

## UNDERGRADUATE CALENDAR

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## Welcome

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

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

This online Calendar is your official resource when referencing undergraduate program and academic regulations throughout your stay at Athabasca University. If you are a graduate student, please consult the [graduate program calendar](#).

## Mission Statement

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Athabasca University, Canada's Open University, is dedicated to the removal of barriers that restrict access to, and success in, university-level studies and to increasing equality of educational opportunity for adult learners worldwide. We are committed to excellence in teaching, research and scholarship, and to being of service to the general public.

## Admission

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Anyone 16 years of age or older is eligible for admission to Athabasca University, regardless of previous educational experience, with or without a high school diploma.

[Watch the video](#)

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## Where do you want to be?

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

### [About Athabasca University](#)

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

## Contacting AU

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

### [Ask AU](#)

Athabasca University, Central  
Canada/US: 1.800.788.9041  
Others: 1.780.675.6111

Athabasca University, Edmonton  
1.780.421.8700

Athabasca, University, Calgary  
1.403.263.6465

### [Maps](#)

## Legal Note

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

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

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

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

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

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

[PDF Calendar](#)

## Credits

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The 2018-2019 Athabasca University Calendar was prepared by the [Office of the Registrar](#).

Editor: Laura Barakeris

Managing Editor: Helen Salzl

*Updated July 30 2018 by laurab*

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everywhere.**

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## 1. General Information

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

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

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

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

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*Updated June 18 2018 by laurab*

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# **General Information**

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## **1.1 Contact Information**

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

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

### **Information Centre**

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[Website](#)

### **Office of the Registrar**

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[Website](#)

### **Departments and Centres**

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[Website](#)

### **Athabasca University Central**

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1 University Drive  
Athabasca, AB  
Canada  
T9S 3A3  
[Online map](#)

### **Athabasca University, Edmonton**

<b>Moodle</b>	Peace Hills Trust Tower
<b>Postal Service Interruption</b>	1200, 10011 -109 Street Edmonton, AB T5J 3S8
<b>Important Dates</b>	Serving the area north of Red Deer and the rest of Canada not served by the other learning centres. <a href="#">Online map</a>
Student Support Services	<b>Hours of Operation</b> Monday to Friday 8:30 a.m. to 4:30 p.m. MT Closed for most services on Saturday, Sunday, and holiday Mondays.
Admission, Registration and Evaluation	<b>Services</b> Please call for details of services available 800.788.9041 or direct dial Phone: 780.421.8700 Fax: 780.497.3411
Undergraduate Programs	<b>Athabasca University, Calgary</b> 6th floor 345 - 6 Avenue S.E. Calgary, AB T2G 4V1 Serving the area in or south of Red Deer, British Columbia, and Saskatchewan. <a href="#">Online map</a>
Undergraduate Courses	<b>Hours of Operation</b> Monday to Friday 8:30 a.m. to 4:30 p.m. MT Closed Saturday, Sunday, and holiday Mondays
Examinations and Grades	<b>Services</b> Please call for details of services available. 800.788.9041 or direct dial Phone: 403.263.6465 Fax: 403.298.2922
Undergraduate Fees and Refunds	<b>Faculty of Business</b>
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Athabasca University  
201 13220 St. Albert Trail St. Albert, AB T5L 4W1  
Telephone: 800.561.4650 or 780.459.1144  
Fax: 800.561.4660 or 780.459.2093  
E-mail: [business@fb.athabascau.ca](mailto:business@fb.athabascau.ca)

## **Hours of Operation**

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Monday to Friday: 8:30 a.m. to 4:30 p.m. MT  
Closed Saturday, Sunday, and holiday Mondays  
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### 1.2 Legal Version of the Calendar

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Athabasca University's online Calendar is the official 2018-2019 Calendar, and is effective September 1, 2018 to August 31, 2019, unless the specific regulation page says otherwise. Athabasca University no longer produces the print version of the Calendar—2014/2015 was the last year. If you require a PDF of the current Calendar or would like to see any past years' versions, they are stored in our [archives](#).

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*Updated December 05 2018 by laurab*

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### 1.3 Recognition and Accreditation

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#### 1.3.1 Recognition

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Athabasca University has achieved the highest possible award each year for the Province of Alberta Performance Funding. Recently, the University received the Commonwealth of Learning Award of Excellence for Institutional Achievement.

Most recently, the International Council for Open and Distance Education recognized Athabasca University as one of the world's outstanding distance and open learning institutions.

AU is also recognized by the Government of British Columbia.

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

#### 1.3.2 Accreditation

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Athabasca University is a publicly funded institution of the Province of Alberta that reports to the government through the Minister of Advanced Education. Pursuant to the Post-secondary Learning Act, SA 2003, Chapter P-19.5, and the Athabasca University Regulation, AR 50/2004, the government authorizes the Governors of Athabasca University (the Board) to govern its own affairs. Public members of the Board are appointed under orders-in-council of the Lieutenant Governor of Alberta.

<b>Moodle</b>	Athabasca University is the first Canadian university to be accredited by the Middle States Commission on Higher Education (3624 Market Street, 2nd Floor West, Philadelphia, PA, 19104, 267.284.5000). The Commission is one of six regional accrediting agencies in the U.S. recognized by the Council for Higher Education Accreditation.
<b>Postal Service Interruption</b>	
<b>Important Dates</b>	
Student Support Services	<b>Membership</b>
Admission, Registration and Evaluation	Athabasca University is also a full member of the following organizations:
Undergraduate Programs	<ul style="list-style-type: none"> <li>Alberta Council on Admissions and Transfer</li> <li>Association of Commonwealth Universities</li> <li>Association of Universities and Colleges of Canada</li> <li>BC Council on Admissions and Transfer*</li> <li>Canadian Association for Distance Education</li> <li>Canadian Association for Graduate Studies</li> <li>Canadian Virtual University</li> <li>Circumpolar Universities Association</li> <li>Inter-American Distance Education Consortium</li> <li>International Council for Open and Distance Education</li> </ul>
Undergraduate Courses	
Examinations and Grades	
Undergraduate Fees and Refunds	* The term "University" is used under the written consent of the Minister of Advanced Education effective April 4, 2011 having undergone a quality assessment process and been found to meet the criteria established by the minister. (Reconfirmed March 27, 2014)
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### 1.4 Protection of Privacy

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Athabasca University collects and maintains personal information for the purposes of admissions, registrations, and other activities related to being a member of the Athabasca University community and attending a public post-secondary institution of the Province of Alberta.

You are advised that the information you provide, and any other information placed into your student record, will be protected and used in compliance with Alberta's Freedom of Information and Protection of Privacy Act. For more information, please refer to our [website](#).

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### 1.5 Undergraduate Student Orientation

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

[Undergraduate Student Orientation](#)

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### 1.6 Student Code of Conduct

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

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

We're here to help. If you have difficulty accessing information or if you require clarification on any subject or regulation, please contact [the University](#) and your query will be forwarded to the appropriate department.

[Student Code of Conduct and Right to Appeal Regulations](#)

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### 1.7 myAU

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

Once you are admitted to the University, you will use myAU to access your course(s) and view personal information such as your AU Library account, assignment marks, and course grades. You may also take care of administrative matters, such as booking examinations, requesting course extensions, registering for courses, requesting course withdrawals, and ordering transcripts.

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### 1.8 Ask AU

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Have questions? Start with our online service, [Ask AU](#). It provides quick answers to most general questions about Athabasca University. If the answer cannot be provided, your query will be forwarded to the appropriate department.

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### 1.9 Information Centre

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Athabasca University's Information Centre provides one point of contact for all your telephone inquiries. If the Information Centre attendant can't answer your question, he or she will forward your call to the appropriate person.

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

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### 1.10 Student Identification Cards

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#### 1.10.1 Active Students

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If you are currently an active Athabasca University student, you can request a photo Student Identification (SID) card that will confirm your name, identification number, and the academic year in which the card was produced.

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

[Request for Photo ID Card](#)

#### 1.10.2 Nursing Students

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

The Nursing Student cards are valid for one year. It is valid for the academic year displayed on the front of the card. To update the card annually, you must be an active student, and request a date sticker from the Office of the Registrar, AU Edmonton, or AU Calgary.

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## 1.10.3 Photo Requirements

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Student Identification (SID) cards are issued using a photograph taken by an Athabasca University staff member whenever possible. If this is not possible, you can supply your own digital photo accompanied by a copy of your driver's licence, or a passport photo. The back of either photo submitted must be signed by a guarantor who can attest to your identity. Examples of a guarantor are listed on the print and online SID forms.

Photos can be taken by staff at the Office of the Registrar in Athabasca, AU Edmonton, or AU Calgary. All ID cards will be mailed to the current address the student has on file with the University.

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### 1.11 e-Letters

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As of September 2011, AU converted all print letters that were accessible via the e-Letter delivery method to the e-Letter format. If you would still prefer to receive these letters in a print format delivered via Canada Post, you will be able to choose that method of delivery and you will be assessed a one-time \$10 fee for this service. Additional information can be found on the [Office of the Registrar website](#).

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

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### 1.12 Moodle

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The name Moodle is an acronym that stands for Modular Object-oriented Dynamic Learning Environment—an open source software package for producing Internet-based courses and websites. Moodle is both a Learning Management System and a Virtual Learning Environment designed to support a social constructionist framework of education. It is an online place where you, as a learner, can have access to your tutor, to other learners, and to a variety of tools, features, and interactions that will enhance your learning experience at Athabasca University.

[AU Moodle Orientation](#)

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### 1.13 Postal Service Interruption

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

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### 1.14 Important Dates

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<b>Legal Version of the Calendar</b>	Aug. 6	Civic holiday	University closed
<b>Recognition and Accreditation</b>	Sept. 3	Labour Day	University closed
<b>Protection of Privacy</b>	Oct. 8	Thanksgiving Day	University closed
<b>Undergraduate Student Orientation</b>	Nov. 12	University closed in lieu of Remembrance Day	University closed
<b>Student Code of Conduct</b>	Dec. 25/18 – Jan. 1/19	The University will close at 12 p.m. Monday, December 24, 2018 and will reopen at 8:30 a.m. Wednesday, January 2, 2019.	
<b>myAU</b>	2019		
<b>Ask AU</b>	Feb. 18	Family Day	University closed
<b>Information Centre</b>	April 19 – 22	(inclusive) Easter break.	University closed
<b>Student Identification Cards</b>	April 30	Deadline to apply for June 2019 Convocation.	
<b>e-Letters</b>	May 3	All final grades must be received by the Office of the Registrar for June	

<b>Moodle</b>		Convocation.	
<b>Postal Service Interruption</b>	May 20	Victoria Day	University closed
<b>Important Dates</b>	June 7 and 8	Athabasca University <u>Convocation</u>	
Student Support Services	July	Canada Day	University closed
Admission, Registration and Evaluation	Aug. 5	Civic holiday; Heritage Day	University closed
	Sept. 2	Labour Day	University closed
Undergraduate Programs	Oct. 14	Thanksgiving Day	University closed
Undergraduate Courses	Nov. 11	Remembrance Day	University closed
Examinations and Grades	Dec. 25/19 – Jan. 1/20	The University will close at 4:30 p.m. Tuesday, December 24, 2019 and will reopen at 8:30 a.m. Thursday, January 2, 2020.	
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## 3. Admission, Registration and Evaluation

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In order to take courses at Athabasca University, a student must be admitted to AU. Once the student is admitted, he/she 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.

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### 3.1 Admission

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

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### 3.1.1 Past Academic Performance

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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.

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### 3.1.2 Non-Canadian Students

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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.

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

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### 3.1.3 Returning Students

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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.

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

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'Manage Your Program' header under the  
'Student Record' section of the myAU  
portal.

[Reactivation Form](#)

[myAU portal](#)

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### 3.1.4 New Students

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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.

Note: International students residing in Canada must apply using the [paper General Application Form](#), and submit it along with payment to AU.

#### 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 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.

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The AU unclassified category includes visiting students from other post secondary institutions who are taking AU courses for admission or transfer purposes to another institution. Visiting students are encouraged to obtain a Letter of Permission from their home institution before registering in an AU course. This will ensure the home university will accept the AU course in the visiting student's program.

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

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

### 3.1.4.2 Procedure

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

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

Confirmation of your enrolment as an unclassified student will be available in your myAU portal the next day. To access

your confirmation e-Letter, log into your [myAU](#) portal using your ID number.

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

### **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](#).

NOTE: Students may not enrol in an AU undergraduate degree program while they are enrolled in another 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.

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### 3.1.5 Admission Classifications

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#### 3.1.5.1 Active Students

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

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

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

#### 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.

<b>and Transfer Credit</b>	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.
<b>Letter of Permission</b>	
<b>Prior Learning Assessment and Recognition</b>	<b>3.1.5.3 Changing Programs/Status</b>
<b>Graduation</b>	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”.
<b>Registration</b>	
Undergraduate Programs	
Undergraduate Courses	
Examinations and Grades	Inactive students will be asked if they require an evaluation of previous post-secondary studies. A fee is required for this service if it wasn’t submitted previously.
Undergraduate Fees and Refunds	
Faculty	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.
Student Code of Conduct and Right to Appeals Regulations	International Assessment Services (e.g. IQAS, WES, etc.) documents are requested as required and will be retained indefinitely.
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### 3.1.6 Enrolment Status

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#### 3.1.6.1 Part-Time Students

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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

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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.

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 funded and non-funded students, visit the [AU Student Financial Aid Information](#) page.

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## Admission, Registration and Evaluation

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### 3.2 Evaluations and Transfer Credit

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

AU has articulated courses and programs from more than 240 institutions and organizations. These decisions can be searched on our [online database](#).

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

[myAU](#)  
[Evaluation Procedures](#)

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## Evaluations and Transfer Credit

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### 3.2.1 Block Transfer Credit/College Diploma

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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](#)

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## Evaluations and Transfer Credit

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### 3.2.2 Procedure

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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

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

[Undergraduate General Application Form](#)

### Transcripts

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<b>While Waiting for Evaluation Completion</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>Notification of Evaluation</b>	
<b>Transfer Credit Time Limits</b>	
<b>Appeal Process Concerning Transfer Credit</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). Ensure the correct mailing address is provided or the documents will be sent by registered mail to the most recent address on file. AU does not assume responsibility for lost documents.
<b>Transferring AU Courses to Another Institution</b>	
<b>Letter of Permission</b>	<b>NOTE:</b> Faxed and emailed transcripts are not accepted as Official Transcripts.
<b>Prior Learning Assessment and Recognition</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.
<b>Graduation</b>	
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Undergraduate Programs	International Assessment Services (e.g. IQAS, WES, etc.) documents are requested as required and will be retained indefinitely.
Undergraduate Courses	
Examinations and Grades	Questions regarding sending AU transcripts can be forwarded to: <a href="mailto:enrol@athabascau.ca">enrol@athabascau.ca</a> .
Undergraduate Fees and Refunds	<b>Mailing Address:</b>  Athabasca University Enrolment Services Office of the Registrar
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Athabasca, AB T9S 3A3

## Course Outlines

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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\* 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

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## Evaluations and Transfer Credit

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### 3.2.3 Foreign Transcript Evaluations

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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 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>While Waiting for Evaluation Completion</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>Notification of Evaluation</b>	There are a number of other foreign credential evaluating services whose assessments may be accepted. In Canada, refer to the <a href="#">Alliance of Credential Evaluation Services of Canada</a> .
<b>Transfer Credit Time Limits</b>	
<b>Appeal Process Concerning Transfer Credit</b>	AU can also accept assessments from the U.S. from members of the <a href="#">National Association of Credential Evaluation Services (NACES)</a> or the <a href="#">American Association of Collegiate Registrars and Admissions Officers Foreign Education Credential Service (AACRAO)</a> .
<b>Transferring AU Courses to Another Institution</b>	<a href="#">Alliance of Credential Evaluation Services of Canada</a>
<b>Letter of Permission</b>	<a href="#">National Association of Credential Evaluation Services</a>
<b>Prior Learning Assessment and Recognition</b>	<a href="#">American Association of Collegiate Registrars and Admissions Officers Foreign Education Credential Service</a>
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### 3.2.4 Timeline for Evaluation Completion

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

Current processing time: 4 weeks

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### 3.2.5 Course Registration While Waiting for Evaluation Completion

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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](#).

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

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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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Undergraduate Programs	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.
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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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### 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 2019, Applications for Graduation must be submitted by April 30, and all requirements must be met by May 3, 2019.

#### Important Dates

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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. 6382, 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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Undergraduate Calendar	All students who receive graduate or undergraduate degrees are invited to attend the convocation ceremonies held by AU in June of each 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 <a href="#">convocation website</a> .

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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.

#### 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.

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.

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**Auditing a Course**

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

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**Zero-Credit Courses**

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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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**Individualized Study/Online Courses**

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**Grouped Study Courses**

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

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

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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 [regappeal@athabascau.ca](mailto:regappeal@athabascau.ca) once the online appeal has been submitted.

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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

---

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](#).

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### 3.6.4 Zero-Credit Courses

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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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### 3.6.5 Individualized Study 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).

#### [Available 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](#) (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

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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

---

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 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

---

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**

---

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.

#### **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.

**Information effective Sept. 1, 2018 to  
Aug. 31, 2019.**

*Updated July 19 2018 by laurab*

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and  
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**Graduation**

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**Registration**

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**Prerequisites**

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**Requests for  
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## Registration

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### 3.6.6 Grouped Study Courses

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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:

[Partnerships and Student Recruitment Available Grouped Study Courses](#)

#### 3.6.6.1 Maximum Course Load

---

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 at a time. Collaborating institutions may have additional limits to course load that you must also follow.
<b>Zero-Credit Courses</b>	
<b>Individualized Study/Online Courses</b>	<b>3.6.6.2 Registration Process – Grouped Study</b>
<b>Grouped Study Courses</b>	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="#">Classroom-based Study (Grouped Study)</a> page. Also ensure you have the required prerequisites.
<b>Challenge for Credit</b>	
Undergraduate Programs	
Undergraduate Courses	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.
Examinations and Grades	
Undergraduate Fees and Refunds	<b>3.6.6.3 Registration Deadlines</b>
Faculty	Year-round registration is not available for grouped study courses. Because of scheduling restrictions, the courses are generally offered at selected sites and times. Course availability is dependent upon the number of registrations. Courses offered at another institution may have different fees and regulations. Please consult the collaborating institution that offers the course.
Student Code of Conduct and Right to Appeals Regulations	
Glossary	
Site Map	<b>3.6.6.4 Grouped Study Contract Periods/Dates</b>
Search Undergraduate Calendar	

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 Learning Resources

---

The payment of course registration fees entitles you to receive most of your grouped study course learning resources. Learning resources 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 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 textbook(s), CDs, and/or DVDs, and the balance of the course is accessed online. And in others, the entire

learning resources package is print-based and is provided to grouped study students on the first day of class.

### 3.6.6.6 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 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.

#### **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 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](#).

### 3.6.6.7 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 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.

**Information effective Sept. 1, 2018 to Aug. 31, 2019.**

*Updated December 05 2018 by laurab*

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## Registration

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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.)
Glossary	
Site Map	
Search	
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

---

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

---

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  
Course Registration Form](#)

[Information about Invigilators](#)

[Courier Recovery Fees](#)

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*Updated July 19 2018 by laurab*

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**Nursing**

## 4. Undergraduate Programs

Regulations effective September 1, 2018.

When you are ready to enrol in a program, complete and submit the Undergraduate General Application Form to Athabasca University.

Graduate programs are also available.

Application Form (New students)

myAU (Returning students)

4.1 Program General Information

4.1.1 Enrolling in a Program

4.1.2 Student Resources

4.1.3 Program GPA and Graduation with Distinction or Great Distinction

4.1.4 French Language Recognition

4.1.5 Residency Requirement

**DEGREES**

**CONCENTRATIONS/MAJORS**

Bachelor of Arts (3-  
year)

General

English Concentration

French Concentration

History Concentration

Psychology Concentration

**Professional  
Arts, General  
Regulations**

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**Science**

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**Architecture**

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**University  
Diploma**

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**University  
Certificate**

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**Certificate of  
Completion -  
English  
Language  
Proficiency  
Program**

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**Archived  
Program  
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Sociology Concentration

## **BA Majors**

Anthropology Major

English Major

French Major

History Major

Humanities Major

Labour Studies Major

Political Economy Major

Political Science Major

Psychology Major

Sociology Major

Women's and Gender Studies  
Major

## **BA Minors**

Anthropology

Canadian Studies

English

French

Global Studies

Heritage Resources Management

History

Humanities

Inclusive Education

Labour Studies

Philosophy

Political Economy

Political Science

Psychology

Public Administration

Sociology

Women's and Gender Studies

Accounting Major

Business Technology Management  
Major

Bachelor of Arts (4-  
year)

Bachelor of  
Commerce (4-year)

[Finance Major](#)

[Bachelor of  
Commerce \(4-year  
Post Diploma\)](#)

[Accounting Major \(Post Diploma\)](#)  
[Business Technology Management  
Major \(Post Diploma\)](#)  
[Finance Major \(Post Diploma\)](#)

[Bachelor of General Studies](#)

[Bachelor of Health Administration](#)

[Bachelor of Health Administration \(Post Diploma\)](#)

[Bachelor of Human Resources and Labour Relations](#)

[Bachelor of Human Resources and Labour Relations \(Post  
Diploma\)](#)

[Bachelor of Management \(3-year\)](#)

[Bachelor of Management \(3-year Post Diploma\)](#)

[Bachelor of  
Management \(4-year\)](#)

[Marketing Major](#)  
[Human Resources Management  
Major](#)  
[Indigenous Nations and  
Organizations](#)

[Bachelor of  
Management \(4-year  
Post Diploma\)](#)

[Marketing Major \(Post Diploma\)](#)  
[Human Resources Management  
Major \(Post Diploma\)](#)  
[Indigenous Nations and  
Organizations Major \(Post  
Diploma\)](#)

[Bachelor of Nursing](#)

[Post-RN BN Program](#)  
[Post-LPN BN Program](#)

[Bachelor of](#)

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[Communication Studies Major](#)  
[Criminal Justice Major](#)

[Professional Arts](#)

[Governance, Law and  
Management Major](#)  
[Human Services Major](#)

### **BSc Majors**

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[Computing and Information  
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### **BSc Minors**

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[University Diploma in Arts](#)

[University Diploma in Inclusive Education](#)

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## CERTIFICATE OF COMPLETION

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[English Language Proficiency Program](#)

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## Undergraduate Programs

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### 4.1 Program General Information

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As an open university, Athabasca University will accept application to become a student from any individual who is 16 years of age or older.

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

Students may not enrol in an AU undergraduate degree program while they are enrolled in a 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.

For more information on admission to AU, visit the [Admissions](#) section of the undergraduate Calendar.

[Enrolling in a Program](#)

[Student Resources](#)

[Graduation with Distinction and Great Distinction](#)

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[Residency Requirement](#)

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## Program General Information

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### 4.1.1 Enrolling in a Program

---

When you are ready to enrol in a program, complete and submit the Undergraduate General Application Form to Athabasca University.

Within two to three weeks, you will receive a letter welcoming you to the University and confirming receipt of your application form.

[Application Form \(New students\)](#)

[myAU \(Returning students\)](#)

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## Program General Information

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### 4.1.2 Student Resources

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[Mapping Your Future](#)

[Mastering Exam Anxiety](#)

#### 4.1.2.1 Program Planning

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If you have not completed any post-secondary courses before, we suggest you begin by selecting a preparatory (100 level) or junior (200 level) course in your degree area. Check carefully to ensure 100-level courses meet your program requirements.

Select a course that includes topics that interest you, and consider all of the requirements within your specific degree or certificate program. Some of our undergraduate programs, such as the Bachelor of Nursing or Bachelor of Commerce degree, have specific program requirements.

Most programs contain a number of core courses and required elective courses. Select courses that are designated as core or required electives first. These junior-level courses will help provide you with the information base you will need to successfully complete senior (300/400) level courses.

#### 4.1.2.2 Learning Outcomes

---

Athabasca University has developed program learning outcomes that outline the knowledge, skills, and values you may expect to obtain after completing a credential. Possible career options are also listed. Choose from the list of programs.

Arts	<u>Learning Outcomes</u>
Commerce	4.1.2.3 Counselling and Advising Services
General Studies	If you are having difficulty pinpointing a specific program or course of interest, an Athabasca University counsellor or advisor can help. The following will help you determine the type of advice you require.
Health Administration	
Human Resources and Labour Relations	<p data-bbox="545 457 919 495"><u>Learner Support Services</u></p> <p data-bbox="488 541 878 579">A counsellor will help you:</p> <ul data-bbox="545 625 1317 810" style="list-style-type: none"> <li>clarify your educational and career objectives</li> <li>select a program of study</li> <li>develop study and time management skills</li> <li>identify and overcome any barriers to your learning.</li> </ul> <p data-bbox="488 856 951 894">You may reach a counsellor by:</p>
Management	
Nursing	
Professional Arts, General Regulations	<p data-bbox="545 940 829 978"><u>Appointment Form</u></p> <p data-bbox="545 982 1182 1020">by phone: Canada and U.S.: 1.800.788.9041</p>
Science	
Architecture	
University Diploma	<p data-bbox="488 1075 854 1113">An advisor will help you:</p> <ul data-bbox="545 1159 1357 1390" style="list-style-type: none"> <li>clarify your undergraduate program requirements</li> <li>select courses for your program of studies</li> <li>interpret transfer credit assessments</li> <li>interpret Athabasca University policies and procedures</li> <li>complete Students Finance study plans.</li> </ul> <p data-bbox="488 1436 927 1474">You may reach an advisor by:</p>
University Certificate	
Certificate of Completion - English Language Proficiency Program	<p data-bbox="545 1520 829 1558"><u>Appointment Form</u></p> <p data-bbox="545 1562 1187 1600">By phone: Canada and U.S.: 1.800.788.9041</p> <p data-bbox="545 1604 946 1642">Calgary area: 403.263.6465</p> <p data-bbox="545 1646 992 1684">Edmonton area: 780.421.8700</p>
Archived Program Regulations	
Undergraduate Courses	
Examinations and Grades	<p data-bbox="488 1822 1300 1860"><b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b></p>

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### 4.1.3 Program Undergraduate Degree GPA and Graduation with Distinction or Great Distinction

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

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

Courses excluded from the GPA calculation are:

Transfer courses (courses for which transfer credit has been awarded)

Courses using a pass/fail grading scheme

Courses with a grade of W (Withdrawal) or WF (Withdrawal Failure), both without academic penalty

Courses considered extra to the degree

Credits awarded for Prior Learning Accreditation and Recognition (PLAR)

Non-credit courses and courses with no grades.

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

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**Commerce**

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## Program General Information

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### 4.1.4 French Language Recognition

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

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**Residency  
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## Program General Information

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### 4.1.5 Residency Requirement

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

ADMN 404, for example, is a required course in the Bachelor of Commerce degree and the Bachelor of Management degree, and it must be completed at AU. No transfer credit is allowed for this course within the Bachelor of Commerce degree and the Bachelor of Management degree. Please review the [residency charts](#).

Note: Course credit obtained through challenge for credit processes will not meet AU residency requirements.

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## Academic-Related Regulations

### Residency Requirements Chart

PROGRAM OF STUDY (*SPECIFIC REQUIREMENTS TO BE COMPLETED AT AU)	REQUIRED CREDITS TO BE TAKEN AT AU	PRIOR LEARNING ASSESSMENT CREDITS
Bachelor of Arts (3-year) *Political Science Concentration = 9	30	6*
Bachelor of Arts (4-year)	30	9
Bachelor of Commerce	30 (must include ADMN 404)	21
Bachelor of Commerce (Post Diploma)	30 (must include ADMN 404)	9
Bachelor of General Studies - Applied Studies	No residency requirement	21
Bachelor of General Studies - Arts & Sciences	No residency requirement	9
Bachelor of Health Administration	24	21
Bachelor of Health	24	6

<b>Residency Chart</b>	Administration (Post Diploma)		
<b>Arts</b>	Bachelor of Human Resources and Labour Relations	24	30
<b>Commerce</b>			
<b>General Studies</b>	Bachelor of Human Resources and Labour Relations (Post Diploma)	24	6
<b>Health Administration</b>			
<b>Human Resources and Labour Relations</b>	Bachelor of Management (3-year)	24 (must include ADMN 404)	15
<b>Management</b>	Bachelor of Management (4-year)	30 (must include ADMN 404)	21
<b>Nursing</b>			
<b>Professional Arts, General Regulations</b>	Bachelor of Management (Post Diploma) (3-year)	24 (must include ADMN 404)	6
<b>Science</b>	Bachelor of Management (Post Diploma) (4-year)	30 (must include ADMN 404)	9
<b>Architecture</b>			
<b>University Diploma</b>	Bachelor of Nursing (must be in required nursing courses) Post RN BN	15	9
<b>University Certificate</b>	Post LPN - BN	24	9
<b>Certificate of Completion - English Language Proficiency Program</b>	Bachelor of Professional Arts - Communication Studies	30	30 (also, see <a href="#">regs</a> )
<b>Archived Program Regulations</b>	Bachelor of Professional Arts - Criminal Justice	30	30
<b>Undergraduate Courses</b>	Bachelor of Professional Arts - Governance, Law and Management	30	30 to 60
	Bachelor of Professional Arts - Human Services	30	30 (also, see <a href="#">regs</a> )

Examinations and Grades	Bachelor of Science	30	30
Undergraduate Fees and Refunds	Bachelor of Science (Post Diploma)	30	15
Faculty	Bachelor of Science major in Human Science	30	30
Student Code of Conduct and Right to Appeals Regulations	Bachelor of Science (Post Diploma) Human Science	30	15
Glossary	Bachelor of Science in Computing and Information Systems	30	30
Site Map	Bachelor of Science in Computing and Information Systems (Post Diploma)	30	30
Search Undergraduate Calendar	University Diploma in Arts	24	0
	University Diploma in Health Administration	30	0
	University Diploma in Inclusive Education	12	0
	University Certificate in Accounting	15	6
	University Certificate in Advanced Accounting	18	6
	University Certificate in Administration	15	6
	University Certificate in Career Development	15	15
	University Certificate in Computers and Management Information Systems	15	6
	University Certificate in Computing and Information Systems	18	6

University Certificate in Counselling Women	6	15
University Certificate in e- Commerce	15	6
University Certificate in English Language Studies	0	0
University Certificate in Finance	15	6
University Certificate in French Language Proficiency	15	0
University Certificate in Heritage Resources Management	15	0
University Certificate in Human Resources and Labour Relations	15	15
University Certificate in Labour Studies	15	15
University Certificate in Management Applications	15	6
University Certificate in Management Foundations	15	6
University Certificate in Marketing	15	6
University Certificate in Public Administration	15	9

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### 4.2 Arts

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The mission of the Bachelor of Arts is to strengthen your critical and creative thinking by offering a broad range of social, political, and cultural programs of study. A liberal arts education from Athabasca University is designed to broaden your perspective on local and global affairs, encourage community and social involvement, and prepare you for lifelong learning and occupational diversity.

The three-year Bachelor of Arts program is a well-respected credential in Canada and the United States. While the three-year degree program is a highly marketable credential, it is not aimed at providing students with direct access to graduate level studies. Often an additional year of study is required to achieve that academic goal.

The four-year Bachelor of Arts provides students with a broad, flexible education that allows them to develop, understand, and disseminate knowledge, to think critically, and to build on these abilities. In addition, the four-year degree fully prepares students for most graduate

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programs. Graduates of the Bachelor of Arts with a major are expected to have gained sufficient analytical and critical thinking skills to be able to engage in independent research in their chosen major.

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## Bachelor of Arts (Three years—90 credits)

---

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[English Writing Skills Requirement](#)

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[Enrolment Restriction](#)

[Degree Conversion Provision](#)

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The mission of the Bachelor of Arts is to strengthen your critical and creative thinking by offering a broad range of social, political, and cultural programs of study. A liberal arts education from Athabasca University is designed to broaden your perspective on local and global affairs, encourage community and social involvement, and prepare you for lifelong learning and occupational diversity.

The three-year Bachelor of Arts program is a well-respected credential in Canada and the United States. While the three-year degree program is a highly marketable credential, it is not aimed at providing students with direct access to graduate level studies. Often an additional year of study is required to achieve that academic goal.

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<b>Heritage Resources Management</b>
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<b>Humanities</b>
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<b>Philosophy</b>
<b>Political Economy</b>
<b>Political Science</b>
<b>Psychology</b>
<b>Public Administration</b>
<b>Sociology</b>
<b>Women's and Gender Studies</b>
<b>Commerce</b>
<b>General Studies</b>
<b>Health Administration</b>
<b>Human Resources and Labour Relations</b>
<b>Management</b>

Students who are currently enrolled in the four-year Bachelor of Arts degree and who wish to transfer to the three-year degree program, may find it is not possible to transfer all their completed courses because of degree requirements.

Students may also be interested in the University Diploma in Arts, which is designed for students who wish to obtain an intermediate credential that provides a grounding in the intellectual skills required of university studies. It is also a foundation for further studies in Humanities and Social Science.

Athabasca University has developed program learning outcomes that describe the career options that may be available to you upon graduating.

## English Writing Skills Requirement

Students must meet the following English writing skills requirement:

hold credit in ENGL 255 (Students are strongly encouraged to register in ENGL 255 early in their program.);

**or**

have a grade of B- (70 per cent) or better in an Athabasca University English course above the preparatory (100) level;

**or**

receive credit for an English course in which a grade of B- or better was achieved.

