

Academic Affairs

Office of Academic Affairs

The Office of Academic Affairs is dedicated to helping students achieve their academic goals. In order to graduate with a BA or BS degree, a student must earn a minimum of 120 credits. Usually this means taking five courses (15 credit hours) each semester for four years. Regardless of the number of credits earned, students must satisfy all graduation requirements specified in the Degree Requirements Sheet.

The Office of Academic Affairs works to ensure that students follow their degree program, register for required courses in the degree, and fulfill both the Richmond and the Open University graduation requirements in time for the student's expected graduation date.

Student Status and Course Loads

Full-time student

A full-time student in an undergraduate degree program typically takes five courses per semester in order to graduate in four years. A graduate student is considered full-time by taking at least three courses, or 9 semester hours.

Part-time student

A part-time student in an undergraduate degree program takes fewer than nine credits in any semester. A part-time graduate student takes fewer than three courses in any semester.

Study abroad student

A student matriculated for a degree in another college or university who is admitted for one or more terms (semester or summer session) at Richmond. This classification may be held for at most one calendar year. Richmond issues a transcript recording all work undertaken at Richmond and, assuming appropriate prior arrangements, the credits are applied to the degree given by the student's home institution.

Non-degree student

A student wishing to register for courses, and who has not been admitted as a degree student, may do so with the permission of the faculty teaching the course(s). Normally, such a student will be part-time (one or two courses). The registration process requires a non-degree student to complete the front and back pages only of the admissions application and submit it to the Office of Admissions. A non-degree student is not normally allowed to accumulate more than 15 credits without applying for degree status.

The Admissions Committee may require non-degree students to sit appropriate placement tests in mathematics and English.

Freshman. A student who has earned up to 30 credits (and completed the Foundations Program if required)

Sophomore. A student who has earned between 30-59 credits

Junior. A student who has earned between 60-89 credits

Senior. A student who has earned 90 or more credits

Course Load

Most courses offered by the University carry three credits. The normal load for a full-time student is five courses (15 credits) each semester. The minimum for a full-time student is three courses (9 credits); the maximum is usually six courses (18 credits). Normally, only students with an overall grade point average of 3.0 (B) or higher are permitted to take six courses.

Auditing Courses

A full- or part-time student may choose to register for a course on an audit basis. The student is normally expected to attend and to participate in all class activities, assignments and assessments, except for the final examination which is optional. As an auditor, the student will not receive a final grade or credit for the course. His or her record will show a grade of AU for audit. The following regulations apply to registering for a course as an auditor.

- A student must obtain his or her adviser's approval in order to audit a course;
- A student may change his or her status in a course between audit and credit no later than the end of the drop/add period; no status changes will be accepted after this time;
- A student taking a course for audit will be subject to the same course fees as those taking the course for credit (including tuition and laboratory or materials fees or the cost of theatre tickets);
- A student taking a course for audit will be subject to the usual course load policies, that is, a course being audited will be counted toward the total maximum allowed number of courses;
- If a course becomes oversubscribed, students registered as auditors may be subject to deregistration;
- Audited courses may not be used to satisfy pre-requisite, major, degree or Masters Degree exemption requirements.

Independent Study

Independent study is an individual research, laboratory or creative arts project under the direct supervision of a full-time faculty member. Independent study requires in-depth academic work on a specialized topic which requires research, reading, writing and where appropriate, experimentation. Students wishing to pursue independent study must have at least 60 credits and a GPA of 3.0 or higher. Independent study is not available to Study Abroad students.

To arrange for an independent study course, the student must find a faculty supervisor, define the project and obtain approval of the topic prior to the end of the preceding semester. The faculty member and Department Chair or Program Director must approve the project in order for the student to register for the course. Approval will be based on a written application using forms available from academic secretaries or the Office of the Registrar. It will require evidence of:

- The academic merit of the study;
- The availability of resource material;
- The student's own capacity to undertake the work.

Students who need assistance may discuss their proposal with the appropriate Department Chair, Program Director or Dean. Once approved, the student will normally meet with his or her instructor once each week for a minimum of two hours, although in some instances the nature of the subject matter may dictate less frequent meetings of longer duration. However, the minimum number of tutorial hours in any given semester must be 15. The course is graded and carries either one, two, or three credits.

