

Admission

As an open university, Athabasca University admits students 16 years of age or older. Students may be of any nationality and reside anywhere in the world.

Students under 16 years

Students under 16 years of age may be admitted with special consideration by petitioning the Coordinator of Enrolment Services and Academic Records. An underage student's admission application form must be accompanied by the course registration form, an up-to-date high school transcript (or equivalent), letters of support from the student's high school principal or designate, and from a parent or guardian. Permission from the Course Coordinator responsible for the course must also be obtained. An interview will be arranged with the Course Coordinator at the time the course registration form is received.

Past academic performance

While past academic performance at other post-secondary institutions does not prevent you from being admitted to AU, it may be considered if you are enrolling in a particular program (e.g., Bachelor of Nursing). If you were suspended or dismissed from another post-secondary institution for reasons of academic misconduct, you may be refused admission or enrolment at AU until the period of suspension or dismissal has elapsed.

Non-Canadian students

Athabasca University welcomes non-Canadian students.

You need a study permit if:

- you are a non-Canadian with a work permit and are living temporarily in Canada while enrolled in the Bachelor of Nursing degree program.
- you are a non-Canadian student enrolled in an AU program at an institution with which the University has a collaboration agreement.

You do not need a study permit if you are a non-Canadian AU student living outside Canada.

For more detailed information, visit the [International Student Guidelines](#) page.

In the case of a dispute over an individual's status within Canada, the Citizenship and Immigration Canada (CHIC) regulations will apply.

[Citizenship and Immigration Canada](#)
1.888.242.2100

Returning students

A returning student is a student who has already applied to the University, has a student ID number, and their status may be inactive. To remain an active AU student you must be registered in an AU course, or you must have completed an AU course in the last 12 months. The 12-month period is based on the most recent course contract date, course completion date, or the date of withdrawal from an AU course.

Students who complete courses on a Letter of Permission from AU also retain their active status. If you complete courses at other institutions without first obtaining a Letter of Permission from AU, you may be designated inactive and forfeit your program enrolment status and risk not receiving credit for the course.

If you are a returning student and you have


never accessed the myAU portal, you will need to log into the portal using your AU Student ID number.


If you are a returning student with an active AU account, you can proceed to course registrations.

If you are a returning student with an inactive AU account, you need to reactivate your active status by selecting 'Change Your Program' found under the 'Manage Your Program' header under the 'Student Record' section of the myAU portal.

- › [Reactivation Form](#) 
- › [myAU portal](#) 

New students

All new AU students require a student identification number. To obtain a student ID number, you must **apply for admission**  to AU.

Complete and submit the online **Undergraduate General Application**  and pay the one-time, non-refundable application fee. Before you apply online, you will need to determine if you are applying as a program student or as an unclassified (non-program/visiting) student.

**Information effective Sept. 1, 2022 to Aug.
31, 2023.**

Updated July 19, 2022 by Office of the Registrar
(calendar@athabascau.ca)

Admission status

Active students

Active students are those who are currently registered in an AU course or who have completed or withdrawn from an AU course within the last 12 months. The 12-month period is based on the most recent course contract date, course completion date, or the date of withdrawal from an AU course.

Students who complete courses on a Letter of Permission from AU also retain their active status.

Active students are able to log in to myAU where they have access to personal information such as their library account, assignment marks, and course grades, or take care of administrative matters such as registering for courses, booking examinations, or applying for extensions.

Inactive students

Inactive students are those who have not

registered in an AU course within 12 months of the most recent course contract end date or the date of withdrawal from their last AU course.

Returning students with an inactive AU account, will need to log into myAU and reactivate their active status by completing a new Undergraduate General Application before they can register in courses.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated July 19, 2022 by Office of the Registrar
(calendar@athabascau.ca)

Part-time/full-time students

Part-time students


Those who are registered in less than 60 per cent of a full course load with AU. For taxation or Government Student Loan purposes, students who register in less than 4, 3-credit courses over six months are considered part-time.

Full-time students

Full-time students are enrolled in a minimum of 60 per cent of a full course load. At the undergraduate level a full course load is defined as 3.75 credits per month at AU. The minimum requirement for full-time status is 2 credits per month. For taxation or Government Student Loan purposes, students who register in 4 (or more), 3-credit courses over six months are considered full-time. The courses must commence on the same start date.

Example: If you are on student financial aid, full time enrolment is 9 credits over 4 months with the same start date. If you are

taking courses via individualized study over 6 months, you require 12 credits to be full time with the same start date.

For more detailed information on SFA and non-SFA students, visit the AU [Student Financial Aid Information](#)  page.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated June 02, 2022 by Office of the Registrar
(calendar@athabascau.ca)

Enrolment status

To take courses at Athabasca University, a student can either be enrolled in a program or unclassified.

Program students

Program students are enrolled in any of the undergraduate degrees, diplomas, or certificates offered by AU. Students who change from the unclassified (non-program/visiting) to a program category may use credits earned while in the unclassified (non-program/visiting) category provided the course(s) meets the requirements of the program, including any restrictions on the age of a course, if applicable. There is no application deadline for enrolling in an undergraduate degree program. Applications are accepted year round.

Because program regulations can change, students are required to complete the program regulations in effect at the time of their enrolment. Students who are admitted to a program that has any entrance requirements for admission will

follow the degree regulations in effect upon completion of the transfer credit evaluation.

Pre-enrolment category

Although most of the undergraduate credentials have open admission, there are some that require documentation be provided and assessed prior to admission (refer to the specific **program regulations**). In these cases, students will be admitted to a pre-enrolment category until documentation is assessed. Once this process is complete, students will be advised of their admission status. See Procedure below for assessment process.

Procedures

If you are applying to become an undergraduate program student (you wish to complete a credential such as a degree, diploma, or certificate at AU) you need to apply using the **ApplyAlberta** [!\[\]\(cbe80b694ebd74fcfe136a095b608235_img.jpg\) form](#) that has been designed for this purpose.

ApplyAlberta is a secure online application and transcript exchange system that students will use to:

- apply to one or more of Alberta's public post-secondary institutions through one portal, and
- authorize institution(s) to request the transfer of their Alberta high school and post-secondary transcripts.

Student personal and academic information is entered only once—it is filled in automatically on each application submitted to a post-secondary institution.

Once you have completed and submitted your personal information via the ApplyAlberta site, you will be forwarded to AU's Office of the Registrar Online System (OROS) to finalize your application of admission with AU. Be prepared to indicate the **program** you are interested in prior to submitting your application and paying the one-time non-refundable application fee. If you need help selecting a program, contact **Counselling Services** [!\[\]\(2bdfe261b986065ee0ac76460d6528c9_img.jpg\)](#) prior to submitting an Undergraduate General Application Form.

After being admitted online to AU, you will be immediately assigned an AU student ID number to confirm your admission.

Confirmation of your enrolment as a program student with no evaluation of previous course work will be available in your myAU portal the day after your application is processed. To access your confirmation e-Letter, log into your [myAU](#) portal using your ID number.

Confirmation of your enrolment as a program student with a request for an evaluation of previous course work will be mailed to you after your application is processed (typically within 10 business days).

If you enrol in a program at AU, you are responsible for selecting courses that meet the program regulations and requirements in effect on the date you enrol.

If you need help selecting courses for the program you have selected, contact [Advising Services](#).

Unclassified (non-program/visiting) students

Unclassified students are either:

Visiting Students: Those students enrolled at a program at another institution and taking AU course to help fill their program requirements, or

Non-Program Students: Those students who are not enrolled in a program anywhere and are taking courses for general interest or have not yet decided what program to enrol in.

Unclassified students are not enrolled in an AU credential program, but are either planning to take or are currently registered in AU courses only. There is no limit to the total number of courses that can be taken by unclassified students; however, the maximum active course load at any one time is 6.

The AU unclassified category includes visiting students from other post secondary institutions who are taking AU courses for admission or transfer purposes to another institution. Visiting students are encouraged to obtain a Letter of

Permission from their home institution before registering in an AU course. This will ensure the home university will accept the AU course in the visiting student's program.