## Classroom Setting

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In addition to completing this degree through online and distance learning, students have the option to take Bachelor of Arts courses in a classroom setting at other [institutions](#).

## Enrolment Restriction

---

Students who hold a previous degree must enrol in the Bachelor of Arts four-year program and follow the [second undergraduate degree requirements](#). This degree requires a minimum of 60 credits.

## Degree Conversion Provision

---

The degree conversion provision is available to Athabasca University students who have been awarded a three-year AU degree and wish to convert to a four-year degree.

[Undergraduate Degree Conversion From Three- to Four-Year Program Policy](#)

[Bachelor of Arts degree \(4 years – 120 credits\)](#)

## Concentrations

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[English Concentration](#)

[French Concentration](#)

[History Concentration](#)

[Psychology Concentration](#)

[Sociology Concentration](#)

## Bachelor of Arts Degree General (3 years—90 credits)

---

Students complete the program regulations in effect at the time of their enrolment.

## Program Structure

---

Total credits in the program 90

## Minimum Credits Required

---

At the senior (300 or 400) level 54

In the Arts (Humanities and Social Science) 66

Humanities 12

Social Science 12

Science 6

## Maximum Credits Allowed

---

In any one discipline 45

Applied Studies and/or Science 24

At the junior (200) level 36

At the preparatory (100) level 6

At the junior level in one discipline 15

Maximum Prior Learning Assessment and Recognition (PLAR) 6  
credits

Residency requirement. A minimum of 30 credits must be obtained through Athabasca University. 30

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

## Bachelor of Arts Degree with Concentration (3 years—90 credits)

---

### Program Structure

---

Total credits in the program 90

### Minimum Credits Required

---

At the senior (300 or 400) level 54

In the concentration 36

Senior-level credits in the concentration 24

In the Arts (Humanities and Social Science) 66

Humanities 12

Social Science 12

## **Maximum Credits Allowed**

---

In any one discipline 45

Applied Studies and/or Science 24

At the junior (200) level 36

At the preparatory (100) level 6

At the junior level in one discipline 15

Maximum Prior Learning  
Assessment and Recognition (PLAR) 6  
credits

Residency requirement. A  
minimum of 30 credits must be  
obtained through Athabasca  
University. 30

Graduation with Distinction or  
Great Distinction. At least 24 credits  
must be obtained through 24  
Athabasca University in order to be  
considered.

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## Bachelor of Arts Degree with Major (Four years— 120 credits)

---

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[English Writing Skills Requirement](#)

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The mission of the Bachelor of Arts is to strengthen your critical and creative thinking by offering a broad range of social, political, and cultural programs of study. A liberal arts education from Athabasca University is designed to broaden your perspective on local and global affairs, encourage community and social involvement, and prepare you for lifelong learning and occupational diversity.

The four-year Bachelor of Arts provides students with a broad, flexible education that allows them to develop, understand, and disseminate knowledge, to think critically, and to build on these abilities. In

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In addition, the four-year degree fully prepares students for most graduate programs. Graduates of the Bachelor of Arts with a major are expected to have gained sufficient analytical and critical thinking skills to be able to engage in independent research in their chosen major. Athabasca University does not offer an Honours BA.

Although you may change majors, a major must be selected when you enrol in the four-year Bachelor of Arts program. You may select from the following majors: Anthropology, English, French, History, Humanities, Labour Studies, Political Economy, Political Science, Psychology, Sociology, and Women's and Gender Studies.

Students enrolled in the three-year Bachelor of Arts program who wish to transfer to the four-year Bachelor of Arts program must complete a new Undergraduate General Application Form. Previous education will be reassessed and students will be notified of the results.

You are strongly encouraged to register in ENGL 255 early in your program. The English writing skills requirement is waived for students enrolling in the second undergraduate degree.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Double Majors

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Students in the Bachelor of Arts program, as either a first or second undergraduate degree, generally have the option to combine two majors if they wish. Students

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who undertake double majors must fulfill all requirements for both majors.

Depending upon the majors chosen, this may greatly restrict course selection (particularly in the second undergraduate degree program) or require the completion of more than 120 credits.

Students considering enrolling in double majors should consult with an Athabasca University [advisor](#) for assistance in selecting their programs and courses.

## Change of Major

---

You may change majors at any time. You will be placed in the current regulations. If you wish to remain in the regulations that were in effect at the time of your original enrolment, contact Admissions and Evaluations Services. Please reference the appropriate Calendar, e.g., 2002-2003 regulations. To request a change of major, complete and submit a new Undergraduate General Application Form. No fees are required.

## Minors

---

A student has the option of taking a minor in addition to their major. Although students must declare a major when they become BA program students, they may declare a minor at any point in their studies. A BA minor comprises 30 credits distinct from the major in a related discipline in the Humanities or Social Sciences offered at Athabasca University. At least 15 of the 30 minor credits must be at the 300 or 400 level. If they choose a minor, students must still complete all requirements of the major. No course can be used to complete requirements for both the major and the minor. The minor

will be recorded on the transcript. BA minors now available are Anthropology, Canadian Studies, English, French, Global Studies, Heritage Resource Management, History, Humanities, Inclusive Education, Labour Studies, Philosophy, Political Economy, Political Science, Psychology, Public Administration, Sociology, and Women's and Gender Studies.

## Degree Conversion Provision

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The degree conversion provision is available to Athabasca University students who have been awarded a three-year AU degree and wish to convert to a four-year degree. For more information about this regulation, please review the [Undergraduate Degree Conversion From Three- to Four-Year Program Policy](#).

## Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, "[Mapping Your Future: Your Career and Athabasca University](#)."

## Classroom Setting

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In addition to completing this degree through online and distance learning, students have the option to take Bachelor of Arts courses in a classroom setting at several institutions. See [Partnerships and Student Recruitment](#) for partners.

## Majors

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[Anthropology Major](#)  
[English Major](#)  
[French Major](#)  
[History Major](#)  
[Humanities Major](#)  
[Labour Studies Major](#)  
[Political Economy Major](#)  
[Political Science Major](#)  
[Psychology Major](#)  
[Sociology Major](#)  
[Women's and Gender Studies Major](#)

## Bachelor of Arts Degree with Major (4 years – 120 credits)

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Students complete the program regulations in effect at the time of their enrolment.

### Program Structure

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Total Credits in the Program	120
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### Minimum Credits Required

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At the senior (300 or 400) level (including 18 credits at the 400 level)	75
--	----

In the major (compulsory) * may be higher depending on the specific requirements of the major	45*
--	-----

Minimum senior-level credits in

major (including a minimum of 12 credits at the 400 level) 30

Arts (Humanities and Social Sciences) 96

Humanities, a minimum of 18  
Social Science, minimum of 18

Science 6

**Residency requirement.** A minimum of 30 credits must be obtained through Athabasca University. 30

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

## **Minor (optional)**

---

Minimum credits in the minor (including a minimum of 15 credits at the 300 and 400 level) 30

Students may not apply a course to both the major and the minor.

## **Maximum Credits Allowed**

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In any one discipline 60

Applied Studies 18

At the preparatory level 6

At junior level in any one

discipline 15

Maximum Prior Learning  
Assessment and Recognition 9  
Credits

## English Writing Skills Requirement

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Students must meet the following English writing skills requirement:

hold credit in ENGL 255 (Students are strongly encouraged to register in ENGL 255 early in their program.);

**or**

have a grade of B- (70 per cent) or better in an Athabasca University English course above the preparatory (100) level;

**or**

receive transfer credit for an English course in which a grade of B- or better was achieved.

## Second Undergraduate Degree Requirements

---

Students are not permitted to obtain a second undergraduate degree in the same field or related field as their first undergraduate degree. Students who have completed a previous undergraduate degree must enter the second undergraduate Bachelor of Arts four-year degree and follow these regulations. The English writing skills requirement is waived for students enrolling in the second undergraduate degree.

## Program Structure

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Total new credits not applied from a previous degree 60\*

\* May be higher depending on the specific requirements of the major.

## Minimum Credits Required

---

At the senior level (including 18 credits at the 400 level) 48‡

‡ May be higher depending on the specific requirements of the major.

Arts (Humanities and Social Science) 48

Humanities 9

Social Science 9

Science 6

**Residency Requirement.** A minimum of 30 credits must be obtained through Athabasca University. 30

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

## Maximum Credits Allowed

---

In any one discipline 45

<u>Applied Studies</u>	12
At the preparatory level	0
At junior level in any one discipline	12

Maximum Prior Learning  
Assessment and Recognition  
(PLAR) credits

9\*\*

\*\* A maximum of 39 PLAR credits  
is allowed if you declare a Labour  
Studies major.

## **Major (compulsory)**

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Minimum senior (300 or 400) level credits in major (including 12 credits at the 400 level)	30
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**Anthropology**

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**Anthropology  
Major**

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**Anthropology  
Minor**

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## Anthropology

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Regulations effective September 1, 2018.

Graduates of Athabasca University's Anthropology programs will become familiar with the four fundamental subfields within Anthropology (archaeology, biological anthropology, cultural anthropology, and linguistic anthropology), and their strong interrelationships. As well, you will gain a broad understanding of the physical and cultural diversity of people throughout the world, leading you to adopt a comparative and holistic approach to understanding and appreciating humanity, past and present.

[Anthropology Major](#)

[Anthropology Minor](#)

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**Anthropology**

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**Anthropology  
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## Anthropology Major

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Regulations effective September 1, 2018.

As a graduate of Athabasca University's Anthropology program, you will gain an in-depth appreciation for the four fundamental subfields within Anthropology (archaeology, biological anthropology, cultural anthropology, and linguistic anthropology), and their strong interrelationships. In particular, you will gain familiarity with the sub-disciplines of archaeology, biological anthropology, and cultural anthropology, which make up the current strengths of faculty and course offerings. The objective of the anthropology program is to provide students with a broad understanding of the physical and cultural diversity of people throughout the world, leading to and fostering a comparative and holistic approach to understanding and appreciating humanity, past and present.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

[Minor in Anthropology \(optional\)](#)

Canadian  
Studies

For specific degree requirements view  
each program page.

English

## Program Requirements

French

Global  
Studies

Students complete the program  
regulations in effect at the time of their  
enrolment.

Heritage  
Resources  
Management

Requirements in addition to the [general  
program requirements](#) for the 4-year BA  
with Major:

History

Humanities

Inclusive  
Education

1. A minimum of 45 credits from major  
courses including 30 senior (300 or  
400) level credits (a minimum of 12,  
400-level credits).
2. 9 junior (200) level [Anthropology](#)  
credits.

Labour  
Studies

Philosophy

ANTH 272 [Introduction to  
Archaeology](#)  
**or** (3)

Political  
Economy

Political  
Science

ANTH 277 [The Archaeology of  
Ancient Peoples](#)

Psychology

Public  
Administration

ANTH 275 [Faces of Culture: An  
Introduction to  
Cultural Anthropology](#) (3)

Sociology

ANTH 278 [Human Evolution and  
Diversity](#) (3)

Women's and  
Gender  
Studies

3. 3 senior-level credits in the history of  
Anthropology.

Commerce

General  
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ANTH 434 [The History of  
Anthropological  
Thought](#) (3)

Health  
Administration

4. 6 senior-level credits in research  
methods. For example:

<b>Human Resources and Labour Relations Management</b>	ANTH 402	<u>Ethnographic Research Methods</u>	(3)
<b>Nursing</b>	ANTH 476	<u>Archaeological Theory</u>	(3)
<b>Professional Arts, General Regulations</b>	SOSC 366	<u>Research Methods in the Social Sciences</u>	(3)
<b>Science</b>	ANTH 390	<u>Community Based Research Methods</u>	(3)
<b>Architecture</b>	5. 3 senior-level credits in linguistic Anthropology. For example:		
<b>University Diploma</b>	ANTH 354	<u>Language and Culture</u>	(3)
<b>University Certificate</b>	6. <b>Electives</b> (select 24 credits from the following)		
<b>Certificate of Completion - English Language Proficiency Program</b>	ANTH	<u>All courses</u>	

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**Anthropology**

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**Anthopology  
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**Anthopology  
Minor**

## Anthropology Minor

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Regulations effective September 1, 2018.

### General information on Minors

30 credits in courses designated as Anthropology including a minimum of 15 senior-level (300 or 400) credits:

1. 12 credits core: ANTH 275, 272 or 277, 278, and 354.
2. 3 credits in research methods: ANTH 390, ANTH 402, ANTH 476, and SOSC 366.
3. 15 credits of electives as listed in the major.

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## Canadian Studies

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Regulations effective September 1, 2018.

Graduates of Athabasca University's Canadian Studies program will gain a knowledge and understanding of such disciplines as Canadian history, literature, geography, Indigenous and ethnic studies, politics, and government. The program will help you understand and interpret the Canadian experience and its diversity, and increase your knowledge and understanding of yourself and others.

[Canadian Studies Minor](#)

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**Canadian  
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**Canadian  
Studies  
Minor**

## Canadian Studies Minor\*

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Regulations effective September 1, 2018.

### General information on Minors

30 credits in courses designated as Canadian Studies courses including a minimum of 15 senior (300 or 400) level courses:

1. A minimum of 6 credits per subarea from any four of the following five: Canadian History, Canadian Literature, Canadian Geography, Canadian Indigenous and Ethnic Studies, and Canadian Politics and Government.
2. Students must meet the language requirement by completing 3 junior (200 level) credits in French and/or one of Canada's Indigenous languages (for example, Cree or Inuktitut).

\* Note for students seeking transfer credit: Within each elective area, courses that are not listed here but which are easily demonstrated to have mainly Canadian content may be counted towards the credit requirements for the elective area upon approval of the program director.

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**English**

## English

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Regulations effective September 1, 2018.

Students in Athabasca University's English programs will read a wide range of works from diverse genres, countries, and historical periods, analyze forms, styles, and ideas in terms of a variety of literary theories, from feminist to postcolonial. You will exercise and develop skills in critical thinking, interpretation, and writing.

[English Concentration](#)

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## English Major

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Regulations effective September 1, 2018.

As a student in Athabasca University's English program, you will read a wide range of works from diverse genres, countries, and historical periods, analyze forms, styles, and ideas in terms of a variety of literary theories, from feminist to postcolonial. You will exercise and develop skills in critical thinking, interpretation, and writing.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

three-year [BA English Concentration](#)  
[Minor in English](#) (optional)

For specific degree requirements view each program page.

## Program Requirements

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Students complete the program regulations in effect at the time of their enrolment.

<b>Concentration</b>	<p>Requirements in addition to the <u>general program requirements</u> for the 4-year BA with Major:</p> <ol style="list-style-type: none"> <li>1. 45 credits in courses designated as major courses including a minimum of 36 senior (300 or 400) level credits (a minimum of 12, 400-level credits).</li> <li>2. 3 junior (200) level English credits in composition, for example <u>ENGL 255</u>.</li> <li>3. 6 junior (200) level English credits in literary genres, for example <u>ENGL 211</u> and <u>ENGL 212</u>.</li> <li>4. 3 senior (300/400) level English credits in literary theory, for example <u>ENGL 316</u>.</li> <li>5. 6 senior (300/400) level English credits in topics that are global, non canonical, or otherwise representative of marginalized or minoritized communities (For example, ENGL 341 <u>World Literature</u>, and ENGL 433 <u>Post-Colonial Literatures</u>.)</li> </ol>
<b>English Major</b>	
<b>English Minor</b>	
<b>French</b>	
<b>Global Studies</b>	
<b>Heritage Resources Management</b>	
<b>History</b>	
<b>Humanities</b>	
<b>Inclusive Education</b>	
<b>Labour Studies</b>	
<b>Philosophy</b>	
<b>Political Economy</b>	
<b>Political Science</b>	
<b>Psychology</b>	
<b>Public Administration</b>	
<b>Sociology</b>	
<b>Women's and Gender Studies</b>	
<b>Commerce</b>	<p><b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b></p>
<b>General Studies</b>	
<b>Health</b>	

## Electives

Select 27 credits at the senior level in ENGL courses.

## Recommendations

To achieve a balanced major in English, we strongly recommend that students select courses in British, Canadian, and American literature, within a range of genres and historical periods.

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**English**

## English Minor

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Regulations effective September 1, 2018.

### General information on Minors

30 credits in English with a minimum of 15 at the senior level:

1. 3 junior (200) level English credits in composition, for example ENGL 255.
2. 6 junior (200) level English credits in literary genres, for example ENGL 211 and ENGL 212.
3. 3 senior (300/400) level English credits in literary theory, for example ENGL 316.
4. 18 credits in English courses (except 100-level).

Note: Courses at the 100 level in English cannot be used toward the minor.

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## French

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Regulations effective September 1, 2018.

Graduates of Athabasca University's French programs will attain a sufficient degree of competence in oral and written French to communicate effectively. The courses in the program foster an awareness of the linguistic and cultural differences between French and English. Upon completion of the program, you will be able to read and analyze texts in French, write critical essays and have an understanding of the stylistic differences between the two languages.

[French Concentration](#)

[French Major](#)

[French Minor](#)

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## BA French Concentration

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Regulations effective September 1, 2018.

As a graduate of Athabasca University's French program, you will attain a sufficient degree of competence in oral and written French to communicate effectively. The courses in the program foster an awareness of the linguistic and cultural differences between French and English. Upon completion of the program, you will be able to read and analyze texts in French, write critical essays and have an understanding of the stylistic differences between the two languages.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

four-year [BA French Major](#)  
[Minor in French](#) (optional)  
[University Certificate in French](#)  
[Language Proficiency](#)

For specific degree requirements view each program page.

## Program Requirements

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<b>French Concentration</b>	Students complete the program regulations in effect at the time of their enrolment.
<b>French Major</b>	Requirements in addition to the <u>general program requirements</u> for the 3-year BA with Concentration:
<b>French Minor</b>	
<b>Global Studies</b>	1.
<b>Heritage Resources Management</b>	A minimum of 36 credits in concentration courses including a minimum of 24 credits at the senior (300 or 400) level.
<b>History</b>	
<b>Humanities</b>	2.
<b>Inclusive Education</b>	6 junior (200) level credits in the following designated French concentration courses:
<b>Labour Studies</b>	
<b>Philosophy</b>	FREN 200 <u>First-Year University French I</u> (3)
<b>Political Economy</b>	FREN 201 <u>First-Year University French II</u> (3)
<b>Political Science</b>	3.
<b>Psychology</b>	
<b>Public Administration</b>	FREN 362 <u>Second Year University French</u> (6)
<b>Sociology</b>	4.
<b>Women's and Gender Studies</b>	FREN 358 <u>Initiation à la littérature d'expression française I*</u> (3)
<b>Commerce</b>	
<b>General Studies</b>	* It is recommended that students take FREN 358 before taking other literature courses in the French program as it provides a foundation for the study of French literature.
<b>Health</b>	

<b>Administration</b>	5.	
<b>Human Resources and Labour Relations</b>	FREN 374	<u>Littérature québécoise</u> (6)
<b>Management</b>	6.	
<b>Nursing</b>		A minimum of 15 credits in the following designated French concentration elective courses:
<b>Professional Arts, General Regulations</b>		All <u>FREN courses</u> except FREN 100* and FREN 101*.
<b>Science</b>		
<b>Architecture</b>		* FREN 100 and FREN 101 may contribute towards satisfying the general degree requirements for a first degree, but cannot be used towards satisfying the requirement of a minimum of 36 credits in the concentration.
<b>University Diploma</b>		
<b>University Certificate</b>		
<b>Certificate of Completion - English Language Proficiency Program</b>		<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>
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## French Major

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Regulations effective September 1, 2018.

As a graduate of Athabasca University's French program, you will attain a sufficient degree of competence in oral and written French to communicate effectively, to analyze texts and to write critical essays. You will have a thorough understanding of the structure of the French language and its application, including pronunciation, grammar, reading skills and vocabulary usage. The courses in the program will provide you with a knowledge of the literature and culture of France, Quebec, and other Francophone areas and an awareness of the stylistic differences between the French and English languages. Upon completion of the program, you will understand how to conduct further research into the subject matter in order to increase your competence in the study of French language and literature.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

three-year [BA French Concentration](#)  
[Minor in French](#) (optional)

**French Concentration**

University Certificate in French Language Proficiency

**French Major**

For specific degree requirements view each program page.

**French Minor**

**Program Requirements**

**Global Studies**

Students complete the program regulations in effect at the time of their enrolment.

**Heritage Resources Management**

Requirements in addition to the general program requirements for the 4-year BA with Major:

**History**

**Humanities**

1. 45 credits in French major courses including a minimum of 30 senior (300 or 400) level credits (a minimum of 12, 400-level French credit

**Inclusive Education**

**Labour Studies**

2.

**Philosophy**

6 junior (200) level credits in French in the following courses:

**Political Economy**

**Political Science**

FREN 200 First-Year University French I (3)

**Psychology**

FREN 201 First-Year University French II (3)

**Public Administration**

3.

**Sociology**

**Women's and Gender Studies**

FREN 362 Second Year University French (6)

**Commerce**

**General Studies**

4.

FREN 358 Initiation à la littérature d'expression française I\* (3)

**Health**

<b>Administration</b>	* It is recommended that students take FREN 358 before taking other literature courses in the French program as it provides a foundation for the study of French literature. (These 3 credits are part of the 30 senior-level credits required in no. 1.)	
<b>Human Resources and Labour Relations</b>		
<b>Management</b>		
<b>Nursing</b>	5.	
<b>Professional Arts, General Regulations</b>	FREN 374	<u>Littérature québécoise</u> (6)
<b>Science</b>		
<b>Architecture</b>	<b>Electives</b> (24 credits, 12 of which must be at the 400 level)	
<b>University Diploma</b>	All <u>FREN</u> courses except FREN 100 and FREN 101. These courses will not count towards the major in French but will count towards the total number of credits required for the first undergraduate degree.	
<b>University Certificate</b>		
<b>Certificate of Completion - English Language Proficiency Program</b>		
<b>Archived Program Regulations</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b> <i>Updated December 04 2018 by laurab</i>	
Undergraduate Courses		open. online. everywhere.
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## French Minor

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Regulations effective September 1, 2018.

### General information on Minors

30 credits in courses designated FREN, excluding FREN 100 and FREN 101.

1. 15 of the 30 credits must be at the senior (300 and 400) level.

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## Global Studies

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Regulations effective September 1, 2018.

Global Studies is an emerging interdisciplinary field, which offers a coherent and comprehensive approach to study transnational processes and their effects. GLST fosters critical thinking and the ability to employ a multidisciplinary range of concepts and analytical tools to explore social, political, economic and cultural phenomena in both their local and global dimensions and also in ways that these dimensions intersect. The GLST Minor at AU aims to direct the students towards the broadening of their own perspective of "global" and their place in it.

[Global Studies Minor](#)

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*Updated June 18 2018 by laurab*

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## Global Studies Minor

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Regulations effective September 1, 2018.

### General information on Minors

The Global Studies Minor at Athabasca University is designed to provide the tools to understand the processes of globalization with a historical and sociological angle (as opposed to history or sociology with a global angle). Its holistic perspective breaks through the confines of scholarly specialization, and raises human global self-awareness as it affects every day popular life, action, psyche, imagination and consciousness on a mass, global scale. The transdisciplinary approach is invaluable for both the beginning student as well as the professional who seek to comprehend the past and present views of the globalizing phenomena, which is critical to understand the fundamental aspects of our society and its development.

Minor (30 credits, of which at least 15 must be at the senior (300/400) level)

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Required Core Courses (3 credits)

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### Building Blocks of Global

<b>Global Studies</b>	GLST 205	<u>Studies: Overview of Approaches, Concepts, and Issues</u>	(3)
<b>Global Studies Minor</b>	Elective Courses (Select a minimum of 12 credits from this list)		
<b>Heritage Resources Management</b>			
<b>History</b>		<u>Faces of Culture: An Introduction to Cultural Anthropology</u>	(3)
<b>Humanities</b>	ANTH 275		
<b>Inclusive Education</b>		<u>Understanding Statistical Evidence</u>	(3)
<b>Labour Studies</b>	CMNS 308		
<b>Philosophy</b>	CLST 325	<u>Understanding Cultural Studies</u>	(3)
<b>Political Economy</b>	ECON 248	<u>Macroeconomics</u>	(3)
<b>Political Science</b>	ENGL 341	<u>World Literature</u>	(6)
<b>Psychology</b>	GEOG 201	<u>Introductory Human Geography</u>	(3)
<b>Public Administration</b>		<u>Environmental Change in a Global Context</u>	(3)
<b>Sociology</b>	GLST/ENVS 243		
<b>Women's and Gender Studies</b>	GLST/GEOG 200	<u>World Regional Geography</u>	(3)
<b>Commerce</b>		<u>Globalization and World Politics</u>	(3)
<b>General Studies</b>	GLST/POEC 230		
<b>Health Administration</b>		<u>Political Economy of Development: People, Processes, and Policies</u>	(3)
<b>Human Resources and Labour</b>	GLST/INTR/POEC 395		

<b>Relations</b>	PHIL 252	<u>Critical Thinking</u>	(3)
<b>Management</b>		<u>Research</u>	
<b>Nursing</b>	SOSC 366	<u>Methods in the Social Sciences</u>	(3)
<b>Professional Arts, General Regulations</b>		<u>Thinking from Women's Lives: An Introduction to Women's Studies</u>	(3)
<b>Science</b>	WGST 266		
<b>Architecture</b>			
<b>University Diploma</b>	Focus Areas (Select 15 credits in one of the following focus areas):		
<b>University Certificate</b>	Global Studies at AU has the following five focus areas:		
<b>Certificate of Completion - English Language Proficiency Program</b>	<ul style="list-style-type: none"> <li>Global Economy and Development</li> <li>Global Governance and Conflict</li> <li>Global Cultures and Societies</li> <li>Global Media and Communication</li> <li>Global Literatures and Languages</li> </ul>		
<b>Archived Program Regulations</b>	Focus Area Electives		
<b>Undergraduate Courses</b>	<b>1: Global Economy and Development</b>		
<b>Examinations and Grades</b>	ECON 366	<u>Economic Development</u>	(3)
<b>Undergraduate Fees and Refunds</b>	ECON 401	<u>The Changing Global Economy</u>	(3)
<b>Faculty</b>	ECON 475	<u>International Trade</u>	(3)
<b>Student Code of Conduct and Right to Appeals Regulations</b>	ECON 476	<u>International Finance</u>	(3)
	ECON/LBST 330	<u>Workers and the Economy</u>	(3)
		<u>The Politics of</u>	

Glossary		<u>Ecology: Applying Ecological Science to Environmental Concerns</u>	(3)
Site Map	ENVS 361		
Search		<u>Introductory Human Geography</u>	(3)
Undergraduate Calendar	GEOG 201		
	GEOG 201	<u>Our Physical Resources</u>	(3)
	GEOG 313		
	GOVN 450	<u>Public Budgeting and Financial Management in a Globalized World</u>	(3)
	GLST/INTR/POEC 395	<u>Political Economy of Development: People, Processes, and Policies</u>	(3)
	MKTG 414	<u>International Marketing and Exporting</u>	(3)
	POEC 302	<u>Theories and Approaches to Political Economy</u>	(3)
	POEC 393	<u>Canada and the Global Political Economy</u>	(3)
	SOCI 450	<u>Environmental Sociology</u>	(3)

## 2: Global Governance and Conflict

CMNS 385/SOCI 378	<u>Social Problems and Social Movements</u>	(3)
ENVS 200	<u>Introduction to Environmental Studies</u>	(3)
ENVS 435	<u>Transformative Change in Building Sustainable Communities</u>	(3)
GLST/GOVN/POLI 403	<u>Public Policy in a Global Era</u>	(3)
GLST/GOVN/POLI 440	<u>Global Governance and Law</u>	(3)
GLST/HIST 367	<u>The Second World War</u>	(3)
GLST/INTR/POEC 483	<u>International Political Economy: The Politics of Globalization</u>	(3)
GOVN/POLI 301	<u>Governance, the Public Sector and Corporate Power</u>	(3)
INST 348	<u>Aboriginal Justice in Canada</u>	(3)
INST 377	<u>Topics in Aboriginal Government</u>	(3)
INST 420	<u>Indigenous Resistance</u>	(3)
	<u>Aboriginal</u>	

INST 426	<u>Government and Law</u>	(3)
INST 430	<u>Indigenous Governance</u>	(3)
INST 480	<u>Comparative Indigenous Models of Government: International Models</u>	(3)
LBST 332	<u>Women and Unions</u>	(3)
PHIL 371	<u>Ethics, Science, Technology and the Environment</u>	(3)
PHIL 375	<u>Philosophy of the Environment</u>	(3)
POLI/INTR 330	<u>International and Global Politics</u>	(3)
POLI 342	<u>Introduction to Comparative Politics</u>	(3)
SOCI 300	<u>How Humans Organize: From Primary Groups to the World Wide Web</u>	(3)
SOCI 381	<u>The Rich and the Rest: The Sociology of Wealth, Power, and Inequality.</u>	(3)
SOCI 435	<u>Theories of Social Change</u>	(3)

### 3: Global Cultures and Societies

ANTH 277	<u>The Archaeology of Ancient Peoples</u>	(3)
ANTH 320	<u>Ancient Cities and Civilizations</u>	(3)
ANTH 384	<u>The Family in the World Perspective</u>	(3)
ANTH 394	<u>Urban Anthropology</u>	(3)
ANTH 407	<u>Examining Cultures— Advanced Readings in Regional Ethnology</u>	(3)
ANTH 434	<u>The History of Anthropological Thought</u>	(3)
ANTH 491	<u>Ethnobiology: Traditional Biological Knowledge in Contemporary Global Context</u>	(3)
CLAS/HIST/HUMN 309	<u>Ancient Greece</u>	(3)
GLST 308	<u>Americas: An Introduction to Latin America and the Caribbean</u>	(3)
GLST/HIST 209	<u>A History of the World in the Twentieth</u>	(3)

Century I

GLST/HIST 210      A History of the  
World in the  
Twentieth  
Century II      (3)

GLST/HIST/WGST  
460      Famous  
Feminists and  
Their Times:  
Global History  
of Feminism      (3)

HIST 216      Europe: 1618 –  
1939: From the  
Thirty Years'  
War to the Age  
of Dictators      (3)

HIST 327      Imperial Russia      (3)

HIST 330      Social History of  
Canada:  
European  
Contact to Early  
Industrialization      (3)

HIST 331      Social History of  
Canada: Early  
Industrialization  
to  
Contemporary  
Canada      (3)

HIST/HUMN 201      Western  
Thought and  
Culture I:  
Before the  
Reformation      (3)

HIST/HUMN 202      Western  
Thought and  
Culture II: Since  
the  
Reformation      (3)

Indigenous

HIST/INST 368	<u>Peoples in Canada to 1830</u>	(3)
HIST/INST 369	<u>Indigenous Peoples in Canada Since 1830</u>	(3)
HIST/INST 370	<u>The Métis</u>	(3)
INST 203	<u>Indigenous Studies I</u>	(3)
INST 205	<u>Indigenous Studies II</u>	(3)
INST 357	<u>Contemporary Aboriginal Issues in Canada</u>	(3)
INST 358	<u>Aboriginal Women in Canada</u>	(3)
PHIL 231	<u>Introduction to Philosophy: West and East</u>	(3)
RELS 204	<u>Introduction to World Religions</u>	(6)
SOCI 331	<u>Environmental Influences on Development and Aging across the Life Course</u>	(3)
SOCI 337	<u>Contemporary Sociological Theory</u>	(3)
SOCI 380	<u>Canadian Ethnic Relations</u>	(3)
	<u>Goddess Mythology,</u>	

WGST 333      Spirituality and      (3)  
Eco-feminism

WGST 422      Violence  
Against      (3)  
Women: A  
Global  
Perspective

#### **4: Global Media and Communication**

CMNS      Introduction to Mass      (3)  
201      Media

CMNS      Communication in      (3)  
302      History

CMNS      Popular Culture and      (3)  
358      the Media

CMNS      Global Communication      (3)  
402

CMNS      The Television Age      (3)  
423

CMNS      Media and Power in      (3)  
202/POLI      Canadian Society  
291

HIST 404      Historical Foundations      (3)  
of Modern Science

MKTG      Advertising and      (3)  
420      Promotion

POLI 480      The Politics of      (3)  
Cyberspace

#### **5: Global Literature and Languages**

ANTH      Language and Culture      (3)  
354

ANTH      Ethnography, the Writing

401	<u>of Culture</u>	(3)
CMNS 425	<u>Film and Genre</u>	(3)
ENGL 306	<u>The Literature of Work</u>	(3)
ENGL 307	<u>Women in Literature</u>	(3)
ENGL 308	<u>Native Literature in Canada</u>	(3)
ENGL 351	<u>Comparative Canadian Literature I</u>	(3)
ENGL 433	<u>Post-Colonial Literatures</u>	(6)
FREN 358	<u>Initiation à la littérature d'expression française I</u>	(3)
FREN 374	<u>Introduction à la littérature canadienne- française</u>	(6)

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## Heritage Resources Management

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Regulations effective September 1, 2018.

The Heritage Resources Management Minor will be attractive to Bachelor of Arts degree students who are interested in a distinctive liberal arts approach to studying heritage. It takes advantage of the intellectual breadth and possibility of the BA to create a distinctive and unique learning opportunity in heritage studies.

