

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate

## 3. Admission, Registration and Evaluation

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

In order to take courses at Athabasca University, a student must be admitted to AU. Once the student is admitted, they can either enrol in a program and then register in courses, or register in courses as an unclassified student.

The following section contains information related to admissions, enrolling in a program, registering in courses, evaluations and transfer credit and university regulations.

[Admission](#)

[Evaluations and Transfer Credit](#)

[Letter of Permission](#)

[Prior Learning Assessment and Recognition](#)

[Graduation](#)

[Registration](#)

Courses

---

Examinations  
and Grades

---

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

Undergraduate  
Fees and  
Refunds

---

*Updated January 19 2021 by laurab*

Faculty

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

Glossary

---

Site Map

---

Search  
Undergraduate  
Calendar

---

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Past  
Academic  
Performance**

---

**Non-  
Canadian  
Students**

---

**Returning  
Students**

---

**New  
Students**

---

**Admission  
Classifications**

---

**Enrolment  
Status**

---

**Evaluations**

## Admission, Registration and Evaluation

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.1 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 of age may be admitted with special consideration by petitioning the Coordinator of Enrolment, Records, and Examination Services. 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

**and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

Glossary

---

Site Map

---

Search  
Undergraduate  
Calendar

---

arranged with the Course Coordinator at the time the course registration form is received.

[Past Academic Performance](#)

[Non-Canadian Students](#)

[Returning Students](#)

[New Students](#)

[Admission Classifications](#)

[Enrolment Status](#)

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home >

General  
Information

Student  
Support  
Services

**Admission,  
Registration  
and  
Evaluation**

**Admission**

**Past  
Academic  
Performance**

**Non-  
Canadian  
Students**

**Returning  
Students**

**New  
Students**

**Admission  
Classifications**

**Enrolment  
Status**

**Evaluations**

## Admission

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.1.1 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.

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

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Past  
Academic  
Performance**

---

**Non-  
Canadian  
Students**

---

**Returning  
Students**

---

**New  
Students**

---

**Admission  
Classifications**

---

**Enrolment  
Status**

---

**Evaluations**

## Admission

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.1.2 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.

**and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

Glossary

---

Site Map

---

Search  
Undergraduate  
Calendar

---

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

Citizenship and Immigration Canada  
1.888.242.2100

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Past  
Academic  
Performance**

---

**Non-  
Canadian  
Students**

---

**Returning  
Students**

---

**New  
Students**

---

**Admission  
Classifications**

---

**Enrolment  
Status**

---

**Evaluations**

## Admission

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.1.3 Returning Students

---

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 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.

**and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

Glossary

---

Site Map

---

Search  
Undergraduate  
Calendar

---

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](#)

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Past  
Academic  
Performance**

---

**Non-  
Canadian  
Students**

---

**Returning  
Students**

---

**New  
Students**

---

**Admission  
Classifications**

---

**Enrolment  
Status**

---

**Evaluations**

---

## Admission

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.1.4 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 Form](#) 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.

#### 3.1.4.1 Unclassified (Non-Program/Visiting) Students

---

Unclassified students are not enrolled in an AU credential program, but are either planning to take or are currently

<b>and Transfer Credit</b>	registered in AU courses only. There is no limit to the total number of courses that can be taken; however, the maximum active course load at any one time is six.
<b>Letter of Permission</b>	
<b>Prior Learning Assessment and Recognition</b>	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.
<b>Graduation</b>	
<b>Registration</b>	
Undergraduate Programs	
Undergraduate Courses	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 declaring an AU program.
Examinations and Grades	
Undergraduate Fees and Refunds	
Faculty	
Student Code of Conduct and Right to Appeals Regulations	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.
	<b>3.1.4.2 Procedure</b>
Glossary	
Site Map	
Search Undergraduate Calendar	If you are applying to become an unclassified student (a non-program or visiting student) from the " <a href="#">Undergraduate General Application</a> " 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.

### **3.1.4.3 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.

### **3.1.4.4 Procedure**

---

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 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 prior to submitting your application and

paying the one-time non-refundable application fee. If you need help selecting a program, contact [Counselling Services](#) 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](#).

### **3.1.4.5 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.

### **3.1.4.6 Concurrent Enrolment Procedure**

---

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.

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Past  
Academic  
Performance**

---

**Non-  
Canadian  
Students**

---

**Returning  
Students**

---

**New  
Students**

---

**Admission  
Classifications**

---

**Enrolment  
Status**

---

**Evaluations**

---

## Admission

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.1.5 Admission Classifications

---

#### 3.1.5.1 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

<b>and Transfer Credit</b>
<b>Letter of Permission</b>
<b>Prior Learning Assessment and Recognition</b>
<b>Graduation</b>
<b>Registration</b>
Undergraduate Programs
Undergraduate Courses
Examinations and Grades
Undergraduate Fees and Refunds
Faculty
Student Code of Conduct and Right to Appeals Regulations
Glossary
Site Map
Search Undergraduate Calendar

take care of administrative matters such as registering for courses, booking examinations, or applying for extensions.