NOTE: It is important to note that AU does not evaluate previous post-secondary education or award transfer credit for students in the unclassified category. If a student wishes to change from the unclassified category to a program student category, a request for evaluation of any previously completed post secondary courses can be made any time after enrolling in an AU program.

Visiting students must request a transcript to be sent to their home institution once they have completed the course(s). This can be done online through myAU.

Procedures

If you are applying to become an unclassified student (a non-program or visiting student) from the **“Undergraduate General Application [↗](#)”** page, choose, “No, I only want to take some courses right now”. Follow the prompts to complete/submit and pay for the application.

After being admitted online to AU, you will be immediately assigned an AU student ID number to confirm your admission.

Confirmation of your enrolment as an unclassified student will be available in your myAU portal the next day. To access your confirmation e-Letter, log into your [myAU](#)  portal using your ID number.

You can immediately register in courses once you are enrolled as an AU unclassified student.

Concurrent enrolment

Students cannot be enrolled in two Athabasca University programs at the same time. They also cannot enrol in an AU undergraduate degree program while they are enrolled in another undergraduate degree program at another post-secondary institution. Those students may take courses as unclassified (non-

program/visiting) students until they have either completed or withdrawn from the other program.

Concurrent enrolment procedures

Your application to an Athabasca University program will be processed and a transfer credit evaluation will be completed. You will be given 45 days to either complete or withdraw from the external institution's program and a declaration letter will be sent to you for this purpose from the Evaluations Unit, Office of the Registrar. Failure to respond in that time will result in you being removed from your program and put into the unclassified category.

Changing programs

Active students who want to change their enrolment from unclassified (non-

enrolment from unclassified (non-program/visiting) to program, or change from one undergraduate program to another undergraduate program; or inactive students who would like to reactivate their account, must log in to myAU and in the Student Record section, under “Manage Your Program”, select “Change Your Program”.

Changing concentrations, majors, or designations in the same program

Active program students who are changing their concentration, major, or designation, but stay in the same credential, are governed by the credential regulations in effect at the time this change is made. Students who wish to remain under the regulations that were in effect at the time of their initial enrolment in the credential may remain under the original enrolment date by making the request in writing to enrol@athabascau.ca.

A change from one credential to another constitutes a change of program. For example, a change from a three-year to a

four-year credential, or a change from one university certificate to another university certificate are changes to program.

Inactive students will be asked if they require an evaluation of previous post-secondary studies. Previously-completed course work, including transfer credit, will be reassessed and applied to the student's program in accordance with the degree regulations and procedures in effect at the time of re-enrolment. A fee is required for this service if it wasn't submitted previously.

Effective November 5, 2018, students requesting a transfer credit evaluation are responsible for providing recently issued official transcript(s) to the Enrolment Services Unit. These documents will be retained for 3 years.

International Assessment Services (e.g. IQAS, WES, etc.) documents are requested as required and will be retained indefinitely.

All students are required to fulfill the program regulations in effect at the time of their enrolment. Course work completed previously will be assessed toward the new credential.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Program information

Students complete the program regulations in effect at the time of their enrolment. For degree programs with enrolment requirements, students will follow the regulations in effect upon notification of acceptance into the degree.

Residency requirement

Residency is defined as the minimum number of Athabasca University credits that must be completed to fulfill a program's requirements. In some cases, specific Athabasca University courses are prescribed as part of the overall residency requirement for a given program. The residency requirement for each program is listed in its program structure.

Note: Course credit obtained through Challenge for Credit or Prior Learning Assessment and Recognition processes will not meet AU residency requirements.

French language recognition

Athabasca University recognizes students who have completed studies in both official languages: English and French. Students who complete a minimum of 30 credits in English and 30 credits in French instruction as part of an AU credential (excluding French as a second language and preparatory [100-level] courses) are eligible to have a notation written on their parchment and transcript. If you qualify, and would like this notation written on your parchment, please complete the appropriate section on the Application for Graduation.

Honours list

In order to be eligible for Athabasca University's Honours List, you must:

- be enrolled in an undergraduate program;
- have completed a minimum of 15 AU credits at the program benchmark;
- have reached a program benchmark in their program in the 6-month time periods ending June 30 or December

31, and

- have achieved a grade point average of 3.6 or higher on the AU credits earned since the previously recognized program benchmark up to the current program benchmark (e.g. 1 – 30 credits, or 31 – 60 credits, or 61 – 90 credits, or 91 – 120 credits).

See the **Undergraduate Honours List Policy**  for more information.

Graduation with distinction or great distinction

All Athabasca University students who graduate with an undergraduate degree and who have successfully completed a minimum of 24 credits at AU, are automatically considered for graduation with distinction or great distinction recognition. All completed AU courses taken as part of the undergraduate degree program in which the student is registered will be used in the program GPA calculation including unsuccessful course attempts.

For courses that are repeated, the highest grade achieved will be used in the program GPA calculation.

Courses excluded from the GPA calculation are:

- Transfer courses (courses for which transfer credit has been awarded)
- Courses using a pass/fail grading scheme
- Courses with a grade of W (Withdrawal) or WF (Withdrawal Failure), both without academic penalty
- Courses considered extra to the degree
- Credits awarded for Prior Learning Accreditation and Recognition (PLAR)
- Non-credit courses and courses with no grades.

For more information on graduating with distinction or great distinction, reference the **Undergraduate Grading Policy** [↗](#).

**Information effective Sept. 1, 2022 to Aug.
31, 2023.**

Updated July 19, 2022 by Office of the Registrar
(calendar@athabascau.ca)

English language proficiency

Regulations effective August 1, 2022.

English is the primary language of instruction at Athabasca University. Applicants whose first language is not English, or who have not completed their secondary or post-secondary education in **English speaking countries**  , must demonstrate English Language Proficiency in the ways outlined below before they are allowed to register in AU courses:

- Successfully completed a minimum of 15 credits (e.g. five, 3-credit courses) from a recognized English-speaking post-secondary institution;
- ELP exams – test scores cannot be older than 2 years and must be official (i.e. issued directly from the testing centre):
 - A minimum score of 6 on the International English Language Testing System (IELTS);
 - A minimum score of 60 on the Carleton University's Canadian

Academic English Language Assessments (CAEL);

- A minimum score of 80 on the English Proficiency Test administered by the English Language Institute of the University of Michigan (MELAB);
 - A minimum overall score of 59 on the Pearson Test of English (PTE) Academic, with no less than 51 in each of the 4 communicative skills;
 - A minimum score of 80, with a minimum essay score of 20, and a minimum score of 46 on all other bands on the Internet-based Test of English as a Foreign Language (T.O.E.F.L). NOTE: the paper-based test will not be accepted;
 - Duolingo – a minimum score of 105 with a minimum of 75 on each band.
- Successful completion of AU's **English Language Proficiency Program** [↗](#) , with an overall average of 75 per cent (GPA of 3.0).

Procedures


Students must submit their proof of English Language


Proficiency via:

- email:
enrol@athabascau.ca

Copies of the proof of English Language Proficiency will be stored with the official student records and may be subject to audit.

When submitting transcripts to determine English Language Proficiency, the transcripts must come directly from the post-secondary institution issuing them. We will not accept transcripts sent directly from learners.

The Office of the Registrar maintains a list of **English speaking countries**  from which applicants would usually be deemed to have met English Language Proficiency.

English Language Proficiency Requirements Policy 

Appeals

All Appeals to this policy must be made within 30 days of the Office of the Registrar's original decision by using the **online appeals form** [↗](#) , which will direct the appeal to the designated Appeal Officer. The Appeal Officer has the final decision-making authority on all appeals related to this policy. All decisions will be communicated in writing to the Appellant.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated November 15, 2022 by Office of the Registrar
(calendar@athabascau.ca)

Registration

After being admitted to Athabasca University and enrolled as either an unclassified (non-program/visiting) or program student, you will be able to register in courses.

If you enrol in a program, you are responsible for selecting courses that meet the program regulations and requirements in effect on the day you enrolled. If you enrol in a program that has entrance requirements for admission, you will follow the degree regulations in effect upon completion of the transfer credit evaluation.