The heritage field is interdisciplinary and cross-disciplinary in nature and potentially involves many academic disciplines, including anthropology and archaeology, history, art history, architecture, science (applied in interpretive programming at national, provincial, and civic parks and nature areas) and among others, cultural and environmental studies. The nature of Canadian heritage and museum collections and programming also makes Indigenous Studies a common field of focus. Second language skills are also potentially important since heritage work often involves cross cultural work. The literature in the heritage field is also global in scope, further reinforcing the value of a second language. Also, work in heritage facilities and environments typically demands administrative skills in financial and human resources management.

**Global  
Studies**

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Heritage Resources Management  
Minor

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*Updated June 25 2018 by laurab*

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## Heritage Resources Management Minor

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Regulations effective September 1, 2018.

### General information on Minors

The Minor in Heritage Resources Management is designed to provide the tools to understand contemporary heritage conservation as a theoretical and applied field. It offers an opportunity for students to add variety and depth to their studies and expand the scope of their BA Major fields.

Minor (30 credits distinct from the major in a related discipline)

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### Required Core Courses (21 credits)

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	HERM 301	<u>Introduction to Heritage Resources Management</u>	(3)
	HERM 312/HIST 316	<u>Heritage Research</u>	(3)
	HERM 322	<u>Heritage Collections</u>	(3)

<b>Global Studies</b>	HERM 327	<u>Heritage Policy in Canada</u>	(3)
<b>Heritage Resources Management</b>	HERM/PHIL 334	<u>Professional Ethics in Heritage Resources Management</u>	(3)
<b>Heritage Resources Management Minor</b>	HERM 342	<u>General Principles of Planning Historic Places</u>	(3)
<b>History</b>	HERM 361	<u>Interpretive Programming</u>	(3)
<b>Humanities</b>			
<b>Inclusive Education</b>	HERM 339	or <u>Conservation</u>	

## Elective Courses (9 credits)

A minimum of nine (9) credits is required. All nine (9) credits must be taken from one area of study as outlined below.

### Area of Study 1: Anthropology

Any ANTH courses 300 level or above

### Area of Study 2: History

Any HIST courses 300 level or above

### Area of Study 3: Administration and Management

<b>Commerce</b>			
<b>General Studies</b>	ACCT 245	<u>Accounting for Managers of Not-for-Profit Organizations</u>	(3)
<b>Health Administration</b>	ACCT 250	<u>Accounting for Managers</u>	(3)
<b>Human Resources and</b>		<u>Introductory Financial</u>	

<b>Labour Relations</b>	ACCT 253	<u>Accounting</u>	(3)
<b>Management</b>	ADMN 232	<u>Introduction to Management</u>	(3)
<b>Nursing</b>			
<b>Professional Arts, General Regulations</b>	HRMT 300	<u>Human Resources Planning</u>	(3)
<b>Science</b>	HRMT 387	<u>Strategic Human Resources Management</u>	(3)
<b>Architecture</b>			
<b>University Diploma</b>	GOVN 380/HSRV 363	<u>Nonprofit and Voluntary Sector Governance</u>	(3)
<b>University Certificate</b>	LGST 331	<u>Administrative Law</u>	(3)
<b>Certificate of Completion - English Language Proficiency Program</b>	MKTG 396	<u>Introduction to Marketing</u>	(3)
<b>Area of Study 4: Visual Culture</b>			
<b>Archived Program Regulations</b>	ARHI 201	<u>A Survey of Western Art I: Looking at Art from Ancient Times to the Middle Ages</u>	(3)
<b>Undergraduate Courses</b>	ARHI 202	<u>A Survey of Western Art II: Looking at Art from the Renaissance to Present Day</u>	(3)
<b>Examinations and Grades</b>			
<b>Undergraduate Fees and Refunds</b>	ARHI 301	<u>Canadian Visual Culture</u>	(3)
<b>Faculty</b>	CMNS 425	<u>Film and Genre</u>	(3)
<b>Area of Study 5: Culture and Society</b>			
<b>Student Code of Conduct and Right to Appeals</b>	CMNS 302	<u>Communications in History</u>	(3)

<hr/> Regulations	CMNS 358	<u>Popular Culture and the Media</u>	(3)
<hr/> Glossary			
<hr/> Site Map	CMNS 401	<u>Cultural Policy in Canada</u>	(3)
<hr/> Search			
Undergraduate	CMNS 423	<u>The Television Age</u>	(3)
Calendar	<hr/> CLST 325	<u>Understanding Cultural Studies</u>	(3)

## Area of Study 6: Second European Language

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Any 200-level or above courses in  
SPAN

or

Any 200-level or above courses in  
FREN

## Area of Study 7: Indigenous Studies

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INST 203	<u>Indigenous Studies I</u>	(3)
INST 205	<u>Indigenous Studies II</u>	(3)
INST 358	<u>Aboriginal Women in Canada</u>	(3)
INST 368	<u>Indigenous Peoples of Canada to 1830</u>	(3)
INST 369	<u>Indigenous Peoples of Canada since 1830</u>	(3)
INST 370	<u>The Métis</u>	(3)

## Area of Study 8: Science and the Public

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ENVS 200	<u>Introduction to Environmental Studies</u>	(3)
ENVS 243	<u>Environmental Change in a Global Context</u>	(3)
ENVS 435	<u>Transformative Change in Building Sustainable Communities</u>	(3)
ENVS 461	<u>The History and Politics of Ecology</u>	(3)
GEOL 207	<u>Introduction to Environmental Geology</u>	(3)
GEOG 265	<u>Introduction to Physical Geography I</u>	(3)
GEOG 266	<u>Introduction to Physical Geography II: Lithosphere and Biosphere</u>	(3)

## Area of Study 9: Architecture

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ARCH 200	<u>History of Ideas in Architecture I</u>	(3)
ARCH 300	<u>History of Ideas in Architecture II</u>	(3)
ARCH 320	<u>History of Canadian Architecture</u>	(3)
ARCH 330	<u>Architectural Design Theory Fundamentals</u>	(3)
ARCH 340	<u>History and Theory of Modernism</u>	(3)
ARCH 350	<u>Landscape</u>	(3)



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## History

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Regulations effective September 1, 2018.

Graduates of Athabasca University's  
History programs will have the ability to:

- situate contemporary events in broader historical contexts
- explain changing social attitudes as the product of specific contexts and events
- recognize the ways in which knowledge is socially constructed and sanctioned
- evaluate information for its relevance and reliability
- articulate logical arguments based on relevant information
- identify multiple possible explanations for events
- interpret historical evidence carefully and assess for possible bias.

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## BA History Concentration

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Regulations effective September 1, 2018.

As a graduate of Athabasca University's History program you will have the ability to

situate contemporary events in broader historical contexts  
explain changing social attitudes as the product of specific contexts and events  
recognize the ways in which knowledge is socially constructed and sanctioned  
evaluate information for its relevance and reliability  
articulate logical arguments based on relevant information  
identify multiple possible explanations for events  
interpret historical evidence carefully and assess for possible bias.

Athabasca University has developed program learning outcomes that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

four-year BA History Major  
Minor in History (optional)

For specific degree requirements view each program page.

**Global Studies**

**Program Requirements**

**Heritage Resources Management**

Students complete the program regulations in effect at the time of their enrolment.

**History**

**History Concentration**

Requirements in addition to the general program requirements for the 3-year BA with Concentration:

**History Major**

1. A minimum of 36 credits in concentration courses including a minimum of 24 senior (300 or 400) level credits.
2. 6 junior (200) level credits in world or European history. For example:

**History Minor**

**Humanities**

**Inclusive Education**

HIST/HUMN	<u>Western Thought and Culture I: Before the Reformation</u>	(3)
201		

**Labour Studies**

**Philosophy**

HIST/HUMN	<u>Western Thought and Culture II: Since the Reformation</u>	(3)
202		

**Political Economy**

**Political Science**

3. 3 junior (200) level credits in Canadian history. For example:

**Psychology**

HIST	<u>History of Canada, 1867 to the Present</u>	(3)
225		

**Public Administration**

**Sociology**

4. A minimum of 3 senior (300/400) level credits in North American history.

**Women's and Gender Studies**

5. A minimum of 3 senior-level credits in the history of areas of the world other than North America or Europe.

**Commerce**

6. A minimum of 21 credits in the following designated History concentration elective courses:

**General Studies**

**Health**

GLST/LBST 335	<u>Global Labour</u>	(3)
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<b>Administration</b>		<u>History</u>	
<b>Human Resources and Labour Relations</b>	HIST HIST/CLAS/HUMN 309	<u>All courses</u> <u>Ancient Greece</u>	(3)
<b>Management</b>	HIST/CLAS/HUMN 312	<u>Ancient Rome</u>	(3)
<b>Nursing</b>	HIST/HUMN/RELS 313	<u>Early Christians</u>	(3)
<b>Professional Arts, General Regulations</b>		<u>Indigenous People in Canada to 1830</u>	(3)
<b>Science</b>	HIST/INST 368	<u>Indigenous Peoples in Canada from 1830</u>	(3)
<b>Architecture</b>		<u>The Second World War</u>	(3)
<b>University Diploma</b>	HIST/INST 369	<u>Europe Since 1945</u>	(3)
<b>University Certificate</b>		<u>Western Thought and Culture I: Before the Reformation</u>	(3)
<b>Certificate of Completion - English Language Proficiency Program</b>	HIST/GLST 367 HIST/GLST 384	<u>Europe Since 1945</u>	(3)
<b>Archived Program Regulations</b>	HUMN 201	<u>Western Thought and Culture I: Before the Reformation</u>	(3)
<b>Undergraduate Courses</b>		<u>Western Thought and Culture II: Since the Reformation</u>	(3)
<b>Examinations and Grades</b>	HUMN 202	<u>History of Popular Music: Blues to Big Bands, 1900-1940</u>	(3)
<b>Undergraduate Fees and Refunds</b>			
<b>Faculty</b>	HUMN/MUSI 285		
<b>Student Code</b>			

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## History Major

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Regulations effective September 1, 2018.

Graduates of the BA major in History will have the ability to:

- situate contemporary events in broader historical contexts
- explain changing social attitudes as the product of specific contexts and events
- recognize the ways in which knowledge is socially constructed and sanctioned
- evaluate information for its relevance and reliability
- articulate logical arguments based on relevant information
- identify multiple possible explanations for events
- interpret historical evidence carefully and assess for possible bias.

Athabasca University has developed program learning outcomes that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

three-year BA History Concentration  
Minor in History (optional)

For specific degree requirements view each program page.

**Global Studies****Program Requirements****Heritage Resources Management**

Students complete the program regulations in effect at the time of their enrolment.

**History****History Concentration**

Requirements in addition to the general program requirements for the 4-year BA with Major:

**History Major**

1. 45 credits in designated History major courses including 30 senior (300/400) level credits (a minimum of 12, 400-level credits).

**History Minor****Humanities**

2. 6 junior (200) level credits in Canadian history (HIST 224, HIST 225).

**Inclusive Education**

3. A minimum of 6 junior (200) level credits in European or world history (HIST 201, 202, 209, 210, 216).

**Labour Studies**

4. A minimum of 6 senior (300/400) level credits in European history (HIST 304, 327, 371, 372, 373, 407, 486, 492, HIST/GLST 384, HIST/HUMN/CLAS 309, HIST/HUMN/CLAS 312, and HIST/HUMN/RELS 313).

**Philosophy****Political Economy**

5. A minimum of 6 senior (300/400) level credits in North American history.

**Political Science**

6. A minimum of 6 senior-level credits in the history of areas of the world other than North America or Europe.

**Psychology****Public Administration****Sociology****Electives (15 credits)****Women's and Gender Studies**

GLST/LBST 335      Global Labour History      (3)

**Commerce**

HIST      All courses

**General Studies**

HIST/GLST 367      The Second World War      (3)

**Health**

HIST/GLST 384      Europe Since 1945      (3)

<b>Administration</b>		<u>Famous</u>	
<b>Human Resources and Labour Relations</b>	HIST/GLST/WGST 460	<u>Feminists and Their Times: Global History of Feminism</u>	(3)
<b>Management</b>	HIST/CLAS/HUMN 309	<u>Ancient Greece</u>	(3)
<b>Nursing</b>			
<b>Professional Arts, General Regulations</b>	HIST/CLAS/HUMN 312	<u>Ancient Rome</u>	(3)
<b>Science</b>	HIST/HUMN/RELS 313	<u>Early Christians</u>	(3)
<b>Architecture</b>		<u>Indigenous Peoples in Canada to 1830</u>	(3)
<b>University Diploma</b>	HIST/INST 368		
<b>University Certificate</b>	HIST/INST 369	<u>Indigenous Peoples in Canada Since 1830</u>	(3)
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<b>Examinations and Grades</b>		<u>Popular Music: Blues to Big Bands, 1900-1940</u>	(3)
<b>Undergraduate Fees and Refunds</b>	HUMN/MUSI 285		
<b>Faculty</b>	INST 370	<u>The Métis</u>	(3)
<b>Student Code</b>			

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## History Minor

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### General information on Minors

30 credits in designated History major courses including a minimum of 15 senior (300 or 400) level credits:

1. A minimum of 3 junior-level credits in North American history.
2. A minimum of 3 junior-level credits in European history.
3. A minimum of 3 junior-level credits in courses in history of areas of the world other than North America or Europe.
4. A minimum of 6 senior-level credits in each of two of the following: North American history, European history, history of areas of the world other than North America or Europe.

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## Humanities

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As a student of Athabasca University's interdisciplinary Humanities program, you will study how we have expressed our humanity on culture, literature, art, and philosophy. Students will draw on the knowledge and skills from across AU's range of humanities disciplines—for example; history, literature, and philosophy. Students learn the methods used by different humanities' disciplines to investigate human expression, and how to adapt elements of that expression in new ways.

[Humanities Major](#)

[Humanities Minor](#)

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## Humanities Major

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As a student of Athabasca University's interdisciplinary Humanities program, you will study how we have expressed our humanity on culture, literature, art, and philosophy. Students will draw on the knowledge and skills from across AU's range of humanities disciplines—for example; history, literature, and philosophy. Students learn the methods used by different humanities' disciplines to investigate human expression, and how to adapt elements of that expression in new ways. Students majoring in Humanities will also obtain basic reading knowledge of second language.

Athabasca University has developed [program learning outcomes](#) that can assist you in making informed decisions about your career options upon graduating.

**Did you know?** Athabasca University also offers:

[Minor in Humanities](#) (optional)

For specific degree requirements view each program page.

## Recommendations

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<b>Global Studies</b>	Students enrolled in the second undergraduate degree program are advised to select courses within the major that fulfill the Social Science requirements. Failure to do so could result in the student being required to complete more than 60 credits in order to fulfill all of the regulations.
<b>Heritage Resources Management</b>	
<b>History</b>	
<b>Humanities</b>	Students who have any doubt about their essay writing, critical thinking, or library research skills are strongly advised to take one or more of the following courses at the outset of their university studies:
<b>Humanities Major</b>	
<b>Humanities Minor</b>	
<b>Inclusive Education</b>	<u>ENGL 255, PHIL 252, INFS 200.</u>
<b>Labour Studies</b>	
<b>Philosophy</b>	
<b>Political Economy</b>	
<b>Political Science</b>	
<b>Psychology</b>	
<b>Public Administration</b>	
<b>Sociology</b>	
<b>Women's and Gender Studies</b>	
<b>Commerce</b>	<u>First Year University</u>
<b>General Studies</b>	FREN 201 <u>French II</u> <b>or</b> (3)
<b>Health Administration</b>	SPAN 301 <u>Intermediate Spanish II</u>
<b>Human</b>	

## Program Requirements

Students complete the program regulations in effect at the time of their enrolment.

Requirements in addition to the general program requirements for the 4-year BA with Major:

1. 60 credits in designated major courses including a minimum of 30 senior (300 and 400) level credits (a minimum of 12, 400-level credits).
2. Within these 60 credits students must also meet the language requirement by completing one of the following Athabasca University courses:

First Year University

French II

**or** (3)

Intermediate Spanish

II

<b>Resources and Labour Relations</b>		Students may count the language course as 3 credits towards the 30 credits required in the following designated elective courses.
<b>Management</b>		
<b>Nursing</b>		
<b>Professional Arts, General Regulations</b>		3. A minimum of 30 credits selected from the following interdisciplinary core courses including a minimum of 6 senior (300 or 400) level credits.
<b>Science</b>		
<b>Architecture</b>	ARHI 201	<u>A Survey of Western Art I: Looking at Art from Ancient Times to the Middle Ages</u> (3)
<b>University Diploma</b>		
<b>University Certificate</b>		
<b>Certificate of Completion - English Language Proficiency Program</b>	ARHI 202	<u>A Survey of Western Art II: Looking at Art from the Renaissance to Present Day</u> (3)
<b>Archived Program Regulations</b>	CMNS 358	<u>Popular Culture and the Media</u> (3)
<b>Undergraduate Courses</b>	ENGL 303	<u>A History of Drama Part I: Early Stages</u> (3)
<b>Examinations and Grades</b>	ENGL 304	<u>A History of Drama Part II: Modernist Theatre</u> (3)
<b>Undergraduate Fees and Refunds</b>	ENGL 423	<u>Advanced Literary Theory</u> (3)
<b>Faculty</b>		
<b>Student Code of Conduct and Right to Appeals</b>	GLST 308	<u>Americas: An Introduction to Latin America and the Caribbean</u> (3)

Regulations			
Glossary	HIST 371	<u>Early Medieval Europe, 400 – 1000</u>	(3)
Site Map			
Search	HIST 372	<u>High Medieval Europe, 1000 – 1350</u>	(3)
Undergraduate Calendar	HIST 373	<u>The Renaissance</u>	(3)
	HIST 404	<u>Historical Foundations of Modern Science</u>	(3)
	HIST 407	<u>The Enlightenment</u>	(3)
	HIST/GLST/WGST 460	<u>Famous Feminists and Their Times: Global History of Feminism</u>	(3)
	HUMN	<u>All courses</u>	
	HUMN/CLAS/HIST 309	<u>Ancient Greece</u>	(3)
	HUMN/HIST/RELS 313	<u>Early Christians</u>	(3)
	PHIL 371	<u>Ethics, Science, Technology, and the Environment</u>	(3)
	RELS 204	<u>Introduction to World Religions</u>	(6)

At least 30 additional credits from among the core courses or from among the following electives:

ANTH 320	<u>Ancient Cities and Civilizations</u>	(3)
CMNS 301	<u>Communication Theory and Analysis</u>	(3)
CMNS 302	<u>Communication in History</u>	(3)
CMNS 420	<u>Topics in Communication: Children and Media</u>	(3)
CMNS 423	<u>The Television Age</u>	(3)
CMNS 425	<u>Film and Genre</u>	(3)
ENGL	<u>All ENGL courses, except preparatory (100-level) courses</u>	
FREN 363	<u>Le roman français du XXe siècle</u>	(3)
FREN 374	<u>Litterature québécoise</u>	(6)
HIST	<u>All HIST courses</u>	
INST 368	<u>Indigenous Peoples in Canada to 1830</u>	(3)
INST 369	<u>Indigenous Peoples in Canada Since 1830</u>	(3)
INST 370	<u>The Métis</u>	(3)
MUSI 267	<u>Sound and Sense: Listening to Music</u>	(3)
PHIL 252	<u>Critical Thinking</u>	(3)
POLI 307	<u>Political Ideologies</u>	(3)

WGST 200 Feminist Research and Women's Lives (3)

WGST 266 Thinking From Women's Lives: An Introduction to Women's Studies (3)

WGST 401 Contemporary Feminist Theory (3)

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## Humanities Minor

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### General information on Minors

Total Number of Required Credits: 30, of which 15 must be at the senior (300 of 400) level.

### Required Courses

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(the core, 15 credits to be selected from this list)

CMNS 358	<u>Popular Culture and the Media</u>	(3)
ENGL 255	<u>Introductory Composition</u>	(3)
HIST 407	<u>The Enlightenment</u>	(3)
HUMN/HIST 201	<u>Western Thought and Culture I: Before the Reformation</u>	(3)
HUMN/HIST 202	<u>Western Thought and Culture II: Since the Reformation</u>	(3)
INFS 200	<u>Information Seeking and Society in the Information Age</u>	(3)
PHIL 252	<u>Critical Thinking</u>	(3)

<b>Global Studies</b>	<b>Elective Courses</b>	
<b>Heritage Resources Management</b>	(15 credits, to be selected from this list or from the above list of required courses)	
<b>History</b>		<u>Faces of Culture: An Introduction to Cultural Anthropology.</u>
<b>Humanities</b>	ANTH 275	(3)
<b>Humanities Major</b>		
<b>Humanities Minor</b>	ANTH 277	<u>The Archaeology of Ancient Peoples</u> (3)
<b>Inclusive Education</b>		
<b>Labour Studies</b>	ANTH 320	<u>Ancient Cities and Civilizations</u> (3)
<b>Philosophy</b>		
<b>Political Economy</b>	ANTH 354	<u>Language and Culture</u> (3)
<b>Political Science</b>		
<b>Psychology</b>	ARHI 201	<u>A Survey of Western Art I: Looking at Art from Ancient Times to the Middle Ages</u> (3)
<b>Public Administration</b>		
<b>Sociology</b>	ARHI 202	<u>A Survey of Western Art II: Looking at Art from the Renaissance to Present Day</u> (3)
<b>Women's and Gender Studies</b>		
<b>Commerce</b>	CMNS 302	<u>Communication in History</u> (3)
<b>General Studies</b>	CMNS 401	<u>Cultural Policy in Canada</u> (3)
<b>Health Administration</b>	CMNS 423	<u>The Television Age</u> (3)
<b>Human</b>		

<b>Resources and Labour Relations</b>	ENGL 303	<u>A History of Drama Part I: Early Stages</u>	(3)
<b>Management</b>			
<b>Nursing</b>	ENGL 304	<u>A History of Drama Part II: Modernist Theatre</u>	(3)
<b>Professional Arts, General Regulations</b>	ENGL 373	<u>Film and Literature</u>	(3)
<b>Science</b>			
<b>Architecture</b>	ENGL 423	<u>Advanced Literary Theory</u>	(3)
<b>University Diploma</b>			
<b>University Certificate</b>	GLST 308	<u>Americas: An Introduction to Latin America and the Caribbean</u>	(3)
<b>Certificate of Completion - English Language Proficiency Program</b>	HIST 216	<u>Europe: 1618 – 1939: From the Thirty Years' War to the Age of Dictators</u>	(3)
<b>Archived Program Regulations</b>	HIST 371	<u>Early Medieval Europe, 400 – 1000</u>	(3)
<b>Undergraduate Courses</b>	HIST 372	<u>High Medieval Europe, 1000 – 1350</u>	(3)
<b>Examinations and Grades</b>	HIST 373	<u>The Renaissance</u>	(3)
<b>Undergraduate Fees and Refunds</b>	HIST 404	<u>Historical Foundations of Modern Science</u>	(3)
<b>Faculty</b>			
<b>Student Code of Conduct and Right to Appeals</b>	HUMN/CLAS/HIST 309	<u>Ancient Greece</u>  <u>History of Popular Music</u>	(3)

Regulations	HUMN/MUSI 285	<u>I: Blues to Big Bands, 1900-1940</u>	(3)
Glossary			
Site Map	INST 203	<u>Indigenous Studies I</u>	(3)
Search			
Undergraduate Calendar	MUSI 267	<u>Sound and Sense: Listening to Music</u>	(3)
	PHIL 231	<u>Introduction to Philosophy: West and East</u>	(3)
	PHIL 342	<u>Seventeenth and Eighteenth Century Philosophy</u>	(3)
	PHIL 371	<u>Ethics, Science, Technology and the Environment</u>	(3)
	POLI 355	<u>Political Philosophy: Plato to Machiavelli</u>	(3)
	POLI 357	<u>Political Philosophy: Hobbes to Human Rights</u>	(3)
	RELS 204	<u>Introduction to World Religions</u>	(6)
	WGST 266	<u>Thinking from Women's Lives: An Introduction to Women's Studies</u>	(3)
		<u>Goddess Mythology,</u>	

WGST 333

Women's (3)  
Spirituality, and  
Ecofeminism

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## Inclusive Education

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Regulations effective September 1, 2018.

The Minor in Inclusive Education is intended primarily for teachers who wish to enhance their knowledge and skills in the areas of special needs.

[Inclusive Education Minor](#)

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## Inclusive Education Minor

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### General information on Minors

Total Number of Required Credits: 30, of which 15 must be at the senior (300 or 400) level.

### Required Core Courses (24 credits)

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EDPY 200	<u>Educational Psychology</u>	(3)
EDPY 351	<u>Inclusive Education for Students with Diverse Needs</u>	(3)
EDPY/PSYC 389	<u>Learning Disabilities: Issues and Interventions</u>	(3)
EDPY/PSYC 403	<u>Assessment and Instruction for Students with Diverse Needs</u>	(3)
PSYC 365	<u>Behavior Modification Principles</u>	(3)
EDPY/PSYC 470	<u>Consultation and Collaboration for Students with Special Needs</u>	(3)

<b>Global Studies</b>	EDPY/PSYC 471	<u>Managing Behavior Problems in the Classroom</u>	(3)
<b>Heritage Resources Management</b>	EDPY/PSYC 476	<u>Technology for Students with Diverse Learning Needs</u>	(3)
<b>History</b>			
<b>Humanities</b>	Elective Courses (6 credits, to be chosen from the following list)		
<b>Inclusive Education</b>			
<b>Inclusive Education Minor</b>	EDPY/PSYC 389	<u>Learning Disabilities: Issues and Interventions</u>	(3)
<b>Labour Studies</b>	EDPY/PSYC 469	<u>Principles of Psychological Assessment</u>	(3)
<b>Philosophy</b>			
<b>Political Economy</b>	EDPY/PSYC 478	<u>Autism Spectrum Disorder</u>	(3)
<b>Political Science</b>	EDPY 479	<u>Introduction to Computer Based Instruction</u>	(3)
<b>Psychology</b>			
<b>Public Administration</b>	PSYC 323	<u>Developmental Psychology</u>	(3)
<b>Sociology</b>	PSYC 350	<u>Adolescent Psychology</u>	(3)
<b>Women's and Gender Studies</b>	PSYC 355	<u>Cognitive Psychology</u>	(3)
<b>Commerce</b>	PSYC 356	<u>Introduction to Personality Theories and Issues</u>	(3)
<b>General Studies</b>	PSYC 388	<u>Introduction to Counselling</u>	(3)
<b>Health Administration</b>	PSYC 402	<u>Biological Psychology</u>	(3)
<b>Human Resources and Labour</b>	PSYC 418	<u>Special Projects in Psychology</u>	(3)

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PSYC 435     Abnormal Psychology. (3)

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Note: A maximum of 18 credits in Applied Studies is allowed in the BA.

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## Labour Studies

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Athabasca University's Labour Studies programs are designed for students who want to know more about the position of labour and working people in society. It will be of particular interest to trade unionists at both the leadership and general membership levels. Offerings include courses in labour history, work organization, women and unions, and the theory and practice of trade unions.

[Labour Studies Major](#)

[Labour Studies Minor](#)

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## Labour Studies Major

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Regulations effective September 1, 2018.

Athabasca University's Labour Studies program is designed for students who want to know more about the position of labour and working people in society. It will be of particular interest to trade unionists at both the leadership and general membership levels. Offerings include courses in labour history, work organization, women and unions, and the theory and practice of trade unions.

Athabasca University has developed program learning outcomes that describe the career options that may be available to you upon graduating.

A maximum of 39 PLAR credits is allowed if you choose the Labour Studies major.

**Did you know?** Athabasca University also offers:

Minor in Labour Studies (optional)

For specific degree requirements view each program page.

## Program Requirements

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<b>Global Studies</b>	Students complete the program regulations in effect at the time of their enrolment.
<b>Heritage Resources Management</b>	Requirements in addition to the <u>general program requirements</u> for the 4-year BA with Major:
<b>History</b>	
<b>Humanities</b>	1. 45 credits in Labour Studies major courses outlined below including a minimum of 30 senior (300 or 400) level credits (a minimum of 12, 400-level credits).
<b>Inclusive Education</b>	
<b>Labour Studies</b>	2. 12 credits in required core courses (SOCI 321 and HIST 336 are included in the 30 senior-level credits noted above).
<b>Labour Studies Major</b>	3. Students may transfer in a maximum of 30 credits of courses applicable to the requirements of the major.
<b>Labour Studies Minor</b>	

## Recommendations

<b>Philosophy</b>	
<b>Political Economy</b>	Students are advised to begin their studies with <u>LBST 200</u> or <u>LBST 202</u> .

## Required Core Courses (12 credits)

<b>Psychology</b>	
<b>Public Administration</b>	HIST 336 <u>History of Canadian Labour</u> (6)
<b>Sociology</b>	LBST 200 <u>Introduction to Labour Studies</u>
<b>Women's and Gender Studies</b>	<b>or</b> (3)
<b>Commerce</b>	LBST 202 <u>Labour College of Canada: Introduction to Labour Studies</u>
<b>General Studies</b>	SOCI 321 <u>Sociology of Work and Industry</u> (3)
<b>Health Administration</b>	

Human Resources and Labour Relations	Electives (select 33 credits from the following)		
Management	EDUC/HRMT 310	<u>The Canadian Training System</u>	(3)
Nursing	ENGL 306	<u>The Literature of Work</u>	(3)
Professional Arts, General Regulations		<u>Social History of Canada:</u>	
Science	HIST 330	<u>European Contact to Early Industrialization</u>	(3)
Architecture			
University Diploma		<u>Social History of Canada: Early Industrialization to</u>	
University Certificate	HIST 331	<u>Contemporary Canada</u>	(3)
Certificate of Completion - English Language Proficiency Program			
	HIST 486	<u>The Industrial Revolution</u>	(3)
Archived Program Regulations	IDRL	<u>All courses*</u>	
	IDRL 309/LGST 310	<u>Human Rights, the Charter and Labour Relations</u>	(3)
Undergraduate Courses			
		<u>International Political Economy: The Politics of Globalization</u>	
Examinations and Grades	INTR/GLST/POEC 483		(3)
Undergraduate Fees and Refunds	LBST	<u>All courses</u>	
Faculty	POEC 393	<u>Canada and the Global Political Economy</u>	(3)
Student Code of Conduct and Right to	POLI 450	<u>Globalization and Human</u>	(3)

Appeals Regulations		<a href="#">Rights</a>	
Glossary	SOCI/WGST 345	<a href="#">Women and Work in Canada</a>	(3)
Site Map		<a href="#">Environmental Influences on Development and Aging Across the Life Course</a>	
Search Undergraduate Calendar	SOCI 331	<a href="#">Sociology of Environment and Health</a>	(3)
	SOCI 348	<a href="#">The Rich and the Rest: The Sociology of Wealth, Power, and Inequality</a>	(3)
	SOCI 381	<a href="#">Theories of Social Change</a>	(3)
	SOCI 435		

\*All courses labelled IDRL can be taken as either Applied Studies or Social Science courses, but not both. To use these courses to satisfy the Social Science area of study requirement, students must contact [Transfer Credit Services](#) and request the change upon completion of the course.

## Transfer Credits for Union Education and Prior Learning

Athabasca University grants advanced credit in the Labour studies program for some union education programs. A student who has completed a Labour College of Canada Intensive Program, for example, may be eligible to receive nine credits. Students who have completed the Canadian Auto Workers Paid Educational

Leave course may be eligible to receive three credits. And students who have completed the Canadian Postal Workers' Union Education Program may be eligible to receive six credits. Credit is also granted for other union education programs and for other forms of prior learning. Contact Athabasca University for details.

Many unions, and some employers, will reimburse students for the cost of university tuition fees. Discuss this with your union representative or employer.

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## Labour Studies Minor

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Regulations effective September 1, 2018.

### General information on Minors

30 credits selected from courses listed in the major:

1. 15 of the 30 credits must be at the senior (300 and 400) level.

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## Philosophy

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Over 2,000 years ago, the Greek philosopher, Aristotle, said, "All persons by nature desire understanding." Philosophy pursues answers to some of the deepest and widest ranging questions people ask about human life and the role of humans in the larger scheme of things.

What is the meaning of life? What are our obligations to other humans and to natural objects? Does anything exist beyond what we can see, hear or touch? Is there such a thing as knowledge, and what can we know for certain?

Systematic reflection on such questions lies at the heart of philosophical study.

The field of applied philosophy has emerged in the last few decades as people have discovered the need to develop philosophical skills: critical thinking, understanding ethical concepts and formulating principles to help solve pressing contemporary problems. Some examples of new areas of study and research are medical ethics, environmental ethics and business ethics.

Philosophy courses are worthwhile both in their own right and as a complement to study in other disciplines. Owing to its

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**Philosophy  
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careful analytical and critical approach to answering enduring questions, philosophy also serves as good preparation for work in fields such as law, medicine, civil service, and business.

Philosophy Minor

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## Philosophy Minor

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Regulations effective September 1, 2018.

### General information on Minors

The Philosophy Minor is designed to introduce students to the great philosophical questions, such as, truth, justice, beauty and meaning, as well as help students develop critical reading and thinking skills to be better able to interpret texts, evaluate arguments, and write coherently and persuasively.

30 credits in Philosophy courses, except PHIL 152:

1. 15 credits in Philosophy at the senior (300/400) level.

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## Political Economy

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Regulations effective September 1, 2018.

## Political Economy

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Graduates of Athabasca University's Political Economy programs will get the opportunity to develop a greater appreciation of diverse polities, economics, cultures, and regions of the world. The course selection allows you to critically engage with Canadian and global political and economic issues in an era of globalization. Students may focus their studies in either Global Political Economy or Canadian Political Economy. For more information, visit the program's [website](#).