Summer Sessions

Each summer the University organizes two five-week intensive Summer Sessions. The curriculum is designed for currently enrolled students who wish to enhance their progress towards the completion of requirements for the degree, for students who wish to earn credits to transfer to other colleges and universities, and for newly admitted students who wish to start their academic program in May rather than in September or January.

- Normally, students enroll in up to two courses in each session earning up to fourteen credits. Classes meet for 95 minutes per day, Monday to Friday.
- Due to the intensive nature of the Summer Sessions, students may not miss more than two class meetings.
- The add/drop deadline for Summer School is 5 pm of the second day of classes. No changes will be made after this deadline.

- The withdrawal deadline is 5 pm on the first day of the fourth week of the session. After this deadline, all students must receive a grade even if they do not continue with the course.

Courses at Other Institutions

Degree candidates wishing to take courses at other institutions at any time must obtain prior approval in writing of both the institution and the intended courses from the Dean of Academic Affairs. Prior approval ensures that transfer credit will be awarded for the courses taken, provided the grades earned are (the equivalent of) C or better. To ensure acceptance of transfer credits:

- Provide Institution's catalog and exact course descriptions (obtain a catalog from the university or visit their website for course description).
- Take information to the Department Chair or the Office of Academic Affairs to find out whether it's permissible to take the course(s).
- A COURSE APPROVAL FORM must be signed by the Dean of Academic Affairs, and will be placed in your student file. Failure to provide the signed approval form may result in the credits not being awarded toward the Richmond and OUVS degree.

Academic Advising

At initial registration, students are advised by a full-time faculty member. After the initial registration, each student is assigned a member of the full-time faculty as an academic adviser. Students meet with their advisers to review their academic progress, choose courses for the following semester, and plan their course of study. Advisers welcome the opportunity to help students to gain the maximum benefit from their educational experience.

New Students

Students are assigned an adviser when they enter the University. This faculty member will normally remain your Adviser for the period of time you study at the University. If you have not decided on a major, you are assigned a special adviser to assist you in developing your academic plan. To contact your adviser or arrange an appointment, use your university email system.

Transfer Students

You will be assigned an Adviser in the area of your major. You may need to assist your Adviser by supplying catalog course descriptions and/or course syllabi for some of your transfer courses. This must be done as soon as possible and in all cases before the end of your first semester.

Upper Division Study Abroad Students

There is a specific group of faculty who advise study abroad students. These Advisers are specifically trained to deal with questions and problems particular to your status. If you become a degree student be sure to complete a Change of Status form and see the Office of Academic Affairs; then you will be assigned an Adviser in the area of your major.

The University e-mail system is the official channel of communication. Students must attend an Orientation session to activate a University e-mail account. Once it is active, students should check for important messages at least three to five times per week. You can either log on via a University computer, or access through the web at: webmail@richmond.ac.uk

Academic Policies And Procedures

Registration for Returning Students

Registration for Returning Students occurs in the fifth week of each semester. For fall, it is in early October, and for Spring it is in early March. It is advisable to register at this time to ensure you get into the courses you need for graduation. A late registration fee is charged for registering after this registration period.

Declaring a Major

Students are given the opportunity upon application for admission to indicate an area of interest for study by choosing one of the undergraduate degree programs offered at Richmond. Students who indicate one of these will be registered in that major upon entry. Students not declaring a major upon application will be categorized as undeclared majors. Following entry, students may declare or change their major at any point. A completed 'Declaration or Change of Major' form must be returned to the office of the Dean of Academic Affairs. At this time, if necessary, a new adviser will be assigned and both the old adviser and the new adviser will be informed of the changes. Students who have not done so will be asked to declare a major upon completion of 60 credits. Students will normally follow the major requirements in effect at the time they declared or changed to the major in which they will graduate. In order for students to explore a variety of options for their major, students will be registered with the Open University no earlier than the second semester sophomore year. All forms are available outside the Registrar's offices at both campuses, from the Office of Academic Affairs, and on the Richmond website.

Double Majors

A student may complete the requirements of two majors and receive one degree with these two majors. If one of the majors is for a Bachelor of Arts degree and the other is for a Bachelor of Science degree, the student may choose which degree to receive. The student's transcript will indicate one degree conferred with two majors and the student will receive one diploma. Only one of the majors can be dual validated by the Open University Validation Services. Students completing two majors may require more than 120 credits for their degree.

