

2020 UNDERGRADUATE CALENDAR

| Undergraduate Calendar | Welcome |
|---|--|
| Home | Welcome to Athabasca University, Canada's leading distance |
| General Information | learning and online university. Join more than 40,000 students worldwide who are acquiring their university education without attending a traditional campus. |
| Student Support Services | Athabasca University is committed to excellence. The University offers 90 graduate and undergraduate degrees, diplomas, and certificate programs, and more than 850 university courses in the |
| Admission, Registration and Evaluation | sciences, social sciences, humanities, interdisciplinary studies, business and administrative studies, nursing, and commerce. |
| Undergraduate Programs | This online Calendar is your official resource when referencing undergraduate program and academic regulations throughout your stay at Athabasca University. If you are a graduate student, please consult the <u>graduate program calendar</u> . |
| Undergraduate Courses | Mission Statement |
| Examinations and Grades | Athabasca University, Canada's Open University, is dedicated to the removal of barriers that restrict access to, and success in, university-level studies and to increasing equality of educational |
| Undergraduate Fees and Refunds | opportunity for adult learners worldwide. We are committed to excellence in teaching, research and scholarship, and to being of service to the general public. |
| Faculty | Admission |
| Student Code of Conduct and Right to Appeals | Anyone 16 years of age or older is eligible for admission to Athabasca University, regardless of previous educational experience, with or without a high school diploma. <u>Watch the video</u> |

| Regulations | Where do you want to be? |
|-------------------------------------|---|
| Glossary | Watch the video and see how Athabasca University can help. The |
| Site Map | Athabasca University student experience is different from the student experience at traditional universities. As an AU student, |
| Search Undergraduate Calendar | you will probably take courses by distance education. Learn why students choose AU and learn how AU can help you accomplish your goals. |
| | <u>About Athabasca University</u> |
| | We're here to help. If you experience any difficulty accessing information, please email the <u>Calendar Coordinator</u> . |
| | Contacting AU |
| | The University's IntelliResponse system will reply quickly to your questions. |
| | <u>Ask AU</u> |
| | Athabasca University, Central Canada/US: 1.800.788.9041 Others: 1.780.675.6111 |
| | Athabasca University, Edmonton 1.780.421.8700 |
| | Athabasca, University, Calgary 1.403.263.6465 |
| | <u>Maps</u> |
| | Legal Note |
| | By the act of applying to Athabasca University and registering in a course or a course of study, each student at Athabasca University agrees to observe and be bound by the terms of this notice, and the terms, conditions, academic standards, rules, regulations, policies, and codes of behaviour contained or referenced in this Calendar. Therefore, it is the student's responsibility to be aware |

The Calendar sets forth the intention of the University at the time the Calendar was prepared. While Athabasca University makes reasonable efforts to ensure that the content in the Calendar is

of the contents of the Calendar.

accurate, Athabasca University reserves the right to make additions, deletions, changes, or modifications to its policies, practice, procedures, tuition fees, course availability, delivery mode, schedules, or program requirements at any time without prior notice.

Athabasca University no longer produces a print Calendar, but does produce PDF versions of the online Calendar. In the event of any discrepancies between the PDF version and this official online version, the online version will apply.

The publication of information in the Calendar does not bind the University to the provision of courses, programs, services, or facilities as listed herein. Students are responsible for informing themselves of the University's procedures and policies and the specific requirements associated with the degree, diploma, or certificate sought.

Every student accepted for registration with Athabasca University shall be deemed to have agreed to be bound by the regulations and policies of the University and of the program in which that student is enrolled. Athabasca University specifically reserves the right to exercise its sole, absolute, and unfettered discretion in admitting individuals to the University, its programs, or courses.

Athabasca University shall incur no liability for loss or damage suffered or incurred by any student or third party as a result of delay, alteration, or termination of services, courses, programs, tuition, or fees by reason of: acts of nature, fire, strikes, lock–outs, damage to University property, inability to procure or produce materials, civil unrest or disobedience, financial exigency, or any other cause of any kind.

Athabasca University is not responsible for content found on external websites.

PDF Calendar

Credits

The 2020-2021 Athabasca University Calendar was prepared by the <u>Office of the Registrar.</u>

Updated July 29 2020 by laurab



1. General Information

Athabasca University offers students high quality, post-secondary education using online and print-based course materials. Course instruction centers on resources developed by a team of subject matter experts and enhanced by qualified tutors in a supportive distance learning environment.

