

## UNDERGRADUATE CALENDAR

### Welcome

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Welcome to Athabasca University, Canada's leading distance learning and online university. Join more than 38,000 students worldwide who are acquiring their university education without attending a traditional campus.

Athabasca University is committed to excellence. The University offers 90 graduate and undergraduate degrees, diplomas, and certificate programs, and more than 700 university courses in the sciences, social sciences, humanities, interdisciplinary studies, business and administrative studies, nursing, and commerce.

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 [graduate program calendar](#).

### Mission Statement

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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 opportunity for adult learners worldwide. We are committed to excellence in teaching, research and scholarship, and to being of service to the general public.

### Admission

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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.

### Where do you want to be?

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Watch the video and see how Athabasca University can help. The Athabasca University student experience is different from the student experience at traditional universities. As an AU student, you will probably take courses by distance education. Learn why students choose AU and learn how AU can help you accomplish your goals.

[Watch the video](#)  
[About Athabasca University](#)

We're here to help. If you experience any difficulty accessing information, please email the [Calendar Coordinator](#).

## Contacting AU

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The University's IntelliResponse system will reply quickly to your questions.

### Ask AU

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

### Maps

### Legal Note

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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 content on these pages was captured on February 29, 2016 and is effective January 1, 2016. The online Calendar is the official version. If there are any discrepancies between this publication and the online version, the online Calendar will be binding.

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The 2015–2016 Athabasca University Calendar was prepared by the Office of the Registrar.

Editor: Laura Barakeris

Managing Editor: Helen Salzl

*Updated August 17 2015 by laurab*

**Focused on the future of learning.**

## General Information

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### 1.1 Contact Information

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For more information about specific programs, courses, admission, and registration requirements, please call the Information Centre, 1.800.788.9041.

You may also find answers to your questions at the following URLs:

**Information Centre**

[Website](#)

**Office of the Registrar**

[Website](#)

**Departments and Centres**

[Website](#)

**Athabasca University Central**

1 University Drive

Athabasca, AB

Canada

T9S 3A3

[Online map](#)

**Athabasca University, Edmonton**

Peace Hills Trust Tower

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.

[Online map](#)

**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 Mondays.

**Services**

Please call for details of services available

800.788.9041 or direct dial

Phone: 780.421.8700

Fax: 780.497.3411

**Athabasca University, Calgary**

6th floor  
345 – 6 Avenue S.E.  
Calgary, AB T2G 4V1

Serving the area in or south of Red Deer,  
British Columbia, and Saskatchewan.

[Online map](#)

### **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

### **Faculty of Business**

Athabasca University

201 13220 St. Albert Trail St. Albert, AB T5L 4W1

Telephone: 800.561.4650 or 780.459.1144

Fax: 800.561.4660 or 780.459.2093

E-mail: [business@fb.athabascau.ca](mailto:business@fb.athabascau.ca)

### **Hours of Operation**

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

[Online map](#)

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated July 27 2015 by laurab*

**Focused on the future of learning.**

## 1. General Information

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Athabasca University offers students high quality, post-secondary education using online and print-based learning resources. 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.

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.

[What's it like to be an AU student?](#)

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated July 28 2015 by laurab*

**Focused on the future of learning.**

## General Information

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### 1.2 Legal Version of the Calendar

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Athabasca University's online Calendar is the official 2015-2016 Calendar, and is effective September 1, 2015 to August 31, 2016. 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 [archives](#).

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated August 13 2015 by laurab*

Focused on the future of learning.

## General Information

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### 1.3 Recognition and Accreditation

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#### 1.3.1 Recognition

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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.

AU is also recognized by the Government of British Columbia.

AU was awarded the 2010 Canadian Recognizing Learning Award by the Canadian Association for Prior Learning Assessment (CAPLA) in Ottawa on November 8, 2010.

#### 1.3.2 Accreditation

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Athabasca University is a publicly funded institution of the Province of Alberta that reports to the government through the 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 the Governors of Athabasca University (the Board) to govern its own affairs. Public members of the Board are appointed under orders-in-council of the Lieutenant Governor of Alberta.

Athabasca University is the first Canadian university to be accredited by the Middle States Commission on Higher Education (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 Education Accreditation.

### **Membership**

Athabasca University is also a full member of the following organizations:

- Alberta Council on Admissions and Transfer
- Association of Commonwealth Universities
- Association of Universities and Colleges of Canada

BC Council on Admissions and Transfer\*  
Canadian Association for Distance Education  
Canadian Association for Graduate Studies  
Canadian Virtual University  
Circumpolar Universities Association  
Inter-American Distance Education Consortium  
International Council for Open and Distance Education

\* The term "University" is used under the written consent of the Minister of Advanced Education effective April 4, 2011 having undergone a quality assessment process and been found to meet the criteria established by the minister. (Reconfirmed March 27, 2014)

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated July 28 2015 by laurab*

**Focused on the future of learning.**

## General Information

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### 1.4 Protection of Privacy

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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 community and attending a public post-secondary institution of the Province of Alberta.

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 to our [website](#).

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated July 28 2015 by laurab*

**Focused on the future of learning.**

## General Information

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### 1.5 Undergraduate Student Orientation

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The Undergraduate Student Orientation provides you with an overview of the services and resources available to you as an undergraduate student at Athabasca University.

