of 2.000.
- 8. Latin Honours are not applied to the AA Degree.
- 9. **Special note:** from 2025/2026, all undergraduate programmes at the University require 24 US/96 UK credits at RQF Level 3 and 32 US credits at FHEQ Level 4 so students wishing to be awarded an AA will need to complete an additional 4 US credits. This can be satisfied through additional advanced credit, summer school at the University or transfer credits from another institution. Students should consult Registry Services for advice at the earliest opportunity.

UK Certificate of Higher Education (UK CertHE)

- 10. The UK CertHE may be awarded as an exit award for those students completing the following minimum requirements:
 - a) 32 US/128 UK credits at FHEQ Level 4. Credits at FHEQ Levels 5 and 6 may be used to substitute (“dipdown”) for missing Level 4 credit.
 - b) 16 US/64 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 1.850 in the courses being used for the exit award is required for the award of the UK CertHE.
- 11. The following UK honours are applied to the UK CertHE:
 - a) Pass for a cumulative GPA of between 1.850 and 2.999 for all Level 4 courses
 - b) Merit for a cumulative GPA of 3.000 to 3.499 for all Level 4 courses
 - c) Distinction for a cumulative GPA of 3.500 and above for all Level 4 courses
- 12. 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)

- 13. The UK DipHE may be awarded as an exit award for those students completing the following minimum requirements:
 - a) 32 US/128 UK credits at FHEQ Level 4 and 32 US/128 UK credits at FHEQ Level 5. Credits at FHEQ Levels 6 may be used to substitute (“dipdown”) for missing Level 4 or 5 credit.
 - b) 16 US/64 UK Level 4 credits and 16 US/64 UK Level 5 credits of the total number of credits required for the UK DipHE, must be completed at the University.
 - c) A minimum GPA of 1.850 in the courses being used for the exit award is required.
- 14. The following UK honours are applied to the UK DipHE:
 - a) Pass for a cumulative GPA of between 1.850 and 2.999 for all Level 4 and 5 courses
 - b) Merit for a cumulative GPA of 3.000 to 3.499 for all Level 4 and 5 courses

c) Distinction for a cumulative GPA of 3.500 and above for all Level 4 and 5 courses

15. 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.

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
002	Added point re: minimum GPA and updated UK honours section for CertHE and DipHE.	25 June 2020	11 August 2020
003	UK honours boundaries updated revised grade boundaries.	May 2022	01 September 2022
004	Major edits: Updated degree to programme/award. Simplified minimum requirements for all exit awards, added special note about AA credits. Updated minimum L4 and TR credits for CertHE. Updated minimum L5, L4 and TR credits for DipHE.	June 2025	01 Sept 2025
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☐ No	