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### 3.2.6 Notification of Evaluation

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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](#).

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### 3.2.7 Transfer Credit Time Limits

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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 more than seven (7) years ago, or for non-nursing courses that were completed more than 10 years ago:

Post-RN Bachelor of Nursing Degree  
Program

Post-LPN Bachelor of Nursing Degree  
Program

<b>While Waiting for Evaluation Completion</b>	In addition, AU will not grant transfer credit in the following programs for computer science courses that were completed more than five years ago:
<b>Notification of Evaluation</b>	Bachelor of Arts concentration and major in Information Systems
<b>Transfer Credit Time Limits</b>	Bachelor of Science in Computing Information Systems
<b>Appeal Process Concerning Transfer Credit</b>	Bachelor of Science in Computing Information Systems (Post Diploma) University Certificate in Computing Information Systems
<b>Transferring AU Courses to Another Institution</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>Letter of Permission</b>	
<b>Prior Learning Assessment and Recognition</b>	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.).
<b>Graduation</b>	
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### 3.2.8 Appeal Process Concerning Transfer Credit

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Students can appeal a transfer credit decision by following details in the [Student Code of Conduct and Right to Appeal Regulations](#).

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## Evaluations and Transfer Credit

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### 3.2.9 Transferring AU Courses to Another Institution

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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.

### **Alberta Transfer Guide**

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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

<b>While Waiting for Evaluation Completion</b>	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:
<b>Notification of Evaluation</b>	
<b>Transfer Credit Time Limits</b>	<b>Alberta Council on Admission and Transfer</b> 11th Floor, Commerce Place 10155 - 102 Street Edmonton, AB T5J 4L5 Phone: 780.422.9021 or 310.0000 toll-free Email: <a href="mailto:acat@gov.ab.ca">acat@gov.ab.ca</a>
<b>Appeal Process Concerning Transfer Credit</b>	
<b>Transferring AU Courses to Another Institution</b>	<u><a href="#">Alberta Transfer Guide</a></u>  <b>British Columbia Council on Admission and Transfer</b> 709 – 555 Seymour Street Vancouver, BC V6B 3H6 Phone: 604.412.7700 Fax: 604.683.0576 Email: <a href="mailto:bctransferguide@bccat.ca">bctransferguide@bccat.ca</a>
<b>Letter of Permission</b>	
<b>Prior Learning Assessment and Recognition</b>	
<b>Graduation</b>	<u><a href="#">British Columbia Transfer Guide</a></u>
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### 3.3 Letter of Permission

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A Letter of Permission is a document issued by the post-secondary institution the student is enrolled in a program at. It permits a credential student to take one or more courses at another institution to be used towards their credential. 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.

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

#### [Letter of Permission Request Form](#)

If you wish to take a distance course listed on the Canadian Virtual University (CVU) website, Letter of Permission and Visiting Student Admission fees may be waived. For details, visit the [CVU Letter of Permission Form](#) page.

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## Letter of Permission

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### 3.3.1 Outgoing Letter of Permission: Before You Register

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Before you register in courses for credit at another post-secondary institution towards your Athabasca University credential, you must request the Letter of Permission from Transfer Credit Services, Office of the Registrar. It is important to remember that credit cannot be applied to your program if you do not first obtain a Letter of Permission and make arrangements for an official transcript to be submitted to AU that indicates successful completion of the course(s). Please check your program carefully to ensure the proposed transfer credit fits into your credential. If you need assistance in determining if the credit will fit, contact a student advisor.

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.

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.

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## Letter of Permission

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### 3.3.2 Incoming Letter of Permission: Visiting Students

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Visiting students can take courses at 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 for your own records and is not a requirement of AU.

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

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### 3.4 Prior Learning Assessment and Recognition

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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](#).

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### 3.5 Graduation

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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.

EXCEPTION: for Convocation in June 2018, Applications for Graduation must be submitted by April 30, and all requirements must be met by May 4, 2018.

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## Graduation

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### 3.5.1 Procedure

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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.

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 May 4, 2018.

Your name, as it is recorded on your student academic record, will be displayed on the parchment. If you

Undergraduate Programs	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 <a href="#">Change of Information form</a> .
Undergraduate Courses	
Examinations and Grades	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. 6393, to update the address on your application.
Undergraduate Fees and Refunds	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.
Faculty	Students must arrange to settle all outstanding accounts with AU (monies owing, return of library materials, etc.).
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## Graduation

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### 3.5.2 Parchment Replacement

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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](#).