### 3.1.5.2 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 Form before they can register in courses.

### 3.1.5.3 Changing Programs/Status

**Changing Programs:** Active students who want to change their 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](mailto: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, 2020 to Aug. 31, 2021.**

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Past  
Academic  
Performance**

---

**Non-  
Canadian  
Students**

---

**Returning  
Students**

---

**New  
Students**

---

**Admission  
Classifications**

---

**Enrolment  
Status**

---

**Evaluations**

## Admission

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.1.6 Enrolment Status

---

#### 3.1.6.1 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 four, three-credit courses over six months are considered part-time.

#### 3.1.6.2 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.

**and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

Glossary

---

Site Map

---

Search  
Undergraduate  
Calendar

---

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, 2020 to  
Aug. 31, 2021.**

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Block  
Transfer  
Credit/College  
Diploma**

---

**Procedure**

---

**Foreign  
Transcript  
Evaluations**

---

**Timeline for  
Evaluation  
Completion**

---

**Course  
Registration**

## Admission, Registration and Evaluation

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2 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](#).

**While  
Waiting for  
Evaluation  
Completion**

---

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

**Notification  
of Evaluation**

---

[Block Transfer Credit/College Diploma  
Procedure](#)

**Transfer  
Credit Time  
Limits**

---

[Foreign Transcript Evaluations](#)

[Timeline for Evaluation Completion](#)

**Appeal  
Process  
Concerning  
Transfer  
Credit**

---

[Course Registration While Waiting for  
Evaluation Completion](#)

[Notification of Evaluation](#)

[Transfer Credit Time Limits](#)

**Transferring  
AU Courses  
to Another  
Institution**

---

[Appeal Process Concerning Transfer  
Credit](#)

[Transferring AU Courses to Another  
Institution](#)

**Letter of  
Permission**

---

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

**Prior Learning  
Assessment  
and  
Recognition**

---

*Updated January 19 2021 by laurab*

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Block  
Transfer  
Credit/College  
Diploma**

---

**Procedure**

---

**Foreign  
Transcript  
Evaluations**

---

**Timeline for  
Evaluation  
Completion**

---

**Course  
Registration**

---

## Evaluations and Transfer Credit

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.1 Block Transfer Credit/College Diploma

---

AU accepts many college diplomas and other credentials as blocks of transfer credit toward AU programs. In these cases, the student's transcript is reviewed, and transfer credit is awarded as a block of credit rather than on a course-by-course basis.

Block transfer arrangements are most often associated with specific programs and may not be applicable to all AU credentials. If a decision has not been previously made, your prior education will be assessed on an individual basis.

Transfer Credit Search website:

[Transfer Credit Search](#)

**While  
Waiting for  
Evaluation  
Completion**

---

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

**Notification  
of Evaluation**

---

**Transfer  
Credit Time  
Limits**

---

*Updated January 19 2021 by laurab*

**Appeal  
Process  
Concerning  
Transfer  
Credit**

---

**Transferring  
AU Courses  
to Another  
Institution**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

Undergraduate  
Calendar  
Home

---

General  
Information >

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Block  
Transfer  
Credit/College  
Diploma**

---

**Procedure**

---

**Foreign  
Transcript  
Evaluations**

---

**Timeline for  
Evaluation  
Completion**

---

**Course  
Registration**

---

## Evaluations and Transfer Credit

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.2 Procedure

---

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.

[Undergraduate General Application Form](#)

[Students with International Credentials](#)

[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

<b>While Waiting for Evaluation Completion</b>	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.
<b>Notification of Evaluation</b>	<u>Undergraduate General Application Form</u>
<b>Transfer Credit Time Limits</b>	<u>Transcripts</u>
<b>Appeal Process Concerning Transfer Credit</b>	Arrange to have official transcripts of your previous education—from each institution that you formerly attended—sent directly to AU, Enrolment Services, Office of the Registrar. 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.
<b>Transferring AU Courses to Another Institution</b>	
<b>Letter of Permission</b>	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).
<b>Prior Learning Assessment and Recognition</b>	
<b>Graduation</b>	
<b>Registration</b>	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.
Undergraduate Programs	
Undergraduate Courses	International Assessment Services (e.g. IQAS, WES, etc.) documents are requested as required and will be retained indefinitely.
Examinations and Grades	
Undergraduate Fees and Refunds	Questions regarding sending AU transcripts can be forwarded to: <a href="mailto:enrol@athabascau.ca">enrol@athabascau.ca</a> .
Faculty	<b>Mailing Address:</b>

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

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

---

Glossary

---

---

Site Map

---

---

Search  
Undergraduate  
Calendar

---

---

## 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/studio 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](mailto:eval@athabascau.ca).