[Undergraduate Student Orientation](#)

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

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**Focused on the future of learning.**

## General Information

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### 1.6 Student Code of Conduct

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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 [the University](#) and your query will be forwarded to the appropriate department.

#### Student Code of Conduct and Right to Appeal Regulations

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated July 28 2015 by laurab*

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### 1.7 myAU

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To communicate with its students, Athabasca University uses a web portal known as myAU, which offers quick access to information, forms, e-Letters, and services that are relevant to you.

Once you are admitted to the University, you will use myAU to 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 courses, requesting course withdrawals, and ordering transcripts.

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated July 28 2015 by laurab*

**Focused on the future of learning.**

## General Information

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### 1.8 Ask AU

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Have questions? Start with our online service, [Ask AU](#). 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.

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated July 28 2015 by laurab*

Focused on the future of learning.

## General Information

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### 1.9 Information Centre

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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, he or she will forward your call to the appropriate person.

Phone: 800.788.9041 toll-free in Canada and the US.

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated July 28 2015 by laurab*

Focused on the future of learning.

## General Information

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### 1.10 Student Identification Cards

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#### 1.10.1 Active Students

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If you are currently an active Athabasca University student, 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.

Student Identification cards are the property of Athabasca University. You will be issued one card only. It is valid for the academic year displayed on the front of the card. To update the card annually, you must be an active student, and request a date sticker from the Office of the Registrar, AU Edmonton, or AU Calgary.

##### [Request for Photo ID Card](#)

#### 1.10.2 Nursing Students

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Nursing students are now able to request a wearable ID card for identification purposes in healthcare facilities. It is available for Bachelor of Nursing students and Advanced Nursing Practice students.

The Nursing Student cards are valid for two years. Before the end of the two years, it is your responsibility to reapply for your nursing card and submit a new photo.

#### 1.10.3 Photo Requirements

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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 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.

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.

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

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**Focused on the future of learning.**

## General Information

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### 1.11 e-Letters

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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 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 [Office of the Registrar website](#).

Examples of documents that are available as e-Letters are: admission confirmation, course registration, course extensions, course withdrawals, tutor assignments, final grades, etc.

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

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**Focused on the future of learning.**

## General Information

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### 1.12 Moodle

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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.

[AU Moodle Orientation](#)

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

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**Focused on the future of learning.**

## General Information

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### 1.13 Postal Service Interruption

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In the event that Canada Post mail service is disrupted due to a strike or work slowdown, Athabasca University posts daily instructions on its [website](#).

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

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Focused on the future of learning.

## General Information

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### 1.14 Important Dates

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2015

Feb. 16	Family Day	University closed
April 1	Deadline to apply for June 2015 Convocation.	
April 3 – 6	(inclusive) Easter break.	University closed
May 8	All final grades must be received by the Office of the Registrar for June Convocation.	
May 18	Victoria Day	University closed
June 11, 12, 13	Athabasca University <u>Convocation</u>	
July 1	Canada Day	University closed
Aug. 3	Civic holiday	University closed
Sept. 7	Labour Day	University closed
Oct. 12	Thanksgiving Day	University closed
Nov. 11	Remembrance Day	University closed
Dec. 25/15 – Jan. 1/16	The University will close at 3:00 p.m. Thursday, December 24, 2015 and will reopen at 8:30 a.m. Monday, January 4, 2016.	

2016

Feb. 15	Family Day	University closed
March 25 – 28	(inclusive) Easter break.	University closed
April 30	Deadline to apply for June 2016 Convocation.	
May 6	All final grades must be received by the Office of the Registrar for June Convocation.	
May 23	Victoria Day	University closed
June 9, 10, 11	Athabasca University <u>Convocation</u>	
July 1	Canada Day	University closed
Aug. 1	Civic holiday	University closed
Sept. 5	Labour Day	University closed
Oct. 10	Thanksgiving Day	University closed
Nov. 11	Remembrance Day	University closed
Dec. 24/16 – Jan. 1/17	The University will close at 4:30 p.m. Friday, December 23, 2016 and will reopen at 8:30 a.m. Monday, January 2, 2017.	

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

*Updated December 21 2015 by laurab*

**Focused on the future of learning.**

## 2. Student and Learning Support Services

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Athabasca University's extensive student support services is one of its distinguishing features. Students who discuss an issue with a staff member and who are likely to contact the University again, are asked to make note of that person's name. This can help considerably in follow-up discussions.

2.1 [Information Centre](#)

2.2 [Office of the Registrar](#)

2.3 [Financial Assistance](#)

2.4 [Academic Faculties and Centres](#)

2.5 [Learner Support Services](#)

2.6 [Centre for Learning Accreditation](#)

2.7 [Materials Management](#)

2.8 [Finance Office](#)

2.9 [Computing Services IT Help Desk](#)

2.10 [Library Information](#)

2.11 [AU Office Locations](#)

2.12 [Learning Services Collaborations](#)

2.13 [Learning Services Tutorial](#)

2.14 Student Advocacy

2.14.1 [Alumni Relations](#)

2.14.2 [Athabasca University Students' Union](#)

2.14.3 [Ombuds Office](#)

2.15 [Marketing and Communication](#)

**Information effective Sept. 1, 2015 to Aug. 31, 2016.**

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**Focused on the future of learning.**