Prerequisites

Prerequisites ensure that you have the required background to successfully complete your course. Before you register, you should ensure that you have met all course prerequisite and corequisite requirements in accordance with the Prerequisite Declaration and the registration process.

[Professor approval](#)

If you feel a prerequisite should be waived for non-academic reasons, you must contact the **course coordinator/professor** with the authority to waive the prerequisite before you register in the course. If you did not complete the prerequisite through AU, you must ensure that the Prerequisite Waiver Declaration has been completed on your course registration.

Students who register in a course that is a prerequisite to a second course, must obtain professor approval before their registration in the second course can be processed.

Before registering in **Reading Courses**, you must contact the course professor to obtain registration approval.

Some courses require professor approval and other course-related prerequisites. Failure to obtain these pre-registration requirements will result in your registration

being delayed or refused.

Auditing a course

Audit students register in a course for interest but do not wish to receive credit. As an audit student, you will receive the same tutorial support, have access to all other services provided to AU students, and pay the same fees. Audit students are ineligible to request and write examinations, and a final grade is not provided.

When you register, indicate whether it is your intention to audit the course.

Changing status

If you are auditing a course and wish to change to credit status, you must apply in writing to the **Office of the Registrar** before the mid-point of the original course contract period.

If you are taking a course for credit and you have not yet

written any examinations, you may change from credit to audit status. You must do so before the mid-point of your original course contract period, and you must apply in writing to the **Office of the Registrar**.

Zero-credit courses

Zero-credit courses (for example, ENGL 140 and MATH 100) do not fulfill any requirement towards a credential.

Students in zero-credit courses receive the same academic support and have access to all other services provided to AU students. They pay the same fees as they would for a three-credit course (minus the Students' Union and Alumni fees). Other academic-related fees and regulations also apply to zero-credit courses.

Course extension regulations also apply to zero-credit individualized study courses.

Registration appeals

All course registration appeals should be

submitted via the **online student appeals form** [↗](#) . To lessen delays associated with appeals, student should submit any supporting documentation to **regappeal@athabascau.ca** once the online appeal has been submitted.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated November 15, 2022 by Office of the Registrar
(calendar@athabascau.ca)

Course procedures

Regulations effective September 1, 2022.

Individualized study is the most common method of teaching and learning at Athabasca University. See the **Calendar Glossary** for definition. Unless otherwise stipulated, "courses" means individualized study courses.

At AU, courses begin the first day of each month provided you register by the 10th day of the previous month. You will have 6 months to complete 0-, 1-, 3-, or 4-credit courses and 12 months to complete 6-credit courses.

 [Available courses](#)

Maximum course load

To ensure that you do not overburden yourself, AU limits your course load to a maximum of 6 active registrations. If you have a full-

time job or are new to distance learning, we suggest you start with one course. Students may be actively registered in 1 to 6 courses at a time, including: courses with an In-Progress Status, those taken via the Challenge for Credit process, grouped study courses, and wait-listed or pre-registered courses that overlap current registrations.

A course overload (registration in more than six courses) is only allowed when a student is at the maximum course load and has finished all of their coursework and requested exams (if applicable) for one or more course(s). Students must request permission for a course overload by emailing Enrolment Services at enrol@athabascau.ca.

Pre-registration

You may pre-register in an individualized study course up to 3 months before the course start date. Pre-registration guarantees you that tutorial support will be

available for a specific start date. When you pre-register, you will be paying the fee that is effective the date your course begins. Should you alter your pre-registration, you will be charged a fee.

You will receive your course materials shortly after your pre-registration. Tutorial support will not begin until your official course start date. Your tutor introductory letter will arrive approximately one week before your course start date.

Registration process

Once you are admitted to AU and you have received your student ID number, you may register in courses. As part of selecting a course, review the course syllabus to ensure that you have the required prerequisites and that it is currently available. The course syllabus will also tell you the delivery mode, the evaluation criteria, and the course materials provided.

Log in to myAU to complete and submit the Undergraduate Course Registration along with the appropriate payment

along with the appropriate payment.

Confirmation of course registration by e-Letter will be available within 48 hours of the course registration in your myAU portal (use your student ID number to log in).

The request for a course materials package will be sent as soon as your course registration is processed. A tutor will also be assigned after you register in a course; however, the tutor's support will not be in effect until the course contract start date.

- > [myAU](#) 
- > [Course syllabi](#) 
- > [Course fees](#) 
- > [Undergraduate Course Registration](#) 

Registration deadlines

AU's individualized study courses begin the first day of the month and are offered year-round. You must request and pay for courses by the 10th day of the month prior to the requested course start date. For example, if you wish to start your course on November 1, you must register for the course by

requesting and paying for it by no later than October 10.

For students without access to the online registration system, the Office of the Registrar will process paper course registration requests and payments that are received by the 10th day of the month before your requested start dates.

Remember to consider postal, courier, and processing times when a particular start date is desired. Students living overseas are generally assigned course start dates 1 month later than students living in North America.

Course contract period / dates

Each individualized study course has a specific course contract start date and end date, and all course requirements must be completed within contract. Lab exceptions, if any, will be noted in the course syllabus. You will have 6 months to complete a zero-, one-, three-,

or four-credit course, and 12 months to complete a six-credit course. Your course contract end date is the last day of your individualized study course. Course contract end dates fall on the last day of a month. **Course extensions** are available, if required.

Full-time funded students have 4 months to complete a 0-, 1-, 3-, or 4-credit course, and 8 months to complete a 6-credit course.

Course extensions may be available, but not recommended. Speak to your financial advisor for more information.

Financial Assistance

You are considered actively registered in your course until you have completed the course requirements, the course contract date expires, or you withdraw. Your course materials package will be sent or accessible as soon as your registration or pre-registration request is processed, however, tutor support, submission of coursework, and the writing of

examinations cannot begin until the official course contract start date.

Early access to courses varies based on individual course design. Prior to the course contract start date, student access may not be provided to some assignments and will not be provided to quizzes or exams. (Note: In some courses, early access is not provided at all.) Students cannot submit assignments and quizzes, nor write exams until their course contract period commences. Tutorial and faculty access will not be provided until the course contract period begins.

Studying courses while residing outside Canada

All students studying outside of Canada must comply with the regulations governing the normal course contract period.

Course start date for students living overseas (those living outside Canada and the continental United States)

depend on the arrival of the course package. To reduce postal delays, AU will courier you course package, but you must provide a street address (not a Post Office box address) and telephone number.

Most courses are completely online, including access to textbooks, so start dates are not affected by delivery times. Check your syllabus for details.

Your tutor

After you register in an individualized study course, you will receive an e-Letter containing contact information for your specific support method, depending on the course.

- Courses in the Faculty of Business will have access to the Student Support Centre and academic experts.
- Courses in the Faculty of Science and Technology will have access to the Student Success Centre and academic experts.

and academic experts.

- Courses in other faculties will receive a tutor's name, address, email address, phone number, and tutor hours.

Your course's particular form of contact will be posted in your student myAU portal approximately 10 days before your course contract start date. The default method of student information delivery is e-Letter. If you have not received your support letter one week before your course start date, or have questions, contact **Learning Services Tutorial** [↗](#) as soon as possible.

Your support will assist you throughout your course either by phone or email. Tutors/academic experts offer subject-matter assistance, engage in scholarly discussion, mark assignments, provide feedback, and help prepare you for your examinations. Never feel reluctant to contact your tutor/academic expert. They are your main link with AU.

You may contact your tutor

You may contact your tutor on the course start date, but not before. You may phone your tutor toll-free from anywhere in Canada or the US during established tutor hours, or you can leave a voicemail or email message at any time.

In case of vacation time, your tutor may not be available for up to 10 days. In case of absences of longer than 10 days, other arrangements will be made for you and you will be notified.

Course materials

Course fees include all course materials needed for the course. You may be required to purchase additional items such as stationery, binders, calculators, etc. Most courses have required computer components (refer to Computer Requirements in the **Glossary**).