**Mailing Address:**

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

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

## Evaluations and Transfer Credit

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.3 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 completed using original documents or certified copies—official documents issued directly from the

<b>While Waiting for Evaluation Completion</b>	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.
<b>Notification of Evaluation</b>	
<b>Transfer Credit Time Limits</b>	If you elect not to use an assessment agency, you may not obtain any transfer credit for your course work towards an AU program.
<b>Appeal Process Concerning Transfer Credit</b>	There are a number of other foreign credential evaluating services whose assessments may be accepted. In Canada, refer to the <a href="#"><u>Alliance of Credential Evaluation Services of Canada</u></a> .
<b>Transferring AU Courses to Another Institution</b>	
<b>Letter of Permission</b>	AU can also accept assessments from the U.S. from members of the <a href="#"><u>National Association of Credential Evaluation Services</u></a> (NACES) or the <a href="#"><u>American Association of Collegiate Registrars and Admissions Officers Foreign Education Credential Service</u></a> (AACRAO).
<b>Prior Learning Assessment and Recognition</b>	
<b>Graduation</b>	<a href="#"><u>Alliance of Credential Evaluation Services of Canada</u></a>
<b>Registration</b>	<a href="#"><u>National Association of Credential Evaluation Services</u></a>
Undergraduate Programs	<a href="#"><u>American Association of Collegiate Registrars and Admissions Officers Foreign Education Credential Service</u></a>
Undergraduate Courses	
Examinations and Grades	
Undergraduate Fees and Refunds	<b>Information effective Sept. 1, 2020 to Aug. 31, 2021.</b>
Faculty	<i>Updated January 19 2021 by laurab</i>

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Block  
Transfer  
Credit/College  
Diploma**

---

**Procedure**

---

**Foreign  
Transcript  
Evaluations**

---

**Timeline for  
Evaluation  
Completion**

---

**Course  
Registration**

## Evaluations and Transfer Credit

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.4 Timeline for Evaluation Completion

---

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 six (6) to eight (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,

**While  
Waiting for  
Evaluation  
Completion**

---

you will be notified what transfer credit has been awarded and how it applies to your program of study.

**Notification  
of Evaluation**

---

Current processing time: **8 weeks**

**Transfer  
Credit Time  
Limits**

---

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

**Appeal  
Process  
Concerning  
Transfer  
Credit**

---

*Updated January 19 2021 by laurab*

**Transferring  
AU Courses  
to Another  
Institution**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Block  
Transfer  
Credit/College  
Diploma**

---

**Procedure**

---

**Foreign  
Transcript  
Evaluations**

---

**Timeline for  
Evaluation  
Completion**

---

**Course  
Registration**

---

## Evaluations and Transfer Credit

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.5 Course Registration While Waiting for Evaluation Completion

---

While you wait for your evaluation of previous education to be completed, you may register in courses. 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.

If you register in a course and are subsequently given transfer credit for a similar course completed previously, you have the option of withdrawing from the course. Refer to [Course Withdrawal – Individualized Study](#) and [Course Withdrawal – Grouped Study](#).

**While  
Waiting for  
Evaluation  
Completion**

Course selection assistance may be obtained from an AU student advisor by submitting an [Information Request Form](#).

**Notification  
of Evaluation**

---

**Transfer  
Credit Time  
Limits**

---

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

**Appeal  
Process  
Concerning  
Transfer  
Credit**

---

*Updated January 19 2021 by laurab*

**Transferring  
AU Courses  
to Another  
Institution**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Undergraduate  
Calendar  
Home

---

General  
Information >

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Block  
Transfer  
Credit/College  
Diploma**

---

**Procedure**

---

**Foreign  
Transcript  
Evaluations**

---

**Timeline for  
Evaluation  
Completion**

---

**Course  
Registration**

---

## Evaluations and Transfer Credit

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.6 Notification of Evaluation

---

Once your evaluation is complete, Transfer Credit Services will notify you that your assessment is completed and tell you where you can access the results. Examine the transfer credit 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](#).

**While  
Waiting for  
Evaluation  
Completion**

---

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

**Notification  
of Evaluation**

---

*Updated January 19 2021 by laurab*

**Transfer  
Credit Time  
Limits**

---

**Appeal  
Process  
Concerning  
Transfer  
Credit**

---

**Transferring  
AU Courses  
to Another  
Institution**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Undergraduate  
Calendar  
Home

---

General  
Information >

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Block  
Transfer  
Credit/College  
Diploma**

---

**Procedure**

---

**Foreign  
Transcript  
Evaluations**

---

**Timeline for  
Evaluation  
Completion**

---

**Course  
Registration**

---

## Evaluations and Transfer Credit

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.7 Transfer Credit Time Limits

---

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

Depending on the program, AU will not award transfer credit for some administrative studies courses (e.g., law, senior-level accounting, management science, marketing or finance courses), information systems courses, or science courses that were completed more than 10 years ago.