Second Degree

A student who completes the requirements for a Richmond degree may continue for a second degree in a different major by completing at least 30 additional credits and all the requirements for the new major. The student's transcript will list each degree and its date of award and the student will receive two separate diplomas. In order for the second degree to be validated by the Open University Validation Services, the student must complete an additional 45 credits (rather than 30) in the Upper Division with at least 36 credits in the department of the major.

Minors

Students have the option of adding a secondary field of specialization, called a minor, to their BA or BS programs. (See Minors.)

Adding, Dropping and Withdrawing from Courses

Students are not normally permitted to register after the drop/add week period of any academic term. Any new student who is allowed an exception to register after the drop/add deadline will be limited to a maximum of four courses on a space-available basis. Failure to pay tuition by the deadline date will result in the cancellation of registration. Late payment of fees, including the late registration fee, will restore registration to courses originally chosen provided space is available. Students may drop or add courses each semester without penalty during the first five days of classes. Classes missed through this process are counted as absences for the purpose of the attendance policy. After this period, if students wish to withdraw from a course, they complete a withdrawal form and receive a W on their transcript. Withdrawals must be made before the announced deadline (see academic calendar). Failure to do so will result in a grade of F for the course. Please note that it is the student's responsibility to process the appropriate COURSE CHANGE or COURSE WITHDRAWAL form.

To withdraw from a course after the drop deadline, students must complete a course withdrawal form. This means that a “W” will appear on official transcripts. It has no credit value. It neither affects the grade point average, nor carries any penalty. Students cannot add any courses after one week.

Changing Sections of a Course

Students who wish to change sections of a course must complete a COURSE CHANGE form.

Repeating a Course

A student may repeat a course in which he or she has received a grade of F. The failing grade will remain on the student’s transcript even if the course is repeated and passed. If the course is repeated and passed, the passing grade will be recorded on the transcript and only this grade (not the original F) will be used in computing the cumulative grade point average. A notation of NC, indicating ‘no credit’, will be entered on the transcript next to the original grade of F. In exceptional cases, and only with the permission of the Academic Standards Committee, a student may repeat a course for which credit has been awarded. Such a repeat may occur only once and the second grade earned is used for the GPA.

Cancellation of Courses

The University reserves the right to cancel or replace courses for which there is insufficient enrollment. Degree students should work with their advisers to ensure that they enrol in classes in the proper sequence to ensure they meet the graduation requirements. Study abroad students are advised to indicate at least ten course preferences on their application form (five first choices plus five alternatives) in case they are unable to take one of their first choices due to scheduling conflicts or full or cancelled courses.

Attendance Policy

Successful progress of the degree program depends on the full cooperation of students and teachers. Since the program at Richmond is carried out, for the most part, by means of lectures and class discussions, regular attendance and active participation in classes are an essential part of the educational process. No excuse for absence will exempt a student from the completion of all work in a course. The student assumes the responsibility for requesting assistance from instructors for making up missed work.

Lower Division

Attendance is required and recorded in all courses. Students who accumulate more than the permitted number of absences, regardless of the reason, in any lower division course must withdraw from the course or they will receive an F grade.

In 75-minute per session courses, students may not have more than four absences;

In 2.5-hour per session courses, students may not have more than two absences.

In the summer sessions, students may not have more than two absences due to the intensive nature of the classes.

Students in the Foundations Program who miss more than three classes may be withdrawn from the entire program.

Note: If a student misses the first two sessions (or the first 2.5-hour session in courses that meet once per week) of any course, the instructor has a right to drop the student from the course.

Upper Division

Attendance in classes is required of students in the upper division. The course syllabus for each upper division course will indicate clearly the attendance policy for that course, ie, the number of absences allowed before the student should withdraw from the course without credit. Instructors may not apply an attendance policy that is more stringent than the lower division attendance policy.

Note: If a student misses the first two sessions (or the first 2.5-hour session in courses that meet once per week) of any course, the instructor has a right to withdraw the student from the course.

Leave of Absence

Students who wish to withdraw from the university may apply to the Dean of Academic Affairs for a leave of absence for up to one calendar year. Normally, students applying for a leave of absence must be in good academic, social, and financial standing. Approved leaves of absence provide students with the right to return to the university, to register for a future semester or summer session during the normal registration period, without applying for re-admission. Students who return from an approved leave of absence continue under the same graduation requirements that were in force when they began their leave. Those granted a leave of absence for medical reasons may be

required to provide documentation from their health-care provider that they are medically fit to resume their studies. Students who fail to return from a leave of absence within one calendar year must apply for re-admission. If they are re-admitted, they will be governed by the graduation requirements in effect at the time of re-admission.