[Political Economy Major](#)

[Political Economy Minor](#)

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## Political Economy Major

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Regulations effective September 1, 2018.

The Political Economy program at Athabasca University is designed for both beginning students and professionals to understand and engage with Canadian and global political and economic issues. The course selection provides students the opportunity to develop a greater appreciation and understanding of diverse polities, economies, cultures, and regions of the world. Additionally, it offers to professionals the retooling skills and the academic credential necessary for successful employment in an era of globalization.

Students may focus their studies in either Global Political Economy or Canadian Political Economy. For more information visit the [Political Economy](#) website.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

[Minor in Political Economy \(optional\)](#)

For specific degree requirements view each program page.

**Global Studies****Heritage Resources Management****History****Humanities****Inclusive Education****Labour Studies****Philosophy****Political Economy****Political Economy Major****Political Economy Minor****Political Science****Psychology****Public Administration****Sociology****Women's and Gender Studies****Commerce****General Studies****Health Administration**

## Program Requirements

Students complete the program regulations in effect at the time of their enrolment.

Requirements in addition to the [general program requirements](#) for the 4-year BA with Major:

1. 60 Political Economy major credits outlined below including a minimum of 36 senior (300 or 400) level credits from major courses (a minimum of 12, 400-level credits).
2. 15 credits in required core courses.
3. 21 credits in one of the two Political Economy areas: Global Political Economy or Canadian Political Economy.
4. 12 credits from the designated elective Political Economy major courses.
5. 12 credits from the Political Economy designated elective program courses in Communications (CMNS), Global Studies (GLST), Governance (GOVN), History (HIST), Information Systems (INFS), Labour Studies (LBST), Industrial Relations (IDRL), Women's and Gender Studies (WGST), and Indigenous Studies (INST).
6. Students may transfer in a maximum of 30 credits of courses applicable to the requirements of the major.

### Required Core Courses (15 credits)

ECON 247	<a href="#">Microeconomics</a>	(3)
ECON 248	<a href="#">Macroeconomics</a>	(3)
MATH 215	<a href="#">Introduction to Statistics</a>	

<b>Human Resources and Labour Relations</b>		<b>or</b>	(3)
<b>Management</b>	MGSC 301	<u>Statistics for Business and Economics I</u>	
<b>Nursing</b>		<u>Theories and Approaches to Political Economy</u>	(3)
<b>Professional Arts, General Regulations</b>	POEC 302		
<b>Science</b>	POEC/GLST/INTR 230	<u>Globalization and World Politics</u>	(3)
<b>Architecture</b>			
<b>University Diploma</b>	Of the 21 credits required in the area of focus, students must take at least one course from each of the following areas: Economics, Political Economy, and Political Science. Select courses from only one area of focus.		
<b>University Certificate</b>			
<b>Certificate of Completion - English Language Proficiency Program</b>	Area of Focus 1: Global Political Economy		
<b>Archived Program Regulations</b>		<u>The Changing Global Economy*</u>	
Undergraduate Courses	ECON 401	*Students who have taken ECON 301 may not take ECON 401	(3)
Examinations and Grades			
Undergraduate Fees and Refunds	ECON 366	<u>Economic Development</u>	(3)
Faculty	ECON 475	<u>International Trade</u>	(3)
Student Code of Conduct and Right to	ECON 476	<u>International Finance</u>	(3)
		<u>Transformative</u>	

Appeals Regulations	ENVS 435	<u>Change in Building Sustainable Communities</u>	(3)
Glossary			
Site Map	ENVS/GSLT 243	<u>Environmental Change in a Global Context</u>	(3)
Search Undergraduate Calendar	FNCE 370	<u>Overview of Corporate Finance</u>	(3)
	GLST 308	<u>Americas: An Introduction to Latin America and the Caribbean</u>	(3)
	HIST 486	<u>The Industrial Revolution</u>	(3)
	MKTG 414	<u>International Marketing and Exporting</u>	(3)
	POEC/GLST/INTR 395	<u>Political Economy of Development: People, Processes, and Policies</u>	(3)
	POEC/GLST/INTR 483	<u>International Political Economy: The Politics of Globalization</u>	(3)
	POLI 330	<u>International and Global Politics</u>	(3)
	POLI 342	<u>Introduction to Comparative Politics</u>	(3)

POLI 480      The Politics of  
Cyberspace      (3)

SOCI 435      Theories of  
Social Change      (3)

**or**

## Area of Focus 2: Canadian Political Economy

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CMNS 380      Corporate  
Communication      (3)

CMNS 401      Cultural Policy  
in Canada      (3)

ECON 385      Money, Banking  
and Canadian  
Financial  
Institutions      (3)

FNCE 322      Personal  
Finance      (3)

GEOG 311      Canadian Urban  
Development      (3)

GOVN 301      Governance,  
the Public  
Sector and  
Corporate  
Power      (3)

GOVN 450      Public  
Budgeting and  
Financial  
Management in  
a Globalized  
World      (3)

HIST 326      Contemporary  
Canada: Canada  
after 1945      (3)

The Law of

IDRL 320	<u>Work</u>	(3)
IDRL 309/LGST 310	<u>Human Rights, the Charter and Labour Relations</u>	(3)
LBST/SOCI/WGST 332	<u>Women and Unions</u>	(3)
POEC 393	<u>Canada and the Global Political Economy</u>	(3)
POLI 309	<u>Canadian Government and Politics</u>	(3)
POLI 311	<u>Aboriginal Politics and Governments</u>	(3)
POLI 325	<u>Canadian Environmental Policy and Politics</u>	(3)
POLI 383	<u>Canadian Political Economy in a Global Era</u>	(3)
SOCI 291	<u>Canadian Society</u>	(3)
SOCI 321	<u>Sociology of Work and Industry</u>	(3)
TAXX 301	<u>Taxation I</u>	(3)

Electives (select 12 credits from the following)

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Ancient Cities and

ANTH 320	<u>Civilizations</u>	(3)
ANTH 362	<u>Aboriginal Cultures of North America</u>	(3)
ANTH 375	<u>The Anthropology of Gender</u>	(3)
ANTH 394	<u>Urban Anthropology</u>	(3)
CMNS 402	<u>Global Communication</u>	(3)
CMNS 421	<u>Being Online</u>	(3)
CMNS 423	<u>The Television Age</u>	(3)
CMNS 385/SOCI 378	<u>Social Problems and Social Movements</u>	(3)
ECON/HADM 321	<u>Health Care Economics</u>	(3)
ECON 380	<u>Public Finance and Expenditure</u>	(3)
ENTP 212	<u>Entrepreneurship</u>	(3)
ENVS 435	<u>Transformative Change in Building Sustainable Communities</u>	(3)
FREN 100	<u>French for Beginners I</u>	(3)
FREN 101	<u>French for Beginners II</u>	(3)
GEOG 201	<u>Introductory Human Geography</u>	(3)
GEOG 302	<u>The Canadian North</u>	(3)
GEOG/GLST 200	<u>World Regional Geography</u>	(3)

HADM 336	<u>Community Health Planning</u>	(3)
HADM/HSRV 339	<u>Organization of the Canadian Health Care System</u>	(3)
HIST 336	<u>History of Canadian Labour</u>	(6)
IDRL 308	<u>Occupational Health and Safety</u>	(3)
INST 111	<u>Introductory Cree I</u>	(3)
INST 112	<u>Introductory Cree II</u>	(3)
MATH 244	<u>Business Math</u>	(3)
MATH 265	<u>Introduction to Calculus I</u>	(3)
MKTG 406	<u>Consumer Behaviour</u>	(3)
MKTG 440	<u>Marketing Strategy</u>	(3)
PHIL 371	<u>Ethics, Science, Technology, and the Environment</u>	(3)
SOCI 381	<u>The Rich and the Rest: The Sociology of Wealth, Power, and Inequality</u>	(3)
SOCI 450	<u>Environmental Sociology</u>	(3)
SOCI/WGST 345	<u>Women and Work in Canada</u>	(3)
SPAN 200	<u>Introductory Spanish I</u>	(3)
SPAN 201	<u>Spanish for Beginners II</u>	(3)

**12 remaining elective credits selected  
from the following disciplines:**

Communication Studies (CMNS)  
Global Studies (GLST)  
Governance (GOVN)  
History (HIST)  
Information Systems (INFS)  
Labour Studies (LBST)  
Industrial Relations (IDRL)  
Indigenous Studies (INST)  
Women's and Gender Studies (WGST)

## Recommendations

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1. Students who may pursue graduate work in political economy or international affairs are strongly recommended to include POEC 499 among their electives.
2. Language proficiency: Students in Canadian studies areas who may pursue employment in the federal civil service or foreign affairs, are strongly recommended to take French as an elective or option. Students interested in North American integration should take Spanish. Students interested in the economic integration of Europe should consider taking German. Students interested in governance capacity-building for First Nations communities should take Indigenous language courses.  
"Language proficiency" generally refers to one of the following:

the ability to read French, Spanish,  
or German at a level consistent  
with the usual requirements of a

junior French language course.  
This ability may be proven by one of the following: either by completing six junior language credits (for example FREN 200 and 201) or by passing a reading proficiency examination in French, Spanish, or German;

speak fluently one of Canada's Indigenous languages (for example, Cree or Inuktitut);  
or

read one of Canada's Indigenous languages (for example, Cree or Inuktitut), at a level consistent with the usual requirements of a second-year university language course.

3. Writing proficiency: Students for whom English is a second language are strongly encouraged to take ENGL 177 and ENGL 189.

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## Political Economy Minor

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Regulations effective September 1, 2018.

### General information on Minors

The Political Economy Minor at Athabasca University is designed for both beginning students and professionals to understand and engage with Canadian and global political and economic issues. The course selection provides students the opportunity to develop a greater appreciation and understanding of diverse polities, economies, cultures, and regions of the world. Additionally, it offers to professionals the retooling skills and the academic credential necessary for successful employment in an era of globalization.

Minor (30 credits, of which at least 15 must be in senior courses)

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### Core Courses (12 credits)

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POEC/GLST/INTR 230	<u>Globalization and World Politics</u>	(3)
POEC 302	<u>Theories and Approaches to</u>	(3)

<b>Global Studies</b>		<u>Political Economy</u>	
<b>Heritage Resources Management</b>	POEC/GLST/INTR 395	<u>Political Economy of Development: People, Processes, and Policies</u>	(3)
<b>History</b>			
<b>Humanities</b>			
<b>Inclusive Education</b>	CMNS 308	<u>Understanding Statistical Evidence</u>	
<b>Labour Studies</b>		<b>or</b>	
<b>Philosophy</b>		<u>Microeconomics</u>	
<b>Political Economy</b>	ECON 247	<b>or</b>	
<b>Political Economy Major</b>	ECON 248	<u>Macroeconomics</u>	(3)
<b>Political Economy Minor</b>	MATH 215	<u>Introduction to Statistics</u>	
<b>Political Science</b>		<b>or</b>	
<b>Psychology</b>	MGSC 301	<u>Statistics for Business and Economics I</u>	
<b>Public Administration</b>	Focus Areas (12 credits in one of the two Political Economy focus areas):		
<b>Sociology</b>			
<b>Women's and Gender Studies</b>			
<b>Commerce</b>	Focus Area 1: Global Political Economy Focus Area 2: Canadian Political Economy		
<b>General Studies</b>	<b>Focus Area 1: Global Political Economy</b>		
<b>Health Administration</b>	ECON 366	<u>Economic Development</u>	(3)

<b>Human Resources and Labour Relations</b>	ECON 475	<u>International Trade</u>	(3)
<b>Management</b>	ECON 476	<u>International Finance</u>	(3)
<b>Nursing</b>	ECON/LBST 330	<u>Workers and the Economy</u>	(3)
<b>Professional Arts, General Regulations</b>		<u>Transformative Change in</u>	
<b>Science</b>	ENVS 435	<u>Building Sustainable Communities</u>	(3)
<b>Architecture</b>			
<b>University Diploma</b>	ENVS/GLST 243	<u>Environmental Change in a Global Context</u>	(3)
<b>University Certificate</b>		<u>Overview of</u>	
<b>Certificate of Completion - English Language Proficiency Program</b>	FNCE 370	<u>Corporate Finance</u>	(3)
<b>Archived Program Regulations</b>	GOVN 450	<u>Our Physical Resources</u>	(3)
<b>Undergraduate Courses</b>		<u>Public Budgeting and Financial Management in a Globalized World</u>	(3)
<b>Examinations and Grades</b>	GLST/GOVN/POLI 403	<u>Public Policy in a Global Era</u>	(3)
<b>Undergraduate Fees and Refunds</b>	LBST/SOCI/WGST 332	<u>Women and Unions</u>	(3)
<b>Faculty</b>		<u>International Marketing and Exporting</u>	(3)
<b>Student Code of Conduct and Right to</b>	POEC/GLST/INTR 483	<u>International Political Economy: The Politics of</u>	(3)

Appeals Regulations		<u>Globalization</u>	
Glossary	POLI 307	<u>Political Ideologies</u>	(3)
Site Map	POLI/INTR 330	<u>International and Global Politics</u>	(3)
Search Undergraduate Calendar	POLI 342	<u>Introduction to Comparative Politics</u>	(3)
	POLI 480	<u>The Politics of Cyberspace</u>	(3)
	SOCI 381	<u>The Rich and the Rest: The Sociology of Wealth, Power, and Inequality</u>	(3)
	SOCI 435	<u>Theories of Social Change</u>	(3)

### **Focus Area 2: Canadian Political Economy**

	CMNS 380	<u>Corporate Communication</u>	(3)
	CMNS 401	<u>Cultural Policy in Canada</u>	(3)
	CMNS 202/POLI 291	<u>Media and Power in Canadian Society</u>	(3)
	ECON 385	<u>Money, Banking and Canadian Financial Institutions</u>	(3)
	FNCE 322	<u>Personal Finance</u>	(3)
	GEOG 311	<u>Canadian Urban Development</u>	(3)

GOVN 301	<u>Governance, the Public Sector and Corporate Power</u>	(3)
GOVN 450	<u>Public Budgeting and Financial Management in a Globalized World</u>	(3)
HIST 326	<u>Contemporary Canada: Canada after 1945</u>	(3)
HIST 330	<u>Social History of Canada: European Contact to Early Industrialization</u>	(3)
HIST 331	<u>Social History of Canada: Early Industrialization to Contemporary Canada</u>	(3)
HIST 336	<u>History of Canadian Labour</u>	(3)
HIST/WGST 365	<u>Girls and Women in Urban Canada, 1880–1940</u>	(3)
IDRL 320	<u>The Law of Work</u>	(3)
IDRL 309/LGST 310	<u>Human Rights, the Charter and Labour Relations</u>	(3)
POEC 393	<u>Canada and the Global Political Economy</u>	(3)
POLI 309	<u>Canadian Government and Politics</u>	(3)
POLI 311	<u>Aboriginal Politics and Governments</u>	(3)

POLI 325	<u>Canadian Environmental Policy and Politics</u>	(3)
POLI 390	<u>Canadian Federalism</u>	(3)
SOCI 291	<u>Canadian Society</u>	(3)
SOCI 321	<u>Sociology of Work and Industry</u>	(3)
TAXX 301	<u>Taxation I</u>	(3)

Electives (6 credits from any of the following Political Economy designated courses)

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ANTH 277	<u>The Archaeology of Ancient Peoples</u>	(3)
ANTH 320	<u>Ancient Cities and Civilizations</u>	(3)
ANTH 384	<u>The Family in the World Perspective</u>	(3)
ANTH 394	<u>Urban Anthropology</u>	(3)
ANTH 407	<u>Examining Cultures— Advanced Readings in Regional Ethnology</u>	(3)
CMNS 201	<u>Introduction to Mass Media</u>	(3)
CMNS 302	<u>Communication in History</u>	(3)
CMNS 358	<u>Popular Culture and the Media</u>	(3)

CMNS 402	<u>Global Communication</u>	(3)
CMNS 423	<u>The Television Age</u>	(3)
CMNS 385/ SOCI 378	<u>Social Problems and Social Movements</u>	(3)
ECON/HADM 321	<u>Health Care Economics</u>	(3)
ECON 380	<u>Public Finance and Expenditure</u>	(3)
ENVS 435	<u>Transformative Change in Building Sustainable Communities</u>	(3)
GEOG 201	<u>Introductory Human Geography</u>	(3)
GEOG/GLST 200	<u>World Regional Geography</u>	(3)
GLST/HIST 209	<u>A History of the World in the Twentieth Century I</u>	(3)
GLST/HIST 210	<u>A History of the World in the Twentieth Century II</u>	(3)
GLST/HIST 308	<u>Americas: An Introduction to Latin America and the Caribbean</u>	(3)
	<u>Historical</u>	

HIST 404	<u>Foundations of Modern Science</u>	(3)
HIST 407	<u>The Enlightenment</u>	(3)
HIST 486	<u>The Industrial Revolution</u>	(3)
HIST/GLST/WGST 460	<u>Famous Feminists and Their Times: Global History of Feminism</u>	(3)
HIST/INST 368	<u>History of Canada's First Nations to 1830</u>	(3)
HIST/INST 369	<u>History of Canada's First Nations from 1830</u>	(3)
HIST/INST 370	<u>The Métis</u>	(3)
INST 203	<u>Indigenous Studies I</u>	(3)
INST 205	<u>Indigenous Studies II</u>	(3)
INST 357	<u>Contemporary Aboriginal Issues in Canada</u>	(3)
INST 358	<u>Aboriginal Women in Canada</u>	(3)
INST 430	<u>Indigenous Governance</u>	(3)
PHIL 371	<u>Ethics, Science, Technology, and the</u>	(3)

	<u>Environment</u>	
PHIL 375	<u>Philosophy of the Environment</u>	(3)
SOCI 380	<u>Canadian Ethnic Relations</u>	(3)
WGST 266	<u>Thinking from Women's Lives: An Introduction to Women's Studies</u>	(3)
WGST 302	<u>Communication Skills – Feminist Practice</u>	(3)

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## Political Science

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Regulations effective September 1, 2018.

As a discipline, Political Science is very much concerned with the study of power, authority, and governance in human affairs. In today's world, forms of power, authority, and governance are changing rapidly and becoming increasingly complex. Governance is no longer confined to the nation-state but involves a range of institutions—public, private, and non-governmental—involved in the process of governing and steering a society at the international, national, and sub-national levels.

[Political Science Major](#)

[Political Science Minor](#)

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## Political Science Major

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Regulations effective September 1, 2018.

The BA Political Science major is a valued liberal arts degree that will serve a variety of educational and professional needs in the public, private, and non-profit sectors in Canada and globally.

As a discipline, Political Science is very much concerned with the study of power, authority, and governance in human affairs. In today's world, forms of power, authority, and governance are changing rapidly and becoming increasingly complex. Governance is no longer confined to the nation-state but involves a range of institutions — public, private, and non-governmental — involved in the process of governing and steering a society at the international, national, and sub-national levels.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

[Minor in Political Science \(optional\)](#)

For specific degree requirements view each program page.

## Global Studies

## Heritage Resources Management

## History

## Humanities

## Inclusive Education

## Labour Studies

## Philosophy

## Political Economy

## Political Science

### Political Science Major

### Political Science Minor

## Psychology

## Public Administration

## Sociology

## Women's and Gender Studies

## Commerce

## General Studies

## Health Administration

# Program Requirements

Students complete the program regulations in effect at the time of their enrolment.

Requirements in addition to the general program requirements for the 4-year BA with Major:

1. A minimum of 45 credits in designated Political Science courses including a minimum of 30 senior (300/400) level credits (a minimum of 12, 400-level credits).
  - 6 senior (300/400) level credits in political philosophy/theory, POLI 355 and POLI 357.
  - 3 senior (300/400) level credits in Canadian politics and government, POLI 309.
  - 3 senior (300/400) level credits in either international and global politics (POLI/INTR 330) or comparative politics (POLI 342), or direct equivalent credit approved by Athabasca University.
2. Required core courses: 18 credits in the following designated political science major core courses:
  - 6 junior (200) level credits, POLI 277 and 278.
3. A minimum of 27 credits in the following designated Political Science major elective courses.

CMNS 401 Cultural Policy in Canada (3)

GLST/GOVN 403 Public Policy in a Global Era (3)

Global

Human Resources and Labour Relations	GLST/GOVN 440	<u>Governance and Law</u>	(3)
Management	GLST/POEC 483	<u>International Political Economy: The Politics of Globalization</u>	(3)
Nursing			
Professional Arts, General Regulations	GOVN 301	<u>Governance, the Public Sector and Corporate Power</u>	(3)
Science			
Architecture			
University Diploma	GOVN 390	<u>Public Policy and Administrative Governance</u>	(3)
University Certificate	GOVN/HSRV 400	<u>Governance and Leadership</u>	(3)
Certificate of Completion - English Language Proficiency Program	GOVN 405	<u>Innovative Public Management</u>	(3)
Language Proficiency Program	HADM 369	<u>Health Policy in Canada</u>	(3)
Archived Program Regulations	POEC 230	<u>Globalization and World Politics</u>	(3)
Undergraduate Courses	POEC 393	<u>Canada and the Global Political Economy</u>	(3)
Examinations and Grades	POLI	<u>All courses</u>	
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## Political Science Minor

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Regulations effective September 1, 2018.

### General information on Minors

30 credits in courses designated as  
Political Science:

1. 15 senior credits in courses  
designated Political Science.

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## Psychology

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Regulations effective September 1, 2018.

Athabasca University's Psychology programs are designed to develop or expand your knowledge of the broad field of psychology. Both the concentration and major degree programs will provide grounding in foundational courses central to psychology as a science. The programs also provide options for students to focus their studies in the applied areas at Athabasca University (i.e., Career Development, Inclusive Education, Counselling). Students who complete the degree will be prepared for general employment across a number of fields (business, management, government research, program evaluation, human services, law, etc.) and/or graduate studies in applied and basic programs.

[Psychology Concentration](#)

[Psychology Major](#)

[Psychology Minor](#)

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## **BA Psychology Concentration**

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Regulations effective September 1, 2018.

Athabasca University's Psychology program is designed to develop or expand your knowledge of the broad field of psychology. Both the concentration and major degree programs will provide grounding in foundational courses central to psychology as a science. The programs also provide options for students to focus their studies in the applied areas at Athabasca University (i.e., Career Development, Inclusive Education, Counselling). Students who complete the degree will be prepared for general employment across a number of fields (business, management, government research, program evaluation, human services, law, etc.) and/or graduate studies in applied and basic programs.

Please note that while the three-year degree program is a marketable credential, it is not aimed at providing students with direct access to graduate-level studies; therefore, additional studies are often required.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

<b>Global Studies</b>	<b>Did you know?</b> Athabasca University also offers:
<b>Heritage Resources Management</b>	four-year <u>BA Psychology Major</u> <u>Minor in Psychology</u> (optional)
<b>History</b>	For specific degree requirements view each program page.
<b>Humanities</b>	
<b>Inclusive Education</b>	
<b>Labour Studies</b>	Students complete the program regulations in effect at the time of their enrolment.
<b>Philosophy</b>	Requirements in addition to the <u>general program requirements</u> for the 3-year BA with Concentration:
<b>Political Economy</b>	A minimum of 36 credits in designated Psychology concentration courses including 24 senior (300 or 400) level credits.
<b>Political Science</b>	
<b>Psychology</b>	
<b>Psychology Concentration</b>	<b>Required Core Courses (15 credits)</b>
<b>Psychology Major</b>	MATH 215 <u>Introduction to Statistics</u> (3)
<b>Psychology Minor</b>	PSYC 289 <u>Psychology as a Natural Science</u> (3)
<b>Public Administration</b>	PSYC 290 <u>General Psychology</u> (3)
<b>Sociology</b>	PSYC 375 <u>History of Psychology</u> (3)
<b>Women's and Gender Studies</b>	<u>Research Methods in Psychology*</u>
<b>Commerce</b>	PSYC 304    * Students who have obtained credit for PSYC 404 may not take PSYC 304    (3)
<b>General Studies</b>	
<b>Health</b>	

<b>Administration</b>	A minimum of 12 credits selected from the following foundational courses:		
<b>Human Resources and Labour Relations</b>			
<b>Management</b>		<u>Developmental Psychology</u>	
<b>Nursing</b>		Note: PSYC 228 and PSYC 323 are precluded courses (students can complete PSYC 228 or PSYC 323 but not both). Note that PSYC 228 can be used in the Psychology Electives area only, and cannot be used as a foundational credit.	
<b>Professional Arts, General Regulations</b>	PSYC 323		(3)
<b>Science</b>			
<b>Architecture</b>			
<b>University Diploma</b>	PSYC 355	<u>Cognitive Psychology</u>	(3)
<b>University Certificate</b>	PSYC 356	<u>Introduction to Personality Theories and Issues</u>	(3)
<b>Certificate of Completion - English Language Proficiency Program</b>	PSYC 379	<u>Social Psychology</u>	(3)
<b>Archived Program Regulations</b>	PSYC 387	<u>Learning</u>	(3)
<b>Archived Program Regulations</b>	PSYC 402	<u>Biological Psychology</u>	(3)
<b>Undergraduate Courses</b>	PSYC 435	<u>Abnormal Psychology</u>	(3)
<b>Examinations and Grades</b>	The remaining nine credits may be completed by taking additional foundational courses and/or courses from the following groups of electives: Psychology, Career Development, Educational Psychology, or Counselling. Students are encouraged to focus within an elective but may combine courses from two or more groups. Unspecified psychology credit for psychology courses		
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unavailable at Athabasca University and  
completed at other institutions, can be  
applied to the degree upon faculty  
approval.

## Psychology Electives

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PSYC 210	<u>Experiential Learning in the Celebration of Diversity</u>	(3)
PSYC 228	<u>Introduction to Human Development</u> Note: PSYC 228 and PSYC 323 are precluded courses (students can complete PSYC 228 or PSYC 323 but not both). Note that PSYC 228 can be used in the Psychology Electives area only, and cannot be used as a foundational credit.	(3)
PSYC 315	<u>Psychology and the Mass Media</u>	(3)
PSYC 333	<u>Sensation and Perception</u>	(3)
PSYC 350	<u>Adolescent Psychology</u>	(3)
PSYC 381	<u>Psychology of Adult Development</u>	(3)
PSYC 340	<u>Introduction to Applied Social Psychology</u>	(3)
PSYC 395	<u>Forensic Psychology</u>	(3)
PSYC 418	<u>Special Projects in Psychology</u>	(3)
PSYC 426	<u>Psychology of Families and Parenting</u>	(3)

PSYC 432	<u>Psychology and the Built Environment</u>	(3)
PSYC 450	<u>Drugs and Behaviour</u>	(3)

## Career Development Electives

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PSYC 300	<u>Theories of Career Development</u>	(3)
PSYC 305	<u>The Career Development Portfolio</u>	(3)
PSYC 401	<u>Learning Through Life</u>	(3)
PSYC 405	<u>Creating a Working Alliance</u>	(3)
PSYC 441	<u>Experiential Learning and Reflection Practice I</u>	(3)
PSYC 442	<u>Experiential Learning and Reflection Practice II</u>	(3)

## Educational Psychology Electives

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EDPY 351	<u>Inclusive Education for Students with Diverse Needs</u>	(3)
EDPY/PSYC 389	<u>Learning Disabilities: Issues and Interventions</u>	(3)
EDPY/PSYC 400	<u>Teaching and Managing the Child with Learning Difficulties</u>	(6)
EDPY/PSYC 469	<u>Principles of Psychological Assessment</u>	(3)

EDPY/PSYC 470	<u>Consultation and Collaboration for Students with Special Needs</u>	(3)
EDPY/PSYC 471	<u>Managing Behaviour Problems in the Classroom</u>	(3)
EDPY/PSYC 476	<u>Technology for Students with Diverse Learning Needs</u>	(3)
EDPY/PSYC 478	<u>Autism Spectrum Disorder</u>	(3)
EDPY 479	<u>Introduction to Computer-based Instruction</u>	(3)

## **Counselling Electives**

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PSYC 345	<u>The Psychology of Women</u>	(3)
PSYC 347	<u>Introduction to Feminist Counselling</u>	(3)
PSYC 388	<u>Introduction to Counselling</u>	(3)
PSYC 406	<u>Introduction to Theories of Counselling and Psychotherapy</u>	(3)

A maximum of three credits from the following courses may be used as elective credit:

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COMM 329	<u>Mediated Interpersonal Communication</u>	(3)
	<u>The Psychology of</u>	

CRJS 360	<u>Criminal Behaviour</u>	(3)
HLST 320	<u>Teaching and Learning for Health Professionals</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
ORGB 319	<u>Motivation and Productivity</u>	(3)
ORGB 364	<u>Organizational Behaviour</u>	(3)
PSYC 345	<u>The Psychology of Women</u>	(3)

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## Psychology Major

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Athabasca University's Psychology program is designed to develop or expand your knowledge of the broad field of psychology. Both the concentration and major degree programs will provide grounding in foundational courses central to psychology as a science. The programs also provide options for students to focus their studies in the applied areas at Athabasca University (i.e., Career Development, Inclusive Education, Counselling). Students who complete the degree will be prepared for general employment across a number of fields (business, management, government research, program evaluation, human services, law, etc.) and/or graduate studies in applied and basic programs.

Athabasca University has developed program learning outcomes that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

three-year BA Psychology  
Concentration

Minor in Psychology (optional)

**Global Studies**

For specific degree requirements view each program page.

**Heritage Resources Management**

## Program Requirements

**History**

Students complete the program regulations in effect at the time of their enrolment.

**Humanities**

**Inclusive Education**

Requirements in addition to the [general program requirements](#) for the 4-year BA with Major:

**Labour Studies**

45 credits in designated Psychology major courses including 30 senior (300 or 400) level credits in designated Psychology major courses, including 12, 400-level credits. The senior-level courses in the required core are included as part of these 30 credits.

**Philosophy**

**Political Economy**

**Political Science**

**Psychology**

### Required Core Courses (15 credits)

**Psychology Concentration**

MATH 215 [Introduction to Statistics](#) (3)

**Psychology Major**

PSYC 289 [Psychology as a Natural Science](#) (3)

**Psychology Minor**

PSYC 290 [General Psychology](#) (3)

**Public Administration**

PSYC 375 [History of Psychology](#) (3)

**Sociology**

**Women's and Gender Studies**

[Research Methods in Psychology](#) \*  
PSYC 304 Students who have obtained credit in PSYC 404 may not take PSYC 304. (3)

**Commerce**

**General Studies**

**Health**

<b>Administration</b>	A minimum of 15 credits selected from the following foundational courses:		
<b>Human Resources and Labour Relations</b>			
<b>Management</b>		<u>Developmental Psychology</u>	
<b>Nursing</b>		Note: PSYC 228 and PSYC 323 are precluded courses (students can complete PSYC 228 or PSYC 323 but not both). Note that PSYC 228 can be used in the Psychology Electives area only, and cannot be used as a foundational credit.	
<b>Professional Arts, General Regulations</b>	PSYC 323		(3)
<b>Science</b>			
<b>Architecture</b>			
<b>University Diploma</b>	PSYC 355	<u>Cognitive Psychology</u>	(3)
<b>University Certificate</b>	PSYC 356	<u>Introduction to Personality Theories and Issues</u>	(3)
<b>Certificate of Completion - English</b>	PSYC 379	<u>Social Psychology</u>	(3)
<b>Language Proficiency Program</b>	PSYC 387	<u>Learning</u>	(3)
<b>Archived Program Regulations</b>	PSYC 402	<u>Biological Psychology</u>	(3)
	PSYC 435	<u>Abnormal Psychology</u>	(3)
<b>Undergraduate Courses</b>	The remaining 15 credits may be completed by selecting additional foundational courses and/or courses from the following groups of electives: Psychology, Career Development, Educational Psychology, or Counselling. Students are encouraged to focus within an elective but may combine courses from two or more groups. Note that unspecified psychology credit for Psychology courses that are unavailable at AU and completed at other institutions, can be applied to the		
<b>Examinations and Grades</b>			
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degree upon faculty approval.

## **Psychology Electives**

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PSYC 210	<u>Experiential Learning in the Celebration of Diversity</u>	(3)
	<u>Introduction to Human Development</u> Note: PSYC 228 and PSYC 323 are precluded courses (students can complete PSYC 228 or PSYC 323 but not both). Note that PSYC 228 can be used in the Psychology Electives area only, and cannot be used as a foundational credit.	(3)
PSYC 228		
PSYC 315	<u>Psychology and the Mass Media</u>	(3)
PSYC 333	<u>Sensation and Perception</u>	(3)
PSYC 340	<u>Introduction to Applied Social Psychology</u>	(3)
PSYC 350	<u>Adolescent Psychology</u>	(3)
PSYC 381	<u>Psychology of Adult Development</u>	(3)
PSYC 395	<u>Forensic Psychology</u>	(3)
PSYC 418	<u>Special Projects in Psychology</u>	(3)
PSYC 426	<u>Psychology of Families and Parenting</u>	(3)
PSYC 432	<u>Psychology and the Built Environment</u>	(3)

PSYC Drugs and Behaviour (3)  
450

## Career Development Electives

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PSYC Theories of Career (3)  
300 Development

PSYC Learning Through Life (3)  
401

PSYC Creating a Working (3)  
405 Alliance

## Educational Psychology Electives

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EDPY 351 Inclusive Education (3)  
for Students with  
Diverse Needs

EDPY 479 Introduction to (3)  
Computer-based  
Instruction

EDPY/PSYC Learning Disabilities: (3)  
389 Issues and  
Interventions

EDPY/PSYC Principles of (3)  
469 Psychological  
Assessment

EDPY/PSYC Consultation and (3)  
470 Collaboration for  
Students with Special  
Needs

EDPY/PSYC Managing Behaviour (3)  
471 Problems in the  
Classroom

EDPY/PSYC Technology for (3)  
476 Students with Diverse  
Learning Needs

EDPY/PSYC Autism Spectrum (3)  
478 Disorder

## Counselling Electives

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PSYC The Psychology of Women (3)  
345

PSYC Introduction to Feminist (3)  
347 Counselling

PSYC Introduction to (3)  
388 Counselling

PSYC Introduction to Theories of (3)  
406 Counselling and  
Psychotherapy.