Athabasca University will not award transfer credit in the following programs for nursing courses that were completed

<b>While Waiting for Evaluation Completion</b>	more than seven (7) years ago, or for non-nursing courses that were completed more than 10 years ago:
<b>Notification of Evaluation</b>	Post-RN Bachelor of Nursing Degree Program Post-LPN Bachelor of Nursing Degree Program
<b>Transfer Credit Time Limits</b>	In addition, AU will not grant transfer credit in the following programs for computer science courses that were completed more than five (5) years ago:
<b>Appeal Process Concerning Transfer Credit</b>	Bachelor of Science in Computing Information Systems Bachelor of Science in Computing Information Systems (Post Diploma) University Certificate in Computing and Information Systems
<b>Transferring AU Courses to Another Institution</b>	
<b>Letter of Permission</b>	Students transferring credit completed within a Canadian Information Processing Society (CIPS) accredited diploma or who have completed a science-related diploma program from a college or technical institute, and who are enrolling in the Bachelor of Science Program, may not be eligible for a block transfer of credit if the diploma is more than five (5) years old.
<b>Prior Learning Assessment and Recognition</b>	
<b>Graduation</b>	
<b>Registration</b>	
Undergraduate Programs	Consequently, if student diplomas are more than five (5) years old and students are currently active in their field of study, they should arrange to provide evidence of this activity to Transfer Credit Services (e.g., a letter from their employer, a copy of professional membership etc.).
Undergraduate Courses	
Examinations and Grades	
Undergraduate Fees and Refunds	Students who choose to change programs may ask a student advisor for help in determining whether courses they have completed through AU will be accepted into the new program.
Faculty	

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

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

Glossary

---

*Updated January 19 2021 by laurab*

Site Map

---

Search  
Undergraduate  
Calendar

---

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student Support  
Services >

---

**Admission,  
Registration  
and  
Evaluation**

---

Admission

---

Evaluations  
and Transfer  
Credit

---

Block  
Transfer  
Credit/College  
Diploma

---

Procedure

---

Foreign  
Transcript  
Evaluations

---

Timeline for  
Evaluation  
Completion

---

Course  
Registration  
While  
Waiting for

## Evaluations and Transfer Credit

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.8 Appeal Process Concerning Transfer Credit

---

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, 2020 to Aug. 31, 2021.**

*Updated January 19 2021 by laurab*

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Block  
Transfer  
Credit/College  
Diploma**

---

**Procedure**

---

**Foreign  
Transcript  
Evaluations**

---

**Timeline for  
Evaluation  
Completion**

---

**Course  
Registration**

---

## Evaluations and Transfer Credit

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.2.9 Transferring AU Courses to Another Institution

---

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

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 may not receive credit for the course at your home institution.

While  
Waiting for  
Evaluation  
Completion

---

Notification  
of Evaluation

---

Transfer  
Credit Time  
Limits

---

Appeal  
Process  
Concerning  
Transfer  
Credit

---

Transferring  
AU Courses  
to Another  
Institution

---

Letter of  
Permission

---

Prior Learning  
Assessment  
and  
Recognition

---

Graduation

---

Registration

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

## Alberta Transfer Guide

---

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](mailto: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](mailto:bctransferguide@bccat.ca)

[British Columbia Transfer Guide](#)

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

Undergraduate  
Calendar  
Home

---

General  
Information >

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Outgoing  
Letter of  
Permission**

---

**Incoming  
Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

## Admission, Registration and Evaluation

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.3 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.

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

Glossary

---

Site Map

---

Search  
Undergraduate  
Calendar

---

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

Outgoing Letter of Permission:

Athabasca University 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.

Incoming Letter of Permission: visiting  
students can request an LOP from  
their institution asking permission to  
take an Athabasca University course  
towards their program.

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Outgoing  
Letter of  
Permission**

**Incoming  
Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

## Letter of Permission

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.3.1 Outgoing Letter of Permission: 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. 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 awarded. Please check your program carefully to ensure the proposed transfer credit fits into your credential. The transfer credit awarded 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

<b>Registration</b>	your credential regulations. If you need assistance in determining if the credit will fit, contact a student advisor.
Undergraduate Programs	
Undergraduate Courses	The Letter of Permission is valid for one year and maintains your active program status if you are not registered in any AU courses at the same time.
Examinations and Grades	Request the Letter of Permission a minimum of six 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.
Undergraduate Fees and Refunds	
Faculty	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.
Student Code of Conduct and Right to Appeals Regulations	
Glossary	
Site Map	<a href="#"><u>Letter of Permission form</u></a> <a href="#"><u>Advising Services</u></a>
Search	
Undergraduate Calendar	<b>Information effective Sept. 1, 2020 to Aug. 31, 2021.</b>

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home >

General  
Information

Student  
Support  
Services

**Admission,  
Registration  
and  
Evaluation**

**Admission**

**Evaluations  
and Transfer  
Credit**

**Letter of  
Permission**

**Outgoing  
Letter of  
Permission**

**Incoming  
Letter of  
Permission**

**Prior Learning  
Assessment  
and  
Recognition**

**Graduation**

## Letter of Permission

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.3.2 Incoming Letter of Permission: Visiting Students

---

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 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

**Registration**

---

Undergraduate Programs

---

Undergraduate Courses

---

Examinations and Grades

---

Undergraduate Fees and Refunds

---

Faculty

---

Student Code of Conduct and Right to Appeals Regulations

---

Glossary

---

Site Map

---

Search Undergraduate Calendar

---

grade if a supplemental exam has been written, or will not accept a grade if it was taken by Challenge for Credit.