Note: For purposes of leaves of absence only, 'good academic standing' may include academic probation. However, if a student on academic probation applies for a leave of absence, the Academic Standards Committee may need to determine whether that student is a candidate for dismissal. Academic dismissal takes precedence over leave of absence.

Academic Standing

To be in good academic standing, students must have a cumulative grade point average of at least 2.0 (C) and have earned at least 18 credits over the most recent academic year.

Grades

Grades are assigned by instructors at the conclusion of every term (semester or summer session). They are numerically calculated on a grade point average (GPA) scale.

Grade Quality Points Range

A	4.0	Excellent work
A-	3.7	Excellent work
B+	3.3	Above satisfactory work
B	3.0	Above satisfactory work
B-	2.7	Above satisfactory work
C+	2.3	Satisfactory work
C	2.0	Satisfactory work
C-	1.7	Below satisfactory work
D+	1.3	Below satisfactory work
D	1.0	Below satisfactory work
D-	0.7	Below satisfactory work
F	0.0	Fail

A grade point average is calculated each semester and recorded on the student's transcript. A cumulative grade point average, including all courses taken at Richmond, is also calculated. The GPA is determined by calculating the quality points for each course (multiply the credits for the course by the quality point value for the grade received in the course). Next, determine the GPA by taking the

sum of the quality points for all courses taken and dividing by the total credits attempted. Transfer credit is not included in this calculation. A separate GPA is computed for a student taking a subsequent degree. Grades of P (Pass), I (Incomplete), AU (Audit) and W (Withdraw) are also assigned, but they are not used in computing grade point averages.

Students who believe that they have a legitimate reason for missing a final examination or failing to complete course work may petition the Academic Standards Committee for a make-up examination or an extension to course work deadlines. Where such an appeal is upheld, an interim grade of 'Incomplete' is assigned and the final grade for the course will be revised by the instructor upon completion of the course requirements. The grade of 'Incomplete' is awarded only with prior approval of the Academic Standards Committee or for an internship.

Any student who is granted an 'Incomplete' by the Academic Standards Committee must complete all outstanding work by the end of the following semester. Incomplete work for fall must be submitted by the last day of final examinations in May and incomplete work for spring and summer must be completed by the last day of final examinations in December. Failure to meet the deadlines will result in the 'Incomplete' reverting to the original grade submitted by the faculty member or an F if no grade was submitted.

If no grade is submitted by the announced deadline for an independent study or final research project/essay, and an 'Incomplete' has not been awarded by the Academic Standards Committee, the Registrar will assign a grade of F for the course. If a graduating student is awarded an 'Incomplete' grade in any course or fails to submit all work for a final research project/essay or independent study by the last day of final examinations, he or she may not receive a degree dated that semester. All work must be completed by the end of the following semester, and the degree will be conferred at the next Richmond commencement ceremony. Between the time of actual completion of degree requirements and the conferring of the degree, a student may request a letter of completion from the Registrar. This letter will certify that the degree requirements have been completed and that the diploma will be issued in due course.

A grade of 'W' is used when a student has dropped a course after the first week of classes and before the final two weeks of classes. The responsibility for processing the withdrawal lies with the student who must complete and file a withdrawal form with the Registrar. If a withdrawal form is not received by the withdrawal deadline an F grade is recorded. If a student is awarded a grade of F in a

course because of academic dishonesty, he or she may not subsequently withdraw from that course. However, the normal policy for repeating a course applies (see below).

Grades reported to the Registrar are considered final and may be changed only if the instructor reports in writing to the appropriate Department Chair or Program Director that an error has been made in computing or recording a grade. The Chair or Director will inform the Registrar of the grade change. Under no circumstances will a change of grade be considered after one year from the time the grade was issued. A student has the right to appeal a grade. He or she should approach the faculty member who will explain how the grade was calculated. If this is unsatisfactory, the student has a right to appeal to the Department Chair or Program Director whose decision is final.

Dean's List

Any degree or study abroad student who achieves a 3.4 overall grade point average in any one semester while taking a full-time course load of three or more courses will be placed on the Dean's List for that semester. This recognition of academic achievement will be reflected on the student's transcript.