At the heart of the University's philosophy is excellence, openness, flexibility, and innovation. Flexible learning means our students can start courses throughout the year, and study at home, work, or wherever they find themselves. Most of our students study year round. Athabasca University also has transfer arrangements with universities across Canada. This enables visiting students to transfer courses from Athabasca University to their home institution.

Discover Athabasca University

We encourage you to achieve your personal learning goals. Many of our undergraduate students go on to compete successfully with others for graduate level education at Athabasca University and other institutions across North America.

Contact Information Legal Version of the Calendar **Recognition and Accreditation** Protection of Privacy Undergraduate Student Orientation Student Code of Conduct <u>myAU</u> Ask AU Information Centre Student Identification Cards e-Letters

The content on these pages was captured on January 20, 2021, and is effective September 1, 2020 to August 31, 2021. The online Calendar is the official version. If there are any discrepancies between this PDF version

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and the online version, the online Calendar will be binding.

| Moodle | Moodle Destal Convise Interruption |
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| Postal Service Interruption | <u>Postal Service Interruption</u> Important Dates |
| lmportant Dates | Information effective Sept. 1, 2020 to Aug. 31, 2021. |
| Student Support Services | Updated June 23 2020 by laurab |
| Admission, Registration and Evaluation | |
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Calendar



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| Home | |
| General Information | 1.1 Contact Information |
| Contact Information | For more information about specific programs, courses, admission, and registration requirements, please call the |
| Legal Version | Information Centre, 1.800.788.9041. |
| of the Calendar | You may also find answers to your questions at the following URLs: |
| Recognition and Accreditation | Information Centre |
| Protection of Privacy | Website |
| Undergraduate Student Orientation | Office of the Registrar |
| Student Code | Website |
| of Conduct | Departments and Centres |
| myAU | |
| Ask AU | Website |
| Information Centre | Athabasca University Central |
| Student Identification Cards | 1 University Drive Athabasca, AB |
| e-Letters | Canada T9S 3A3 <u>Online map</u> |

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| Moodle | Hours of Operation |
|--|--|
| Postal Service Interruption Important | Monday to Friday 8:30 a.m. to 4:30 p.m. MT Closed Saturday, Sunday, and holiday Mondays. |
| Dates Student Support Services | Services Please call for details of services available. |
| Admission, Registration and Evaluation | 800.788.9041 or direct dial Phone: 780.675.6100 Fax: 780.675.6437 Athabasca University, Edmonton |
| Undergraduate Programs | Peace Hills Trust Tower |
| Undergraduate Courses | 1200, 10011 –109 Street Edmonton, AB T5J 3S8 Serving the area north of Red Deer and the rest of Canada not served by the other learning centres. <u>Online map</u> |
| Examinations and Grades | |
| Undergraduate Fees and Refunds | Hours of Operation Monday to Friday 8:30 a.m. to 4:30 p.m. MT Closed for most services on Saturday, Sunday, and holiday |
| Faculty | Mondays. |
| Student Code of Conduct and Right to Appeals Regulations | Services Please call for details of services available 800.788.9041 or direct dial Phone: 780.421.8700 Fax: 780.497.3411 |
| Glossary | |
| Site Map | Athabasca University, Calgary |
| Search Undergraduate Calendar | 6th floor 345 – 6 Avenue S.E. Calgary, AB T2G 4V1 |

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Serving the area in or south of Red Deer, British Columbia, and Saskatchewan. <u>Online map</u>

Hours of Operation

Monday to Friday 8:30 a.m. to 4:30 p.m. MT Closed Saturday, Sunday, and holiday Mondays.

Services

Please call for details of services available. 800.788.9041 or direct dial Phone: 403.263.6465 Fax: 403.298.2922

Athabasca University, North

Athabasca University 201 13220 St. Albert Trail, Edmonton, AB T5L 4W1 Telephone: 800.561.4650 or 780.459.1144 Fax: 800.561.4660 or 780.459.2093 Email: <u>business@fb.athabascau.ca</u>

Hours of Operation

Monday to Friday: 8:30 a.m. to 4:30 p.m. MT Closed Saturday, Sunday, and holiday Mondays. <u>Online map</u>

Information effective Sept. 1, 2020 to Aug. 31, 2021.

Updated June 23 2020 by laurab

open. online. everywhere.