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### 3.6 Registration

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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.

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### 3.6.1 Prerequisites

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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.

[Undergraduate Course Registration Form \(PDF\)](#)

[Undergraduate Course Registration Form \(HTML\)](#)

#### 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 this form and the Course Registration Form, to Enrolment Services, Office of the Registrar.

[Undergraduate Course Registration](#)

**Auditing a Course**

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[Form \(PDF\)](#)

[Undergraduate Course Registration](#)

[Form \(HTML\)](#)

**Zero-Credit Courses**

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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.

**Individualized Study/Online Courses**

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**Grouped Study Courses**

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Before registering in [Reading Courses](#), you must contact the course professor to obtain registration approval.

**Challenge for Credit**

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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.

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### 3.6.2 Requests for Exception

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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 the [regappeal email address](#) once the online appeal has been submitted.

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Study/Online  
Courses**

---

**Grouped  
Study  
Courses**

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**Challenge for  
Credit**

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Programs

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### 3.6.3 Auditing a Course

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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

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

If you are taking a course for credit and you have not yet written any examinations, you may change from credit to audit status. You must do so before the mid-point of your original course contract period, and you must apply in writing to the [Office of the Registrar](#).

**Auditing a  
Course**

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**Zero-Credit  
Courses**

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### 3.6.4 Zero-Credit Courses

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Non-credit or 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 tutorial 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). Course extension regulations also apply to zero-credit individualized study courses.

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## Registration

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### 3.6.5 Individualized Study/Online Courses

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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 learning resources needed for the course. See Learning Resources [below](#) for more information.

You may be required to purchase additional items such as stationery, binders, calculators, etc. Most courses have required computer components (refer to [Computer Requirements](#) in the Glossary).

#### [Online Courses](#)

#### 3.6.5.1 Maximum Course Load

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Students may be actively registered in one to six courses at a time. To ensure that you do not overburden yourself, AU limits your



<b>Auditing a Course</b>	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>Zero-Credit Courses</b>	
<b>Individualized Study/Online Courses</b>	<b>3.6.5.2 Pre-Registration – Individualized Study</b>
<b>Grouped Study Courses</b>	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.
<b>Challenge for Credit</b>	
Undergraduate Programs	
Undergraduate Courses	You will receive your learning resources 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.
Examinations and Grades	
Undergraduate Fees and Refunds	<b>3.6.5.3 Registration Process – Individualized Study</b>
Faculty	Once you are <u>admitted</u> 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.
Student Code of Conduct and Right to Appeals Regulations	
Glossary	
Site Map	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.
Search Undergraduate Calendar	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 learning resources package will be sent as soon as your course registration is processed. A tutor will also be assigned after you register in a course; however, the tutor's support will not be in effect until the course contract start date.

[myAU](#)

[Course syllabi](#)

[Course fees](#)

[Course Availability List](#)

[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.

[Overseas Students' Course Start Dates](#)

[Courier Recovery Fees](#)

### 3.6.5.5 Overseas Students' Course Start Dates

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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

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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. See [Course-Related Regulations](#) for more information.

You are considered actively registered in your course until you have completed the course, the course contract date expires, or you withdraw. Your learning resources 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

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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

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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 Learning Resources

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The payment of course registration fees entitles you to receive most of your individualized study course learning resources. Learning resources 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 shipped.

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

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

### **Shipping Within North America**

Students living in Canada will receive their print learning resources through Canada Post. Students who live in the U.S. or Mexico will receive their print learning resources 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**

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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

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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. You may not extend a grouped study course.

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.

The extension begins on the first day of the month following your course contract end date. 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.

Students receiving financial assistance may be restricted by shorter time limits.

[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 is deemed to have been written (or if all course work is deemed to have been submitted for marking, for courses that do not have a final exam requirement), or during disciplinary proceedings.

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

### **a. Impact of Course Withdrawal on Academic Record**

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.
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.
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.

Nursing students: Please consult the [Undergraduate Course Withdrawal and Refund Policy – Individualized Study](#) for academic impact of a withdrawal from a nursing clinical and for the process that must be followed.

### **b. Procedure**

Withdrawal requests should be submitted online via the [myAU](#) portal and are subject to the [Undergraduate Course Withdrawal Policy and Procedures – Individualized Study](#).

## **c. Refunds and Returns**

Students are responsible for the cost of returning any learning resources to Athabasca University. For more information on refunds and returns, refer to [Refunds: Individualized Study Course Tuition](#).