Honors

Students graduate with honors, *cum laude*, *magna cum laude* or *summa cum laude*, based on credits earned at Richmond as follows:

	<i>Cum laude</i>	<i>Magna cum laude</i>	<i>Summa cum laude</i>
GPA overall	3.4	3.4	3.4
GPA in major	3.5	3.6	3.7

This recognition requires outstanding overall performance over the four-year degree program while placing somewhat greater emphasis on performance in the major with respect to classification of honors. The GPA in the major is the GPA for all lower and upper division major requirements, as listed in the section of this catalog on BA and BS Degree Requirements. In cases where there is a choice of courses that satisfy the major, the higher grade will be used in calculating the GPA.

Honours Degrees

The Open University validated degrees offered by Richmond are all classified honours degrees. The OU GPA used for this honours classification is computed using the student's best fifteen upper division courses of the eighteen required, at least twelve of which are in the major field of study. These degrees are classified by the faculty with the concurrence of an external examiner and using the following grade point averages as a guideline:

BA or BSc (Hons)

First class (1st)	OU GPA 3.7 or greater
Upper second class (2.1)	OU GPA 3.3 to less than 3.7
Lower second class (2.2)	OU GPA 3.0 to less than 3.3
Third class (3rd)	OU GPA 2.7 to less than 3.0
Pass	OU GPA 2.0 to less than 2.7

**Academic Probation and Dismissal: Degree candidates
Mid-Semester Warning**

A warning is issued at mid-semester to students not doing satisfactory work, at least 2.0 (C), in two or more courses. Copies of the form go to the student and the faculty adviser. The warning is not a part of the student's permanent record. It is simply a formal notice of deficiency.

If at the end of any semester, a full-time degree student attains a cumulative grade point average (GPA) of less than 2.0, the student will be informed of this by the Academic Standards Committee and placed on academic probation. Students are limited to at most four courses per semester while on academic probation. If the GPA is still below 2.0 at the end of the next semester of attendance, the student may be dismissed from the university, or may be allowed to continue on academic probation (if significant academic improvement has been made). Failure to raise the GPA to at least 2.0 by the end of a second semester on academic probation will almost certainly result in dismissal from the university. Students who have been admitted to the university on academic probation are limited to at most four courses per semester. If the student's GPA is below 2.0 at the end of the first semester of attendance, the student may be dismissed from the university, or may be allowed to continue on academic probation if in the judgment of the Academic Standards Committee the student is capable of significant improvement. Failure to raise the student's GPA to at least 2.0 by the end of a second semester on academic probation will almost certainly result in dismissal from the university.

The Academic Standards Committee will inform students of the following:

- The student is in jeopardy and may be dismissed if his or her Grade Point Average is below 2.0 for two consecutive semesters;
- The student will be restricted to four courses per semester until he or she is no longer on Academic Probation;
- The student will remain on Academic Probation until his or her cumulative grade point average reaches 2.0 (C);
- The student on Academic Probation must report during the semester to his or her Academic Adviser or to the Dean of Academic Affairs.
- In cases of dismissal, degree candidates have the right to appeal to the Provost.

Academic Probation and Dismissal

English Language Development Students. Foundations Program students who have not reached the level of proficiency required in English for promotion to Principles of Writing after two semesters may be dismissed from the University. In cases of dismissal, students have the right to appeal to the Academic Standards Committee.

Graduation Requirements

Requirements for Degree Students

A graduation ceremony is held in May at the end of each academic year. Participation in the ceremony is limited to those students who have completed all academic requirements for their degree and met all financial obligations to the University. Regardless of when students expect to complete their studies at Richmond, students must meet with their academic advisers to review their records and complete a GRADUATION CHECK LIST before they begin their last semester of studies. Students are personally and fully responsible for knowing their major, proficiency and Richmond Core requirements and for knowing the number of credits earned toward their degree. At the beginning of his or her last semester, a student must complete an APPLICATION FOR GRADUATION form obtainable from the Registrar. For BA and BS degree requirements, see the section beginning on page 34. For Masters degree requirements see the section on graduate programs beginning on page 75. Richmond degrees are awarded on the first graduation date following actual completion of all degree requirements.

Requirements for Transfer Students

All transfer students registered for the Richmond BA or BS degree 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 of the upper division credits taken at Richmond must be in the student's major.