**A maximum of three credits  
selected from the following  
courses maybe used as elective  
credit:**

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COMM 329 Mediated (3)  
Interpersonal  
Communication

CRJS 360 The Psychology of (3)  
Criminal Behaviour

HLST 320 Teaching and (3)  
Learning for Health  
Professionals

HRMT/ORGB Introduction to (3)  
386 Human Resource  
Management

ORGB 319 Motivation and (3)  
Productivity

ORGB 364 Organizational (3)  
Behaviour

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## Psychology Minor

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Regulations effective September 1, 2018.

### General information on Minors

The Psychology Minor is intended to meet the needs of students who recognize that an understanding and analysis of psychological processes is an important component of their education. The Psychology Minor is designed to provide undergraduate students with a broad overview of topics and domains in psychology, and knowledge and skills related to research methods within the field of psychology.

### Program requirements for a Psychology Minor:

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A minimum of 30 credits in designated Psychology courses including 15 senior (300 or 400 level) credits.

#### Required Core Courses (15 credits):

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MATH 215	<u>Introduction to Statistics</u>	(3)
PSYC 289	<u>Psychology as a Natural Science</u>	(3)
PSYC 290	<u>General Psychology</u>	(3)

<b>Global Studies</b>	PSYC 375	<u>History of Psychology</u>	(3)
<b>Heritage Resources Management</b>		<u>Research Methods in Psychology</u> *	
<b>History</b>	PSYC 304	Students who have obtained credit in PSYC 404 may not take PSYC 304.	(3)
<b>Humanities</b>			
<b>Inclusive Education</b>	A minimum of 9 credits selected from the following foundational courses:		
<b>Labour Studies</b>			
<b>Philosophy</b>			
<b>Political Economy</b>		<u>Developmental Psychology</u> Note: PSYC 228 and PSYC 323 are precluded courses (students can complete PSYC 228 or PSYC 323 but not both). Note that PSYC 228 can be used in the Psychology Electives area only, and cannot be used as a foundational credit.	
<b>Political Science</b>	PSYC 323		(3)
<b>Psychology</b>			
<b>Psychology Concentration</b>			
<b>Psychology Major</b>	PSYC 355	<u>Cognitive Psychology</u>	(3)
<b>Psychology Minor</b>	PSYC 356	<u>Introduction to Personality Theories and Issues</u>	(3)
<b>Public Administration</b>	PSYC 379	<u>Social Psychology</u>	(3)
<b>Sociology</b>			
<b>Women's and Gender Studies</b>	PSYC 387	<u>Learning</u>	(3)
<b>Commerce</b>			
<b>General Studies</b>	PSYC 402	<u>Biological Psychology</u>	(3)
	PSYC 435	<u>Abnormal Psychology</u>	(3)
<b>Health</b>	The remaining 6 credits may be completed		

<b>Administration</b>	by selecting additional foundational courses and/or courses from the following groups of electives. Unspecified psychology credit for psychology courses unavailable at Athabasca University and completed at other institutions, can be applied to the degree upon faculty approval.		
<b>Human Resources and Labour Relations</b>			
<b>Management</b>			
<b>Nursing</b>			
<b>Professional Arts, General Regulations</b>			
<b>Science</b>	PSYC 210	<u>Experiential Learning in the Celebration of Diversity</u>	(3)
<b>Architecture</b>	<u>Introduction to Human Development</u>		
<b>University Diploma</b>	Note: PSYC 228 and PSYC 323 are precluded courses (students can complete PSYC 228 or PSYC 323 but not both). Note that PSYC 228 can be used in the Psychology Electives area only, and cannot be used as a foundational credit.		
<b>University Certificate</b>	PSYC 228		(3)
<b>Certificate of Completion - English Language Proficiency Program</b>			
<b>Archived Program Regulations</b>			
Undergraduate Courses	PSYC 315	<u>Psychology and the Mass Media</u>	(3)
Examinations and Grades	PSYC 333	<u>Sensation and Perception</u>	(3)
Undergraduate Fees and Refunds	PSYC 340	<u>Introduction to Applied Social Psychology</u>	(3)
Faculty	PSYC 350	<u>Adolescent Psychology</u>	(3)
Student Code	PSYC 381	<u>Psychology of Adult Development</u>	(3)

of Conduct and Right to Appeals Regulations	PSYC 395	<u>Forensic Psychology</u>	(3)
	PSYC 418	<u>Special Projects in Psychology</u>	(3)
Glossary	PSYC 426	<u>Psychology of Families and Parenting</u>	(3)
Site Map			
Search	PSYC 432	<u>Psychology and the Built Environment</u>	(3)
Undergraduate Calendar	PSYC 450	<u>Drugs and Behaviour</u>	(3)
	PSYC 451	Human Neuropsychology (in development)	(3)
	EDPY/PSYC 478	<u>Autism Spectrum Disorder</u>	(3)

## Counselling Electives

PSYC 345	<u>The Psychology of Women</u>	(3)
PSYC 347	<u>Introduction to Feminist Counselling</u>	(3)
PSYC 388	<u>Introduction to Counselling</u>	(3)
PSYC 406	<u>Introduction to Theories of Counselling and Psychotherapy</u>	(3)

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## Public Administration

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Regulations effective September 1, 2018.

The role of public servants is becoming increasingly complex as the global economy becomes more integrated and the capacity of nation-states to act decisively is constrained by a multitude of factors. Public Administration professionals must possess strategic, analytic, and creative thinking skills. This minor prepares students to assume public sector managerial roles in the knowledge-based society; it provides them with exposure to administrative concepts, tools and practice, yet keeps them firmly grounded in the liberal arts education program.

### Public Administration Minor

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## Public Administration Minor

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Regulations effective September 1, 2018.

### General information on Minors

The Public Administration minor is designed for students who are seeking managerial careers at the municipal, provincial, and federal levels of government, as well as within non-profit and quasi-governmental organizations. Students can select a mix of Arts and Applied Studies courses in such areas as governance, political science, public policy, economics, public finance, budgeting, legal studies, human resources management, industrial relations, communications, health administration, and indigenous studies.

The role of public servants is becoming increasingly complex as the global economy becomes more integrated and the capacity of nation-states to act decisively is constrained by a multitude of factors. Public Administration professionals must possess strategic, analytic, and creative thinking skills. This minor prepares students to assume public sector managerial roles in the knowledge-based society; it provides them with exposure to administrative concepts, tools

<b>Global Studies</b>	and practice, yet keeps them firmly grounded in the liberal arts education program.	
<b>Heritage Resources Management</b>	<b>Public Administration Minor (optional) - 30 credits</b>	
<b>History</b>	<b>Required Courses: 24 credits</b>	
<b>Humanities</b>		
<b>Inclusive Education</b>		
<b>Labour Studies</b>	GOVN 301	<u>Governance, the Public Sector and Corporate Power</u> (3)
<b>Philosophy</b>		
<b>Political Economy</b>	GOVN 380/HSRV 363	<u>Nonprofit and Voluntary Sector Governance</u> (3)
<b>Political Science</b>		
<b>Psychology</b>	GOVN 390*/POLI 392	<u>Public Policy and Administrative Governance</u> (3)
<b>Public Administration</b>		
<b>Public Administration Minor</b>	<b>or</b>	
<b>Sociology</b>	GLST/GOVN/POLI 403	<u>Public Policy in a Global Era</u>
<b>Women's and Gender Studies</b>	GOVN/HSRV/POLI 400	<u>Governance and Leadership</u> (3)
<b>Commerce</b>	GOVN 405	<u>Innovative Public Management</u> (3)
<b>General Studies</b>		
<b>Health Administration</b>	GLST/GOVN/POLI 440	<u>Global Governance and Law</u>
<b>Human Resources and Labour</b>	<b>or</b>	
	LGST 331*	<u>Administrative</u>

<b>Relations</b>		<u>Law</u>	
<b>Management</b>		<b>or</b>	(3)
<b>Nursing</b>			
<b>Professional Arts, General Regulations</b>	INST 426*	<u>Aboriginal Law and Government</u>	
<b>Science</b>		<b>or</b>	
<b>Architecture</b>			
<b>University Diploma</b>	HADM 400*	<u>Health Care Law</u>	
<b>University Certificate</b>	CMNS 308	<u>Understanding Statistical Evidence</u>	
<b>Certificate of Completion - English Language Proficiency Program</b>		<b>or</b>	
<b>Archived Program Regulations</b>	MATH 215	<u>Introduction to Statistics</u>	(3)
<b>Undergraduate Courses</b>		<b>or</b>	
<b>Examinations and Grades</b>	MATH 216	<u>Computer-oriented Approach to Statistics</u>	
<b>Undergraduate Fees and Refunds</b>	ADMN 232*	<u>Introduction to Management</u>	
<b>Faculty</b>		<b>or</b>	
<b>Student Code of Conduct and Right to Appeals Regulations</b>	SOCI 300	<u>How Humans Organize: From Primary Groups to the World Wide Web</u>	(3)
	ORGB 326*	<u>Organizational Theory</u>	

**or**

ORGB 364\*

Organizational  
Behaviour

Electives: (6 credits)

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GOVN

All GOVN  
courses that are  
not required  
courses

COMM 243\*

Interpersonal  
Communication

**or**

COMM 277\*

Group  
Communication (3)

**or**

CMNS 380

Corporate  
Communication

ECON 247

Microeconomics (3)

ECON 248

Macroeconomics (3)

POLI 309

Canadian  
Government and  
Politics (3)

POLI 311

Aboriginal  
Government and  
Politics (3)

POLI 325

Canadian  
Environmental  
Policy and  
Politics (3)

POLI 390

Canadian  
Federalism (3)

ECON/HADM 321      Health Care Economics      (3)

ECON 401      The Changing Global Economy

**or**

POEC 393      Canada and the Global Political Economy      (3)

**or**

GLST/INTR/POEC 483      International Political Economy: The Politics of Globalization

ADMN 232\*      Introduction to Management

**or**

SOCI 300      How Humans Organize: From Primary Groups to the World Wide Web      (3)

**or**

ORGB 326\*      Organizational Theory

**or**

ORGB 364\*      Organizational Behavior

(Note: These courses, ADMN 232, SOCI 300, ORGB 326, and ORGB 364) cannot be credited as an

elective if used  
to fulfill a  
required course  
requirement.)

PHIL 333**	<u>Professional Ethics</u>	(3)
HADM 336*	<u>Community Health Planning</u>	(3)
HADM 339*	<u>Organization of the Canadian Health Care System</u>	(3)
HADM 369*	<u>Health Policy in Canada</u>	(3)
IDRL*	All <u>IDRL</u> courses	(3)
HRMT*	All <u>HRMT</u> courses	(3)

## Notes:

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All courses above are designated Social Science, unless otherwise indicated by asterisks.

\* Applied Studies courses. Note that students are only allowed to take 18 credits of Applied Studies towards an Arts degree.

\*\* Humanities.

## Language Proficiency

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Students in Public Administration who wish to pursue employment in the federal civil service or foreign affairs are strongly encouraged to take French as an option within their BA program. Students interested in North American integration

should take Spanish. Students interested in European governance should take German. Students interested in governance capacity building for First Nations communities should take Indigenous language courses.

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## Sociology

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Regulations effective September 1, 2018.

The main goal of the BA in Sociology is to introduce students to the basic skills involved in understanding sociological theory and sociological research, and to show how these skills are used in such applied areas of study as crime and deviance, family and gender studies, environmental and health issues, agriculture and food, technology and the information society, race and ethnic relations, organizations and bureaucracies as well as Canadian society and social change.

[Sociology Concentration](#)

[Sociology Major](#)

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## BA Sociology Concentration

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Regulations effective September 1, 2018.

The main goal of the BA in Sociology is to introduce students to the basic skills involved in understanding sociological theory and sociological research, and to show how these skills are used in such applied areas of study as crime and deviance, family and gender studies, environmental and health issues, agriculture and food, technology and the information society, race and ethnic relations, organizations and bureaucracies as well as Canadian society and social change.

These courses are designed to enable students to think more reflexively about their own life experiences, and to think more critically and analytically about some of the pressing social and global issues of our age. Many of these courses will also help students to prepare for careers in such professional fields as management, human resource development, marketing, education, nursing, local government, non-government organizations, social work and counselling, law enforcement, urban planning and community development, and family and community services.

<b>Global Studies</b>	Athabasca University has developed <u>program learning outcomes</u> that describe the career options that may be available to you upon graduating.		
<b>Heritage Resources Management</b>	<b>Did you know?</b> Athabasca University also offers:		
<b>History</b>	four-year <u>BA Sociology Major</u>		
<b>Humanities</b>	<u>Minor in Sociology</u> (optional)		
<b>Inclusive Education</b>	For specific degree requirements view each program page.		
<b>Labour Studies</b>	<h2>Program Requirements</h2>		
<b>Philosophy</b>	Students complete the program regulations in effect at the time of their enrolment.		
<b>Political Economy</b>	Requirements in addition to the <u>general program requirements</u> for the 3-year BA with Concentration:		
<b>Political Science</b>	1. A minimum of 36 credits in concentration courses including a minimum of 24 senior (300 or 400) level credits.		
<b>Psychology</b>	2. Required Core courses:		
<b>Public Administration</b>			
<b>Sociology</b>			
<b>Sociology Concentration</b>			
<b>Sociology Major</b>	SOCI 287	<u>Introduction to Sociology I</u>	(3)
<b>Sociology Minor</b>	SOCI 288	<u>Introduction to Sociology II – Social Movements</u>	(3)
<b>Women's and Gender Studies</b>	SOCI 335	<u>Classical Sociological Theory and Its Relevance Today</u>	(3)
<b>Commerce</b>			
<b>General Studies</b>	SOCI 337	<u>Contemporary Sociological Theory</u>	(3)
<b>Health</b>	SOSC	<u>Research Methods in</u>	(3)

<b>Administration</b>	366	<u>the Social Sciences</u>
<b>Human Resources and Labour Relations</b>	3.	A minimum of 21 credits in Sociology concentration electives: SOCI All <u>SOCI</u> courses
<b>Management</b>		
<b>Nursing</b>		
<b>Professional Arts, General Regulations</b>		<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>
<b>Science</b>		
<b>Architecture</b>		<i>Updated December 04 2018 by laurab</i>
<b>University Diploma</b>		
<b>University Certificate</b>		
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## Sociology Major

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Regulations effective September 1, 2018.

The main goal of the BA in Sociology is to introduce students to the basic skills involved in understanding sociological theory and sociological research, and to show how these skills are used in such applied areas of study as crime and deviance, family and gender studies, environmental and health issues, agriculture and food, technology and the information society, race and ethnic relations, organizations and bureaucracies as well as Canadian society and social change.

These courses are designed to enable students to think more reflexively about their own life experiences, and to think more critically and analytically about some of the pressing social and global issues of our age. Many of these courses will also help students to prepare for careers in such professional fields as management, human resource development, marketing, education, nursing, local government, non-government organizations, social work and counselling, law enforcement, urban planning and community development, and family and community services.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to

<b>Global Studies</b>
<b>Heritage Resources Management</b>
<b>History</b>
<b>Humanities</b>
<b>Inclusive Education</b>
<b>Labour Studies</b>
<b>Philosophy</b>
<b>Political Economy</b>
<b>Political Science</b>
<b>Psychology</b>
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<b>Commerce</b>
<b>General Studies</b>
<b>Health</b>

you upon graduating.

**Did you know?** Athabasca University also offers:

three-year [BA Sociology Concentration](#)  
[Minor in Sociology](#) (optional)

For specific degree requirements view each program page.

## Program Requirements

Students complete the program regulations in effect at the time of their enrolment.

Requirements in addition to the [general program requirements](#) for the 4-year BA with Major:

1. A minimum of 45 credits from major courses including a minimum of 30 senior (300 or 400) level credits (including 12, 400-level credits).
2. **Required courses** (21 credits)

SOCI 287	<a href="#">Introduction to Sociology I</a>	(3)
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SOCI 288	<a href="#">Introduction to Sociology II – Social Movements</a>	(3)
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SOCI 301	<a href="#">Social Statistics</a>	(3)
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SOCI 335	<a href="#">Classical Sociological Theory and Its Relevance Today</a>	(3)
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SOCI 337	<a href="#">Contemporary Sociological Theory</a>	(3)
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SOCI	<a href="#">The Rich and the Rest: The Sociology of</a>	
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<b>Administration</b>	381	<u>Wealth, Power, and Inequality</u>	(3)
<b>Human Resources and Labour Relations</b>	SOSC 366	<u>Research Methods in the Social Sciences</u>	(3)

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**Management**

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**3. Electives (24 credits)**

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**Nursing**

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SOCI All SOCI courses

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Up to 9 credits from any WGST or LBST course

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**Science**

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## Sociology Minor

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Regulations effective September 1, 2018.

### General information on Minors

Students who are enrolled in a major program other than Sociology, and who obtain at least 30 credits in sociology courses, with at least 18 of these credits in courses numbered 300 or above, qualify to graduate with a minor in Sociology.

### Required Core Courses (12 credits)

SOC 287	<u>Introduction to Sociology I</u>	(3)
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SOC 288	<u>Introduction to Sociology II - Social Movements</u>	(3)
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SOC 335	<u>Classical Sociological Theory and Its Relevance Today</u>	
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**or**

SOC 337	<u>Contemporary Sociological Theory</u>	(3)
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SOSC 366	<u>Research Methods in the Social Sciences</u>	(3)
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### Elective Courses (18 credits)

<b>Global Studies</b>	SOCI All <u>SOCI</u> courses
<b>Heritage Resources Management</b>	Up to 6 credits from any <u>WGST</u> or <u>LBST</u> course
<b>History</b>	
<b>Humanities</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>
<b>Inclusive Education</b>	
<b>Labour Studies</b>	<i>Updated July 23 2018 by laurab</i>
<b>Philosophy</b>	
<b>Political Economy</b>	
<b>Political Science</b>	
<b>Psychology</b>	
<b>Public Administration</b>	
<b>Sociology</b>	
<b>Sociology Concentration</b>	
<b>Sociology Major</b>	
<b>Sociology Minor</b>	
<b>Women's and Gender Studies</b>	
<b>Commerce</b>	
<b>General Studies</b>	
<b>Health</b>	

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## Women's and Gender Studies

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Regulations effective September 1, 2018.

Athabasca University's Women's and Gender Studies programs are designed to develop or expand your knowledge of the established field of women's studies and the emerging field of gender studies. You will have the opportunity to engage with a range of feminist theories, concepts, history, methodologies, research, and activism, and discover how they inform the diverse lives and experiences of women across cultures.

[Women's and Gender Studies Major](#)

[Women's and Gender Studies Minor](#)

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## Women's and Gender Studies Major

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Regulations effective September 1, 2018.

Athabasca University's Women's and Gender Studies program is designed to develop or expand your knowledge of the established field of women's studies and the emerging field of gender studies. You will have the opportunity to engage with a range of feminist theories, concepts, history, methodologies, research, and activism and discover how they inform the diverse lives and experiences of women across cultures.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Did you know?** Athabasca University also offers:

[Minor in Women's and Gender Studies](#)  
(optional)

[University Certificate in Counselling  
Women](#)

For specific degree requirements view each program page.

## Program Requirements

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<b>Global Studies</b>	Students complete the program regulations in effect at the time of their enrolment.		
<b>Heritage Resources Management</b>	Requirements in addition to the <u>general program requirements</u> for the 4-year BA with Major:		
<b>History</b>			
<b>Humanities</b>	1. A minimum of 45 credits in designated WGST major courses including 30 senior (300 or 400) level credits applicable to the major (a minimum of 12, 400-level credits). The 9, 400-level credits taken in the required core can be used to fulfill a portion of these 12, 400-level credits.		
<b>Inclusive Education</b>			
<b>Labour Studies</b>			
<b>Philosophy</b>	2. 27 credits in the following required core courses:		
<b>Political Economy</b>			
<b>Political Science</b>	INST 358	<u>Aboriginal Women in Canada</u>	(3)
<b>Psychology</b>			
<b>Public Administration</b>	WGST 200	<u>Feminist Research and Women's Lives</u>	(3)
<b>Sociology</b>			
<b>Women's and Gender Studies</b>	WGST 266	<u>Thinking From Women's Lives: An Introduction to Women's Studies</u>	(3)
<b>Women's and Gender Studies Major</b>	WGST 301	<u>Gender, Sexuality and Society</u>	(3)
<b>Women's and Gender Studies Minor</b>	WGST 303	<u>Issues in Women's Health</u>	(3)
<b>Commerce</b>	WGST/SOCI 345	<u>Women and Work in Canada</u>	(3)
<b>General Studies</b>	WGST 401	<u>Contemporary Feminist Theory</u>	(3)
	WGST/HSRV	<u>Advocacy From</u>	

<b>Health Administration</b>	421	<u>the Margins</u>	(3)
<b>Human Resources and Labour Relations</b>	WGST 422	<u>Violence Against Women: A Global Perspective</u>	(3)
<b>Management</b>	Electives (18 credits selected from the following)		
<b>Nursing</b>			
<b>Professional Arts, General Regulations</b>	WGST	<u>All WGST courses</u>	
<b>Science</b>	ANTH 378	<u>Human Sexualities</u>	(3)
<b>Architecture</b>	ANTH 384	<u>The Family in World Perspective</u>	(3)
<b>University Diploma</b>	ENGL 307	<u>Women in Literature</u>	(3)
<b>University Certificate</b>	LGST 390	<u>Women, Equality and the Law</u>	(3)
<b>Certificate of Completion - English Language Proficiency Program</b>	POEC 395	<u>Political Economy of Development: People, Processes, and Policies</u>	(3)
<b>Archived Program Regulations</b>	POLI 350	<u>Women in Canada Politics</u>	(3)
Undergraduate Courses	PSYC 345	<u>The Psychology of Women</u>	(3)
Examinations and Grades	PSYC 347	<u>The Introduction to Feminist Counselling</u>	(3)
Undergraduate Fees and Refunds	SOCI 378	<u>Social Problems and Social Movements</u>	(3)
Faculty	SOCI 435	<u>Theories of Social Change</u>	(3)

## Recommendation

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Before enrolling in this program, students  
should contact [Advising Services](#).

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## Women's and Gender Studies Minor

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Regulations effective September 1, 2018.

### General information on Minors

30 credits in WGST courses:

1. 15 of the 30 credits must be at the senior (300 and 400) level.

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## Commerce

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Regulations effective September 1, 2018.

The BComm is one of the most highly recognized credentials in the Canadian business community. AU graduates stand out from the crowd as motivated self-starters who combine a desire to succeed with proven skills in time management, technology usage and leadership.

This technically based business degree explores all core areas of business including marketing, statistics, financial and management accounting, finance, information systems, organizational behaviour, and commercial law.

[Accounting Major](#)

[Accounting Major, Post Diploma](#)

[Business Technology Management Major](#)

[Business Technology Management Major, Post Diploma](#)

[Finance Major](#)

[Finance Major, Post Diploma](#)

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## Bachelor of Commerce General (Four years—120 credits)

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Regulations effective January 1, 2019 to  
August 31, 2019.

This program is designed for students seeking a rigorous, technically based business degree comparable in content to most Bachelor of Commerce degrees in Canada. Courses in all core business areas are required, including marketing, statistics, financial accounting, management accounting, finance, economics, information systems, strategic management, organization behaviour, and commercial law.

All students in the Bachelor of Commerce program will complete a common set of core courses in Years 1, 2, 3, and 4. The core courses are the same for the general Bachelor of Commerce degree and the following three majors.

The Bachelor of Commerce degree is offered by Athabasca University's [Faculty of Business](#). For more information, phone 1.800.468.6531 or [email](#).

## Majors

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General  
Studies

---

Health  
Administration

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Human  
Resources and  
Labour  
Relations

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Management

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Nursing

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Professional  
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The **Accounting Major** is designed for students wishing to pursue an accounting career, and offers flexibility and generous transfer arrangements to meet professional accounting association requirements. Students will focus on financial, management and taxation accounting, along with auditing and accounting information systems.

The **Business Technology Management Major** is intended for students with a career focus in the areas of business technology management and management information systems, and is delivered using online systems.

The **Finance Major** is a contemporary major, integrating finance and economics courses to provide graduates with a broad exposure to this growing services sector. The field of financial services involves the study of financial markets, financial instruments and investment decision making, and analyzes alternative methods to obtain, manage, and use capital by institutions and individuals.

## Program Plans

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Our online [program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Degree Conversion Provision

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The degree conversion provision is available to Athabasca University students who have been awarded a three-year AU degree and wish to convert to a four-year degree. Students with the three-year AU Bachelor of Administration degree may convert that degree into the four-year Bachelor of Commerce program. For more information about this regulation, please review the [Undergraduate Degree Conversion from Three- to Four-Year Program Policy](#).

## Second Undergraduate Degree

---

Students who hold a recognized first degree in a field outside of business or management and who wish to obtain an AU undergraduate degree in a different subject area, must apply under the second undergraduate degree regulations. These students may transfer in up to 50 per cent (60 credits) into the four-year degree program, based on course work in the first degree that is applicable. Preparatory (100 level) credits cannot be used to fulfill the requirements of a second undergraduate degree.

## Enrolment Restriction

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Students who hold a degree in administration, business, commerce or management, or a degree with a major, concentration, or any equivalency programs from Athabasca University or another university, will not be accepted into the Bachelor of Commerce General Program or its three majors.

Students are not permitted to obtain a second undergraduate degree in the same field or related field as their first undergraduate degree. Those students who hold an international undergraduate degree who wish to obtain a Canadian credential, or those students who wish to obtain another Bachelor's degree in a major different than their first undergraduate degree, will be permitted (in consultation with the Program Director and reviewed by the Office of the Registrar).

## Regulations Governing all Bachelor of Commerce Students

---

Students complete the program regulations in effect at the time of their enrolment.

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Commerce degree in order to graduate.

Transfer Credit will not be accepted if course(s) completed more than:

- 10 years ago in the Business and Administrative Studies area of study at the senior (300/400) level;
- 5 years ago in CMIS (all levels);
- 10 years ago in Statistics (all levels).

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.

Bachelor of Commerce: Accounting Major  
Bachelor of Commerce: Business  
Technology Major  
Bachelor of Commerce: Finance Major

## Program Structure

---

Total credits in the program 120

Required courses (Years 1 and 2) 39

Options 21

Required courses (Years 3 and 4) 30

Options 30

A minimum of 12 Business and Administrative Studies credits must be at the 400 level (including ADMN 404 and ADMN 405). 12

Residency requirement: A minimum of 30 credits must be obtained through Athabasca University in senior (300 or 400) level courses. These 30 credits must include ADMN 404 (3 credits) and ADMN 405 (3 credits) plus 12 credits from the list of required courses for Years 3 and 4.

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition 21 credits

## Bachelor of Commerce General Years 1 and 2 (60 credits)

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## Required Courses (39 credits)

---

ACCT 250	<u>Accounting for Managers</u>	
	<b>or</b>	
ACCT 253	<u>Introductory Financial Accounting*</u>	(3)
	Students who are planning to pursue a professional accounting designation are advised to take ACCT 253.	
ADMN 232	<u>Introduction to Management</u>	(3)
ADMN 233	<u>Writing in Organizations</u>	(3)
COMM 243	<u>Interpersonal Communication</u>	
	<b>or</b>	(3)
COMM 277	<u>Group Communication</u>	
CMIS 245	<u>Microcomputer Applications in Business (Windows)</u>	(3)
ECON 247	<u>Microeconomics</u>	(3)
ECON 248	<u>Macroeconomics</u>	(3)
LGST 369	<u>Commercial Law</u>	(3)
MKTG 396	<u>Introduction to Marketing</u>	(3)

MATH Business Mathematics  
244

**or**

MATH Calculus for Social  
260 Sciences and Economics\*  
\* Recommended for  
students who wish to  
pursue 400-level FNCE  
courses. (3)

**or**

MATH Introduction to Calculus I  
265

**or**

MATH Linear Algebra I  
270

MGSC Statistics for Business  
301 and Economics I (3)

PHIL Critical Thinking (3)  
252

PHIL Professional Ethics  
333

**or** (3)

PHIL Business Ethics  
337

### Options\* (21 credits)

---

1. Business and Administrative  
Studies credits at the junior (3)  
(200) or senior (300/400) level

2. Non "Business and

Administrative Studies"  
credits at the junior (200) level  
(an English course is  
recommended) (6)

\*A maximum of 3 credits in any  
area of study at the preparatory  
(100) level can be taken in the  
above 9 credits.

3. Non "Business and  
Administrative Studies"  
credits at the senior (300/400) (12)  
level)

## Bachelor of Commerce General Years 3 and 4 (60 credits)

---

### Required Courses (30 credits)

---

ACCT 355 Cost Analysis (3)

ADMN 417 International  
Business  
Management  
**or** (3)

ECON 401 The Changing Global  
Economy

CMIS 351 Management  
Information  
Systems (3)

FNCE/ ECON  
300 Financial Economics

**or**

FNCE 370

	<u>Overview of Corporate Finance*</u>	(3)
	* Must take FNCE 370 if pursuing further ACCT or FNCE courses.	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behaviour</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resources Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)
ADMN 405	<u>Capstone II: Application and Integration of Contemporary Business Topics*</u>	(3)

\*ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded. These courses

should be taken as  
the last courses in  
the program.

## Options (30 credits)

---

Senior (300 /400) level Business  
and Administrative Studies credits (24)

Senior (300/400) level Non  
"Business and Administrative  
Studies" credits (6)

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## Bachelor of Commerce (Post Diploma) General Degree (Four years—120 credits)

---

Regulations effective January 1, 2019 to  
August 31, 2019.

There are two routes to the Bachelor of  
Commerce (Post Diploma) General Degree:

### Business-Field Diploma-Holder Route

---

Students presenting two-year college diplomas in business (or a closely related field) from an accredited college or technical institute will receive 60 credits of block transfer award toward the first two years of the Bachelor of Commerce (Post Diploma) General degree, except students from Ontario colleges, who will receive 45 credits. These students must complete additional credits in non-Business and Administrative Studies courses to reach the 60-credit requirement. Ontario students with approved three-year diplomas in business (or a closely related field) will receive a block transfer award of up to 75 credits towards this degree program. All diplomas presented must be approved for credit by Athabasca University.

**General  
Studies**

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**Health  
Administration**

---

**Human  
Resources and  
Labour  
Relations**

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**Management**

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**Nursing**

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**Professional  
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**Science**

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**Architecture**

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**University  
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## Non Business-Field Diploma-Holder Route

---

Students presenting two- or three-year professional diplomas in non-business fields from an accredited college or technical institute, will receive a block transfer award of 30 credits. All diplomas presented must be approved for credit by Athabasca University. Students must also complete the required courses (30 credits) and the required and options courses in the [Business-Field Diploma-Holder Route](#).

The Bachelor of Commerce (Post Diploma) degree is offered by Athabasca University's [Faculty of Business](#). For more information, phone 1.800.468.6531 or [email](#).

## Program Plans

---

Our online [program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Regulations Governing all Bachelor of Commerce (PD) Students

---

Students complete the program regulations in effect at the time of their enrolment.

Faculty	In order to graduate, students must have a weighted average of at least <u>1.7 (C-)</u> across all courses taken at Athabasca University towards a Bachelor of Commerce (Post Diploma) General Degree.
Student Code of Conduct and Right to Appeals Regulations	Transfer Credit will not be accepted if course(s) completed more than:
Glossary	10 years ago in the Business and Administrative Studies area of study at the senior (300/400) level;
Site Map	5 years ago in CMIS (all levels);
Search Undergraduate Calendar	10 years ago in Statistics (all levels).

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.

[Bachelor of Commerce: Accounting Major \(Post Diploma\)](#)

[Bachelor of Commerce: Business Technology Management Major \(Post Diploma\)](#)

[Bachelor of Commerce: Finance Major \(Post Diploma\)](#)

## PROGRAM STRUCTURE

---

Total credits in the program	120
Block transfer credit for two-year business diploma (excluding Ontario)	60
Block transfer credit for Ontario two-year business diploma	45
Block transfer credit for Ontario three-year business diploma	75

Required credits (Years 3 and 4) for two-year diploma	30
Required credits (Years 3 and 4) for Ontario three-year diploma	30
A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (including ADMN 404 and ADMN 405).	12

## OPTIONS

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Senior (300/400) level <u>Business and Administrative Studies</u> credits	24
Ontario three-year diploma	9
Senior (300/400) level <u>Non "Business and Administrative Studies"</u> credits	6
Ontario three-year diploma	6
Residency requirement: A minimum of 30 credits must be obtained through Athabasca University in senior (300 or 400) level courses, including ADMN 404 and ADMN 405.	30
Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
Maximum <u>Prior Learning Assessment and Recognition (PLAR)</u> credits	9

## Years 1 and 2 (60 credits)

---

AU-approved college diploma

## Years 3 and 4

---

60 credits for two-year diploma  
45 credits for Ontario three-year diploma

### 1. Business-Field Diploma-Holder Route

---

#### **Required Courses** (30 credits for two-year diploma and Ontario three-year diploma)

---

ACCT 355	<u>Cost Analysis</u>	(3)
ADMN 417	<u>International Business Management</u>	
	<b>or</b>	(3)
ECON 401	<u>The Changing Global Economy</u>	
CMIS 351	<u>Management Information Systems</u>	(3)
FNCE/ECON 300	<u>Financial Economics</u>	
	<b>or</b>	
FNCE 370	<u>Overview of Corporate Finance*</u>	(3)

\* Must take FNCE 370 if pursuing further ACCT or FNCE courses.

MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behavior</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resources Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)
ADMN 405	<u>Capstone II: Application and Integration of Contemporary Business Topics*</u>	(3)

\*ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded. These courses should be taken as the last courses in the program.

## OPTIONS 30 CREDITS FOR TWO-YEAR DIPLOMA

## 15 CREDITS FOR ONTARIO THREE-YEAR DIPLOMA

---

Senior (300/400) level Business and Administrative Studies credits 24

Ontario three-year diploma 9

Senior (300/400) level Non "Business and Administrative Studies" credits\* 6

Ontario three-year diploma 6

\*PHIL 333 Professional Ethics and PHIL 337 Business Ethics is strongly recommended if not already taken within diploma.

## 2. Non-Business-Field Diploma-Holder Route

---

The block transfer award for a diploma approved by AU is 30 credits. If you present courses equivalent to the following list, or another required course within the Bachelor of Commerce program with the diploma, the block transfer award may increase up to 60 credits. All diplomas presented must be approved for credit by Athabasca University. Students complete the following courses (30 credits) and the required and options courses in the Business-Field Diploma-Holder Route list.

### **Required Courses (30 credits)**

ACCT      Accounting for  
250      Managers

**or**

ACCT 253 Introductory Financial Accounting\* (3)

\*Students who are planning to pursue a professional accounting designation are advised to take ACCT 253.

ADMN 232 Introduction to Management (3)

ADMN 233 Writing in Organizations (3)

CMIS 245 Microcomputer Applications in Business (Windows) (3)

COMM 243 Interpersonal Communication

**or** (3)

COMM 277 Group Communication

ECON 247 Microeconomics (3)

ECON 248 Macroeconomics (3)

LGST 369 Commercial Law (3)

MGSC 301 Statistics for Business and Economics I (3)

MATH 244 Business Mathematics

**or**

MATH 260 Calculus for Social Sciences and Economics

or (3)

MATH  
265 Introduction to Calculus

or

MATH  
270 Linear Algebra I

**NOTE:** And the required and options courses in the Business-Field Diploma-Holder Route list.

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**Accounting  
Major**

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**Accounting  
Major, Post**

## Accounting

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Regulations effective September 1, 2018.

The Accounting Major is designed for students wishing to pursue an accounting career, and offers flexibility and generous transfer arrangements to meet professional accounting association requirements. Students will focus on financial, management and taxation accounting, along with auditing and accounting information systems.

[Accounting Major](#)

[Accounting Major, Post Diploma](#)

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## Bachelor of Commerce: Accounting Major

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Regulations effective January 1, 2019 to August 31, 2019.

The Bachelor of Commerce Accounting Major offers flexibility and generous transfer arrangements to meet professional accounting association requirements. Students focus on financial and management accounting, along with taxation, auditing, and accounting information systems.

For more information on this program contact Athabasca University's [Faculty of Business](#), 800.468.6531, or [email](#).

## Program Plans

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Our online [program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Enrolment Restriction

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<b>Diploma</b>	Students holding a degree in administration, business, commerce or management; or a degree with a major, concentration, or any equivalency programs from Athabasca University or another university will not be accepted into the Bachelor of Commerce, Accounting Major program. There are no course entrance requirements.
<b>Business Technology Management</b>	
<b>Finance</b>	
<b>General Studies</b>	
<b>Health Administration</b>	

## Regulations Governing All Bachelor of Commerce Students

<b>Human Resources and Labour Relations</b>	Students complete the program regulations in effect at the time of their enrolment.
<b>Management</b>	
<b>Nursing</b>	Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Commerce degree in order to graduate.
<b>Professional Arts, General Regulations</b>	
<b>Science</b>	

## PROGRAM STRUCTURE

<b>Architecture</b>		
<b>University Diploma</b>	Total credits in the program	120
<b>University Certificate</b>	Required courses ( <u>Years 1 and 2</u> )	39
<b>Certificate of Completion - English Language Proficiency Program</b>	<u>Options</u>	21
<b>Archived Program Regulations</b>	Required courses ( <u>Years 3 and 4</u> )	30
	Accounting Major <u>core courses</u>	15
	Accounting Major <u>electives</u>	9
	Other <u>options</u>	6
<b>Undergraduate Courses</b>	A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (including ADMN 404 and ADMN 405).	12

Examinations and Grades	Residency requirement: A minimum of 30 credits must be obtained through Athabasca University in senior (300 or 400) level courses. These 30 credits must include <u>ADMN 404 (3 credits)</u> and <u>ADMN 405 (3 credits)</u> plus 12 credits from the list of required courses for Years 3 and 4.	
Undergraduate Fees and Refunds		
Faculty		
Student Code of Conduct and Right to Appeals Regulations	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
Glossary	Maximum <u>Prior Learning Assessment and Recognition</u> credits	21
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## Years 1 and 2 (60 credits)

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Years 1 and 2 of the Bachelor of Commerce Program regulations also apply to the Accounting Major.

## Accounting Major Years 3 and 4 (60 credits)

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### Required Courses (30 credits)

---

ACCT 355	<u>Cost Analysis</u>	(3)
ADMN 417	<u>International Business Management</u>	
	<b>or</b>	(3)
ECON 401	<u>The Changing Global Economy</u>	
CMIS 351	<u>Management</u>	

	<u>Information Systems</u>	(3)
FNCE/ECON 300	<u>Financial Economics</u>	
	<b>or</b>	
FNCE 370	<u>Overview of Corporate Finance*</u>	(3)
	* Must take FNCE 370 if pursuing CPA designation.	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behaviour</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)
ADMN 405	<u>Capstone II: Application and Integration of Contemporary Business Topics*</u>	(3)

\*ADMN 404 and ADMN 405 must be

taken with AU.  
Transfer credit will  
not be awarded.  
These courses  
should be taken as  
the last courses in  
the program.

## **Accounting Major Core Courses (15 credits)**

---

ACCT 351	<u>Intermediate Financial Accounting I</u>	(3)
ACCT 352	<u>Intermediate Financial Accounting II</u>	(3)
ACCT 460	<u>Principles of Auditing</u>	(3)
TAXX 301	<u>Taxation I</u>	(3)

And **one** of the following courses:

FNCE 371	<u>Applications in Corporate Financing</u>	
	<b>or</b>	
FNCE 401	<u>Investments</u>	(3)
	<b>or</b>	
FNCE 403	<u>Derivatives and Risk Management</u>	

## **Accounting Major Electives (9 credits selected from the following)**

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Any other senior (300 or 400) level

Accounting (ACCT), Taxation (TAXX), (9)  
Finance (FNCE) course, or CMIS  
455.

### **Other Options (6 credits)**

---

Senior (300 or 400) level Non  
"Business and Administrative (6)  
Studies" credits

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**Accounting**

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**Accounting  
Major**

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**Accounting  
Major, Post**

## Bachelor of Commerce (Post Diploma) Accounting Major

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Regulations effective January 1, 2019 to  
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To the Bachelor of Commerce (Post  
Diploma) General Regulations

There are two routes to the Bachelor of  
Commerce (Post Diploma) Accounting  
Major.

### Business-Field Diploma-Holder Route

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Students presenting two-year college  
diplomas in business (or a closely related  
field) from an accredited college or  
technical institute will receive 60 credits of  
block transfer award toward the first two  
years of the Bachelor of Commerce (Post  
Diploma) Accounting Major, except  
students from Ontario colleges, who will  
receive 45 credits. These students must  
complete additional credits in non-  
Business and Administrative Studies  
courses to reach the 60-credit  
requirement. Ontario students with  
approved three-year diplomas in business  
or a closely related field will receive a block  
transfer award of up to 66 credits towards

<b>Diploma</b>	this degree program. All diplomas presented must be approved for credit by Athabasca University.
<b>Business Technology Management</b>	
<b>Finance</b>	<b><u>Non Business-Field Diploma-Holder Route</u></b>
<b>General Studies</b>	The block transfer award for a diploma approved by AU is 30 credits. If you present courses equivalent to the following list, or another required course within the Bachelor of Commerce program with the diploma, the block transfer award may increase up to 60 credits. All diplomas presented must be approved for credit by Athabasca University.
<b>Health Administration</b>	
<b>Human Resources and Labour Relations</b>	For more information on the status of this program, contact <a href="#">Athabasca University's Faculty of Business</a> at 800.468.6531, or <a href="#">email</a> .
<b>Management</b>	
<b>Nursing</b>	<b>Program Plans</b>
<b>Professional Arts, General Regulations</b>	
<b>Science</b>	Our online <a href="#">program plans</a> can assist you in selecting the courses needed to fulfill your program requirements.
<b>Architecture</b>	
<b>University Diploma</b>	Counselling Services offers an assessment website, <a href="#">Mapping Your Future</a> . Athabasca University has also developed <a href="#">program learning outcomes</a> that describe the career options that may be available to you upon graduating.
<b>University Certificate</b>	
<b>Certificate of Completion - English Language Proficiency Program</b>	<b>Regulations Governing All Bachelor of Commerce Students</b>
<b>Archived Program Regulations</b>	
<b>Undergraduate Courses</b>	Students complete the program regulations in effect at the time of their enrolment.

Examinations and Grades	To graduate, students must have a weighted average of at least <u>1.7</u> (C-) across all courses taken at Athabasca University towards a Bachelor of Commerce (Post Diploma) degree.
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Undergraduate Fees and Refunds

Faculty

## PROGRAM STRUCTURE

Student Code of Conduct and Right to Appeals Regulations

Total credits in the program	120
Block transfer credit for two-year business diploma (excluding Ontario)	60

Glossary

Block transfer credit for Ontario two-year business diploma	45
---	----

Site Map

Search Undergraduate Calendar

Block transfer credit for Ontario three-year business diploma	up to 66
---	----------

Required Courses credits (Years 3 and 4)	30
--	----

Accounting Major Core Courses credits	15
---------------------------------------	----

A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (including ADMN 404 and ADMN 405).	12
--	----

Residency requirement. A minimum of 30 credits must be obtained through Athabasca University in senior (300 or 400) level courses, including ADMN 404 and ADMN 405.	30
---	----

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
--	----

Maximum Prior Learning  
Assessment and Recognition 9  
credits

## Years 1 and 2 (60 credits)

---

AU-approved college diploma

## Years 3 and 4 (60 credits)

---

### 1. Business-Field Diploma-Holder Route

---

**Required Courses** (30 credits for two-year diploma, and Ontario three-year diploma)

---

ACCT 355      Cost Analysis      (3)

ADMN 417      International Business Management  
**or**      (3)

ECON 401      The Changing Global Economy

CMIS 351      Management Information Systems      (3)

FNCE/ECON 300      Financial Economics

**or**  
Overview of Corporate Finance\*      (3)

FNCE 370

\* Must take FNCE 370 if pursuing further ACCT or FNCE courses.

MGSC 312      Statistics for Business and Economics II      (3)

MGSC 368      Introduction to Production and Operations Management      (3)

**or**

MGSC 369      Service Operations Management

ORGB 364      Organizational Behavior      (3)

HRMT/ORGB 386      Introduction to Human Resource Management      (3)

ADMN 404      Capstone I: Strategic Management\*      (3)

ADMN 405      Capstone II: Application and Integration of Contemporary Business Topics\*      (3)

\*ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded. These courses should be taken as the last courses in the program.

## Accounting Major Core Courses

(15 credits)

---

ACCT 351	<u>Intermediate Financial Accounting I</u>	(3)
ACCT 352	<u>Intermediate Financial Accounting II</u>	(3)
ACCT 460	<u>Principles of Auditing</u>	(3)
TAXX 301	<u>Taxation I</u>	(3)

And **one** of the following:

FNCE 371	<u>Applications in Corporate Finance</u>	
	or	
FNCE 401	<u>Investments</u>	(3)
	<b>or</b>	
FNCE 403	<u>Derivatives and Risk Management</u>	

## Accounting Major Electives (9 credits selected from the following)

---

Any other senior (300/400) level  
Accounting (ACCT), Taxation (TAXX),  
or Finance (FNCE) courses, or CMIS  
455. (9)

## Other Options (6 credits)

---

Senior (300/400) level Non  
"Business and Administrative  
Studies" credits\*

\*PHIL 333 Professional Ethics or (6)  
PHIL 337 Business Ethics is  
strongly recommended if not  
already taken within diploma.

## 2. Non-Business-Field Diploma-Holder Route

---

### **Required Courses** (30 credits)

---

ACCT      Accounting for Managers  
250

**or**

ACCT      Introductory Financial  
253      Accounting\*      (3)

\* Students who are  
planning to pursue a  
professional accounting  
designation are advised  
to take ACCT 253.

ADMN      Introduction to  
232      Management      (3)

ADMN      Writing in Organizations      (3)  
233

CMIS      Microcomputer  
245      Applications in Business      (3)  
            (Windows)

COMM      Interpersonal  
243      Communication

	<b>or</b>	(3)
COMM 277	<u>Group Communication</u>	
ECON 247	<u>Microeconomics</u>	(3)
ECON 248	<u>Macroeconomics</u>	(3)
LGST 369	<u>Commercial Law</u>	(3)
MGSC 301	<u>Statistics for Business and Economics I</u>	(3)
MATH 244	<u>Business Mathematics</u>	
	<b>or</b>	
MATH 260	<u>Calculus for Social Sciences and Economics</u>	
	<b>or</b>	(3)
MATH 265	<u>Introduction to Calculus I</u>	
	<b>or</b>	
MATH 270	<u>Linear Algebra I</u>	

And the required and options courses in the Business Field Diploma-Holder List above.

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**General  
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**Accounting**

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**Business  
Technology  
Management**

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**Business**

## Business Technology Management

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Regulations effective September 1, 2018.

The Business Technology Management Major is intended for students with a career focus in the areas of business technology management and management information systems, and is delivered using online systems.

[Business Technology Management  
Major](#)

[Business Technology Management  
Major, Post Diploma](#)

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**Business**

## Bachelor of Commerce: Business Technology Management Major

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Regulations effective January 1, 2019 to  
August 31, 2019.

NOTE: This program was previously called  
**Bachelor of Commerce: e-Commerce  
Major.**

Building on the Bachelor of Commerce  
program is Athabasca University's  
Business Technology Management major.  
This program will use online  
enhancements to emulate the business  
technology management business  
environment.

For more information about this program,  
contact [Athabasca University's Faculty of  
Business](#) at 800.468.6531, or [email](#).

## Program Plans

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Our online [program plans](#) can assist you in  
selecting the courses needed to fulfill your  
program requirements.

Counselling Services offers an assessment  
Web site, [Mapping Your Future](#). Athabasca  
University has developed [program](#)

**Technology  
Management  
Major**

learning outcomes that describe the career options that may be available to you upon graduating.

**Business  
Technology  
Management  
Major, Post  
Diploma**

## Enrolment Restriction

---

Students holding a degree in administration, business, commerce or management; or a degree with a major, concentration, or any equivalency programs from Athabasca University or another university will not be accepted into the Bachelor of Commerce, Business Technology Management Major program.

**Finance**

**General  
Studies**

**Health  
Administration**

**Human  
Resources and  
Labour  
Relations**

## Regulations Governing All Bachelor of Commerce Students

---

**Management**

**Nursing**

Students complete the program regulations in effect at the time of their enrolment.

**Professional  
Arts, General  
Regulations**

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Commerce degree in order to graduate.

**Science**

**Architecture**

**University  
Diploma**

## PROGRAM STRUCTURE

---

**University  
Certificate**

Total credits in the program 120

**Certificate of  
Completion -  
English  
Language  
Proficiency  
Program**

Required courses (Years 1 and 2) 39

Options 21

Required courses (Years 3 and 4) 30

**Archived  
Program  
Regulations**

Business Technology Management  
major core (Years 3 and 4) 21

Undergraduate Courses	Business Technology Management <u>electives</u>	6
Examinations and Grades	<u>Options</u>	3
Undergraduate Fees and Refunds	A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (including ADMN 404 and ADMN 405).	12
Faculty	Residency requirement: A minimum of 30 credits must be obtained through Athabasca University in senior (300 or 400) level courses. These 30 credits must include <u>ADMN 404 (3 credits)</u> and <u>ADMN 405 (3 credits)</u> plus 12 credits from the list of required courses for Years 3 and 4.	30
Student Code of Conduct and Right to Appeals Regulations		
Glossary		
Site Map	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
Search Undergraduate Calendar	Maximum <u>Prior Learning Assessment and Recognition</u> credits	21

## Years 1 and 2 (60 credits)

---

Years 1 and 2 of the Bachelor of Commerce Program regulations also apply to the Business Technology Management Major.

## Business Technology Management Major Years 3 and 4 (60 credits)

---

### Required Courses (30 credits)

---

ACCT 355	<u>Cost Analysis</u>	(3)
ADMN 417	<u>International Business Management</u>	
	<b>or</b>	(3)
ECON 401	<u>The Changing Global Economy</u>	
CMIS 351	<u>Management Information Systems</u>	(3)
FNCE/ECON 300	<u>Financial Economics</u>	
	or	(3)
FNCE 370	<u>Overview of Corporate Finance</u>	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behaviour</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)

Capstone II:

ADMN 405	<u>Application and Integration of Contemporary Business Topics*</u>	(3)
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\*ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded. These courses should be taken as the last courses in the program.

### **Business Technology Management Major Core Courses** (21 credits)

---

ADMN 415	<u>Strategy and Technology Innovation</u>	(3)
CMIS 431	<u>Information Technology Leadership</u>	(3)
ECOM 320	<u>Overview of e-Commerce</u>	(3)
MGSC 405	<u>Quantitative Approaches to Decision Making</u>	(3)
MGSC 419	<u>Information Technology Project Management</u>	(3)
MKTG 410	<u>e-Marketing</u>	(3)
COMP 361	<u>Systems Analysis and Design</u>	(3)

### **Business Technology Management Major Electives** (select 6 credits from the following)

---

CMIS 214	<u>Custom Applications with Visual Basic</u>	(3)
COMP 266	<u>Introduction to Web Programming</u>	
	<b>or</b>	(3)
COMP 268	<u>Introduction to Computer Programming (Java)</u>	
MGSC 418	<u>Supply Chain Management</u>	(3)
CMIS	Any senior (300/400) level <u>CMIS</u> course	
COMP	Any senior (300/400) level <u>COMP</u> course	
ECOM	Any senior (300/400) level <u>ECOM</u> course	

### **Options (3 credits)**

---

Senior (300/400) level Non  
"Business and Administrative  
Studies" credits (3)

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**Business  
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**Business**

## Bachelor of Commerce (Post Diploma) Business Technology Management Major

---

Regulations effective January 1, 2019 to  
August 31, 2019.

NOTE: This program was previously called  
**Bachelor of Commerce: e-Commerce  
Major, Post Diploma.**

There are two routes to the Bachelor of  
Commerce (Post Diploma) Business  
Technology Management Major:

### Business-Field Diploma-Holder Route

---

Students presenting two-year college  
diplomas in business (or a closely related  
field) from an accredited college or  
technical institute will receive 60 credits of  
block transfer award toward the first two  
years of the Bachelor of Commerce (Post  
Diploma) Business Technology  
Management Major, except students from  
Ontario colleges, who will receive 45  
credits. These students must complete  
additional credits in non-Business and  
Administrative Studies courses to reach  
the 60-credit requirement. Ontario  
students with approved three-year

**Technology  
Management  
Major**

---

**Business  
Technology  
Management  
Major, Post  
Diploma**

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**Finance**

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**General  
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**Health  
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**Human  
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**Management**

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**Nursing**

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**Professional  
Arts, General  
Regulations**

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**Science**

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**Architecture**

---

**University  
Diploma**

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**University  
Certificate**

---

**Certificate of  
Completion -  
English  
Language  
Proficiency  
Program**

---

**Archived  
Program  
Regulations**

---

diplomas in business or a closely related field will receive a block transfer award of up to 66 credits towards this degree program. All diplomas presented must be approved for credit by Athabasca University.

## Non Business-Field Diploma-Holder Route

---

Students presenting two- or three-year professional diplomas in non-business fields from an accredited college or technical institute, will receive a block transfer award of 30 credits. Students must also complete required courses (30 credits) and the required and options courses in the Business-Field Diploma-Holder Route. If students present a diploma and course(s) equivalent to the program list (or another required course within the Bachelor of Commerce program) the block transfer award may increase up to 60 credits. All diplomas presented must be approved for credit by Athabasca University.

For more information on the status of this program, contact Athabasca University's Faculty of Business at 800.468.6531, or email.

## Program Plans

---

Our online program plans can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, Mapping Your Future. Athabasca University has also developed program learning outcomes that describe the career options that may be available to you upon graduating.

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## Regulations Governing All Bachelor of Commerce Students

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Students complete the program regulations in effect at the time of their enrolment.

To graduate, students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Commerce (Post Diploma) degree.

To the [Bachelor of Commerce \(Post Diploma\) General Regulations](#)

### PROGRAM STRUCTURE

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Total credits in the program	120
Block transfer credit for two-year business diploma (excluding Ontario)	60
Block transfer credit for Ontario two-year business diploma	45
Block transfer credit for Ontario three-year business diploma	up to 66
Required Courses credits (Years 3 and 4)	30
Business Technology Management Major Core Courses credits	21
A minimum of 12 <u><a href="#">Business and Administrative Studies</a></u> credits must be at the 400 level (including ADMN 404 and ADMN 405).	12

Residency requirement: A minimum of 30 credits must be obtained through Athabasca University in senior (300 or 400) level courses, including ADMN 404 and ADMN 405. 30

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition credits 9

## Years 1 and 2 (60 credits)

---

AU-approved college diploma

## Years 3 and 4 (60 credits)

---

### 1. Business-Field Diploma-Holder Route

---

**Required Courses** (30 credits for two-year diploma, and Ontario three-year diploma)

---

ACCT 355      Cost Analysis      (3)

ACCT 417      International Business Management  
**or**      (3)

ECON 401      The Changing Global Economy

CMIS 351	<u>Management Information Systems</u>	(3)
FNCE/ECON 300	<u>Financial Economics</u>	
	or	
	<u>Overview of Corporate Finance*</u>	(3)
FNCE 370	* Must take FNCE 370 if pursuing further ACCT or FNCE courses.	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behavior</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)
ADMN 405	<u>Capstone II: Application and Integration of Contemporary Business Topics*</u>	(3)

\*ADMN 404 and  
ADMN 405 must be  
taken with AU.  
Transfer credit will  
not be awarded.  
These courses  
should be taken as  
the last courses in  
the program.

## **Business Technology Management Major Core Courses** (21 credits)

---

ADMN 415	<u>Strategy and Technology Innovation</u>	(3)
CMIS 431	<u>Information Technology Leadership</u>	(3)
ECOM 320	<u>Overview of e-Commerce</u>	(3)
MGSC 405	<u>Quantitative Approaches in Decision Making</u>	(3)
MGSC 419	<u>Information Technology Project Management</u>	(3)
MKTG 410	<u>e-Marketing</u>	(3)
COMP 361	<u>Systems Analysis and Design</u>	(3)

## **Business Technology Management Major Electives** (select 6 credits from the following)

---

CMIS 214	<u>Custom Applications with Visual Basic</u>	(3)
COMP	<u>Introduction to Web</u>	

266	<u>Programming</u>	(3)
	<b>or</b>	
COMP 268	<u>Introduction to Computer Programming (Java)</u>	
MGSC 418	<u>Supply Chain Management</u>	(3)
CMIS	Any senior (300/400) level <u>CMIS</u> course	
COMP	Any senior (300/400) level <u>COMP</u> course	
ECOM	Any senior (300/400) level <u>ECOM</u> course	

### **Options (3 credits)**

---

Senior (300/400) level Non  
"Business and Administrative  
Studies" credits\*

\*PHIL 333 Professional Ethics or (3)  
PHIL 337 Business Ethics is strongly  
recommended if not already taken  
within diploma.

## 1. Non-Business-Field Diploma-Holder Route

---

### **Required Courses (30 credits)**

---

ACCT  
250      Accounting for Managers

**or**

ACCT

253 Introductory Financial Accounting\* (3)

\* Students who are planning to pursue a professional accounting designation are advised to take ACCT 253.

ADMN 232 Introduction to Management (3)

ADMN 233 Writing in Organizations (3)

CMIS 245 Microcomputer Applications in Business (Windows) (3)

COMM 243 Interpersonal Communication

**or** (3)

COMM 277 Group Communication

ECON 247 Microeconomics (3)

ECON 248 Macroeconomics (3)

LGST 369 Commercial Law (3)

MGSC 301 Statistics for Business and Economics I (3)

MATH 244 Business Mathematics

**or**

MATH 260 Calculus for Social Sciences and Economics

**or**

(3)

MATH  
265

Introduction to Calculus I

**or**

MATH  
270

Linear Algebra I

And the required and  
options courses in the  
Business-Field Diploma-  
Holder Route list.

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## Finance

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Regulations effective September 1, 2018.

The Finance Major is a contemporary major, integrating finance and economics courses to provide graduates with a broad exposure to this growing services sector. The field of financial services involves the study of financial markets, financial instruments and investment decision making, and analyzes alternative methods to obtain, manage, and use capital by institutions and individuals.

[Finance Major](#)

[Finance Major, Post Diploma](#)

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## Bachelor of Commerce: Finance Major

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Regulations effective January 1, 2019 to  
August 31, 2019.

Building on the Bachelor of Commerce  
program is Athabasca University's Finance  
major.

Finance is a contemporary major,  
integrating finance and economics courses  
to provide graduates with a broad  
exposure to this growing services sector.  
The field of financial services involves the  
study of financial markets, financial  
instruments and investment decision  
making, and analyzes alternative methods  
to obtain, manage, and use capital by  
institutions and individuals.

For more information about this program,  
contact [Athabasca University's Faculty of  
Business](#) at 800.468.6531, or [email](#).

## Program Plans

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Our online [program plans](#) can assist you in  
selecting the courses needed to fulfill your  
program requirements.

Counselling Services offers an assessment  
website, [Mapping Your Future](#). Athabasca  
University has developed [program](#)

**Finance  
Major**

learning outcomes that describe the career options that may be available to you upon graduating.

**Finance  
Major, Post  
Diploma**

## Enrolment Restriction

---

**General  
Studies**

Students holding a degree in administration, business, commerce or management; or a degree with a major, concentration, or any equivalency programs from Athabasca University or another university will not be accepted into the Bachelor of Commerce, Finance Major program. There are no course entrance requirements.

**Health  
Administration**

**Human  
Resources and  
Labour  
Relations**

**Management**

**Nursing**

**Professional  
Arts, General  
Regulations**

## Regulations Governing All Bachelor of Commerce Students

---

**Science**

Students complete the program regulations in effect at the time of their enrolment.

**Architecture**

**University  
Diploma**

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Commerce degree in order to graduate.

**University  
Certificate**

**Certificate of  
Completion -  
English  
Language  
Proficiency  
Program**

## PROGRAM STRUCTURE

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**Archived  
Program  
Regulations**

Total credits in the program 120

Required courses (Years 1 and 2) 39

Options 21

**Undergraduate  
Courses**

Required courses (Years 3 and 4) 30

Finance major core courses 21

Examinations and Grades	Finance <u>major electives</u>	3
	<u>Options</u>	6
Undergraduate Fees and Refunds	A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (including ADMN 404 and ADMN 405).	12
Faculty		
Student Code of Conduct and Right to Appeals Regulations	Residency requirement: A minimum of 30 credits must be obtained through Athabasca University in senior (300 or 400) level courses. These 30 credits must include <u>ADMN 404 (3 credits)</u> and <u>ADMN 405 (3 credits)</u> plus 12 credits from the list of required courses for Years 3 and 4.	30
Glossary		
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Search Undergraduate Calendar	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
	Maximum <u>Prior Learning Assessment and Recognition</u> credits	21

## Years 1 and 2 (60 credits)

Years 1 and 2 of the Bachelor of Commerce Program regulations also apply to the Finance Major.

## Finance Major Years 3 and 4 (60 credits)

### Required Courses (30 credits)

ACCT 355      Cost Analysis      (3)

#### International

ADMN 417	<u>Business Management</u>	(3)
	<b>or</b>	
ECON 401	<u>The Changing Global Economy</u>	
CMIS 351	<u>Management Information Systems</u>	(3)
FNCE /ECON 300	<u>Financial Economics</u>	
	<b>or</b>	(3)
FNCE 370	<u>Overview of Corporate Finance</u>	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behaviour</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resources Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)
ADMN 405	<u>Capstone II: Application and Integration of Contemporary</u>	(3)

## Business Topics\*

\*ADMN 404 and  
ADMN 405 must be  
taken with AU.

Transfer credit will  
not be awarded.

These courses  
should be taken as  
the last courses in  
the program.

## **Finance Major Core Courses (21 credits)**

---

ECON 385	<u>Money, Banking, and Canadian Financial Institutions</u>	(3)
ECON 476	<u>International Finance</u>	(3)
FNCE 401	<u>Investments</u>	(3)
FNCE 403	<u>Derivatives and Risk Management</u>	(3)
FNCE 405	<u>Empirical Finance</u>	(3)
FNCE 470	<u>Portfolio Management</u>	(3)
MGSC 405	<u>Quantitative Approaches to Decision Making</u>	(3)

## **Finance Major Electives (Select 3 credits from the following)**

---

Any Economics (ECON) or Finance  
(FNCE) course at the senior  
(300/400) level, not included as a  
core course. (3)

## Options (6 credits)

---

Senior (300/400) level Non  
"Business and Administrative (6)  
Studies" credits

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**Finance**

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## Bachelor of Commerce (Post Diploma) Finance Major

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Regulations effective January 1, 2019 to  
August 31, 2019.

There are two routes to the Bachelor of  
Commerce (Post Diploma) Finance Major:

### Business-Field Diploma-Holder Route

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Students presenting two-year college diplomas in business (or a closely related field) from an accredited college or technical institute will receive 60 credits of block transfer award toward the first two years of the Bachelor of Commerce (Post Diploma) Finance Major, except students from Ontario colleges, who will receive 45 credits. These students must complete additional credits in non-Business and Administrative Studies courses to reach the 60-credit requirement. Ontario students with approved three-year diplomas in business or a closely related field will receive a block transfer award of up to 66 credits towards this degree program. All diplomas presented must be approved for credit by Athabasca University.

**Finance  
Major**

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**Finance  
Major, Post  
Diploma**

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**General  
Studies**

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**Health  
Administration**

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**Human  
Resources and  
Labour  
Relations**

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**Management**

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**Certificate of  
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**Archived  
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**Undergraduate  
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## Non Business-Field Diploma-Holder Route

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Those students holding an AU-approved two- or three-year professional diploma in a non-business field from an accredited college or technical institute may receive a block transfer award for their diploma of between 30 and 60 credits towards this degree program. The minimum block transfer award for an AU-approved diploma is 30 credits. Students must also complete the required courses (30 credits), and the required and options courses in the [Business-Field Diploma-Holder Route](#). All diplomas presented must be approved for credit by Athabasca University.

For more information on the status of this program, contact [Athabasca University's Faculty of Business](#) at 800.468.6531, or [email](#).

## Program Plans

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Our online [program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Regulations Governing All Bachelor of Commerce Students

---

Examinations and Grades	Students complete the program regulations in effect at the time of their enrolment.
Undergraduate Fees and Refunds	To graduate, students must have a weighted average of at least <u>1.7</u> (C-) across all courses taken at Athabasca University towards a Bachelor of Commerce (Post Diploma) degree.
Faculty	
Student Code of Conduct and Right to Appeals Regulations	To the <u>Bachelor of Commerce (Post Diploma) General Regulations</u>

## PROGRAM STRUCTURE

Glossary	
Site Map	Total credits in the program 120
Search Undergraduate Calendar	Block transfer credit for two-year business diploma (excluding Ontario) 60
	Block transfer credit for Ontario two-year business diploma 45
	Block transfer credit for Ontario three-year business diploma up to 66
	Required credits (Years 3 and 4) 30
	Required Finance Major credits 21
	A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (including ADMN 404 and ADMN 405). 12
	Residency requirement: A minimum of 30 credits must be obtained through Athabasca University in senior (300 or 400) level courses, including ADMN 404 and ADMN 405. 30
	Graduation with Distinction or

Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition credits 9

## Years 1 and 2 (60 credits)

---

AU-approved college diploma

## Years 3 and 4 (60 credits)

---

### 1. Business-Field Diploma-Holder Route

---

**Required Courses** (30 credits for two-year diploma, and Ontario three-year diploma)

---

ACCT 355      Cost Analysis      (3)

ADMN 417      International Business Management  
**or**      (3)

ECON 401      The Changing Economy

CMIS 351      Management Information Systems      (3)

FNCE/ECON 300      Financial Economics

**or**

	<u>Overview of Corporate Finance*</u>	(3)
FNCE 370	* Must take FNCE 370 if pursuing further ACCT or FNCE courses.	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behavior</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resources Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)
ADMN 405	<u>Capstone II: Application and Integration of Contemporary Business Topics*</u>	(3)

\*ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded. These courses should be taken as the last courses in

the program.

