UNIT-SYSTEM INFORMATION

Starting with the Fall 2008 semester the undergraduate schools of Arts & Sciences, Business, and Leadership have changed from a semester-hour system of credit to a unit system. The academic records of all current students have been converted to units and now students will only earn credit in units.

Some quick reminders regarding units:

**POST-2008 students = Those enrolled Fall 2008 or after**

**PRE-2008 students = Those who enrolled prior to Fall 2008**

Overview

- 1 unit = 3.5 semester hours.
- Most courses in the undergraduate curriculum are now worth 1 unit (with some at .25, .5, 1.5, and 2).
- Full-time status = 3.5 units. To take fewer than 3.5 units or more than 5.5 units all students must have permission of the dean (A&S, see coordinate college dean; Business & Jepson, see academic dean).
- NEW students must earn 35 units to graduate while CONTINUING students must earn 34.29 units.
- The AARC units website http://advising.richmond.edu/units/ describes policies for PRE-2008 students. The new 2008-2010 undergraduate catalog is online and contains the unit-related policies applicable to POST-2008 students (http://undergraduatecatalog.richmond.edu/).

Residency Requirements and Transfer Work

- For PRE-2008 students, at least 17.15 units, including the last 8 units, must be earned in residence at the University. (This is the only residency requirement for PRE-2008 students). For POST-2008 students, at least 17.5 units, including the last 8 units, must be earned in residence at the University.

- For POST-2008 students, at least 28 units must be earned in residence or on approved study abroad, visiting-away, or cross registration programs. The 28-unit requirement is prorated for POST-2008 transfer students (see below). This means POST-2008 students may not bring in more than seven units of transfer work throughout their entire enrollment at the University (including AP, IB, and work taken at other institutions prior to and during enrollment) excepting approved study abroad, visiting-away, or cross registration programs.

- The first five 3-semester-hour courses transferred in by POST-2008 students will transfer in as one unit each rather than as .86 units. After that, 3-semester-hour courses will transfer in as .86 units.

- AP and IB work will transfer in as whole units subject to the credit by exam policy approved by the faculty.

- All other transfer work is converted to units and transferred in using 1 unit = 3.5 semester hours. For example, 4-semester-hour courses will transfer as 1.14 units.

NEW Transfer Student Proration

- POST-2008 Transfer Students who spent
  - one year at another institution must earn 25 units in residence or on approved study abroad, visiting-away, or cross-registration programs;
  - one and one half years at another institution must earn 21 units in residence or on approved study abroad, visiting-away, or cross-registration programs;
  - two or more years at another institution must earn 17.5 units in residence (cannot include study abroad, visiting-away or cross registration).