The payment of course registration fees entitles you to receive most of your individualized study course materials. Course materials include, but are not limited to, textbooks, student manuals,

study guides, tutorial assistance where provided, access to online materials and other instructional materials required to complete the course for the period of active registration. **Additional lab fees** may be required for some Faculty of Science and Technology courses. You may be required to pay for additional small items such as binders, calculators, home lab materials, etc.

Some AU courses introduce students to a more specialized course in the same field. These courses often reference the same textbook. Please retain the textbook from the previous course as a duplicate textbook will not be distributed.

Your course package will include various course materials that are identified in the online course syllabus. In some courses, the course materials are available entirely online. In others, the resources may be a combination of offline materials such as a hard copy textbook(s), CDs, and/or DVDs, and the balance of course materials is accessed online. And in others, the entire course materials package is print-based and is mailed or couriered.

Your course materials will arrive before your official start date. If for some reason the materials don't arrive on time, contact Learning Resource Services at AU as soon as possible (1-780-675-6366).

Shipping of print course materials

In many courses, the course materials are available either online or in print, or a combination of both formats. If a course has print course materials, they will be sent shortly after your course registration has been processed.

Shipping within North America

Students living in Canada will receive their print course materials through Canada Post. Students who live in the U.S. or Mexico will receive their print course materials by courier. Please allow two weeks or longer to receive the material.

Shipping overseas

Various methods are used to ship print course materials overseas. AU's Learning Resource Services department determines the most efficient and appropriate method. If you live overseas, please allow up

live overseas, please allow up to one month to receive your course materials. See **Overseas Students' Course Start Dates** above.

Materials Management

- 1-800-788-9041 ext. 6366
 - cmat@athabascau.ca
-

Course extensions

If you are unable to complete your individualized study course during the course contract period, you may apply for and purchase up to three, two-month extensions at Athabasca University. While extensions are available for all undergraduate individualized study students, it could be detrimental for full-time funded students receiving government financial aid to request a course extension. See Extensions for full-time funded students below.

Course extensions apply to individualized study courses only. See further information on grouped study courses, pilot courses, practicum courses, and courses taken via

practical courses, and courses taken via challenge for credit below.

The extension begins on the first day of the month following your course contract end date. How you apply depends on what kind of student you are (full-time funded, or part-time funded and non-funded). See below for further information.

Course extensions do not extend full- or part-time status past the original course contract period for any student. (Full-time funded students receiving financial aid, see below.)

If you fail to complete your course and you do not apply for an extension by the required deadline, you will receive a grade of F (Failure) for the course. If you wish to obtain credit for the course, you may re-register and pay a fee. Both the original registration and the re-registration will appear on your transcript.

Extensions for non-funded students and part-time funded students

Course extensions for non-funded and part-time funded students can be requested up to the last day of the course contract period. Course extensions for non-funded students and part-time funded students must be requested and purchased online (via your myAU portal using your student ID number to login).

Course Extension Fees are non-

refundable.

Course extensions do not extend full- or part-time status past the original course contract period for any student. For example, if a full-time non-funded student took 4 courses or more starting in the same month and applied for extensions for any or all courses, the full-time status would still only be for the original 6-month course contract period.

> [myAU](#) 

> [Extension fee](#)

Extensions for full-time funded students

Course extensions for full-time funded students receiving government financial aid can be requested up to 30 days before the course contract end date.

Full-time funded students are restricted by shorter time limits than part-time funded students or non-funded students. If you are a full-time funded student and want to request an extension, you must contact the Student Awards and Financial Aid Unit of the Office of the Registrar. Extensions to full-time funded students' courses will affect the full-time eligibility for funding for current and future funding terms. If you are granted an extension, your full-time status will not be extended and your current or future funding eligibility will not be

guaranteed. For example, if a full-time funded student took 4 courses or more starting in the same month and applied for extensions for any or all courses, their full-time status would still only be for the original 4-month course contract period. It is important to note: this will negatively affect your funding.

Full-time funded students cannot request an extension online and must complete a paper form and pay by e-transfer or by credit card. Send completed forms to sfa@athabascau.ca. **Course Extension Fees** are non-refundable.

- › [Extension Request Form](#) 
- › [Extension fee](#)

Students in grouped study, pilot courses, or challenge for credit process

Students who are registered in grouped study courses or the Challenge for Credit process are not eligible to extend their original course contract period.

Students registered in a pilot course must refer to the course syllabus to determine whether course extensions

whether course extensions are available for that course.

Students in practicum courses

Nursing Practicums: Course extensions are not allowed.

Psychology Practicums: Course extensions are allowed in Psychology practicums, but must be negotiated with the Course Coordinator and the practicum site.

Heritage Resources

Management Practicums: Course extensions are allowed and follow the same process as any other six-credit course extension.

Course withdrawal

You may withdraw from an individualized study course at any time within the course contract period, except in the following cases:

- after your course contract end date.

- once the final examination has been written (or if all course work has been submitted for marking, for courses that do not have a final exam requirement), or
- during disciplinary proceedings.

If at the conclusion of the proceedings, it has been decided not to proceed with a charge of Student Academic Misconduct or Non-Academic Misconduct and the student wishes to withdraw from a course or program, the withdrawal may be backdated to the date the proceedings were initiated, at the request of the student. In instances of disciplinary proceedings, withdrawal requests will only be accepted and processed as allowed under the Student Academic Misconduct Policy and the Non-Academic Misconduct Policy.


Refunds and returns

Students are responsible for the cost of returning any course materials to Athabasca University. See **Refunds** for further information.

Course withdrawal for general students

Withdrawal timeframes have an impact on your academic record. If you withdraw:

- 1. prior to and up to 30 days after the course contract start date:** The course will not appear on your transcript and you are eligible for a refund of course fees paid, less the Course Withdrawal Processing Fee and the Course Materials Fee (unless the materials are returned as per the Course Materials Returns and Refund Policy).
- 2. after 30 days and on or before the course contract end date:** Your transcript will indicate a “W” (Withdrawal) and credit will not be awarded for the course. No refunds will be given.
- 3. after the course contract end date:** You cannot withdraw after the course contract end date. If no course work has been completed, a grade of “F” (Failure) will be assigned and recorded on the transcript. No refunds will be given.

Withdrawal requests should be submitted online via the [myAU](#)  portal, except for withdrawals from nursing practicum courses and health administration practicum courses.

Course withdrawal for Nursing students

Students in a nursing practicum course are allowed to withdraw during the theory component of their professional practice course provided they have not started their clinical placement. Normally, no refunds will be given after students have registered in a nursing practicum course. Withdrawal requests during the clinical placement are not allowed unless approved by the Faculty of Health Disciplines, Program Director, Undergraduate Programs. If students in a nursing practicum course withdraw:

- 1. prior to the first
scheduled clinical day:**

Your transcript will indicate "W" (Withdrawal) and

credit will not be awarded for the course. No refunds will be given.

- 2. on or after the first clinical day:** You must first discuss your withdrawal request with the Program Director, Undergraduate Programs. If the withdrawal request is accepted, typically a grade of "U" (Fail in a pass/fail grade mode) will be assigned and noted on the transcript and no credit will be awarded for the course. No refunds will be given.

Nursing Practicum students must submit the Course Withdrawal Request Form to the Faculty of Health Disciplines Program Director, Undergraduate Programs, and discuss the reasons for requesting the withdrawal. The Program Director will notify the student in writing of the registration status and grade to be assigned.

Course withdrawal for Health Administration students

Students in University Diploma in Health Administration or Bachelor of Health Administration practicum courses are allowed to withdraw during the placement proposal component of their course provided they have not started their field placement. Normally, no refunds will be given after students have registered in a health administration practicum course. Withdrawal requests during the field placement are not allowed unless approved by the Program Director, Health Administration. If students in a health administration practicum course withdraw:

- 1. prior to the first scheduled field placement day:** Your transcript will indicate "W" (Withdrawal) and no credit will be awarded for the course. No refunds will be given.
- 2. on or after the first field placement day:** You must first discuss your withdrawal request with the Program Director,

Health Administration. If the withdrawal is accepted, typically a grade of "F" (Failure) will be assigned and noted on the transcript and no credit will be awarded for the course. No refunds will be given.

