UNIVERSITY OF RICHMOND

Academic Credit Policy

Academic credit is awarded to a student upon the successful completion of an approved instructional course, or by the demonstration of competency, demonstration of proficiency, or fulfillment of learning objectives. The University of Richmond supports a variety of academic credit systems, each approved and maintained by the faculty of the respective school(s). Each school is responsible for demonstrating that these requirements are met for all courses.

I. Traditional Undergraduate Schools
The three traditional undergraduate schools, the School of Arts and Sciences, the Robins School of Business, and the Jepson School of Leadership Studies moved to a system of “units” beginning in Fall 2008. In these schools, an undergraduate unit is based on “time-on-task” as a standard and recognizes 10-14 hours per week as the minimum time that a typical good student should need to spend on a course, if that course is sufficiently challenging and if that student is to achieve a high level of learning, as measured by intended learning objectives. The minimum time includes time spent inside the classroom as well as time spent outside the classroom including formal lecture time, in-class and out-of-class discussions, group work, lab work, practice drills, studio work, practica, virtual labs, participation in online discussion sessions, reading, event attendance, review sessions, studying, field experiences, service learning and civic engagement, oral presentations, etc. One unit is the equivalent of 3.5 semester hours. A total of 35 units are required for graduation.

A. Credit courses
1 Traditional courses include an individualized mix of in-class and out-of-class activities.
   a. Students enrolled in courses in the Robins School of Business must attend at least 75 percent of the class meetings—regardless of the reason for absence—to be eligible to receive credit for the course.
2 Nontraditional courses including theatre practica, music ensembles and individual music lessons require regular student participation and the amount of credit is commensurate with time required and learning objectives.
3 Undergraduate Research, Independent Studies. For supervised research and similar activities, the amount of effort required for one unit of credit is determined by the supervising faculty.
4 Student Teaching, Internships. Credit is commensurate with the hours involved and the quality of the learning experience and is determined by the credit-awarding academic department. Academic credit is awarded when the student fulfills the objectives set by the academic department.
B. Transfer Credit

1 Domestic. Credit in transfer may be accepted only for courses which are comparable to courses offered in the School of Arts and Sciences, Jepson School of Leadership Studies, and/or Robins School of Business curriculum at the University of Richmond. Moreover, the coursework must have been taken at an institution accredited by a regional accrediting agency or the international equivalent at the time the work was taken, and a grade or equivalent of C (2.0) or better must have been earned. Approved credit earned at another institution will be converted to the University of Richmond unit (one unit is the equivalent of 3.5 semester hours) and applied to the record accordingly. Up to five 3-semester hour courses will be transferred in as one unit; additional 3-semester hour courses will be transferred in as .86 units. Coursework accepted in transfer shall be applied to specific degree requirements subject to the discretion of the academic department concerned. Units awarded are added into units required for graduation, but grades are not calculated in the grade point average.

2 International. International credit transfer follows the same procedures as stated above for domestic transfer credit. When students attend Richmond study abroad programs or other programs officially approved and recognized by the International Education Committee, and the coursework otherwise meets the Richmond transfer criteria, credit for general elective units towards graduation is automatically awarded. Coursework accepted in transfer shall be applied to specific degree requirements subject to the discretion of the academic department concerned. In order to determine equivalency of international systems of credit to Richmond’s unit system, the best available criteria for comparing the two systems will be utilized including credits required for the degree, credits required to be enrolled full-time, or instructional time. Credit may be rounded in cases where doing so is necessary to provide a comparable amount of credit (e.g. if a student was enrolled in a full-time load of four 3-semester hour courses while studying abroad, those courses would be rounded up to 0.9 units so the total would equate to a full-time load at Richmond which is 3.5 units).

C. Credit by Examination. Credit earned by examination is awarded based on the demonstration of proficiency and may be used to satisfy requirements in the same manner as the college courses which the tests replace, or as the academic department concerned might specify. Like transfer work, credit earned by examination will not be awarded for the same course more than once. Students may also be exempt from a course based on an examination score as approved by the appropriate academic department. Exemption will meet an individual requirement but will not be eligible for the transfer of credit.

D. Intensive format courses, such as those offered during summer terms may include pre-meeting reading and post-meeting research work to ensure for adequate preparation, reflection and analysis concerning the subject matter. Credit is assigned based on demonstrated competencies or learning objectives acquired and are equivalent to those of students in a traditional classroom setting.
II. Graduate Business
Credit in the Master of Business Administration program is measured in semester hours. Historically, a semester hour of credit measures the total time commitment an average student is expected to devote to learning per week of study. Generally, one semester hour of credit represents a total of three hours per week of in-class and out-of-class work. In this context, an hour is defined as 50 minutes. A typical course worth three semester hours would meet for a minimum of 2100 minutes, excluding the final examination period, for a standard semester containing 15 weeks of instruction, including final examinations.