Requirements for students with 75 or more transfer credits

The Graduation Requirements for students entering Richmond with 75 or more transfer credits including three upper division courses is as follows:

- 1) Students must take at least 15 upper division courses*
 - a) At least 12 of these must be in their proposed major and, together with transfer courses, should complete the upper division requirements for the major; and
 - b) At least 3 must be intercultural.There can be some overlap between a) and b), as long as at least 15 upper division courses are taken and at least one intercultural course is outside the area of the major.
- 2) The students must take ENG 111/112, unless exemption from part of all of the sequence is granted on the basis of transfer credit or English Placement Test results.
- 3) The students must take any lower division major requirements which are not covered by transfer credit and are prerequisite to upper division major requirements taken at Richmond.

** Students with fewer than 3 upper division courses among their transfer credits must take additional upper division courses at Richmond in order to ensure that they have 18 upper division courses in total.*

Transcripts and Grade Reports

At the end of each semester or summer session, when the Office of the Registrar has processed all grades, a student may obtain a copy of his or her grade report from the Office of the Registrar. In addition, a grade report will be sent to the parents or guardians of all financially dependent Richmond undergraduate students. Except for students who are at least 25 years old, the University assumes all undergraduate students are financially dependent on their parents or legal guardians. If a student is financially independent, the responsibility is on him or her to present, to the Office of the Registrar, documentation to that effect.

ACADEMIC AFFAIRS

Any student who wishes to have an official copy of his or her transcript of grades sent to the registrar or admissions director of another university, or to an employer, must make the request in writing in a letter or on a form provided by the Office of the Registrar. E-mail requests are only accepted if the transcript is being forwarded to another educational institution. Official transcripts cannot be limited to partial presentation of courses and grades.

Confidentiality

No information or documents, with exception of grade reports to parents or guardians, referring to the student's academic or personal life (such as the student's address or a transcript of his or her record) are released to anyone outside the University without the written permission of the student. Should a student, former student, or graduate want information from his or her personal dossier to be released to third parties, he or she must submit a signed written request.

Academic Honesty

Academic honesty is fundamental to the integrity of the University community. A student who willfully gives or receives aid in tests or examinations or who plagiarizes essays or reports is subject to severe disciplinary action. Normally, a student who is found guilty of cheating during an examination or on an essay is failed in the course. A second offense in any course at any time normally results in dismissal from the University. A formal academic grievance procedure is in place in the University to protect the rights of students and faculty in disputes on academic issues. In most instances, a student should attempt to resolve any incident directly with the instructor, or if this is not possible, with the instructor's Department Chair or Program Director (School of Business). If the incident is not resolved at this level, an appeal may be made to the appropriate Dean, whose decision is final.

A Guide to Forms for Academic Procedures

Course Change Form (also known as "Add/Drop Form")

Use for adding/changing courses during the first week of semester. Available From Registrar's Office and the Web – Return To Registrar's Office.

Course Withdrawal Form

Use for withdrawing from a course after Add/Drop week and up to the last day to withdraw (see academic calendar) – Available From Registrar's Office and the Web – Return To Registrar's Office.

Transcript Request Form

To request that grades be sent to your home or to another institution. Available From Registrar's Office and the Web – Return To Registrar's Office.

Declaration of Major/Change of Major Form

If undeclared, you must declare when you have earned 45 credits. You must also advise the Office of Academic Affairs if you want to change your major or concentration. Available From Office of Academic Affairs and the Web – Return to Office of Academic Affairs

Permission to Take a Course Elsewhere Form

If you plan to study at another institution for the summer or a semester/year, you must obtain PRIOR APPROVAL. Available From Office Of Academic Affairs.

Academic Standards Committee Form

If you need to petition the Academic Standards Committee, use this form. Available From Registrar's Office and the Web. Return To Office Of Academic Affairs.

Degree Planning Sheet and Graduation Check List

To be completed throughout your degree program with your adviser. Must be completed and returned to the Office of Academic Affairs the semester prior to graduation

Application for a Degree

At the beginning of your last semester, complete this form so you receive information about Commencement – and the address where you want your diploma sent. Available From Registrar's Office and the Web – Return to Registrar's Office.

Florence or Rome Study Center Application Form

Complete if you plan to go to one of Richmond's Study Centres for a semester or a year. Available From The Office Of Academic Affairs and the Web – Return Office of Academic Affairs.