Health Administration
Practicum students must submit the Course Withdrawal Request Form to the Program Director, Health Administration, and discuss the reason for requesting the withdrawal. The Program Director will notify the student in writing of the registration status and grade to be assigned.

Re-registration

At Athabasca University, students are permitted one registration and one re-registration in each course. You may re-register in an undergraduate course provided you are eligible to register in the current revision of the course. You cannot re-register in a course that has been temporarily or permanently closed.

temporarily or permanently closed.

In order to carry forward any completed coursework and examination results in a course, you must first obtain written approval from the course professor/course coordinator prior to the course contract start date. Approval to carry forward completed course work and examination results is at the discretion of the Course Coordinator. Coursework and examination results can only be carried forward if they have been completed in the same revision of the course.

Re-registration procedures

1. The re-registration must be in the current revision of the course. Contact AU and determine whether the current revision of the course has changed since your original registration. If the current revision has changed from your original registration, you will be required to pay the course materials fee. If the revision hasn't changed, you will not be charged the course materials fee.
2. Complete the

undergraduate **course**
registration process. [↗](#)

Appeals

All appeals related to undergraduate individualized study courses must be made using the **Office of the Registrar Online Appeals Form** [↗](#). The Appeals Officer, designated by the Registrar, has the final decision-making authority on all appeals.

All decisions will be communicated in writing to the Appellant.

Information effective Sept. 1, 2022 to Aug. 31, 2023.



Updated July 17, 2023 by Office of the Registrar
(calendar@athabascau.ca)

Grouped study courses

Grouped study courses are those courses taken by students together in either a classroom (usually at a collaborating institution) or in an online environment with common deadlines for completion of course activities. Students progress through the course at the same pace. Because grouped study courses follow a set time frame, extensions are not allowed.

Not all courses identified as grouped study in the syllabi are available every year. It is important that you check to confirm the course is available at a specific location.

To determine whether there is a grouped study course available to you, or for more information about partnership courses, degrees, and transfer credit, please refer to the following websites:

- › [Academic Partnership Delivery](#) 
- › [Available grouped study courses](#) 

Registration process

Once you are admitted to AU and you have

received your student ID number, you may register in courses. When you have selected a grouped study course, ensure that it is available in grouped study, by viewing the available delivery modes in the online course syllabus, or by visiting the **Classroom-based Study (Grouped Study)** [🔗](#) page. Also ensure you have the required prerequisites.

You will register in person at the partner institution that offers the AU course or use the grouped study course registration form specific to the institution at which the course is being offered.

Registration deadlines

Year-round registration is not available for grouped study courses. Because of scheduling restrictions, the courses are generally offered at selected sites and times. Course availability is dependent upon the number of registrations. Courses offered at another institution may have different fees and regulations. Please consult the collaborating institution that offers the course.

Course contract period / dates

Each grouped study course has a specific course contract start date and end date. The contract period is usually 2, 4, or 6 months in length and is determined before the beginning of the course. The exam date is shared with students within the first week of classes. Course extensions are not available for grouped study courses.

Course materials

The payment of course registration fees entitles you to receive most of your grouped study course materials. Course materials include, but are not limited to, textbooks, student manuals, study guides, instructor assistance where provided, access to online materials and other instructional materials required to complete the course for the period of active registration. Additional lab fees may be required for some Faculty of Science courses. You may be required to pay for

courses. You may be required to pay for additional small items such as binders, calculators, home lab materials and so on.

Some AU courses introduce students to a more specialized course in the same field. These courses often reference the same textbook. Please retain the textbook from the previous course as a duplicate textbook will not be distributed.

Your course package will include various course materials that are identified in the online course syllabus. In some courses, the course materials are available entirely online. In others, the resources may be a combination of offline materials such as hard copy textbook(s), CDs, and/or DVDs, and the balance of the course is accessed online. And in others, the entire course materials package is print-based and is provided to grouped study students on the first day of class.

Course withdrawal

You may withdraw from a grouped study course before your course contract period expires, except in the following cases:

- after your contract end date,
- once the final exam has been written (or if all course work has been submitted for marking, for courses that do not have a final exam requirement).

or

- during disciplinary proceedings.

If that the conclusion of the proceedings it has been decided not to proceed with a charge of Academic Misconduct or Non-Academic Misconduct, and the student wishes to withdraw from a course or program, the withdrawal may be backdated to the date the proceedings were initiated, at the request of the student. In instances of disciplinary proceedings, withdrawal requests will only be accepted and processed as allowed under the Student Academic Misconduct Policy and the Non-Academic Misconduct Policy.

Course withdrawal for general students

Withdrawal time frames have an impact on your academic record. If you withdraw:

- 1. prior to and up to 15 days after the course contract start date:** The course will not appear on the transcript. You will receive a refund of course fees paid, less the Course Withdrawal Processing Fee

Withdrawal Processing Fee and the Course Materials Fee (unless the materials are returned as per the [Course Materials Returns and Refund Policy](#)).

- 2. after 15 days and on or before the course contract end date:** Your transcript will indicate a “W” (Withdrawal) and credit will not be awarded for the course. No refunds will be given.
- 3. after the course contract end date:** You cannot withdraw after the course contract end date. If no course work has been completed, a grade of “F” (Failure) will be assigned and recorded on the transcript. No refunds will be given.

All requests to withdraw from a grouped study course must be made by completing and submitting Grouped Study Course Withdrawal Request Form in writing to the Office of the Registrar.

The date you withdraw from your course will be the postmark on the envelope, the date the **emailed** submission is received, or the

University date stamp if faxed (780.675.6174).

› **Course Withdrawal Request Form: Grouped Study** 

Course withdrawal for nursing students

Students in a Nursing Practicum course are allowed to withdraw during the theory component of their professional practice course provided they have not started their clinical placement. Normally no refunds will be given to students for Nursing Practicum courses.

Withdrawal requests during the clinical placement are not allowed unless approved by the Faculty of Health Disciplines Program Director, Undergraduate Programs.

1. prior to the first scheduled clinical day:

Your transcript will indicate "W" (Withdrawal) and no credit will be awarded for the course. No refunds will

the course. No refunds will be given.

- 2. on or after the first clinical day:** You must first discuss your withdrawal request with the Program Director, Undergraduate Programs. If the withdrawal request is accepted, typically a grade of "U" (Fail in a pass/fail grade mode) will be assigned and noted on the transcript and no credit will be awarded for the course. No refunds will be given.

Students must submit the Grouped Study Course Withdrawal Request Form to the Faculty of Health Disciplines Program Director, Undergraduate Programs, and discuss the reasons for requesting the withdrawal.

The Program Director will notify the student in writing of the centre's decision regarding the registration status and grade to be assigned.

Re-registration

At Athabasca University, students are permitted one registration and one re-registration in each course. You may re-register in an undergraduate course provided you are eligible to register in the current revision of the course and that you have not previously re-registered in the course. You cannot re-register in a course that has been temporarily or permanently closed.

Students in grouped study courses cannot carry forward coursework when they are re-registering.

Re-registration procedures

1. You must re-register in the current revision of the course. Contact AU and determine whether the current revision of the course has changed since your original registration. If the current revision has changed from your original registration, you will be required to pay the course materials fee.

2. Complete the

-
- ↳ Complete the undergraduate course registration process using one of the following methods:
 - a. **online** [↗](#) (also available via print **PDF** [📄](#))
 - b. complete and submit the Undergraduate Course Registration Form. Fax: 1.780.675.6174 or **mail** [↗](#) .
-

Appeals

All appeals to undergraduate course withdrawals and refunds must be made using the **Office of the Registrar Online Appeals Form** [↗](#) . The Appeals Officer, designated by the Registrar, has the final decision-making authority on all appeals to this policy.

If the Appeals Officer has received an appeal in error, it will be redirected accordingly. All decisions will be

communicated in writing to
the appellant.