A. Credit courses. Traditional courses meet for the above described time periods in a traditional classroom setting and require the requisite additional work outside of class.

B. Transfer Credit
   1 Domestic. Credit in transfer may be accepted only for courses which are comparable to courses offered in the Graduate School of Business curriculum at the University of Richmond. Moreover, the coursework must have been taken at an institution accredited by a regional accrediting agency or the international equivalent at the time the work was taken, and a grade or equivalent of C (2.0) or better must have been earned. Approved credit earned at another institution will be converted to the University of Richmond semester hour and applied to the record accordingly. Semester hours awarded are added into semester hours required for graduation, but grades are not calculated in the grade point average.

   2 International. International credit transfer follows the same procedures as stated above for domestic transfer credit. When students attend Richmond study abroad programs or other programs officially approved and recognized by the International Education Committee, and the coursework otherwise meets the Richmond transfer criteria, credit for general elective units towards graduation is automatically awarded. Coursework accepted in transfer shall be applied to specific degree requirements subject to the discretion of the academic department concerned. In order to determine equivalency of international systems of credit to Richmond’s unit system, the best available criteria for comparing the two systems will be utilized including credits required for the degree, credits required to be enrolled full-time, or instructional time.

III. T.C. Williams School of Law
The Law School awards semester hours of credit based on the ABA standard requiring a total course of study of not less than 58,000 minutes of instruction time with at least 45,000 of these minutes in attendance in regularly scheduled class sessions (exclusive of examination time). The law school has an academic calendar year of not fewer than 130 days on which classes are regularly scheduled.
A. Credit courses

1. Traditional courses. Traditional classes are expected to meet for a total of 700 minutes/semester for each one semester hour of credit awarded. Credit awarded varies from 1-4 semester hours.

2. Upper-level courses (moot court, law review, directed research) may include time allocated for preparation of a substantial paper or projects if the time and effort required and anticipated educational benefit are commensurate with the credit awarded.

3. Clinical courses are completed under the direct supervision of a member of the law school faculty and include a classroom instructional component. Credit awarded is commensurate with the minutes allocated for clinical work, the effort required and the anticipated educational benefit.

B. Transfer Credit

1. Domestic. Credit in transfer may be accepted only for courses which are comparable to courses offered in the School of Law curriculum at the University of Richmond. Moreover, the coursework must have been taken at an institution accredited by the American Bar Association, and a grade or equivalent of C (2.0) or better must have been earned. Semester hours awarded are added into semester hours required for graduation, but grades are not calculated in the grade point average.

2. International. International credit transfer follows the same procedures as stated above for domestic transfer credit. When students attend Richmond study abroad programs or other programs officially approved and recognized by the International Education Committee, and the coursework otherwise meets the Richmond transfer criteria, credit for general elective coursework towards graduation is automatically awarded. Coursework accepted in transfer shall be applied to specific degree requirements subject to the discretion of the academic department concerned. In order to determine equivalency of international systems of credit to Richmond’s credit system, the best available criteria for comparing the two systems will be utilized including credits required for the degree, credits required to be enrolled full-time, or instructional time.

IV. School of Professional and Continuing Studies, Undergraduate

Undergraduate credit in the School of Professional and Continuing Studies is measured in semester hours. Historically, a semester hour of credit measures the total time commitment an average student is expected to devote to learning per week of study. Generally, one semester hour of credit represents a total of three hours per week of in-class and out-of-class work. In this context, an hour is defined as 50 minutes. A typical course worth three semester hours would meet for a minimum of 2100 minutes, excluding the final examination period, for a standard semester containing 15 weeks of instruction, including final examinations. Emerging delivery methodologies may necessitate determining a semester hour of undergraduate credit with non-time based methods. These courses use demonstration of competency, demonstration of proficiency, or fulfillment of learning objectives to insure they are equivalent to traditionally delivered courses. Students enrolled
in courses in the School of Professional and Continuing Studies must attend at least 75 percent of the class meetings—regardless of the reason for absence—to be eligible to receive credit for the course.