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

Undergraduate  
Programs

---

Undergraduate  
Courses

## Admission, Registration and Evaluation

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.4 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](#).

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

Glossary

---

Site Map

---

Search  
Undergraduate  
Calendar

---

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Procedure**

---

**Parchment  
Replacement**

---

**Registration**

---

## Admission, Registration and Evaluation

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.5 Graduation

---

AU approves and awards credentials every month. For consideration to graduate, all students must submit an Application for Graduation form 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.

[Important Dates](#)

[Procedure](#)

[Parchment Replacement](#)

Undergraduate  
Programs

---

Undergraduate  
Courses

---

Examinations  
and Grades

---

Undergraduate  
Fees and  
Refunds

---

Faculty

---

Student Code  
of Conduct and  
Right to  
Appeals  
Regulations

---

Glossary

---

Site Map

---

Search  
Undergraduate  
Calendar

---

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

*Updated January 19 2021 by laurab*

**open. online.  
everywhere.**

Undergraduate  
Calendar  
Home

General  
Information >

Student  
Support  
Services

**Admission,  
Registration  
and  
Evaluation**

**Admission**

**Evaluations  
and Transfer  
Credit**

**Letter of  
Permission**

**Prior Learning  
Assessment  
and  
Recognition**

**Graduation**

**Procedure**

**Parchment  
Replacement**

**Registration**

## Graduation

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.5.1 Procedure

---

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 form](#) to the Office of the Registrar. All requirements for the credential must be in progress or completed before submitting the form.

Upon receipt of an Application for Graduation form, 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.

Undergraduate Programs	<p>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 <u>deadline</u>.</p> <p>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 <u>Change of Information form</u>.</p> <p>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 1-800-788-9041, ext. 6382, to update the address on your application.</p> <p>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.</p> <p>Students must arrange to settle all outstanding accounts with AU (monies owing, return of library materials, etc.).</p>
Undergraduate Courses	
Examinations and Grades	
Undergraduate Fees and Refunds	
Faculty	
Student Code of Conduct and Right to Appeals Regulations	
Glossary	
Site Map	
Search	
Undergraduate Calendar	

All students who receive graduate or undergraduate degrees are invited to attend the in-person convocation ceremonies held by AU every year. Graduates of university certificate or university diploma programs are listed in the convocation program, but do not participate in the ceremonies. Additional

information about the convocation ceremonies may be found on the [convocation website](#).

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Procedure**

---

**Parchment  
Replacement**

---

**Registration**

---

## Graduation

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.5.2 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.

[Parchment Replacement Form](#) and [fee](#).

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

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

**Prerequisites**

---

**Requests for  
Exception**

---

## Admission, Registration and Evaluation

---

### 3.6 Registration

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

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.

This section will give you information on the registration process.

**Auditing a Course**

---

**Zero-Credit Courses**

---

**Individualized Study/Online Courses**

---

**Grouped Study Courses**

---

**Challenge for Credit**

---

Undergraduate Programs

---

Undergraduate Courses

---

Examinations and Grades

---

Undergraduate Fees and Refunds

---

Faculty

---

Student Code of Conduct and Right to Appeals Regulations

---

Glossary

---

Site Map

---

Search Undergraduate Calendar

---

[Prerequisites](#)

[Requests for Exception](#)

[Auditing a Course](#)

[Zero-Credit Courses](#)

[Individualized Study/Online Courses](#)

[Grouped Study Courses](#)

[Challenge for Credit](#)

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

*Updated January 19 2021 by laurab*

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

**Prerequisites**

---

**Requests for  
Exception**

---

## Registration

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.6.1 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 Form and the registration process.

#### 3.6.1.1 Professor Approval

---

If you feel a prerequisite should be waived for non-academic reasons (e.g., work experience), you must contact the course 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 Form has been completed. Next, submit

<b>Auditing a Course</b>	this form and the Course Registration Form, to Enrolment Services, Office of the Registrar.
<b>Zero-Credit Courses</b>	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.
<b>Individualized Study/Online Courses</b>	
<b>Grouped Study Courses</b>	Before registering in <u>Reading Courses</u> , you must contact the course professor to obtain registration approval.
<b>Challenge for Credit</b>	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.
Undergraduate Programs	
Undergraduate Courses	<a href="#">Undergraduate Course Registration Form</a> (HTML)
Examinations and Grades	<a href="#">Undergraduate Course Registration Form</a> (PDF)
Undergraduate Fees and Refunds	<b>3.6.1.1 Junior-Level Course Requirements Superseded by a Senior-Level Course</b>
Faculty	
Student Code of Conduct and Right to Appeals Regulations	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.
Glossary	
Site Map	
Search Undergraduate Calendar	

Exemptions must receive approval by the Course Coordinator, and may be granted at the time of the transfer credit evaluation or upon written request to [enrol@athabascau.ca](mailto:enrol@athabascau.ca).