**Information effective Sept. 1, 2022 to Aug.
31, 2023.**

Updated November 15, 2022 by Office of the Registrar
(calendar@athabascau.ca)

Challenge for credit

The challenge for credit process allows you to demonstrate that you are proficient in the subject matter of a specific AU course without having to complete the entire course. Using a predetermined process, this option allows you to challenge courses based on your knowledge of the course content. Not all courses are available for challenge—the **course syllabus** [↗](#) states whether a course is available for challenge or not and will list the evaluation criteria for the challenge.

Courses are available for challenge unless they are granted non-challenge status. Non challenge status is granted by the Provost and Vice President, Academic (or designate) upon recommendation from the appropriate faculty member and confirmation from the appropriate Dean. The course syllabus indicates whether or not a course is available for challenge.

Courses unavailable for challenge

Students may not request to

challenge AU courses:

- for which they have already received transfer credit as a direct AU course designation;
- for which they have received a “Do Not Register” designation;
- for which an exemption has been granted;
- which they have already successfully completed at AU;
- for which they have received credit through Undergraduate Prior Learning Assessment and Recognition (PLAR);
- for which they have received a failing grade; or
- which are at the preparatory (100) level.

Courses that are closed to registration are also considered closed for challenge for credit.

Not all post-secondary institutions recognize the challenge for credit process. If you are a visiting student, find out first whether your home institution will accept credit obtained by challenge prior to registration.

Commencing on January 1, 2012 and later (term 201201), any courses taken via the challenge for credit process will not meet AU residency requirements.

Some important facts regarding challenging a course:

- Any AU student shall be entitled to initiate a challenge for credit request for a challengeable course regardless of their program of study and regardless of whether the course being challenged is applicable to their program of study.
- There are no provisions to withdraw (cancel) from or extend the challenge for credit process.

• The Course Coordinator

- The course coordinator determines the components of evaluation for the challenge for credit process, noted on the challenge evaluation section of the course syllabus.
- If the challenge involves an examination, you may write only once. (See **Challenge for Credit Examinations** [↗](#) for more information.) There are no provisions to write a supplemental or multiple examinations.
- You must complete the challenge for credit process within three months. Challenge for credit course contracts start on the first day of the month and extend for three months.
- In some challenge for credit processes, you must complete the assignments within six weeks of receiving the material.
- Prerequisites must be satisfied unless the Course Coordinator

waives them. Waiving of a prerequisite does not award credit for the prerequisite. After completing a challenge for credit process successfully, you may not challenge a prerequisite to that challenge.

- Tutor support is not available during a challenge.
- Course materials for Challenge for Credit can be purchased from Materials Management or can be purchased separately. (see following section for more information.)
- You have one opportunity to challenge a course. If you do not complete, or you fail your challenge for credit process, you are not permitted to challenge the material a second time. You must register in the course and complete it successfully in order to receive credit.
- If you do not complete, or you fail the challenge for credit process, you will be assigned a system grade

assigned a system grade of F three months after the challenge end date.

- Funding for courses taken via the challenge for credit process is not available through student financial aid.


Challenge assessment may include any one or combination of the following:


- Completion of assignments, projects, reports, etc.;
- A written examination;
- An oral or practical assignment; and/or,
- Any other means considered appropriate by the faculty member and approved by the relevant Chair.

Assessment instructions designed for challenge for credit processes may be, where appropriate:

-
- Constructed solely for the purposes of challenge for credit;
 - Appropriately course-wide in content; and,
 - Not normally dependent on a specific set of textbooks, with the exception of primary sources or other classically regarded sources that are deemed irreplaceable by the faculty member.
-

Challenge for credit registration

Determine your subject-matter knowledge, if the course is available for challenge, and the method of challenge evaluation by reviewing the online [syllabus](#)  . If you are interested in purchasing Course Materials, if they are provided, see Course Materials below.

You must receive permission to challenge the course. Check with the appropriate faculty member or designate to ensure you have completed the prerequisites, discuss your level of skill and knowledge required for the course, and secure their approval in writing, by email or letter. Faculty contact information may be found [online](#) .

Registration procedures

If you haven't done so already, complete and submit the Undergraduate General Application Form accompanied by the appropriate fee.

Complete and submit the Undergraduate Challenge for Credit Registration Form accompanied by the appropriate fee. You must register for the challenge and receive permission to challenge before the tenth day of the month in order to start your challenge on the first day of the following month. The Office of the Registrar will process a completed Undergraduate Challenge for Credit

Registration Form received by

Registration Form received by 4:30 p.m. MT on the tenth day of the month. Remember to consider postal, courier, and processing times when a particular start date is desired.

For challenges that require the completion of an exam, students must request the exam within the **guidelines** [↗](#) for making individualized study course examination requests. No supplemental exams are permitted.

- **Undergraduate Courses** [↗](#)
- **examunit@athabascau.ca**
- **Undergraduate General Application Form** [↗](#)
- **Undergraduate Challenge for Credit Course Registration Form** [📄](#)
- **Information about Invigilators**
- **Courier Recovery Fees**

Course materials

Students registering for challenge for credit will have access to hard copy course materials, limited to textbooks and readings, available for purchase at full cost. Challenge students will receive no tutor or faculty member support. Any fees assessed for course materials are not refundable.

Note: Students will not be provided access to the online individualized course site, the student manual, eTextbooks, or course study guide for a course taken via the challenge for credit process. If an eTextbook is offered for the course and the student wants it, the eText must be purchased from the publisher or a third-party vendor.


- [Undergraduate Challenge for Credit Registration Form](#) 

Procedures for obtaining course materials

Students may purchase the associated print course materials, limited to bound textbooks and print readings as follows:

- by contacting AU's Learning Resource

Services via email at cmat@athabascau.ca. All materials will be charged at full cost (defined as AU's full purchase cost, plus shipping, plus a 20 per cent handling fee) or;

- by accessing the list of materials from the [course syllabus](#)  and sourcing the materials via a book store, online book retailer, or other means.

Challenge for Credit exams

When the challenge for credit process involves an invigilated examination refer to the individualized study course **exam request** process, except in the case of Supplemental Exams. Supplemental Examinations are not allowed in the challenge for credit process.

- › [Examination Invigilation Network](#) 
- › [Unwritten/Multiple Examinations](#)

Challenge for credit

challenge for credit grades and appeals

Courses taken via the challenge for credit process are recorded as CH (courses taken via challenge) on your transcript. The evaluation schemes for courses taken via the challenge for credit process can be viewed in the course syllabus.

You have one opportunity to challenge a course and all requirements stipulated for a challenge for credit attempt must be completed to obtain credit. If you do not successfully complete, or you fail the course taken via the challenge for credit process, you are not permitted to challenge the course a second time. If you do not successfully complete the requirements of the course taken via the challenge for credit process you will be assigned a grade of "F" (failure). You must instead register in the full course and complete it successfully in order to receive credit.

The course grade acquired through completion of the challenge for credit process will be included in the student's GPA calculation for the purposes of satisfying continuation or graduation requirements, scholarships and awards (with the exception of AU course awards), except for challenge courses graded using pass/fail grades.

Challenge for credit courses shall be graded in a manner deemed appropriate at the time of the course creation by the


at the time of the course creation by the faculty member responsible for the course, with either a pass/fail or letter grade. The minimum passing grade is a “D” unless the course, as outline in the course syllabus, requires a course grade higher than “D” for successful completion of the course.

All challenge for credit grade appeals are subject to an appeals process described in Athabasca University’s **Student Code of Conduct and Right to Appeal Regulations**.

- › [Undergraduate courses](#) 
- › [Grading policy](#) 

Appeals

The decision of the faculty member, or designate, to grant or withhold permission to challenge a course for credit is final.

All appeals to challenge for credit must be made to the Appeals Officer by using the **Office of the Registrar Online Appeals Form** . If the Student Appeals Officer has received an appeal in error, it will be redirected accordingly. All decisions will be communicated in writing to


the Appellant.