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

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At Athabasca University, students are permitted one registration and one re-registration in each individualized study 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.

In order to carry forward any completed coursework and examination results, you must first obtain written approval from the course professor/course coordinator. To carry the results forward, you must re-register in the course within one year from the course contract end date of your original registration.

#### **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 learning resources 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.

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**Auditing a  
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### 3.6.6 Grouped Study Courses

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Athabasca University's term for courses taken by students together in either a classroom or online setting. Students progress through the course at the same pace. Because grouped study courses follow a set timeframe, extensions are not allowed.

Not all courses identified as grouped study in the print and online Calendars 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, please visit:

[Partnerships](#)

For more information about partnership courses, degrees, and transfer credit, please refer to the following websites:

[Learning Services Collaborations  
Available Grouped Study Courses](#)

#### 3.6.6.1 Registration Process – Grouped Study

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<b>Zero-Credit Courses</b>	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.
<b>Individualized Study/Online Courses</b>	
<b>Grouped Study Courses</b>	<b>3.6.6.2 Registration Deadlines</b>
<b>Challenge for Credit</b>	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. Learning resources are generally distributed to students at the first group session. Courses offered at another institution may have different fees and regulations. Please consult the collaborating institution that offers the course.
Undergraduate Programs	
Undergraduate Courses	
Examinations and Grades	
Undergraduate Fees and Refunds	<b>3.6.6.3 Course Withdrawal – Grouped Study</b>
Faculty	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 is deemed to have been written (or if all course work is deemed to have been submitted for marking, for courses that do not have a final exam requirement), or during disciplinary proceedings.
Student Code of Conduct and Right to Appeals Regulations	
Glossary	
Site Map	
Search Undergraduate Calendar	<b>a. Impact of Course Withdrawal on Academic Record</b>

Withdrawal timeframes 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.
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.
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.

Nursing students: Please consult the [Undergraduate Course Withdrawal and Refund Policy – Grouped Study](#) for academic impact of a withdrawal from a nursing clinical and for the process that must be followed.

### **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.

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).

[Grouped Study Course Withdrawal Request Form](#)

### **c. Refunds**

For information on refunds, refer to [Refunds: Grouped Study Course Tuition.](#)

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### 3.6.7 Challenge for Credit

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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.

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 knowledge and the method of challenge evaluation by reviewing the online [syllabus](#).
2. You must obtain approval to challenge a course from the faculty or designate who is responsible for the AU course. Faculty contact information may be found [online](#).
3. Fill out the challenge for credit registration form and submit with payment.



<b>Auditing a Course</b>	Commencing on January 1, 2012 and later (term 201201), any courses take via the challenge for credit process will not meet AU residency requirements.
<b>Zero-Credit Courses</b>	
<b>Individualized Study/Online Courses</b>	Some important facts regarding challenging a course:
<b>Grouped Study Courses</b>	There are no provisions to withdraw (cancel) from or extend the challenge for credit process.
<b>Challenge for Credit</b>	The Course Coordinator determines the components of evaluation for the challenge for credit process, noted on the challenge evaluation section of the course syllabus.
Undergraduate Programs	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.
Undergraduate Courses	You must complete the challenge for credit process within three months.
Examinations and Grades	Prerequisites must be satisfied unless the Course Coordinator waives them. After completing a challenge for credit process successfully, you may not challenge a prerequisite to that challenge.
Undergraduate Fees and Refunds	In some challenge for credit processes, you must complete the assignments within six weeks of receiving the material.
Faculty	Tutor support is not available during a challenge.
Student Code of Conduct and Right to Appeals Regulations	Learning Resources for Challenge for Credit can be purchased from Course Materials or can be purchased separately. (see following section for more information.)
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Undergraduate Calendar	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 Policy**

### **Challenge for Credit Procedures**

#### 3.6.7.1 AU Learning Resource Materials – Challenge for Credit

---

Students registering for challenge for credit will have access to AU printed learning resource materials, limited to textbooks and readings, available for purchase at full cost. Any fees assessed for learning resource materials are not refundable.

Students may purchase the associated print learning resources, 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, it 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

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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.

### 3.6.7.3 Registration Process – Challenge for Credit

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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 be eligible 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. 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 examination requests as stated in the [Undergraduate Exam Request and Completion Policy](#) and its associated [procedures](#). No supplemental exams are permitted.

### Undergraduate Courses

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

[Undergraduate General Application  
Form](#)

[Undergraduate Challenge for Credit  
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[Invigilators](#)

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