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

**Prerequisites**

---

**Requests for  
Exception**

## Registration

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.6.2 Requests for Exception

---

All written requests for exception to course registration policies and associated procedures 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](mailto:regappeal@athabascau.ca) once the online appeal has been submitted.

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

*Updated January 19 2021 by laurab*

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

**Prerequisites**

---

**Requests for  
Exception**

---

## Registration

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.6.3 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.

#### 3.6.3.1 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.

**Auditing a Course**

**Zero-Credit Courses**

**Individualized Study/Online Courses**

**Grouped Study Courses**

**Challenge for Credit**

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](#).

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

*Updated January 19 2021 by laurab*

Undergraduate Programs

Undergraduate Courses

Examinations and Grades

Undergraduate Fees and Refunds

Faculty

Student Code of Conduct and Right to Appeals Regulations

Glossary

Site Map

Search Undergraduate Calendar

Undergraduate  
Calendar  
Home

General  
Information

Student  
Support  
Services

**Admission,  
Registration  
and  
Evaluation**

**Admission**

**Evaluations  
and Transfer  
Credit**

**Letter of  
Permission**

**Prior Learning  
Assessment  
and  
Recognition**

**Graduation**

**Registration**

**Prerequisites**

**Requests for  
Exception**

## Registration

---

### 3.6.4 Zero-Credit Courses

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

Zero-credit courses (for example, ENGL 144 and ENGL 149) 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.

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

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

**Prerequisites**

---

**Requests for  
Exception**

---

## Registration

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.6.5 Individualized Study Courses

---

Individualized study is the most common method of teaching and learning at Athabasca University.

At AU, courses begin the first day of each month provided you register by the 10th day of the previous month. You will have six months to complete zero-, one-, three-, or four-credit courses and 12 months to complete six-credit courses.

Course fees include all course materials needed for the course. See Course Materials [below](#) for more information.

You may be required to purchase additional items such as stationery, binders, calculators, etc. Most courses

<b>Auditing a Course</b>	have required computer components (refer to <a href="#">Computer Requirements</a> in the Glossary).
<b>Zero-Credit Courses</b>	<a href="#">Available Courses</a>
<b>Individualized Study/Online Courses</b>	<b>3.6.5.1 Maximum Course Load</b>
<b>Grouped Study Courses</b>	Students may be actively registered in one to six courses at a time, including: courses with an In-Progress Status, those taken via the Challenge for Credit process, and wait-listed or pre-registered courses that overlap current registrations. To ensure that you do not overburden yourself, AU limits your course load to a maximum of six active registrations. If you have a full-time job or are new to distance learning, we suggest you start with one course.
<b>Challenge for Credit</b>	
Undergraduate Programs	
Undergraduate Courses	
Examinations and Grades	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 <a href="mailto:enrol@athabascau.ca">enrol@athabascau.ca</a> .
Undergraduate Fees and Refunds	
Faculty	
Student Code of Conduct and Right to Appeals Regulations	<b>3.6.5.2 Pre-Registration – Individualized Study</b>
Glossary	You may pre-register in an individualized study course up to five 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.
Site Map	
Search Undergraduate Calendar	

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.

### 3.6.5.3 Registration Process – Individualized Study

---

Once you are admitted to AU and you have received your student ID number, you may register in courses. When you have selected a course, ensure that it is available by viewing the online course syllabus and the Course Availability List. Also ensure that you have the required prerequisites.

Log in to myAU to complete and submit the Undergraduate Course Registration Form along with the appropriate payment. If you are an inactive student, you will still have access to myAU. Follow the instructions to reactive your status. 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](#) (available courses)

[Course fees](#)

[Undergraduate General Application Form](#)

## Undergraduate Course Registration Form

### 3.6.5.4 Registration Deadlines

---

AU's individualized study courses begin the first day of the month, and are offered year-round. You can register online via the online registration system. 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 one month later than students living in North America.

#### Courier Recovery Fees

### 3.6.5.5 Overseas Students' Course Start Dates

---

Course start dates 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 your course package but you must provide a street address (not a Post Office box address) and telephone number. Overseas

students are required to register for their courses two months prior to the intended course contract start dates.

### 3.6.5.6 Course Contract Period/Dates

---

Each individualized study course has a specific course contract start date and end date. You will have six 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.

You are considered actively registered in your course until you have completed the course, the course contract date expires, or you withdraw. Your course materials package will be sent 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. See Early Access to Courses below.

Course Extensions

Financial Assistance

### 3.6.5.7 Early Access to Courses

---

Early access to individualized study courses in the Moodle learning management system 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.

### 3.6.5.8 Studying Courses While Residing Outside Canada

---

All students studying outside of Canada must comply with the regulations governing the normal course contract period. Extensions beyond the normal course contract period in individualized study courses are available to all students. Refer to Course Extensions – Individualized Study below.