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| General Information | 1.2 Legal Version of the Calendar |
| Contact Information | Athabasca University's online Calendar is the official Calendar, and is effective September 1, 2020 to August 31, 2021, unless the specific regulation page says otherwise. Athabasca University no longer produces the print version of the Calendar—2014/2015 was the last year. If you require a PDF of the current Calendar or would like to see any past years' versions, they are stored in our <u>archives</u> . |
| Legal Version of the Calendar | |
| Recognition and Accreditation | |
| Protection of Privacy | Information effective Sept. 1, 2020 to Aug. 31, 2021. |
| Undergraduate Student Orientation | Updated January 20 2021 by laurab |
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| General | 1.3 Recognition and Accreditation | |
| Information | | |
| Contact Information | 1.3.1 Recognition | |
| Legal Version of the Calendar | Athabasca University has achieved the highest possible award each year for the Province of Alberta Performance Funding. Recently, the University received the Commonwealth of Learning Award of Excellence for Institutional Achievement. Most recently, the International Council for Open and Distance Education recognized Athabasca University as one of the world's outstanding distance and open learning institutions. | |
| Recognition and Accreditation | | |
| Protection of Privacy | AU is also recognized by the Government of British Columbia. | |
| Undergraduate Student Orientation | AU was awarded the 2010 Canadian Recognizing Learning Awar by the Canadian Association for Prior Learning Assessment (CAPLA) in Ottawa on November 8, 2010. 1.3.2 Accreditation | |
| Student Code of Conduct | | |
| myAU | Added to a second to the state of the late of the state o | |
| Ask AU | Athabasca University is a publicly funded institution of the Province of Alberta that reports to the government through the | |
| Information Centre | Minister of Advanced Education. Pursuant to the Post-secondary Learning Act, SA 2003, Chapter P-19.5, and the Athabasca University Regulation, AR 50/2004, the government authorizes th Governors of Athabasca University (the Board) to govern its own affairs. Public members of the Board are appointed under order in-council of the Lieutenant Governor of Alberta. | |
| Student Identification Cards | | |

e-Letters

| Moodle | Athabasca University is the first Canadian university to be accredited by the Middle States Commission on Higher Education |
|-------------------------------------|--|
| Postal Service Interruption | (3624 Market Street, 2nd Floor West, Philadelphia, PA, 19104, 267.284.5000). The Commission is one of six regional accrediting agencies in the U.S. recognized by the Council for Higher |
| lmportant Dates | Education Accreditation. |
| Student | Membership |
| Support Services | Athabasca University is also a full member of the following organizations: |
| Admission, | Alberta Council on Admissions and Transfer |
| Registration and Evaluation | Association of Commonwealth Universities |
| | Association of Universities and Colleges of Canada BC Council on Admissions and Transfer* |
| Undergraduate | Canadian Association for Distance Education |
| Programs | Canadian Association for Graduate Studies |
| Undergraduate | Canadian Virtual University |
| Courses | Circumpolar Universities Association |
| Examinations | Inter-American Distance Education Consortium International Council for Open and Distance Education |
| and Grades | International Council for Open and Distance Education |
| Ladorgraduato | * The term "University" is used under the written consent of the |
| Undergraduate Fees and | Minister of Advanced Education effective April 4, 2011 having undergone a quality assessment process and been found to meet |
| Refunds | the criteria established by the minister. (Reconfirmed March 27, |
| Faculty | 2014) |
| Student Code | |
| of Conduct and Right to | Information effective Sept. 1, 2020 to Aug. 31, 2021. |
| Appeals Regulations | Updated June 23 2020 by laurab |
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| General Information | 1.4 Protection of Privacy |
| Contact Information | Athabasca University collects and maintains personal information for the purposes of admissions, registrations, and other activities related to being a member of the Athabasca University |
| Legal Version of the Calendar | community and attending a public post-secondary institution of the Province of Alberta. |
| Recognition and Accreditation | You are advised that the information you provide, and any other information placed into your student record, will be protected and used in compliance with Alberta's Freedom of Information and Protection of Privacy Act. For more information, please refer |
| Protection of Privacy | to our <u>website</u> . |
| Undergraduate Student Orientation | Information effective Sept. 1, 2020 to Aug. 31, 2021. |
| Student Code of Conduct | Updated June 23 2020 by laurab |
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| General | 1.5 Undergraduate Student Orientation |
| Information | |
| Contact Information | The Undergraduate Student Orientation provides you with an overview of the services and resources available to you as an undergraduate student at Athabasca University. |
| Legal Version of the Calendar | Undergraduate Student Orientation |
| Recognition and Accreditation | Information effective Sept. 1, 2020 to Aug. 31, 2021. |
| Protection of Privacy | Updated June 23 2020 by laurab |
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General Information

1.6 Student Code of Conduct

Once you have completed and submitted the Undergraduate General Application Form, you have agreed to abide by the rules and regulations of Athabasca University. Your knowledge and acceptance of Athabasca University's academic regulations, policies, and procedures is your contract with the University, particularly the Student Code of Conduct and Right to Appeal Regulations.