A. Credit courses.
   1 Traditional courses meet for the above described time periods in a traditional classroom setting and require the requisite additional work outside of class.
   2 Hybrid courses meet in a traditional classroom setting for at least 51% of the required time listed above and the remaining instruction is delivered online. Credit is assigned based on demonstrated competencies or learning objectives acquired and are equivalent to those of students in a traditional classroom setting.
   3 Online courses meet in a traditional classroom setting for less than 50% of the required time listed above and may not meet at all. Credit is assigned based on demonstrated competencies or learning objectives acquired and are equivalent to those of students in a traditional classroom setting.

B. Prior Learning. Recognizing that much learning is achieved through non-traditional methods, the School of Professional and Continuing Studies awards credit for prior learning. Students can seek credit for prior learning related to a comparable course offered or accepted in transfer at the School of Professional and Continuing Studies at the University of Richmond. Maximum credit allowed through portfolio submission is 15 semester hours toward the bachelor’s degree and 6 semester hours toward the associate degree. Students are required to complete a three-semester-hour course, ADED 200U, Experiential Learning and Portfolio Preparation, research and write the portfolio and enroll in ADED 201U, Portfolio Submission and Assessment. Portfolios are reviewed by qualified faculty members who have expertise in the subject matter of the particular portfolio. Assessors will recommend credit based on the extent and depth of each student’s learning. The review process may include an interview with the student. After reviewing the assessor’s recommendation, the Associate Dean will make a recommendation to the Dean concerning credit. Academic Standards: 1) Credit should be awarded only for learning, and not for experience; 2) college credit should be awarded only for college-level learning, appropriate to subject, with a balance between theory and practical application. The determination of competence levels and of credit awards must be made by a faculty member with academic experience in the appropriate subject matter. Awarding a passing grade denotes the equivalent of a C or better.

C. Transfer Credit. Courses in transfer will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course work is completed. A grade of or equivalent to C (2.0) or better must have been earned in the particular course. Course work accepted in transfer shall be applied to specific degree requirements subject to the discretion of the School of Professional and Continuing Studies. Transfer work will be accepted during the final semester of a program only with prior approval. CLEP exams are considered transfer credits. The School of Professional and Continuing Studies generally does not accept credits earned with a Pass/No Pass designation.
V. School of Professional and Continuing Studies, Graduate

Graduate credit in the School of Professional and Continuing Studies is measured in semester hours. Historically, a semester hour of credit measures the total time commitment an average student is expected to devote to learning per week of study. Generally, one semester hour of credit represents a total of three hours per week of in-class and out-of-class work. In this context, an hour is defined as 50 minutes. A typical course worth three semester hours would meet for a minimum of 2100 minutes, excluding the final examination period, for a standard semester containing 15 weeks of instruction, including final examinations. Emerging delivery methodologies may necessitate determining a semester hour of undergraduate credit with non-time based methods. These courses use demonstration of competency, demonstration of proficiency, or fulfillment of learning objectives to insure they are equivalent to traditionally delivered courses. Students enrolled in courses in the School of Professional and Continuing Studies must attend at least 75 percent of the class meetings—regardless of the reason for absence—to be eligible to receive credit for the course.

A. Credit Courses

1. Traditional courses meet for the above described time periods in a traditional classroom setting and require the requisite additional work outside of class.
2. Hybrid courses meet in a traditional classroom setting for at least 51% of the required time listed above and the remaining instruction is delivered online. Credit is assigned based on demonstrated competencies or learning objectives acquired and are equivalent to those of students in a traditional classroom setting.
3. Online courses meet in a traditional classroom setting for less than 50% of the required time listed above and may not meet at all. Credit is assigned based on demonstrated competencies or learning objectives acquired and are equivalent to those of students in a traditional classroom setting.
4. Independent Studies. For supervised research and similar activities, the amount of effort required for academic credit is determined by the supervising faculty.
5. Student Teaching, Internships. Credit is commensurate with the hours involved and the quality of the learning experience and is determined by the credit-awarding academic department. Academic credit is awarded when the student fulfills the objectives set by the academic department.

B. Transfer Credit. Courses in transfer will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course work is completed. A grade of or equivalent to C (2.0) or better must have been earned in the particular course. Course work accepted in transfer shall be applied to specific degree requirements subject to the discretion of the School of Professional and Continuing Studies. Transfer work will be accepted during the final semester of a program only with prior approval. The School of Professional and Continuing Studies generally does not accept credits earned with a Pass/No Pass designation.
VI. Noncredit Courses for CEU credit.
Courses offered for Continuing Education Units follow accepted guidelines and one CEU is awarded for each ten contact hours of instruction in a specified continuing education program or activity.

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