### 3.6.5.9 Course Materials

---

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 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 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 Materials Management at AU as soon as possible (1.780.675.6366).

### 3.6.5.10 Shipping/Receiving Your 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 Materials Management department determines the most efficient and appropriate method. If you live overseas, please allow up to one month to receive your course materials.

## Overseas Students' Course Start Dates

### **Materials Management**

1.800.788.9041 ext. 6366

[cmat@athabascau.ca](mailto:cmat@athabascau.ca)

### 3.6.5.11 Your Tutor

---

After you register in an individualized study course, an e-Letter containing your tutor's name, address, email address, phone number, and tutor hours will be posted in your student myAU portal approximately ten days before your course contract start date. The default method of student information delivery is e-Letter. (Print letters are still available by filling out the Print Letter Request form and paying the associated fee.) If you have not received your tutor letter one week before your course start date, or if you have misplaced your letter, contact Learning Services Tutorial as soon as possible.

Your tutor will assist you throughout your course either by phone or email. Tutors 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. He or she is your main link with AU.

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.

Most of the AU Faculty of Business and Faculty of Science and Technology courses provide access to a Student Success

Centre and academic experts. Before your course starts, you will receive a letter with the centre's toll-free telephone number.

Because of vacation time, normally during the summer months, your tutor may not be available for up to ten business days. In case of absences of longer than 10 business days, other arrangements will be made for you.

### Learning Services Tutorial

## 3.6.5.12 Course Extensions – Individualized Study

---

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. Course extensions apply to individualized study courses only. See exceptions and omissions below.

A course extension must be requested and purchased online (via your myAU portal using your student ID number to log in) a minimum of one month before your course contract end date. Requests for second and third extensions must be received a minimum of one month before the expiry of the previous extension. (e.g. Course contract end date: December 31, 2020. Course extension request and purchase deadline: November 30, 2020, 23:59:59 MST.) Course Extension Fees are non-refundable.

The extension begins on the first day of the month following your course contract end date. Course extensions do not extend full- or part-time status past the original course contract period. For example, if a student initially took four

courses starting in the same month and applied for extensions for all four courses, the full-time status would still only be for the original four-month (or six-month for non-funded students) course contract period.

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.

### **Student Financial Aid (SFA) Students**

Students receiving financial assistance may be restricted by shorter time limits. These students should contact the Student Awards and Financial Aid Unit in the Office of the Registrar to discuss implications of their funding and full-time status. Extensions to full-time SFA funded students' courses will affect the student's full-time eligibility for funding for current and future funding terms. If they are granted an extension, their full-time status will not be extended and their current or future funding eligibility will not be guaranteed.

### **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 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 contract period](#)

[Extension Request Form](#)

[Extension fee](#)

[Financial Assistance](#)

[myAU](#)

### 3.6.5.13 Course Withdrawal – Individualized Study

---

You may withdraw from an individualized study course at any time within the course contract period. In order to meet specific academic record and refund criteria, you must adhere to the following timelines.

You cannot withdraw from a course:

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.

Withdrawal procedures do not apply to courses being challenged for credit.

### **Impact of Course Withdrawal**

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.

### **Impact of Course Withdrawal on 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.

### **Impact of Course Withdrawal on 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.

## **Procedure**

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

### **Nursing Practicum Course Withdrawal**

**Procedures:** 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.

### **Health Administration Practicum Course Withdrawal Procedures:**

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.

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.

### **3.6.5.14 Re-Registration – Individualized Study**

---

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.

In order to carry forward any completed coursework and examination results in an individualized study course, you must first obtain written approval from the course professor/course coordinator.

#### **Procedure**

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 undergraduate course registration process using one of the following methods:

[online](#) (also available via print [PDF](#))

complete and submit the Undergraduate Course Registration Form. Fax: 1.780.675.6174 or mail.  
c. in person at the Athabasca, Edmonton, or Calgary offices.

### 3.6.5.15 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.

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, 2020 to Aug. 31, 2021.**

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home >

General  
Information

Student  
Support  
Services

**Admission,  
Registration  
and  
Evaluation**

**Admission**

**Evaluations  
and Transfer  
Credit**

**Letter of  
Permission**

**Prior Learning  
Assessment  
and  
Recognition**

**Graduation**

**Registration**

**Prerequisites**

**Requests for  
Exception**

## Registration

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.6.6 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:

<b>Auditing a Course</b>	<a href="#"><u>Academic Partnership Delivery</u></a>
	<a href="#"><u>Available Grouped Study Courses</u></a>
<b>Zero-Credit Courses</b>	<b>3.6.6.1 Maximum Course Load</b>
<b>Individualized Study/Online Courses</b>	Students may be actively registered in one to six courses at a time. To ensure that you do not overburden yourself, AU limits your course load to a maximum of six active registrations at a time. Collaborating institutions may have additional limits to course load that you must also follow.
<b>Grouped Study Courses</b>	
<b>Challenge for Credit</b>	
Undergraduate Programs	<b>3.6.6.2 Registration Process – Grouped Study</b>
Undergraduate Courses	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 <a href="#"><u>Classroom-based Study (Grouped Study)</u></a> page. Also ensure you have the required prerequisites.
Examinations and Grades	
Undergraduate Fees and Refunds	
Faculty	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.
Student Code of Conduct and Right to Appeals Regulations	<b>3.6.6.3 Registration Deadlines</b>
Glossary	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
Site Map	
Search	
Undergraduate Calendar	

different fees and regulations. Please consult the collaborating institution that offers the course.