## **Finance Major Core Courses (21 credits)**

---

ECON 385	<u>Money, Banking, and Canadian Financial Institutions</u>	(3)
ECON 476	<u>International Finance</u>	(3)
FNCE 401	<u>Investments</u>	(3)
FNCE 403	<u>Derivatives and Risk Management</u>	(3)
FNCE 405	<u>Empirical Finance</u>	(3)
FNCE 470	<u>Portfolio Management</u>	(3)
MGSC 405	<u>Quantitative Approaches to Decision Making</u>	(3)

## **Finance Major Electives (Select 3 credits from the following)**

---

Any senior level Economics (ECON)  
or Finance (FNCE) courses not  
obtained as a core course. (3)

## **Other Options (6 credits)**

---

Senior (300/400) level Non  
"Business and Administrative  
Studies" credits\*

(6)

\*PHIL 333 Professional Ethics or  
PHIL 337 Business Ethics is strongly  
recommended if not already taken  
with diploma.

## 2. Non-Business-Field Diploma-Holder Route

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### **Required Courses** (30 credits)

---

ACCT 250	<u>Accounting for Managers</u>	
	<b>or</b>	
	<u>Introductory Financial Accounting*</u>	(3)
ACCT 253	* Students who are planning to pursue a professional accounting designation are advised to take ACCT 253.	
ADMN 232	<u>Introduction to Management</u>	(3)
ADMN 233	<u>Writing in Organizations</u>	(3)
CMIS 245	<u>Microcomputer Applications in Business (Windows)</u>	(3)
COMM 243	<u>Interpersonal Communication</u>	
	<b>or</b>	(3)
COMM 277	<u>Group Communication</u>	

ECON 247 Microeconomics (3)

ECON 248 Macroeconomics (3)

LGST 369 Commercial Law (3)

MGSC 301 Statistics for Business and Economics I (3)

MATH 244 Business Mathematics

**or**

MATH 260 Calculus for Social Sciences and Economics  
**or** (3)

MATH 265 Introduction to Calculus I

**or**

MATH 270 Linear Algebra I

**NOTE:** And the required and option courses in the Business-Field Diploma-Holder Route list.

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**Nursing**

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## Bachelor of General Studies (Three years—90 credits)

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Regulations effective September 1, 2018.

The Bachelor of General Studies degree is one of the most popular programs at Athabasca University. It provides a framework of individualized study within an Arts and Science or Applied Studies designation that offers students the freedom to choose courses to meet career or educational goals. Unlike the other degrees offered by Athabasca University, the Bachelor of General Studies does not have a residency requirement, and degree requirements may be completed at institutions other than Athabasca University.

The Bachelor of General Studies degree requires the completion of 90 credits and is comparable to a three-year program. Students may specialize or diversify their course selection, subject to the following requirements. This degree allows students the freedom to develop their own intellectual and academic interests. This does not mean that course selection should be casual. Students are expected to ensure their vocational or personal needs are well defined. All courses transferred to

**Professional Arts, General Regulations**

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this degree must be university-level credit as determined by Athabasca University faculty.

Students are strongly encouraged to register in [ENGL 255](#) early in their program. The English writing skills requirement is waived for students enrolling in the second undergraduate degree.

Prior Learning and Assessment Recognition (PLAR) offers you the opportunity to demonstrate your prior learning and receive credit toward your program. For more information, visit the [PLAR website](#).

## **Program Plans**

---

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements. Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## **Program Requirements**

---

Students must choose either an Arts and Science or an Applied Studies designation.

Students complete the program regulations in effect at the time of their enrolment.

## **PROGRAM STRUCTURE**

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Search	Total credits in the program	90
Undergraduate Calendar	Residency requirement	None
	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24

### MAXIMUM PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) CREDITS

---

<u>Arts and Science</u>	9
<u>Applied Studies</u>	21

### MINIMUM CREDITS REQUIRED

---

Credits in the area of designation	45
Senior (300 or 400) level credits in the area of designation	30
Total senior-level credits (including above 30)	45
<u>Humanities</u> area of study* *The 100-level ENGL courses will not satisfy the Humanities area of study requirement in this program. These courses may, however, count as part of the total number of credits required for the degree.	6
<u>Social Science</u> area of study	6
<u>Science</u> area of study	6

### MAXIMUM CREDITS ALLOWED

---

At the preparatory (100) level	6
At the junior (200) level in any one discipline	15

## English Writing Skills Requirement

---

Students must meet the following English writing skills requirement:

hold credit in ENGL 255 (Students are strongly encouraged to register in ENGL 255 early in their program.);

**or**

have a grade of B- (70 per cent) or better in an Athabasca University English course above the preparatory (100) level;

**or**

receive credit for an English course in which a grade of B- or better was achieved.

## Arts and Science Designation

---

To satisfy the 90-credit requirement to complete the BGS degree, students must complete 45 credits in courses with an Arts (Humanities and/or Social Science) or Science designation (30 of these credits must be taken at the senior (300 or 400) level). Refer to Minimum Credits Required above.

## Applied Studies Designation

---

The Applied Studies designation includes courses in Business and Administrative Studies. Transfer courses in engineering,

education, physical education, etc. are also applicable to the Applied Studies designation.

To satisfy the 90-credit requirement to complete the BGS degree, students must complete 45 credits in courses with an Applied Studies designation (30 of these credits must be taken at the senior (300 or 400) level). Refer to Minimum Credits Required above.

Students in the Applied Studies designation in the Bachelor of General Studies degree must also complete ADMN 233 or ENGL 255. ADMN 233 will partially satisfy the Applied Studies area of study requirement in this program.

## Bachelor of General Studies Second Undergraduate Degree Regulations

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### MINIMUM CREDITS REQUIRED

---

Minimum credits not applied to a previous degree	48
Credits in the area of designation	30
Senior (300 or 400) level credits in the area of designation	30
Total senior-level credits (including above 30)	36
In the <u>Humanities</u> area of study	6
In the <u>Social Science</u> area of study	6

In the <u>Science</u> area of study	6
Residency requirement	None
Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24

## MAXIMUM CREDITS ALLOWED

---

At the preparatory (100) level	0
At the junior (200) level in any one discipline	12
Maximum Prior Learning Assessment and Recognition credits	None permitted

Students must choose either an Arts and Science or an Applied Studies designation and complete at least 30 senior credits in the chosen designation.

The English writing skills requirement is waived for students enrolling in the second undergraduate degree.

## Teaching Credential

---

For purposes of upgrading towards an Alberta professional teaching certificate, Alberta Education has specific requirements for the certification of teachers. Students planning to obtain a Bachelor of General Studies degree in order to meet certification requirements

are advised to have completed a basic teacher preparation program acceptable to the Alberta minister of education.

To obtain information regarding an assessment of the basic teacher preparation program towards the minimum requirements for certification in Alberta, and regarding the Bachelor of General Studies degree as a possible means to fulfilling the academic degree requirements, contact:

*The Registrar  
Alberta Education  
Professional Standards Branch  
2nd floor, 44 Capital Boulevard Building  
10044-108 St.  
Edmonton, AB  
T5J 5E6  
780.427.2045*

Alberta teachers wishing to have Athabasca University courses or programs considered for salary purposes are recommended to contact:

*Alberta Teachers' Association  
Teacher Qualifications Service  
Barnett House  
11010 - 142 Street  
Edmonton, AB T5N 2R1  
780.447.9400 (in Edmonton)  
800.232.7208 (toll-free in Alberta)  
[tqs@teachers.ab.ca](mailto:tqs@teachers.ab.ca)*

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3-year**

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**Health  
Administration,  
3-year, Post  
Diploma**

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## Health Administration

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Regulations effective September 1, 2018.

Canada's health care system is faced with challenges from all directions; rising costs, shortage of human resources, and its aging population.

Athabasca University's Bachelor of Health Administration programs are designed to help health care administrators and managers meet these challenges. By developing organizational, analytical, and managerial skills, the program enables graduate students to seek innovative ways of meeting the increasing demands on Canada's health care system. To receive more information about this program, please contact Athabasca University's [Centre for Social Sciences](#).

[Bachelor of Health Administration](#)

[Bachelor of Health Administration,  
Post Diploma](#)

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**Health  
Administration,  
3-year**

**Health  
Administration,  
3-year, Post  
Diploma**

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## Bachelor of Health Administration (Three years—90 credits)

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Regulations effective September 1, 2018.

Canada's health care system is faced with challenges from all directions; rising costs, shortage of human resources, and an aging population.

Athabasca University's Bachelor of Health Administration program is designed to help health care administrators and managers meet these challenges. By developing organizational, analytical, and managerial skills, the program enables graduate students to seek innovative ways of meeting the increasing demands on Canada's health care system. To receive more information about this program, please contact Athabasca University's [Center for Social Sciences](#).

## Second Undergraduate Degree

---

Students who hold a recognized first degree and who wish to obtain an AU undergraduate degree in a different subject area, must apply under the second undergraduate degree regulations. These students may transfer in up to 50 per cent

**Human Resources and Labour Relations**

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**Management**

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**Nursing**

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**Student Code of Conduct and Right to**

(45 credits) into the three-year degree program, based on course work in the first degree that is applicable. Preparatory (100 level) credits cannot be used to fulfill the requirements of a second undergraduate degree.

## **Program Plans**

---

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## **English Writing Skills Requirement**

---

Students must meet the following English writing skills requirement:

hold credit in [ADMN 233](#) or [ENGL 255](#) (Students are strongly encouraged to register in either course early in their program.);

**or**

have a grade of B- (70 per cent) or better in an Athabasca University English course above the [preparatory \(100\) level](#);

**or**

receive transfer credit for an English course in which a grade of B- or better was achieved.

## **Program Requirements**

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Appeals  
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Students complete the program regulations in effect at the time of their enrolment.

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## PROGRAM STRUCTURE

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Total credits in the program 90

Required credits 57

Elective credits 15

Options 18

Minimum credits at the senior (300 and 400) level 54

Maximum credits at the junior level 36

(maximum allowed at the preparatory [100] level) 6

Residency requirement. A minimum of 24 credits must be obtained through Athabasca University. 24

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition (PLAR) credits 21

## REQUIRED CORE COURSES (57 CREDITS)

---

ACCT 245 Accounting for Managers of Not-for-Profit

	<u>Organizations</u>	(3)
	<b>or</b>	
ACCT 250	<u>Accounting for Managers</u>	
ADMN 232	<u>Introduction to Management</u>	(3)
ADMN 233	<u>Writing in Organizations*</u>	
	<b>or</b>	(3)
ENGL 255	<u>Introductory Composition*</u>	
	* <u>See English Writing Skills Requirement</u>	
COMM 243	<u>Interpersonal Communication</u>	(3)
ECON/HADM 321	<u>Health Care Economics</u>	(3)
HADM 235	<u>Introduction to Health Administration</u>	(3)
HADM 336	<u>Community Health Planning</u>	(3)
HADM 339	<u>Organization of the Canadian Health Care System</u>	(3)
HADM 369	<u>Health Policy in Canada</u>	(3)
HADM 379	<u>Introduction to Epidemiology</u>	(3)
HADM 400	<u>Health Care Law</u>	(3)
	<u>Practicum – Senior</u>	

HADM 435	<u>Field Placement in Health Administration</u>	(6)
HADM 488	<u>Risk Management and Safety in Health Services</u>	(3)
HLST 200	<u>Introduction to Human Health I</u> <b>or</b>	(3)
HLST 201	<u>Introduction to Human Health II</u>	
HADM 326	<u>Health Issues: Health and Healing</u>	(3)
PHIL 252	<u>Critical Thinking</u> (PHIL 252 will be waived if students have completed a university-level course in indigenous philosophy.)	(3)
PHIL 333	<u>Professional Ethics</u>	(3)
HADM 399	<u>Evaluating Health Research Evidence</u>	(3)

**ELECTIVES (SELECT 15 CREDITS FROM THE FOLLOWING)**

---

CMIS 245	<u>Microcomputer Applications in Business (Windows)</u>	(3)
COMM 277	<u>Group Communication</u>	(3)
	<u>Health and Community Development</u>	

HADM 315	(Students are strongly recommended to take HADM 315)	(3)
HLST 320	<u>Teaching and Learning for Health Professionals</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
LGST 331	<u>Administrative Law</u>	(3)
ORGB 364	<u>Organizational Behaviour</u>	(3)
WGST 303	<u>Issues in Women's Health</u>	(3)

### OPTIONS (18 CREDITS)

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In any discipline (18)

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**Health  
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**Health  
Administration,  
3-year, Post  
Diploma**

## Bachelor of Health Administration (Post Diploma) (Three years—90 credits)

---

Regulations effective September 1, 2018.

The Bachelor of Health Administration (Post Diploma) is open to holders of approved two- or three-year diplomas from an accredited college or technical institute. Students complete the program regulations in effect at the time of their enrolment. All diplomas presented must be approved for credit by Athabasca University.

### Program Plans

---

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

### English Writing Skills Requirement

---

<b>Human Resources and Labour Relations</b>	Students must meet the following English writing skills requirement:
<b>Management</b>	hold credit in <u>ADMN 233</u> or <u>ENGL 255</u> (Students are strongly encouraged to register in either course early in their program.);
<b>Nursing</b>	<b>or</b>
<b>Professional Arts, General Regulations</b>	have a grade of B- (70 per cent) or better in an Athabasca University English course above the <u>preparatory (100) level</u> ;
<b>Science</b>	<b>or</b>
<b>Architecture</b>	receive transfer credit for an English course in which a grade of B- or better was achieved.
<b>University Diploma</b>	

**University Certificate**

## Program Requirements

**Certificate of Completion - English Language Proficiency Program**

Students complete the program regulations in effect at the time of their enrolment.

**Archived Program Regulations**

## PROGRAM STRUCTURE

Undergraduate Courses	Total credits in the program	90
Examinations and Grades	Maximum block credit transfer from college	66
Undergraduate Fees and Refunds	Senior (300/400 level) credits	30
Faculty	Residency requirement. A minimum of 24 credits must be obtained through Athabasca University.	24
Student Code of Conduct and Right to	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24

## **Enrolment Requirement for Business Diplomas**

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Students presenting AU-approved two-year diplomas in any health-related field or in business administration may be awarded up to 60 credits towards this 90-credit degree. Students presenting AU-approved three-year diplomas in business administration may be awarded up to 66 credits towards this degree.

In order to be awarded a block transfer of 60 credits, students must have completed the following courses (24 credits) or their equivalent.

ACCT 245	<u>Accounting for Managers of Not-for-Profit Organizations</u>	(3)
	<b>or</b>	
ACCT 250	<u>Accounting for Managers</u>	
ADMN 232	<u>Introduction to Management</u>	(3)
ADMN 233	<u>Writing in Organizations*</u>	
	<b>or</b>	
ENGL 255	<u>Introductory Composition</u> * * see <u>English Writing Skills Requirement</u>	(3)
COMM 243	<u>Interpersonal Communication</u>	(3)

HADM 488 Risk Management and Safety in Health Services (3)

Critical Thinking\*  
\* PHIL 252 will be waived if students have completed a university-level course in indigenous philosophy. (3)

HADM 435 Practicum – Senior Field Placement in Health Administration (6)

## REQUIRED COURSES (24 CREDITS)

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HADM/ECON 321 Health Care Economics (3)

HADM 336 Community Health Planning (3)

HADM 339 Organization of the Canadian Health Care System (3)

HADM 369 Health Policy in Canada (3)

HADM 379 Introduction to Epidemiology (3)

HADM 400 Health Care Law (3)

PHIL 333 Professional Ethics (3)

HADM 399 Evaluating Health Research Evidence (3)

## OPTIONS (6 CREDITS)

---

Six credits in any discipline at the

senior (300 or 400) level (6)

Students who have work experience in Health and Human Services are strongly encouraged to take HADM 326 and HADM 315 to fulfill this option.

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## Human Resources and Labour Relations

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Regulations effective September 1, 2018.

The Bachelor of Human Resources and Labour Relations is an integrated, multidisciplinary program of courses that examines employment relations within their social, legal, political, and economic contexts. The program will be of interest to trade unionists, managers, human resource specialists, and individuals interested in better understanding the employment relations of their own workplace.

[Bachelor of Human Resources and Labour Relations](#)

[Bachelor of Human Resources and Labour Relations, Post Diploma](#)

**Information effective Sept. 1, 2018 to  
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**Human  
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## Bachelor of Human Resources and Labour Relations (Three years – 90 credits)

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Regulations effective September 1, 2018.

The Bachelor of Human Resources and Labour Relations is an integrated, multidisciplinary program of courses that examines employment relations within their social, legal, political, and economic contexts. The program will be of interest to trade unionists, managers, human resource specialists, and individuals interested in better understanding the employment relations of their own workplace. Students are strongly encouraged to register in [ENGL 255](#) early in their program.

## Second Undergraduate Degree

---

Students who hold a recognized first degree and who wish to obtain an AU undergraduate degree in a different subject area, must apply under the second undergraduate degree regulations. These students may transfer in up to 50 per cent (45 credits) into the three-year degree program, based on course work in the first

**Relations, 3-  
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degree that is applicable. Preparatory (100 level) credits cannot be used to fulfill the requirements of a second undergraduate degree.

## Program Plans

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements. Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Program Requirements

Students complete the program regulations in effect at the time of their enrolment.

## PROGRAM STRUCTURE

Total credits in the program	90
Required core courses	30
Electives and option courses	60
Maximum transfer credit	66
Minimum at senior (300/400) level	54
Residency requirement. A minimum of 24 credits must be obtained through Athabasca University.	24
Graduation with Distinction or Great Distinction. At least 24 credits	

Student Code of Conduct and Right to Appeals Regulations	must be obtained through Athabasca University in order to be considered.	24
	Maximum Prior Learning and Assessment ( <u>PLAR</u> ) credits	30
Glossary	No preparatory (100-level) courses will count towards this program	
Site Map		
Search Undergraduate Calendar	<b>REQUIRED CORE COURSES (30 CREDITS)</b>	

ENGL 255	<u>Introductory Composition</u>	(3)
EDUC 317	<u>Training and Development in Organizations</u>	(3)
HRMT 386	<u>Introduction to Human Resource Management</u>	(3)
IDRL 316	<u>The Practice of Labour Relations</u>	(3)
IDRL 309/LGST 310	<u>Human Rights, the Charter and Labour Relations</u>	(3)
	<b>or</b>	
LBST 330	<u>Workers and the Economy</u>	
IDRL 215	<u>Introduction to Labour Relations</u>	(3)
IDRL 308	<u>Occupational Health and Safety</u>	(3)
IDRL 320	<u>The Law of Work</u>	(3)

SOCI 321     Sociology of Work and Industry     (3)

SOSC 366     Research Methods in the Social Sciences     (3)

## ELECTIVES (45 CREDITS)

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Note: A minimum of 9 credits must be selected from the courses in HRMT and/or IDRL.

ACCT 253     Introductory Financial Accounting     (3)

ACCT 355     Cost Analysis     (3)

ADMN     All courses

ANTH 275     Faces of Culture: An Introduction to Cultural Anthropology     (3)

CMIS 245     Microcomputer Applications in Business (Windows)     (3)

CMIS 351     Management Information Systems     (3)

COMM 243     Interpersonal Communication     (3)

COMM 277     Group Communication     (3)

COMP 361     Systems Analysis and Design     (3)

ECON     All courses

EDUC     All courses

GOVN     All courses

HIST 336	<u>History of Canadian Labour</u>	(6)
HRMT	<u>All courses</u>	
IDRL	<u>All courses</u>	
LBST	<u>All courses</u>	
LGST	<u>All courses</u>	
ORGB	<u>All courses</u>	
PHIL 252	<u>Critical Thinking</u>	(3)
PHIL 333	<u>Professional Ethics</u>	(3)
POEC	<u>All courses</u>	
PSYC 200	<u>Introduction to Career Development</u>	(3)
PSYC 300	<u>Theories of Career Development</u>	(3)
PSYC 310	<u>Learning and Instruction</u>	(3)
PSYC 387	<u>Learning</u>	(3)
PSYC 401	<u>Learning Through Life</u>	(3)
PSYC 405	<u>Creating a Working Alliance</u>	(3)
SOCI 300	<u>How Humans Organize: From Primary Groups to the World Wide Web</u>	(3)
SOCI 301	<u>Social Statistics</u>	(3)
SOCI 332	<u>Women and Unions</u>	(3)

SOCI 345 Women and Work in Canada (3)

SOCI 381 The Rich and the Rest: The Sociology of Wealth, Power, and Inequality. (3)

## OPTIONS(15 CREDITS)

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Junior- or senior-level credits from any area, including from the electives above (provided they haven't been used to satisfy the elective requirement). (15)

Students who wish to substitute another course(s) for the electives may do so with the permission of the program director.

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## Bachelor of Human Resources and Labour Relations (Post Diploma) (Three years—90 credits)

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Regulations effective September 1, 2018.

The Bachelor of Human Resources and Labour Relations Post Diploma offers a number of admission routes for business and non-business diploma-holders. All diplomas presented must be approved by Athabasca University. Please review [Transfer Credit Services](#) for further information.

### Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

### Program Requirements

---

<b>Relations, 3-year</b>	Students complete the program regulations in effect at the time of their enrolment.	
<b>Human Resources and Labour Relations, 3-year, Post Diploma</b>		
<b>Management</b>	Total credits in the program	90
<b>Nursing</b>	Maximum block transfer credit for Ontario two-year business administration diploma	45
<b>Professional Arts, General Regulations</b>	Maximum block transfer credit for Ontario three-year business administration diploma*	
<b>Science</b>	*60 block credits with the possibility of up to six additional credits if the student holds an approved three-year diploma with direct equivalents to the remaining core courses.	60
<b>Architecture</b>		
<b>University Diploma</b>	Maximum block transfer credit for approved non-business administration diploma	30
<b>University Certificate</b>	Minimum credits at senior (300/400) level	27
<b>Certificate of Completion - English Language Proficiency Program</b>	Required core courses	30
<b>Archived Program Regulations</b>	Elective courses	15 to 30
<b>Undergraduate Courses</b>	Residency requirement. A minimum of 24 credits must be obtained through Athabasca University.	24
<b>Examinations and Grades</b>		
<b>Undergraduate Fees and Refunds</b>	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
<b>Faculty</b>		

Student Code of Conduct and Right to Appeals Regulations	Maximum Prior Learning and Assessment ( <u>PLAR</u> ) credits	6
	No preparatory (100-level) courses will count towards this program	

Glossary	Following are the remaining courses to complete the credential for AU-approved two-year business administration diplomas (excluding Ontario) and Ontario three-year business administration diplomas:
Site Map	
Search Undergraduate Calendar	

### REQUIRED CORE COURSES (30 CREDITS)

	Elective at the 300/400 level*	
	*Choose from <u>HRMT</u> or <u>IDRL</u> courses listed in the Bachelor of <u>Human Resources and Labour Relations (three-year) program</u> .	(3)
EDUC 317	<u>Training and Development in Organizations</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
IDRL 316	<u>The Practice of Labour Relations</u>	(3)
IDRL	<u>Human Rights, the Charter and Labour Relations</u>	

309/LGST  
310                      **or**                      (3)

LBST 330                      Workers and the  
Economy

IDRL 215                      Introduction to  
Labour Relations                      (3)

IDRL 308                      Occupational Health  
and Safety                      (3)

IDRL 320                      The Law of Work                      (3)

SOCI 321                      Sociology of Work  
and Industry                      (3)

SOSC 366                      Research Methods  
in the Social  
Sciences                      (3)

Following are the remaining courses to complete the credential for AU-approved Ontario two-year business administration diplomas and non-business administration diplomas.

### **Elective Courses (15 to 30 credits)**

Select course work from the elective list in the Bachelor of Human Resources and Labour Relations three-year program. Note that at least 9 credits must be chosen from HRMT and/or IDRL courses. Students wishing to substitute another course(s) for the electives may do so with the permission of the program director.

Electives for Ontario two-year business administration diplomas (15)

Electives for non-business administration diplomas (30)

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**Management,**

## Management

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Regulations effective September 1, 2018.

The Bachelor of Management program features a strong international perspective. The program comprises a three-year and four-year general degree program, and post diploma programs. The four-year programs allow students to select majors in Marketing, Human Resources Management or Indigenous Nations and Organizations.

A degree in management will better prepare graduates for the changing business world of today. Graduates will possess the critical thinking, communications, and management skills needed to excel in a variety of work environments. Graduates will gain an important competitive advantage by completing this program. Students complete the program regulations in effect at the time of their enrolment.

[Management, 3-year, General  
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[Management, 3-year, Post Diploma,  
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[Management, 4-year, General  
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[Marketing Major](#)

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[Major](#)

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Indigenous Nations and  
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**Management,  
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Management, 4-year, Post Diploma,  
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**Management,  
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**Marketing**

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**Management**

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**Management,**

## Bachelor of Management (Post Diploma) (3 years— 90 credits)

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Regulations effective January 1, 2019 to  
August 31, 2019.

### **Business-field diploma-holder route:**

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Students presenting college diplomas in  
business or a closely related field will  
receive up to 60 credits of block transfer  
award toward the Bachelor of  
Management (Post Diploma) General  
degree, except students presenting two-  
year diplomas from Ontario colleges who  
will receive 45 credits. These students  
must complete additional credits in non-  
Administrative Studies courses to reach  
the 60-credit requirement. All diplomas  
presented must be approved for credit by  
Athabasca University.

### **Non business-field diploma- holder route:**

---

Students presenting two- or three-year  
professional diplomas from accredited  
colleges or technical institutes in non-  
business fields, may receive between 30  
and 60 credits of block transfer award  
toward this degree program. All diplomas

**3-year,  
General  
Regulations**

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**Management,  
3-year, Post  
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**Management,  
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presented must be approved for credit by Athabasca University. Students complete the program regulations in effect at the time of their enrolment.

The Bachelor of Commerce degree is offered by Athabasca University's [Faculty of Business](#). For additional information, phone 800.468.6531, or [email](#).

## Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Enrolment Restriction

---

Students will not be accepted into the Bachelor of Management program if they have

a degree in administration, business, commerce, or management

a degree with a major or concentration in administration, business, commerce, or management

any equivalent program from Athabasca University or another university.

## Regulations Governing All Bachelor of Management Students

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<b>Proficiency Program</b>	Students complete the program regulations in effect at the time of their enrolment.
<b>Archived Program Regulations</b>	Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards and Bachelor of Management degree in order to graduate.
Undergraduate Courses	
Examinations and Grades	Transfer Credit will not be accepted if course(s) completed more than:
Undergraduate Fees and Refunds	10 years ago in the Business and Administrative Studies area of study at the senior (300/400) level;
Faculty	5 years ago in CMIS (all levels); 10 years ago in Statistics (all levels).
Student Code of Conduct and Right to Appeals Regulations	Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.
Glossary	
Site Map	

## **PROGRAM STRUCTURE**

Total credits in the program	90
Block transfer credit for two-year business diploma into Years 1 and 2 (excluding Ontario)	60
Block transfer credit for Ontario three-year business diploma	up to 66
Block transfer credit for Ontario two-year business diploma	45
Required credits: Year 3	21

Residency requirement. A minimum of 24 credits must be obtained through Athabasca University in senior (300/400) level courses, including ADMN 404. 24

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition (PLAR) credit 6

## Business-Field Diploma-Holder Route

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### Years 1 and 2 (60 credits)

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AU-approved college diploma

### Year 3 (30 credits)

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## REQUIRED COURSES (21 CREDITS)

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ADMN 417 International Business Management (3)  
**or**

ECON 401 The Changing Global Economy

CMIS 351 Management Information Systems (3)

FNCE/ECON Financial Economics

**or**

Overview of  
Corporate Finance\* (3)

FNCE 370 \* Students planning to ladder to a four-year degree in ACCT or FNCE should take FNCE 370.

ORGB 364 Organizational  
Behavior (3)

HRMT/ORGB  
386 Introduction to  
Human Resource  
Management (3)

MGSC 368 Introduction to  
Production and  
Operations  
Management (3)

**or**

MGSC 369 Service Operations  
Management

ADMN 404 Capstone I: Strategic  
Management\* (3)

\* ADMN 404 must be taken with AU. Transfer credit will not be awarded. ADMN 404 should be taken as the last course in the program.

### OPTIONS\* (9 CREDITS)

Senior (300/400) level Business and Administrative Studies credits (6)

Senior (300/400) level Non "Business and Administrative Studies" credits (3)

## Non-Business-Field Diploma-Holder Route

---

The maximum block transfer for a diploma approved by AU is 30 credits. You must also complete the following required courses (30 credits). If you present courses equivalent to the following list, or another required course within the Bachelor of Management program, the block transfer award may increase up to 60 credits. All diplomas presented must be approved for credit by Athabasca University.

### REQUIRED COURSES (30 CREDITS)

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ACCT 250	<u>Accounting for Managers</u>	
	<b>or</b>	(3)
ACCT 253	<u>Introductory Financial Accounting</u>	
ADMN 232	<u>Introduction to Management</u>	(3)
ADMN 233	<u>Writing in Organizations</u>	(3)
CMIS 245	<u>Microcomputer Applications in Business (Windows)</u>	(3)
COMM 243	<u>Interpersonal Communication</u>	

	<b>or</b>	(3)
COMM 277	<u>Group Communication</u>	
ECON 247	<u>Microeconomics</u>	(3)
ECON 248	<u>Macroeconomics</u>	(3)
LGST 369	<u>Commercial Law</u>	(3)
MGSC 301	<u>Statistics for Business and Economics I</u>	(3)
MATH 244	<u>Business Mathematics</u>	

**or**

Calculus for Social  
Sciences and Economics\*

MATH 260	* Recommended for students who wish to pursue 400-level FNCE courses.	(3)
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**or**

MATH 265	<u>Introduction to Calculus I</u>	
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**or**

MATH 270	<u>Linear Algebra I</u>	
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And the Required Course and Options  
under the Business-Field Diploma-Holder  
Route list above.

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**Management**

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**Management,**

## Bachelor of Management (Four years—120 credits)

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Regulations effective January 1, 2019 to  
August 31, 2019.

This four-year management program allows students to take the four-year general program or select majors in Marketing, Human Resources Management or Indigenous Nations and Organizations. Many of Athabasca University's management courses are offered entirely online, and others offer significant online enhancements.

A degree in management will better prepare graduates for the changing business world of today. Graduates will possess the critical thinking, communications, and management skills needed to excel in a variety of work environments. Graduates will gain an important competitive advantage by completing this program.

The Bachelor of Management degree is offered by Athabasca University's [Faculty of Business](#). For additional information phone 800.468.6531, or [email](#).

## Program Plans

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**3-year,  
General  
Regulations**

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

**Management,  
3-year, Post  
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General  
Regulations**

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Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Management,  
4-year,  
General  
Regulations**

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## **Degree Conversion Provision**

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**Management,  
4-year, Post  
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The degree conversion provision is available to Athabasca University students who have been awarded a three-year AU degree and wish to convert to a four-year degree. Students with the three-year AU Bachelor of Administration degree may convert that degree into the four-year Bachelor of Management program. For more information about this regulation, please review the [Undergraduate Degree Conversion from Three- to Four-Year Program Policy](#).

**Marketing**

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**Human  
Resources  
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## **Second Undergraduate Degree**

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Students who hold a recognized first degree in a field outside of business or management and who wish to obtain an AU undergraduate degree in a different subject area, must apply under the second undergraduate degree regulations. These students may transfer up to 50 per cent (60 credits) into the four-year degree program, based on course work in the first degree that is applicable. Preparatory (100 level) credits cannot be used to fulfill the requirements of a second undergraduate degree.

## Enrolment Restriction

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Students will not be accepted into the Bachelor of Management program if they have

a degree in administration, business, commerce, or management; or

a degree with a major or concentration in administration, business, commerce, or management; or

any equivalent program from Athabasca University or another university.

Students are not permitted to obtain a second undergraduate degree in the same field or related field as their first undergraduate degree. Those students who hold an international undergraduate degree who wish to obtain a Canadian credential, or those students who wish to obtain another Bachelor's degree in a major different than their first undergraduate degree, will be permitted (in consultation with the Program Director and reviewed by the Office of the Registrar).

## Regulations Governing All Bachelor of Management Students

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Students complete the program regulations in effect at the time of their enrolment.

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Management degree in order to graduate.

Transfer Credit will not be accepted if course(s) completed more than:

- 10 years ago in the Business and Administrative Studies area of study at the senior (300/400) level;
- 5 years ago in CMIS (all levels);
- 10 years ago in Statistics (all levels).

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.

