

ADVANCED CREDIT AND TRANSFER STUDENTS



Welcome to the **Advanced Credit and Transfer Students** information pages. This area is designed to provide students with **general information and guidance** on the **transfer credit procedure**.

Once a student has applied to Richmond, her/his Admissions Officer ensures that all necessary documentation (transcripts, certificates etc) is received. The Office of Admissions then submits the student's full academic record to the **Office of Academic Affairs** for formal **Transfer Credit Evaluation (TCE)**:

The aim of the evaluation is to:

- (1) Fully **consider** all courses for possible transfer credit.
- (2) **Ensure** that the student receives the **most useful** transfer credits – this will depend upon her/his choice of major and their point of entry on to the Richmond academic program.
- (3) **Communicate** to the student his/her **estimated length of time to graduation**.

GENERAL INFORMATION

Credit is generally granted for **academic** courses completed at accredited US universities or colleges. For courses completed at higher education institutions in other countries, the institution must be recognised by the appropriate governmental and educational bodies in those countries, as determined by the **National Academic Recognition and Information Centre for the United Kingdom (NARIC)**.

Grades must be at the US university standard of '**C**' level or higher for consideration for transfer. Other country equivalents to this standard are determined by reference to NARIC guidelines, with final decisions on equivalency at the discretion of the Office of Academic Affairs.

A student's Richmond Grade Point Average is based solely on courses completed at Richmond. Credits transfer in from other institutions, however grades do not.

A course evaluated by the Office of Academic Affairs as equivalent to a course offered at Richmond is posted on the student's academic record as that specific course. A course evaluated as at an appropriate level, but not equivalent to a particular Richmond course, is posted as elective credit.

Provisional transfer credits may be initially awarded, if the academic documentation is received in an **unofficial** form e.g. a photocopy. In such cases, transfer credits will not be officially granted until and unless official documentation is received. A student's Admissions Officer will communicate with her/him to ensure that all necessary documentation is received in a timely manner.

ADVANCED CREDIT

Will any of my high school work count towards my degree?

The term **Advanced Credit** is used to specify credit earned at the **equivalent level to first-year US university/college level study**, but taken at a secondary or high school rather than at a university. Examples include:

- International Baccalaureate
- UK Advanced and Advanced Subsidiary Certificates of Education (A- and AS-levels)
- US Advanced Placement exams
- Indian Secondary/Senior School Certificate at Grade XII
- German *Abitur*
- French *Baccalauréat*
- Italian *Maturità*

Up to **30 credits** may be awarded for advanced level qualifications. Typically, these qualifications provide exemption from some courses in the Richmond Core Curriculum or for Lower Division courses in specific majors.

Students who are taking **IB, AP or A-/AS-level** courses may consult the following reference pages to find the Richmond course equivalents to their course subjects:



[IB courses](#)



[AP exams](#)



[A-level and AS-level subjects](#)

Note:

The following **minimum grades** are required for consideration for advanced credit:

IB – grades of 4 and above

AP – grades of 3 and above

AS levels – grades of C and above

UNIVERSITY/COLLEGE TRANSFER CREDIT

Will all my courses be considered for transfer?

Up to **75 credits** may be transferred towards the Richmond BA or BS degree. At most, 60 credits may be transferred from two-year colleges where only lower division courses are offered. Regardless of the transfer credit awarded, transfer students must complete all Richmond Basic Skills, Core Curriculum and Lower Division and Upper Division major requirements that are not covered by equivalent transfer credit.

All transfer students are required to complete a minimum of 54 upper division credits (18 courses), of which at least 45 credits (15 courses) must be taken at Richmond. At least 36 upper division credits (12 courses) must be taken at Richmond in the student's major.

Every course appearing on a student's academic transcript from other institutions is fully reviewed for course equivalency. If the Office of Academic Affairs requires further information from the student regarding specific courses, the student's Admissions Officer contacts her/him to obtain this.

Note: It is in applicants' interest to provide as much information as possible at the time of application, particularly if they have completed courses in languages other than English, and/or at institutions outside the US or Europe. For further information, a student should contact her/his Admissions Officer.

Dual enrollment credits are evaluated in the usual way, provided that the credits are obtained through an accredited university. Students must submit an official college transcript in order to receive credit.

RESULTS OF TRANSFER CREDIT EVALUATION (TCE)

How will I know which courses have transferred?

The Office of Academic Affairs **communicates the information** to the student via the **email** address given in the initial application to Richmond. If a student wishes to receive the information by postal mail, or at an email address other than that initially provided, s/he is advised to inform her/his Admissions Officer as soon as possible.

The information received by the student includes her/his **Advisement Report** (list of transfer credits, their course equivalents and any placement test exemptions), and her/his **Degree Planner specific to the major**. The student's **length of time to graduation from Richmond** is estimated, and the likely number of semesters and courses needed is given. Note: this estimation is based on the student's choice of major as in their original application to Richmond. If a student subsequently wishes to change their selection s/he may of course do so, and should communicate this to her/his Admissions Office at the earliest opportunity.

When will I find out about my transfer credits?

Once a transfer student has been accepted at Richmond, her/his record is passed to the Office of Academic Affairs and it is processed as quickly as possible.

After a student **has received her/his official TCE** from the Office of Academic Affairs, s/he is very welcome respond to that office with questions and enquiries. Before her/his official TCE result is received, a student should consult her/his Admissions Officer for information.

Link to this page: <http://richmond.ac.uk/s/578.aspx>