The Appeals Officer has final decision making authority on all appeals.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated November 15, 2022 by Office of the Registrar
(calendar@athabascau.ca)

Evaluations and transfer credit

In general, Athabasca University will review your previous post-secondary education toward your credential. A one-time **Evaluation Fee** will be charged for this service. Please note this fee is non-refundable once an evaluation has been completed. For detailed information regarding the awarding of transfer credit please refer to the **Undergraduate Transfer Credit Policy** .

AU has articulated courses and programs from more than 240 institutions and organizations. These decisions can be searched on our **online database** .

Non-Canadian students who will be presenting international credentials for possible transfer credit to an AU program must refer to **Foreign Transcript Evaluation**.

Staledating: transfer credit time limits

Usually, courses will be considered for transfer credit regardless of when they were completed. There are some exceptions.

Different programs have different transfer credit time limits on courses. See your program regulations for details on your program's specific staledating timelines.

To discuss staledating rules for your program, please speak to a student advisor.

Transfer credit procedures

New program students

If you are a new student and wish to apply to an AU program, you must enrol in a specific program by completing the online Undergraduate General Application Form, and submit the one time, non-refundable application fee. (Students with transcripts from

countries other than Canada or the US, choose Foreign Transcript Evaluations tab below for more information)

 [Undergraduate General Application Form](#)

 [Fees](#)

Transcripts

Arrange to have official transcripts of your previous education—directly from each institution that you formerly attended—sent directly to AU, Enrolment Services, Office of the Registrar. Official transcripts will be accepted directly from the institution by email or mail. AU will evaluate all post-secondary course work completed within Canada and the United States. In some cases, additional supporting documentation may also be required in order to begin the evaluation.

Documents received in support of an application for admission become the property of AU. Copies of your foreign documents submitted may be sent to you upon request (please notify

request (please notify
Enrolment Services).

Effective November 5, 2018,
students requesting a transfer
credit evaluation are
responsible for
providing recently
issued official transcript(s) to
the Enrolment Services
Unit. These documents will be
retained for 3 years.

International Assessment
Services (e.g. IQAS, WES, etc.)
documents are requested as
required and will be retained
indefinitely.

Questions regarding sending
AU transcripts can be
forwarded to:

enrol@athabascau.ca.

Mailing address:

Athabasca University
Enrolment Services
Office of the Registrar
1 University Drive
Athabasca, AB T9S 3A3

Course outlines/syllabi

This information will be of use
to students who want to have
unassigned credit changed to
direct equivalency credit, as

well as to students who wish to have courses evaluated which have not been granted transfer credit.

For either of the above type cases, the student must present detailed course outlines (syllabi)* to Transfer Credit Services, Office of the Registrar. Calendar descriptions will not suffice.

The information in the detailed course outlines should include:

- Institution name
- Course name, number, and year completed
- A statement of the course objectives
- A detailed outline for the course
- The number of weeks of duration
- Hours per week of lecture (laboratory/tutorial/seminar/student work)
- The method of evaluation and grading
- The textbooks used
- Content of assignments

and assignment
weighing

- Credential of instructor(s)
- Course title of prerequisite or corequisite courses (if any)
- Credit value

Some departments or faculties may require students to provide copies of examinations and/or assignments. When this information is received, it will be reviewed by the appropriate department. You will be notified of the results in writing.

* Course outlines for courses other than language courses must be presented in English. If the course was taken in a language other than English, the original outline must be presented with the translated version.

Questions regarding detailed course outlines can be directed to:

eval@athabascau.ca.

Unclassified/visiting students

If you are an unclassified/visiting or inactive student and you would like to enrol in an AU program, log into your myAU account and complete and submit the online Change of Program form. You will be required to submit the evaluation fee if you have not done so previously, but as a previously admitted student you are not required to resubmit the general application fee again.



[Undergraduate General Application Form](#)

Transcripts

Arrange to have official transcripts of your previous education—directly from each institution that you formerly attended—sent directly to AU, Enrolment Services, Office of the Registrar. Official transcripts will be accepted directly from the institution by email or mail. AU will evaluate all post-secondary course work completed

within Canada and the United States. In some cases, additional supporting documentation may also be required in order to begin the evaluation.

Documents received in support of an application for admission become the property of AU. Copies of your foreign documents submitted may be sent to you upon request (please notify Enrolment Services).

Effective November 5, 2018, students requesting a transfer credit evaluation are responsible for providing recently issued official transcript(s) to the Enrolment Services Unit. These documents will be retained for 3 years.

International Assessment Services (e.g. IQAS, WES, etc.) documents are requested as required and will be retained indefinitely.

Questions regarding sending AU transcripts can be forwarded to:
enrol@athabascau.ca.

Mailing address:

Athabasca University
Enrolment Services
Office of the Registrar
1 University Drive
Athabasca, AB T9S 3A3

Course outlines/syllabi

This information will be of use to students who want to have unassigned credit changed to direct equivalency credit, as well as to students who wish to have courses evaluated which have not been granted transfer credit.

For either of the above type cases, the student must present detailed course outlines (syllabi)* to Transfer Credit Services, Office of the Registrar. Calendar descriptions will not suffice.

The information in the detailed course outlines should include:

- Institution name
- Course name, number, and year completed
- A statement of the course objectives

- A detailed outline for the course
- The number of weeks of duration
- Hours per week of lecture (laboratory/tutorial/seminar/student work)
- The method of evaluation and grading
- The textbooks used
- Content of assignments and assignment weighing
- Credential of instructor(s)
- Course title of prerequisite or corequisite courses (if any)
- Credit value


Some departments or faculties may require students to provide copies of examinations and/or assignments. When this information is received, it will be reviewed by the appropriate department. You will be notified of the results in writing.

* Course outlines for courses other than language courses

must be presented in English. If the course was taken in a language other than English, the original outline must be presented with the translated version.

Questions regarding detailed course outlines can be directed to:
eval@athabascau.ca.

Foreign transcript evaluations

Students presenting non-Canadian/non-United States credentials for possible transfer credit to an AU program must obtain an evaluation of post-secondary course work from an international assessment agency, for example, the International Qualifications Assessment Service ([IQAS](#) ). The credential assessment agency will assess each student's international educational documents and compare them to educational credentials in Canada.

All assessments, regardless of the agency used, must be

the agency used, must be completed using original documents or certified copies—official documents issued directly from the sending institution are preferred. AU only accepts detailed course-by-course assessments. Students must also submit copies of all foreign transcripts used in the assessment to AU. Please note AU reserves the right to request that official documents be sent directly from the institution to AU.

If you elect not to use an assessment agency, you may not obtain any transfer credit for your course work towards an AU program.

There are a number of other foreign credential evaluating services whose assessments may be accepted. In Canada, refer to the **Alliance of Credential Evaluation Services of Canada** [↗](#).

AU can also accept assessments from the U.S. from members of the **National Association of Credential Evaluation Services** [↗](#) (NACES) or the **American Association of**

While you wait


Evaluations take time. When Transfer Credit Services receives all the transcripts, supporting documents, and required fees, your evaluation request enters a queue. It can take from 4 to 8 weeks to complete your evaluation. If additional information is required, or AU is experiencing high volumes of requests, it may take longer. In addition to official transcripts, supporting documentation, such as course and program descriptions, may be required from the sending institution. Failure to provide this information when it is requested will impede the evaluation process. When the evaluation is complete, you will be notified by email that your transfer credit has been awarded and more information on how it applies to your program of study.

Current timeline for evaluation completion

Current processing time: **4 weeks**

Course registration while waiting for evaluation completion

While you wait for your evaluation of previous education to be completed, you may register in courses, but it is not recommended. If your course duplicates course work already completed, you can only receive credit for one of the courses. AU cannot confirm any course will meet your credential regulations until your evaluation is complete.

Course selection assistance may be obtained from an AU [Advising Services](#)  .

Notification of evaluation

Once your evaluation is complete, Transfer Credit Services will notify you by email that your assessment is completed and tell you where you can access the results. Examine the transfer credit awarded closely and see how

awarded closely and see how it has been applied to your program of study.