#### 3.6.6.4 Grouped Study Contract Periods/Dates

---

Each grouped study course has a specific course contract start date and end date. The contract period is usually two, four, or six 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.

#### 3.6.6.5 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 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.

### 3.6.6.6 Course Extensions – Grouped Study

---

Students registered in grouped study courses are not eligible to extend their original course contract period.

### 3.6.6.7 Course Withdrawal – Grouped Study

---

You may withdraw from a grouped study course before your course contract period expires. In order to meet specific academic record and refund criteria, however, you must adhere to specific timelines described in this section. You cannot withdraw from a grouped study course 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.

#### **a. Impact of Course Withdrawal**

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 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.

**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 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.

### **b. Procedure**

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, unless withdrawing from a Nursing Practicum Course, which is outline below.

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 the form is hand-delivered or faxed (780.675.6174).

[Course Withdrawal Request Form:  
Grouped Study](#)

### **Withdrawal from a Nursing Practicum course:**

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.

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.

## **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.

### **3.6.6.8 Re-Registration – Grouped Study**

---

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.

#### **a. Procedure**

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 undergraduate course registration process using one of the following methods:

online (also available via print PDF)

complete and submit the Undergraduate Course Registration Form. Fax: 1.780.675.6174 or mail.

c. in person at the Athabasca, Edmonton, or Calgary offices.

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

*Updated January 19 2021 by laurab*

open. online.  
everywhere.

Undergraduate  
Calendar  
Home

---

General  
Information

---

Student  
Support  
Services

---

**Admission,  
Registration  
and  
Evaluation**

---

**Admission**

---

**Evaluations  
and Transfer  
Credit**

---

**Letter of  
Permission**

---

**Prior Learning  
Assessment  
and  
Recognition**

---

**Graduation**

---

**Registration**

---

**Prerequisites**

---

**Requests for  
Exception**

---

## Registration

---

**Due to Covid-19, Athabasca University has temporarily changed some student processes. Please refer to the [Covid Q&A page](#) for any updates and current steps that may be different from our regular practices.**

### 3.6.7 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.

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.

1. Determine your subject-matter

<b>Auditing a Course</b>	knowledge and the method of challenge evaluation by reviewing the online <a href="#">syllabus</a> .
<b>Zero-Credit Courses</b>	2. You must obtain approval to challenge a course from the faculty or designate who is responsible for the AU course. The decision of the faculty member, which is final, should reflect the fact that the student has sufficient learning to justify the challenge of a particular course. Faculty contact information may be found <a href="#">online</a> .
<b>Individualized Study/Online Courses</b>	
<b>Grouped Study Courses</b>	
<b>Challenge for Credit</b>	3. Fill out the challenge for credit registration form and submit with payment.
Undergraduate Programs	Commencing on January 1, 2012 and later (term 201201), any courses taken via the challenge for credit process will not meet AU residency requirements.
Undergraduate Courses	
Examinations and Grades	Some important facts regarding challenging a course:
Undergraduate Fees and Refunds	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.
Faculty	There are no provisions to withdraw (cancel) from or extend the challenge for credit process.
Student Code of Conduct and Right to Appeals Regulations	The Course Coordinator determines the components of evaluation for the challenge for credit process, noted on the challenge evaluation section of the course syllabus.
Glossary	If the challenge involves an examination, you may write only once. (See <a href="#">Challenge for Credit Examinations</a> for more information.) There are no provisions to write a supplemental or multiple examinations.
Site Map	
Search	
Undergraduate Calendar	

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 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 for Credit 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.

### 3.6.7.1 AU Course Materials – Challenge for Credit

---

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.

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

by contacting AU's Materials Management Unit via email at [cmat@athabascau.ca](mailto: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.

**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](#)

### 3.6.7.2 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.

### 3.6.7.3 Registration Process – Challenge for Credit

---

Determine that the course is available for challenge and the method of evaluation by checking the course syllabus. Determine if you will be purchasing the related textbook and readings, and what the cost of these items will be for the course(s) you are interested in challenging by contacting AU's Materials Management Unit at 1-800-788-9041, extension 6366, or via email at [cmat@athabascau.ca](mailto:cmat@athabascau.ca).

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](#).

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 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](mailto:examunit@athabascau.ca)

[Undergraduate General Application Form](#)

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

[Information about Invigilators](#)

[Courier Recovery Fees](#)

#### 3.6.7.4 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, 2020 to Aug. 31, 2021.**

*Updated January 20 2021 by laurab*