Just as we expect your acceptance of our regulations, you may expect Athabasca University to provide you with a successful university experience. The "Expect the Best" brochure, issued when you are admitted, identifies the service standards to which you are entitled.

We're here to help. If you have difficulty accessing information or if you require clarification on any subject or regulation, please contact <u>the University</u> and your query will be forwarded to the appropriate department.

Student Code of Conduct and Right to Appeal Regulations

Information effective Sept. 1, 2020 to Aug. 31, 2021.

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Updated June 23 2020 by laurab

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| General | 1.7 myAU |
| Contact Information | To communicate with its students, Athabasca University uses a web portal known as <u>myAU</u> , which offers quick access to information, forms, e-Letters, and services that are relevant to |
| Legal Version of the Calendar | you. Once you are admitted to the University, you will use myAU to |
| Recognition and Accreditation | access your course(s) and view personal information such as your AU Library account, assignment marks, and course grades. You may also take care of administrative matters, such as booking examinations, requesting course extensions, registering for |
| Protection of Privacy | courses, requesting course withdrawals, and ordering transcripts. |
| Undergraduate Student Orientation | Information effective Sept. 1, 2020 to Aug. 31, 2021. |
| Student Code of Conduct | Updated June 23 2020 by laurab |
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| General Information | 1.8 Ask AU |
| Contact Information | Have questions? Start with our online service, <u>Ask AU</u> . It provides quick answers to most general questions about Athabasca University. If the answer cannot be provided, your query will be forwarded to the appropriate department. |
| Legal Version of the Calendar | |
| Recognition and Accreditation | Information effective Sept. 1, 2020 to Aug. 31, 2021. |
| Protection of Privacy | Updated June 23 2020 by laurab |
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| Contact Information | Athabasca University's Information Centre provides one point of contact for all your telephone inquiries. If the Information Centre attendant can't answer your question, they will forward your call |
| Legal Version of the Calendar | to the appropriate person. Phone: 800.788.9041 toll-free in Canada and the US. |
| Recognition and Accreditation | Information effective Sept. 1, 2020 to Aug. 31, 2021. |
| Protection of Privacy | Updated June 23 2020 by laurab |
| Undergraduate Student Orientation | Opualea june 23 2020 by laurab |
| Student Code of Conduct | |
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| General Information | 1.10 Student Identification Cards | | | | |
| Contact | 1.10.1 Active Students | | | | |
| Information | 16 | | | | |
| Legal Version of the Calendar | If you are an active Athabasca University student, currently registered in a course, you can request a photo Student Identification (SID) card that will confirm your name, identification number, and the academic year in which the card was produced. | | | | |
| Recognition and Accreditation | Student Identification cards are the property of Athabasca University. You will be issued one card only. It is valid for the | | | | |
| Protection of Privacy | academic year displayed on the front of the card. To update the card annually, you must be active in a course, and request a da sticker from the Office of the Registrar, AU Edmonton, or AU | | | | |
| Undergraduate | Calgary. | | | | |
| Student Orientation | Request for Photo ID Card | | | | |
| Student Code of Conduct | 1.10.2 Nursing Students | | | | |
| myAU | Nursing students are now able to request a wearable ID card for | | | | |
| Ask AU | identification purposes in healthcare facilities. It is available for Bachelor of Nursing students and Advanced Nursing Practice | | | | |
| Information Centre | students. The Nursing Student cards are valid for one year. It is valid for the | | | | |
| Student Identification Cards | academic year displayed on the front of the card. To update the card annually, you must be active in a course, and request a da sticker from the Office of the Registrar, AU Edmonton, or AU | | | | |
| e-Letters | Calgary. | | | | |