If you have questions resulting from the evaluation or as to why a course did not receive transfer credit, contact **Transfer Credit Services** immediately.

If you require assistance with program planning and choosing courses, please contact a **student advisor** [↗](#) .

Transferring AU courses to another institution

Generally, AU courses are transferable to other Canadian degree-granting institutions.

Provincial transfer guides

Students wishing to transfer

courses or programs to another institution should refer to the Alberta Transfer Guide, which lists all courses and program transfer agreements between post-secondary institutions in Alberta, the Northwest Territories, and Nunavut. Students wishing to transfer credit for courses or programs to British Columbia post-secondary institutions should refer to the British Columbia Transfer Guide. These guides and other transfer information are available online or by contacting:

Alberta Council on Admission and Transfer

11th Floor, Commerce Place
10155 - 102 Street
Edmonton, AB
T5J 4L5
Phone: 780.422.9021 or
310.0000 toll-free
Email: acat@gov.ab.ca

 **Alberta Transfer Guide**

British Columbia Council on Admission and Transfer

709 – 555 Seymour Street
Vancouver, BC
V6B 3H6
Phone: 604.412.7700

Fax: 604.683.0576

Email:

bctransferguide@bccat.ca



**British Columbia Transfer
Guide**

AU is unable to advise you on which of its courses would transfer into a program at another institution. The decision to accept courses for transferability lies exclusively with the home institution.

If you are in a program at another post-secondary institution and wish to take an AU course, you are advised to obtain a Letter of Permission from your home institution before taking the AU course. If you do not obtain permission you might not receive credit for the course at your home institution.

Junior-level course requirements superseded by a senior-level course

When a junior-level course is a prerequisite to a senior-level course in the same subject

and both courses are required in a student's program of study, the student may be exempt from completing the junior-level course upon the successful completion of the more advanced, senior-level course. In the case of an exception, the student must complete a replacement course at the same or higher level of an equal credit weight in the same area or discipline, in lieu of the prerequisite course.

Exemptions must receive approval by the Program Director, and may be granted at the time of the transfer credit evaluation or upon written request. Please contact a program advisor to discuss this exemption.

Appeals

Students can appeal a transfer credit decision by following details in the **Student Code of Conduct and Right to Appeal Regulations**.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated November 29, 2022 by Office of the Registrar
(calendar@athabascau.ca)

Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) allows you to demonstrate the university-level knowledge that you have gained informally through work or life experiences. By preparing a detailed portfolio or e-portfolio for assessment, you may receive up to a maximum amount of credit within your AU program.

You will be asked to submit your PLAR application and PLAR **fee** [↗](#) after you have been assigned to a mentor.

Contact the Centre for Learning Accreditation for information or visit the Prior Learning Assessment and Recognition [website](#) [↗](#).

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated October 28, 2021 by Office of the Registrar

Letter of Permission

A Letter of Permission (LOP) is a document that states that a post secondary institution will allow the course be transferred in. It is issued by the post-secondary institution the student is enrolled in a program at. The Letter of Permission is a means of tracking the courses you take at other institutions. The letter also indicates to the external institution that you are a visiting student and provides you information regarding the transfer credit that will be awarded for external courses. While most students who submit a LOP would like the requested course(s) fit as a substitution into their program regulations, receiving the letter does not guarantee the course will fit.

There are two types of Letter of Permission: **Outgoing** and **Incoming**.

Outgoing Letter of Permission

Athabasca University program students request an LOP from Athabasca University asking permission to use an external course as transfer credit by filling out this form: **Letter of Permission Request Form**.



Outgoing: Before you register

Before you register in courses for credit at another post-secondary institution towards your Athabasca University (AU) credential, you must request a Letter of Permission (LOP) from Transfer Credit Services, Office of the Registrar. For assistance in selecting courses that will meet your program requirements, please work with an advisor.

Once a decision has been made on your LOP request, a letter will be sent to the external institution noted in your request and one to you indicating the transfer credit equivalencies. Please check your program carefully to ensure the proposed transfer credit fits into your credential before registering in them. The transfer credit equivalencies on your LOP is for the course indicated and does not take into consideration the program

you are enrolled in, it may or may not fit within your credential regulations. If you need assistance in determining if the credit will fit, contact a student advisor.

The Letter of Permission is valid for 1 year and maintains your active program status if you are not registered in any AU courses at the same time.

Request the Letter of Permission a minimum of 6 weeks before the course registration date. This will allow AU time to process, approve, and forward the letter. There is no fee for this service.

Credit will not be applied to your program if you do not first obtain a Letter of Permission and after course completion make arrangements for an official transcript to be submitted to AU that indicates successful completion of the course(s). This is not an automatic process. You must request transcripts be sent to AU.

[> Letter of Permission form !\[\]\(c3d993ca47bfe2a953c700506ce31fa0_img.jpg\)](#)

[> Advising Services !\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\)](#)

Incoming Letter of Permission: visiting students

Visiting students can request an LOP from their institution asking permission to take an Athabasca University course towards their program.

Incoming: before you register

Visiting students can take courses at Athabasca University (AU) for transfer credit to other post-secondary institutions. Before you register in a course at AU, you are advised to obtain a Letter of Permission from your home institution that indicates it will accept the AU course in your program. This is not a requirement of AU, but may be a requirement of your home institution.

Make sure you are aware of any special considerations that your home institution

that your home institution has related to course completion, course withdrawal, course extensions, supplemental exams, and delivery mode. For example, some institutions require that their students complete the course within specified timelines, will not accept a grade if a supplemental exam has been written, or will not accept a grade if it was taken by Challenge for Credit.

Please note: A transcript will show the courses, term, and final grade only.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated December 08, 2022 by Office of the Registrar
(calendar@athabasca.ca)

Graduation

AU approves and awards credentials every month. For consideration to graduate, all students must submit an Application for Graduation to the Office of the Registrar. All requirements for the credential (final grades; including grades for courses on Letter of Permission) must be received and processed by the Office of the Registrar by the 15th of the month in order to be submitted for approval the following month. For example, students who complete all requirements by September 15th will have their names forwarded at the October meeting.

Convocation dates are included in the Calendar **Important Dates** section. Additional information about the convocation ceremonies may be found on the **convocation website** [🔗](#).

Procedures

In order to be considered for graduation please note the following:

- Students must be active in a credential at AU.

- Students are required to return a completed **Application for Graduation** [↗](#) to the Office of the Registrar. All requirements for the credential must be in progress or completed before submitting the application.
- Upon receipt of an Application for Graduation, the Office of the Registrar will monitor your progress in AU courses until all final grades are received and advise you by letter that you are eligible to graduate. It is the student's responsibility to submit transcripts for course work completed at other institutions.
- In order to be considered for graduation awards and to be included in the Convocation ceremony program, all final grades, including transcripts for courses completed on Letter of Permission must be received by the **deadline**.

• Your name as it is

- YOUR NAME, AS IT IS recorded on your student academic record, will be displayed on the parchment. If you have recently changed your name, or would like to make changes to what we have recorded on your student file, you must officially notify the Office of the Registrar by completing and submitting the Student **Change of Information form** [↗](#) .
- Parchments will be mailed to the student after the graduation date using the address appearing on the Application for Graduation. If a change of address has been submitted after applying, please contact the Office of the Registrar at **grad-app@athabascau.ca** to update the address on your application.
- Students will be required to reapply to graduate if at any time they become inactive or are not in enough courses to complete the

requirements of the credential.

- Students must arrange to settle all outstanding accounts with AU (monies owing, return of library materials, etc.).
-

Parchment replacement

AU reissues parchments that are lost or stolen, have been damaged, which reflect a change of name, or for professional display purposes. You are required to complete and submit a **Parchment Replacement/Duplication Request Form** [↗](#) and **fee**.

Students requesting to replace a parchment that has been lost, stolen, or damaged, or who wish a second parchment for display purposes, are required to sign and date a declaration.

Information effective Sept. 1, 2022 to Aug. 31, 2023.

Updated July 22, 2022 by Office of the Registrar
(calendar@athabascau.ca)