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| Moodle | 1.10.3 Photo Requirements | | | | |
|--|--|--|--|--|--|
| Postal Service Interruption | Student Identification (SID) cards are issued using a photograph taken by an Athabasca University staff member whenever possible. If this is not possible, you can supply your own digital photo accompanied by a copy of your driver's licence, or a | | | | |
| lmportant Dates | | | | | |
| Student Support Services | passport photo. The back of either photo submitted must be signed by a guarantor who can attest to your identity. Examples of a guarantor are listed on the print and online SID forms. | | | | |
| Admission, Registration and Evaluation | Photos can be taken by staff at the Office of the Registrar in Athabasca, AU Edmonton, or AU Calgary. All ID cards will be mailed to the current address the student has on file with the University. | | | | |
| Undergraduate Programs | Information effective Sept. 1, 2020 to Aug. 31, 2021. | | | | |
| Undergraduate Courses | Updated June 23 2020 by laurab | | | | |
| Examinations and Grades | | | | | |
| Undergraduate Fees and Refunds | | | | | |
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| General Information | 1.11 e-Letters | | | |
| Contact Information | As of September 2011, AU converted all print letters that were accessible via the e-Letter delivery method to the e-Letter format. If you would still prefer to receive these letters in a print format | | | |
| Legal Version of the Calendar | delivered via Canada Post, you will be able to choose that method of delivery and you will be assessed a one-time \$10 fee for this service. Additional information can be found on the <u>Office of the</u> <u>Registrar website</u> . | | | |
| Recognition and Accreditation | Examples of documents that are available as e-Letters are: admission confirmation, course registration, course extensions, | | | |
| Protection of Privacy | course withdrawals, tutor assignments, final grades, etc. | | | |
| Undergraduate Student Orientation | Information effective Sept. 1, 2020 to Aug. 31, 2021. | | | |
| Student Code of Conduct | Updated June 23 2020 by laurab | | | |
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| General Information | 1.12 Moodle | | | | |
| Contact Information | The name Moodle is an acronym that stands for Modular Object- oriented Dynamic Learning Environment—an open source software package for producing Internet-based courses and websites. Moodle is both a Learning Management System and a Virtual Learning Environment designed to support a social constructionist framework of education. It is an online place where you, as a learner, can have access to your tutor, to other learners, and to a variety of tools, features, and interactions that will enhance your learning experience at Athabasca University. | | | | |
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| Protection of Privacy | <u>AU Moodle Orientation</u> | | | | |
| Undergraduate Student Orientation | Information effective Sept. 1, 2020 to Aug. 31, 2021. | | | | |
| Student Code of Conduct | Updated June 23 2020 by laurab | | | | |
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| General Information | 1.13 Postal Service Interruption | |
| Contact Information | In the event that Canada Post mail service is disrupted due to a strike or work slowdown, Athabasca University posts daily instructions on its <u>website.</u> | |
| Legal Version of the Calendar | | |
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| Recognition and Accreditation | Updated June 23 2020 by laurab | |
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| General Information | 1.14 lm | iportant Dates | |
| Contact Information | 2020 | | |
| Legal Version of the | Aug.3 | Civic holiday | University closed |
| Calendar | Sept.7 | Labour Day | University closed |
| Recognition and Accreditation | Oct. 12 | Thanksgiving Day | University closed |
| Protection of Privacy | Nov. 11 | Remembrance Day | University closed |
| Undergraduate Student Orientation | Dec. 24/20 – Jan. | The University will close at 4:30 p.m. Wed December 23, 2020 and will reopen at 8:3 | |
| Student Code of Conduct | 1/21 | Monday, January 4, 2021. | |
| myAU | 2021 | | |
| Ask AU | Feb. 15 | Family Day | University closed |
| Information Centre | April 2 – 5 | (inclusive) Easter break. | University closed |
| Student Identification Cards | April 30 | Last day for students to apply to graduate at the June 2021 Convocation | |
| e-Letters | May 24 | Victoria Day | University closed |

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| Moodle | June 11 | Virtual <u>Convocation 2021</u> | |
|--|---------------------------------|---|----------------------|
| Postal Service Interruption | July 1 | Canada Day | University closed |
| lmportant Dates | Aug.2 | Civic holiday; Heritage Day | University closed |
| Student Support Services | Sept.6 | Labour Day | University closed |
| Admission, | Oct. 11 | Thanksgiving Day | University closed |
| Registration and Evaluation | Nov. 11 | Remembrance Day | University closed |
| Undergraduate Programs | Dec. 25/21 – Jan. 3/22 | The University will close at 4:30 p.m. Friday December 24, 2021 and will reopen at 8:30 Tuesday, January 4, 2022. | - |
| Undergraduate Courses | | | |
| Examinations and Grades | | | |
| Undergraduate Fees and Refunds | Informat | ion effective Sept. 1, 2020 to Aug. 31, 202 | 1. |
| Faculty | Updated Dec | ember 14 2020 by laurab | |
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