Bachelor of Management: Marketing Major  
Bachelor of Management: Human Resources Management Major  
Bachelor of Management: Indigenous Nations and Organizations Major

## PROGRAM STRUCTURE

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Total credits in the program	120
Required courses (Years 1 and 2)	39
Options	21
Required courses (Years 3 and 4)	30
Options	30
A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (includes ADMN 404 and ADMN 405).	12

Residency requirement. A minimum of 30 credits must be obtained through Athabasca University in senior (300/400 level)

courses. These 30 credits must include ADMN 404 and ADMN 405, plus 12 credits from the list of required courses for Years 3 and 4. 30

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition (PLAR) credit 21

## Years 1 and 2

---

### REQUIRED COURSES (39 CREDITS)

---

ACCT 250	<u>Accounting for Managers</u>	
	<b>or</b>	
	<u>Introductory Financial Accounting*</u>	(3)
ACCT 253	*Students who are planning to pursue a professional accounting designation or further courses in FNCE are advised to take ACCT 253.	
	<u>Introduction to Management*</u>	
ADMN 232	* Students are strongly encouraged to register in ADMN 232 early in their program.	(3)

Writing in Organizations\*

ADMN 233 \* Students are strongly encouraged to register in ADMN 233 early in their program. (3)

COMM 243 Interpersonal Communication  
  
**or** (3)

COMM 277 Group Communication

CMIS 245 Microcomputer Applications in Business (Windows) (3)

ECON 247 Microeconomics (3)

ECON 248 Macroeconomics (3)

LGST 369 Commercial Law (3)

MGSC 301 Statistics for Business and Economics I (3)

MKTG 396 Introduction to Marketing (3)

MATH 244 Business Mathematics

**or**

Calculus for Social Sciences and Economics\*

MATH 260 \* Recommended for students who wish to pursue 400-level FNCE courses. (3)



ACCT 355	<u>Cost Analysis</u>	(3)
ADMN 417	<u>International Business Management</u>	
	<b>or</b>	
ECON 401	<u>The Changing Global Economy</u>	(3)
CMIS 351	<u>Management Information Systems</u>	(3)
FNCE/ECON 300	<u>Financial Economics</u>	
	<b>or</b>	
	<u>Overview of Corporate Finance*</u>	(3)
FNCE 370	* Students planning to pursue further courses in FNCE or ACCT should select FNCE 370.	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behavior</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource</u>	(3)

## Management

ADMN 404 Capstone I: Strategic Management\* (3)

ADMN 405 Capstone II: Application and Integration of Contemporary Business Topics\* (3)

\* ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded. These courses should be taken as the last courses in the program.

## OPTIONS (30 CREDITS)

---

1. Business and Administrative Studies credits at the senior (300 or 400) level (24)

2. Non "Business and Administrative Studies" credits at the senior (300 or 400) level. (6)

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**Management,**

## Bachelor of Management (Post Diploma) General (4- years — 120 credits)

---

Regulations effective January 1, 2019 to  
August 31, 2019.

There are two routes to the Bachelor of  
Management (Post Diploma) program:

### Business-Field Diploma-Holder Route

---

Students presenting two-year college  
diplomas in business or a closely related  
field awarded will receive 60 credits of  
block transfer award toward this program,  
except students presenting two-year  
diplomas from Ontario colleges, who will  
receive 45 credits. These students must  
complete additional credits in non-  
Administrative Studies courses to reach  
the 60-credit requirement. Ontario  
students presenting three-year diplomas  
in business or a closely related field will  
receive up to 75 credits of block transfer  
award toward this degree. All diplomas  
presented must be approved for credit by  
Athabasca University.

### Non Business-Field Diploma-Holder Route

---

**3-year,  
General  
Regulations**

---

**Management,  
3-year, Post  
Diploma,  
General  
Regulations**

---

**Management,  
4-year,  
General  
Regulations**

---

**Management,  
4-year, Post  
Diploma,  
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Regulations**

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**Marketing**

---

**Human  
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**Professional  
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---

**Certificate of  
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Students presenting two- or three-year professional diplomas from accredited colleges or technical institutes in non-business fields, may receive between 30 and 60 credits of block transfer award toward this degree program.

The Bachelor of Management degree is offered by Athabasca University's [Faculty of Business](#). For additional information, phone 800.468.6531, or [email](#).

## Program Plans

---

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Enrolment Restriction

---

Students will not be accepted into the Bachelor of Management program if they have

a degree in administration, business, commerce, or management

a degree with a major or concentration in administration, business, commerce, or management

any equivalent program from Athabasca University or another university.

**Proficiency  
Program**

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**Archived  
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Regulations**

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# Regulations Governing All Bachelor of Management Students

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All students complete the program regulations in effect at the time of their enrolment.

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Management degree in order to graduate.

Transfer Credit will not be accepted if course(s) completed more than:

- 10 years ago in the Business and Administrative Studies area of study at the senior (300/400) level;
- 5 years ago in CMIS (all levels);
- 10 years ago in Statistics (all levels).

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.

[Bachelor of Management \(Post Diploma\): Marketing Major](#)

[Bachelor of Management \(Post Diploma\): Human Resources Management Major](#)

[Bachelor of Management \(Post Diploma\): Indigenous Nations and Organizations Major](#)

## PROGRAM STRUCTURE

---

Total credits in the program	120
Block transfer credit for two-year business diplomas (excluding Ontario)	60
Block transfer credit for Ontario two-year business diplomas	45
Block transfer credit for Ontario three-year business diplomas	75
Required credits - Years 3 and 4 for two-year diplomas	30
Required credits - Years 3 and 4 for Ontario three-year diplomas	30
A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (includes ADMN 404 and ADMN 405).	
Residency requirement. A minimum of 30 credits must be obtained through Athabasca University in senior (300/400 level) courses including <u>ADMN 404</u> and <u>ADMN 405</u> .*	30
Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
Maximum Prior Learning Assessment and Recognition ( <u>PLAR</u> ) credit	9

## OPTIONS

---

Senior (300/400) level Business and Administrative Studies credits 24

9

Ontario three-year diploma

Senior (300/400) level non "Business and Administrative Studies" credits 6

6

Ontario three-year diploma

## YEARS 1 AND 2 (60 CREDITS)

AU-approved college diploma

## YEARS 3 AND 4

60 credits for two-year diplomas

45 credits for three-year Ontario diplomas

## 1. Business-Field Diploma-Holder Route

### Required Courses

30 credits for two-year diplomas and for Ontario three-year diplomas

ACCT 355 Cost Analysis (3)

ADMN 417 International Business Management

	<b>or</b>	(3)
ECON 401	<u>The Changing Global Economy</u>	
CMIS 351	<u>Management Information Systems</u>	(3)
FNCE/ECON 300	<u>Financial Economics</u>	
	<b>or</b>	
	<u>Overview of Corporate Finance*</u>	(3)
FNCE 370	* Student planning to pursue further courses in FNCE or ACCT should select FNCE 370.	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behaviour</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)

ADMN 405	<u>Capstone II: Application and Integration of Contemporary Business Topics*</u>	(3)
----------	--	-----

\* ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded. These courses should be taken as the last courses in the program.

## OPTIONS

30 CREDITS FOR TWO-YEAR  
DIPLOMA

15 CREDITS FOR ONTARIO THREE-  
YEAR DIPLOMA

---

Senior (300/400) level <u>Business and Administrative Studies</u> credits	24
---	----

Ontario three-year diploma	9
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Senior (300/400) level <u>Non "Business and Administrative Studies"</u> credits	6
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Ontario three-year diploma	6
----------------------------	---

## 2. Non-Business-Field Diploma-Holder Route

---

The block transfer award for a diploma approved by AU is 30 credits. Students must also complete the following courses

(30 credits). If you present courses equivalent to the following list, or another required course within the Bachelor of Management program, the block transfer award may increase up to 60 credits. All diplomas presented must be approved for credit by Athabasca University.

## REQUIRED COURSES (30 CREDITS)

ACCT  
250      Accounting for Managers      (3)

**or**

Introductory Financial  
Accounting\*

ACCT  
253      \* Students who are  
planning to pursue a  
professional accounting  
designation or further  
courses in FNCE are  
advised to take ACCT  
253.

ADMN  
232      Introduction to  
Management      (3)

ADMN  
233      Writing in Organizations      (3)

CMIS  
245      Microcomputer  
Applications in Business      (3)  
(Windows)

COMM  
243      Interpersonal  
Communication

**or**      (3)

COMM  
277      Group Communication

ECON 247      Microeconomics      (3)

ECON 248      Macroeconomics      (3)

LGST 369      Commercial Law      (3)

MGSC 301      Statistics for Business and Economics      (3)

MATH 244      Business Mathematics

**or**

Calculus for Social Sciences and Economics\*

MATH 260      \* Recommended for students who wish to pursue 400-level FNCE courses.      (3)

**or**

MATH 265      Introduction Calculus I

**or**

MATH 270      Linear Algebra I

ORGB 364      Organizational Behaviour      (3)

And the Required Courses and Options in the Business-Field Diploma-Holder Route list.

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**Management,**

## Marketing

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Regulations effective September 1, 2018.

The role of a marketing coordinator or manager can vary dramatically from organization to organization. Marketing in a large, product-driven company will differ greatly from marketing in a small knowledge-based start-up or not-for-profit organization. A well-rounded management education is critical to adapting to and succeeding in a wide variety of settings.

Your AU Bachelor of Management will prepare you to tackle the marketing challenges of any organization, as well as to take on associated management responsibilities in finance, operations and human resources for your unit or department.

[Marketing Major, 4-year](#)

[Marketing Major, Post Diploma, 4-year](#)

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**Management,**

## Bachelor of Management: Marketing Major

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Regulations effective January 1, 2019 to  
August 31, 2019.

The Bachelor of Management degree is  
offered by Athabasca University's [Faculty  
of Business](#). For additional information  
phone 800.468.6531, or [email](#).

### Program Plans

---

Our online [program plans](#) can assist you in  
selecting the courses needed to fulfill your  
program requirements.

Counselling Services offers an assessment  
website, [Mapping Your Future](#). Athabasca  
University has developed [program  
learning outcomes](#) that describe the  
career options that may be available to  
you upon graduating.

### Regulations Governing All Bachelor of Management Students

---

Students complete the program  
regulations in effect at the time of their  
enrolment.

**3-year,  
General  
Regulations**

---

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Management degree in order to graduate.

**Management,  
3-year, Post  
Diploma,  
General  
Regulations**

---

## Program Structure

---

**Management,  
4-year,  
General  
Regulations**

---

### Years 1 and 2 (60 credits)

---

**Management,  
4-year, Post  
Diploma,  
General  
Regulations**

---

The regulations for Years 1 and 2 of the Bachelor of Management program apply to the Marketing Major.

**Marketing**

---

### Years 3 and 4 (60 credits)

---

**Marketing,  
4-year**

#### REQUIRED COURSES (30 CREDITS)

---

**Marketing,  
4-year, Post  
Diploma**

---

ACCT 355      Cost Analysis      (3)

**Human  
Resources  
Management**

---

ADMN 417      International  
Business  
Management      (3)  
**or**

**Indigenous  
Nations and  
Organizations**

---

ECON 401      The Changing Global  
Economy

**Nursing**

---

CMIS 351      Management  
Information Systems      (3)

**Professional  
Arts, General  
Regulations**

---

FNCE/ECON  
300      Financial Economics

**Science**

---

**or**      (3)

**Architecture**

---

FNCE 370      Overview of  
Corporate Finance

**University  
Diploma**

---

MGSC 312      Statistics for  
Business and      (3)

<b>University Certificate</b>		<u>Economics II</u>	
<b>Certificate of Completion - English Language Proficiency Program</b>	MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
		<b>or</b>	
<b>Archived Program Regulations</b>	MGSC 369	<u>Service Operations Management</u>	
	ORGB 364	<u>Organizational Behaviour</u>	(3)
Undergraduate Courses			
Examinations and Grades	HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
Undergraduate Fees and Refunds	ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)
Faculty	ADMN 405	<u>Capstone II: Application and Integration of Contemporary Business Topics*</u>	(3)
Student Code of Conduct and Right to Appeals Regulations		* ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded.	
Glossary		These courses should be taken as the last courses in the program.	
Site Map			
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### MARKETING MAJOR REQUIRED COURSES (15 CREDITS)

MKTG 406 Consumer Behaviour (3)

MKTG

440      Marketing Strategy                      (3)

MKTG  
466      Marketing Research                      (3)

Two other senior MKTG  
courses    (6)

### OPTIONS (15 CREDITS)

---

Senior (300 or 400) level  
1. Business and Administrative                      (9)  
Studies credits

Senior (300 or 400) level Non  
2. "Business and Administrative                      (6)  
Studies" credits.

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**Management,**

## Bachelor of Management (Post Diploma) Marketing Major

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Regulations effective January 1, 2019 to  
August 31, 2019.

The Bachelor of Management degree is  
offered by Athabasca University's [Faculty  
of Business](#). For additional information  
phone 800.468.6531, or [email](#).

## Program Plans

---

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selecting the courses needed to fulfill your  
program requirements.

Counselling Services offers an assessment  
website, [Mapping Your Future](#). Athabasca  
University has developed [program  
learning outcomes](#) that describe the  
career options that may be available to  
you upon graduating.

## Regulations Governing All Bachelor of Management Students

---

Students complete the program  
regulations in effect at the time of their  
enrolment.

---

**3-year,  
General  
Regulations**

---

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Management degree in order to graduate.

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**Management,  
3-year, Post  
Diploma,  
General  
Regulations**

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## Program Structure

---

---

**Management,  
4-year,  
General  
Regulations**

---

Total credits in the program 120

---

**Management,  
4-year, Post  
Diploma,  
General  
Regulations**

---

Block transfer credit for two-year business diploma (excluding Ontario) 60

Block transfer credit for Ontario two-year business diploma 45

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**Marketing**

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---

**Marketing,  
4-year**

---

Block transfer credit for Ontario three-year business diploma up to 66

---

**Marketing,  
4-year, Post  
Diploma**

---

Required credits - Years 3 and 4 30

Required Marketing Major credits 9

---

**Human  
Resources  
Management**

---

A minimum of 12 Business and Administrative Studies credits must be at the 400 level (includes ADMN 404 and ADMN 405). 12

---

**Indigenous  
Nations and  
Organizations**

---

Residency requirement. A minimum of 30 credits must be obtained through Athabasca University in senior (300/400 level) courses, including ADMN 404 and ADMN 405. 30

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**Nursing**

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**Professional  
Arts, General  
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**Science**

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**Architecture**

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Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

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**University  
Diploma**

---

Maximum Prior Learning

<b>University Certificate</b>	Assessment and Recognition (PLAR) credit	9
<b>Certificate of Completion - English Language Proficiency Program</b>	Years 1 and 2 (60 credits)	
	AU-approved college diploma	
<b>Archived Program Regulations</b>	Years 3 and 4 (60 credits)	
<b>Undergraduate Courses</b>	<b>REQUIRED COURSES (30 CREDITS)</b>	
<b>Examinations and Grades</b>	ACCT 355	<u>Cost Analysis</u> (3)
<b>Undergraduate Fees and Refunds</b>	ADMN 417	<u>International Business Management</u> (3) <b>or</b>
<b>Faculty</b>	ECON 401	<u>The Changing Global Economy</u>
<b>Student Code of Conduct and Right to Appeals Regulations</b>	CMIS 351	<u>Management Information Systems</u> (3)
<b>Glossary</b>	FNCE/ECON 300	<u>Financial Economics</u> <b>or</b>
<b>Site Map</b>		<u>Overview of Corporate Finance*</u> (3)
<b>Search Undergraduate Calendar</b>	FNCE 370	* Students planning to pursue further courses in FNCE or ACCT should select FNCE 370.
	MGSC 312	<u>Statistics for Business and Economics II</u> (3)

MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behavior</u>	(3)
HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)
ADMN 405	<u>Capstone II: Application and Integration of Contemporary Business Topics*</u>	(3)

\* ADMN 404 and  
ADMN 405 must be  
taken with AU.  
Transfer credit will  
not be awarded.  
These courses  
should be taken as  
the last courses in  
the program.

## MARKETING MAJOR REQUIRED COURSES (15 CREDITS)

---

MKTG 406	<u>Consumer Behaviour</u>	(3)
MKTG 440	<u>Marketing Strategy</u>	(3)

MKTG  
466      Marketing Research      (3)

Two other senior MKTG  
courses      (6)

### OPTIONS (15 CREDITS)

---

Senior (300 or 400) level  
1. Business and Administrative      (9)  
Studies credits

Senior (300 or 400) level Non  
2. "Business and Administrative      (6)  
Studies" credits.

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**Management,**

## Human Resources Management

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Regulations effective September 1, 2018.

The human resources (HR) function has evolved from a mainly administrative role to a far more strategic one that contributes to an organization's business planning and long-term strategy. A management career in human resources demands integrity, confidentiality, and excellent interpersonal skills, but also requires knowledge of accounting, finance, and strategic management.

Your Bachelor of Management degree will give you the broad-based business knowledge you need to become not only a successful HR professional, but a respected management professional who knows how to contribute to departmental and organizational goals.

[Human Resources Management Major,  
4-year](#)  
[Human Resources Management Major,  
Post Diploma, 4-year](#)

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**Management**

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**Management,**

## Bachelor of Management (Post Diploma) Human Resources Management Major

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Regulations effective January 1, 2019 to  
August 31, 2019.

The Bachelor of Management degree is  
offered by Athabasca University's [Faculty  
of Business](#). For additional information  
phone 800.468.6531, or [email](#).

### Program Plans

---

Our [online program plans](#) can assist you in  
selecting the courses needed to fulfill your  
program requirements.

Counselling Services offers an assessment  
website, [Mapping Your Future](#). Athabasca  
University has developed [program  
learning outcomes](#) that describe the  
career options that may be available to  
you upon graduating.

### Regulations Governing All Bachelor of Management Students

---

<b>3-year, General Regulations</b>	Students complete the program regulations in effect at the time of their enrolment.	
<b>Management, 3-year, Post Diploma, General Regulations</b>	Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Management degree in order to graduate.	
<b>Management, 4-year, General Regulations</b>	<b>Program Structure</b>	
<b>Management, 4-year, Post Diploma, General Regulations</b>	Total credits in the program	120
<b>Marketing</b>	Block transfer credit for two-year business diploma (excluding Ontario)	60
<b>Human Resources Management</b>	Block transfer credit for Ontario two-year business diploma	45
<b>Human Resources Management, 4-year</b>	Block transfer credit for Ontario three-year business diploma	up to 66
<b>Human Resources Management, 4-year, Post Diploma</b>	Required credits - Years 3 and 4	30
<b>Indigenous Nations and Organizations</b>	Required Human Resources Management major credits	21
<b>Nursing</b>	A minimum of 12 Business and Administrative Studies credits must be at the 400 level (including ADMN 404 and ADMN 405).	12
<b>Professional Arts, General Regulations</b>	Residency requirement. A minimum of 30 credits must be obtained through Athabasca University in senior (300/400 level) courses, including <u>ADMN 404</u> and <u>ADMN 405</u> .	30
<b>Science</b>	Graduation with Distinction or Great Distinction. At least 24	
<b>Architecture</b>		

<b>University Diploma</b>	credits must be obtained through Athabasca University in order to be considered.	24
<b>University Certificate</b>	Maximum Prior Learning Assessment and Recognition (PLAR) credits	9
<b>Certificate of Completion - English Language Proficiency Program</b>	<b>Years 1 and 2 (60 credits)</b>	
<b>Archived Program Regulations</b>	AU-approved college diploma	
	<b>Years 3 and 4 (60 credits)</b>	
Undergraduate Courses	<b>REQUIRED COURSES (30 CREDITS)</b>	
Examinations and Grades	ACCT 355 <u>Cost Analysis</u>	(3)
Undergraduate Fees and Refunds	ADMN 417 <u>International Business Management*</u>	
Faculty	<b>or</b>	
Student Code of Conduct and Right to Appeals Regulations	<u>The Changing Global Economy*</u>	(3)
Glossary	ECON 401	
Site Map		
Search Undergraduate Calendar		
	CMIS 351 <u>Management Information Systems</u>	(3)

FNCE/ECON 300 Financial Economics

**or**

Overview of Corporate Finance\* (3)

FNCE 370 \*Students planning to pursue further courses in FNCE or ACCT should select FNCE 370.

MGSC 312 Statistics for Business and Economics II (3)

MGSC 368 Introduction to Production and Operations Management (3)

**or**

MGSC 369 Service Operations Management

ORGB 364 Organizational Behaviour (3)

HRMT/ORGB 386 Introduction to Human Resource Management (3)

ADMN 404 Capstone I: Strategic Management\* (3)

ADMN 405 Capstone II: Application and Integration of Contemporary Business Topics (3)

\* ADMN 404 and ADMN 405 must be taken with AU.

Transfer credit will not be awarded. These courses should be taken as the last courses in the program.

## HUMAN RESOURCES MANAGEMENT MAJOR REQUIRED COURSES (21 CREDITS)

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ECOM 320	<u>Overview of e-Commerce</u>	(3)
HRMT 301	<u>Recruitment and Selection</u>	(3)
HRMT/ORGB 387	<u>Strategic Human Resource Management</u>	(3)
IDRL 215	<u>Introduction to Labour Relations</u>	(3)
IDRL 308	<u>Occupational Health and Safety</u>	(3)
ORGB 319	<u>Motivation and Productivity</u>	(3)
SOCI 321	<u>Sociology of Work and Industry</u>	(3)

## OPTIONS (9 CREDITS)

---

- Senior (300 or 400) level (3)  
Business and Administrative
1. Studies credits. Students are recommended to take IDRL and ORGB courses.
- Senior (300 or 400) level Non

2. "Business and Administrative Studies" credits. (6)

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Relations**

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**Management**

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**Management,**

## Indigenous Nations and Organizations

---

Regulations effective September 1, 2018.

The Bachelor of Management in Indigenous Nations and Organizations (INO) major is designed in response to remarkable changes in the educational needs of Indigenous peoples, particularly the need for business related education.

This new and unique business program, offered only at Athabasca University, will enable you to focus on principles of Indigenous business and governance. This major blends cultural relevance into the core management curriculum in order to overcome many of the social barriers that discourage the full participation of Indigenous students in educational settings.

The program also acknowledges and develops the role of traditional knowledge in academic institutions. It will prepare you to meet the needs of the kind of community that you may serve when you graduate.

If you have career interests in Aboriginal business, this program will provide you with the opportunity to concentrate your

**3-year,  
General  
Regulations**

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studies in areas such as leadership,  
management, community development  
and negotiation.

**Management,  
3-year, Post  
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[Indigenous Nations and Organizations  
Major, 4-year](#)  
[Indigenous Nations and Organizations  
Major, Post Diploma, 4-year](#)

**Management,  
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**Marketing**

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**Human  
Resources  
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**Indigenous  
Nations and  
Organizations**

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**Indigenous  
Nations and  
Organizations,  
4-year**

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**Management**

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**Management,**

## Bachelor of Management Indigenous Nations and Organizations Major

---

Regulations effective January 1, 2019 to  
August 31, 2019.

The Bachelor of Management Indigenous Nations and Organizations (INO) Major is designed in response to remarkable changes in the educational needs of Indigenous peoples, particularly the need for business-related education.

This new and unique business program, offered only at Athabasca University, will enable you to focus on principles of Indigenous business and governance. This major blends cultural relevance into the core management curriculum.

The program also acknowledges and develops the role of traditional knowledge in academic institutions. It will prepare you to meet the needs of the kind of community that you may service when you graduate.

If you have career interests in Indigenous (Aboriginal) business, this program will provide you with the opportunity to concentrate your studies in areas such as leadership, management, community development, and negotiation.

**3-year,  
General  
Regulations**

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**Management,  
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Diploma,  
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**Management,  
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**Management,  
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**Indigenous  
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**Indigenous  
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**Indigenous  
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**Nursing**

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**Professional  
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**Science**

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**Architecture**

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The Bachelor of Management degree is offered by Athabasca University's [Faculty of Business](#). For additional information phone 800.468.6531, or [email](#).

## Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Regulations Governing All Bachelor of Management Students

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Students complete the program regulations in effect at the time of their enrolment.

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Management degree in order to graduate.

## Program Structure

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### Years 1 and 2 (60 credits)

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The regulations for Years 1 and 2 of the [Bachelor of Management program](#) apply to the Indigenous Nations and Organizations Major.

University Diploma	Years 3 and 4 (60 credits)		
University Certificate	REQUIRED COURSES (30 CREDITS)		
Certificate of Completion - English Language Proficiency Program	ACCT 355	<u>Cost Analysis</u>	(3)
Archived Program Regulations	ADMN 417	<u>International Business Management</u>	(3)
		<b>or</b>	
Undergraduate Courses	ECON 401	<u>The Changing Global Economy</u>	(3)
		<u>Management Information Systems</u>	
Examinations and Grades	CMIS 351	<u>Management Information Systems</u>	(3)
Undergraduate Fees and Refunds	FNCE/ECON 300	<u>Financial Economics</u>	(3)
		<b>or</b>	
Faculty	FNCE 370	<u>Overview of Corporate Finance</u>	(3)
Student Code of Conduct and Right to Appeals Regulations	MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
		<u>Introduction to Production and Operations Management</u>	
Glossary	MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
Site Map		<b>or</b>	(3)
Search Undergraduate Calendar	MGSC 369	<u>Service Operations Management</u>	(3)
		ORGB 364	
	HRMT/ORGB	<u>Introduction to</u>	

386            Human Resource            (3)  
   Management

ADMN 404    Capstone I: Strategic            (3)  
   Management\*

ADMN 405    Capstone II:  
   Application and  
   Integration of                    (3)  
   Contemporary  
   Business Topics\*

\* ADMN 404 and  
ADMN 405 must be  
taken with AU.  
Transfer credit will  
not be awarded.  
These courses  
should be taken as  
the last courses in  
the program.

## INO MAJOR REQUIRED COURSES (27 CREDITS)†

---

### Indigenous Studies I\*\*

INST            \*\*INST 203 should be taken            (3)  
203     before other major required  
   courses in the program.

INST            Indigenous Governance            (3)  
430

INST            Principles of Indigenous  
440     Business                                    (3)

INST            Financial Management for  
450     First Nations Institutions and            (3)  
   Organizations

INST            Management of Indigenous  
460     Institutions and                            (3)  
   Organizations

INST 470	<u>Leadership of Indigenous Institutions and Organizations</u>	(3)
INST 480	<u>Comparative Indigenous Models of Government: International Models</u>	(3)
	Senior-level <u>INST</u> credits	(6)

### OPTIONS (3 CREDITS)

---

Senior (300/400) level Non  
"Business and Administrative  
Studies" credits. (3)

† If you have completed a course that refers to Indigenous peoples' perspectives with learning outcomes similar to the learning outcomes of an Athabasca University course, you are encouraged to apply for a transfer credit.

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**Management**

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**Management,**

## Bachelor of Management (Post Diploma) Indigenous Nations and Organizations Major

---

Regulations effective January 1, 2019 to  
August 31, 2019.

The Bachelor of Management Indigenous Nations and Organizations (INO) Major is designed in response to remarkable changes in the educational needs of Indigenous peoples, particularly the need for business-related education.

This new and unique business program, offered only at Athabasca University, will enable you to focus on principles of Indigenous business and governance. This major blends cultural relevance into the core management curriculum.

The program also acknowledges and develops the role of traditional knowledge in academic institutions. It will prepare you to meet the needs of the kind of community that you may service when you graduate.

If you have career interests in Indigenous (Aboriginal) business, this program will provide you with the opportunity to

**3-year,  
General  
Regulations**

---

concentrate your studies in areas such as leadership, management, community development, and negotiation.

**Management,  
3-year, Post  
Diploma,  
General  
Regulations**

---

The Bachelor of Management degree is offered by Athabasca University's [Faculty of Business](#). For additional information phone 800.468.6531, or [email](#).

**Management,  
4-year,  
General  
Regulations**

---

## Program Plans

---

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

**Management,  
4-year, Post  
Diploma,  
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---

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Marketing**

---

**Human  
Resources  
Management**

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## Regulations Governing All Bachelor of Management Students

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**Indigenous  
Nations and  
Organizations**

---

Students complete the program regulations in effect at the time of their enrolment.

**Indigenous  
Nations and  
Organizations,  
4-year**

---

**Indigenous  
Nations and  
Organizations,  
4-year, Post  
Diploma**

---

Students must have a weighted average of at least 1.7 (C-) across all courses taken at Athabasca University towards a Bachelor of Management degree in order to graduate.

**Nursing**

---

**Professional  
Arts, General  
Regulations**

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## Program Structure

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**Science**

---

Total credits in the program 120

**Architecture**

---

Block transfer credit for two-year

<b>University Diploma</b>	business diploma (excluding Ontario)	60
<b>University Certificate</b>	Block transfer credit for Ontario two-year business diploma	45
<b>Certificate of Completion - English Language Proficiency Program</b>	Block transfer credit for Ontario three-year business diploma	up to 66
	Required credits - Years 3 and 4	30
<b>Archived Program Regulations</b>	Required Indigenous Nations and Organizations major credits	27
Undergraduate Courses	A minimum of 12 <u>Business and Administrative Studies</u> credits must be at the 400 level (including ADMN 404 and ADMN 405).	12
Examinations and Grades	Residency requirement. A minimum of 30 credits must be obtained through Athabasca University in senior (300/400 level) courses, including <u>ADMN 404</u> and <u>ADMN 405</u> .	30
Undergraduate Fees and Refunds		
Faculty	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
Student Code of Conduct and Right to Appeals Regulations	Maximum Prior Learning Assessment and Recognition ( <u>PLAR</u> ) credits	9
Glossary		
Site Map	<b>Years 1 and 2 (60 credits)</b>	
Search		
Undergraduate Calendar	AU-approved college diploma	
	<b>Years 3 and 4 (60 credits)</b>	

## REQUIRED COURSES (30 CREDITS)

ACCT 355	<u>Cost Analysis</u>	(3)
ADMN 417	<u>International Business Management</u>	(3)
	<b>or</b>	
ECON 401	<u>The Changing Global Economy</u>	
CMIS 351	<u>Management Information Systems</u>	(3)
FNCE/ECON 300	<u>Financial Economics</u>	
	<b>or</b>	
	<u>Overview of Corporate Finance*</u>	(3)
FNCE 370	*Students planning to pursue further courses in FNCE or ACCT should select FNCE 370.	
MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
MGSC 368	<u>Introduction to Production and Operations Management</u>	(3)
	<b>or</b>	
MGSC 369	<u>Service Operations Management</u>	
ORGB 364	<u>Organizational Behaviour</u>	(3)

HRMT/ORGB 386 Introduction to Human Resource Management (3)

ADMN 404 Capstone I: Strategic Management\* (3)

ADMN 405 Capstone II: Application and Integration of Contemporary Business Topics\* (3)

\* ADMN 404 and ADMN 405 must be taken with AU. Transfer credit will not be awarded. These courses should be taken as the last courses in the program.

## INDIGENOUS NATIONS AND ORGANIZATIONS MAJOR REQUIRED COURSES (27 CREDITS)

†

---

### Indigenous Studies I\*

INST 203 \* INST 203 should be taken before other major required courses in the program. (3)

INST 430 Indigenous Governance (3)

INST 440 Principles of Indigenous Business (3)

INST 450 Financial Management for First Nations Institutions and Organizations (3)

INST Management of Indigenous  
460 Institutions and (3)  
Organizations

INST Leadership of Indigenous  
470 Institutions and (3)  
Organizations

INST Comparative Indigenous  
480 Models of Government: (3)  
International Models

Other senior-level (300/400)  
INST credits (6)

† If you have completed a course that refers to Indigenous peoples' perspectives with learning outcomes similar to the learning outcomes of an Athabasca University course, you are encouraged to apply for a transfer credit.

## OPTIONS (3 CREDITS)

---

Senior (300 or 400) level Non  
"Business and Administrative (3)  
Studies" credits.

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**Nursing**

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## Bachelor of Nursing

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Regulations effective September 1, 2018.

The [Faculty of Health Disciplines](#) offers two routes to a Bachelor of Nursing (BN) degree. Applicants who are graduates of a Registered Nurse (RN) diploma program may enrol in the post-RN BN degree program. Applicants who are graduates of a Practical Nurse (PN) certificate program may enrol in the post-LPN BN degree program.

Students complete the program regulations in effect at the time of their enrolment.

## Program Plans

---

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website: [Mapping Your Future](#).

[Post-RN BN Program](#)

[Post-LPN BN Program](#)

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**Management**

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**Nursing**

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## Post-RN Bachelor of Nursing Degree Program (120 credits)

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Regulations effective September 1, 2018.

The [Faculty of Health Disciplines](#) offers the post-RN BN degree program. This program is designed to provide the Registered Nurse with the opportunity to acquire a broad liberal university education with particular emphasis on advanced theoretical and practical knowledge related to nursing informatics, nursing research, primary health care, leadership, management, and family and community health promotion. All AU nursing courses are mapped to the most current entry to practice [competencies](#), as determined by the College and Association of Registered Nurses of Alberta (CARNA).

### Program Plans

---

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

Post R.N

Post L.P.N

Professional  
Arts, General  
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Science

Architecture

University  
Diploma

University  
Certificate

Certificate of  
Completion -  
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Glossary

For additional program information,  
please email [bnadvisor@athabascau.ca](mailto:bnadvisor@athabascau.ca).

## Enrolment Requirements

To enrol in the post-RN BN program, the following is required:

1. Graduation from an approved Registered Nurse (RN) diploma program.
2. Regulated (Practicing) Registered Nurse (RN) registration/licensure with a Canadian province or territory. Proof of registration must be submitted at time of application and maintained while completing the program.

## Students with Non-Canadian/Non-United States Education

Those students presenting non-Canadian/non-United States degrees for admission and/or possible transfer credit, must obtain a specialized or course-by-course evaluation of post-secondary course work from an international assessment agency, for example, the [International Qualifications Assessment Service \(IQAS\)](#). For more information, see the Admissions section of the Calendar that explains the admission process for [Non-Canadian Students](#).

Official transcripts for any completed Canadian courses or programs in Nursing taken to obtain licensure in Canada must be submitted.

## Program Requirements

Students are required to complete the degree regulations that are effect at the time they enrolled in their program. Students who are inactive (have not registered for a course within 12 months from their last contract date) must re-enrol and will follow the regulations in effect at the time of re-enrolment. Students are strongly encouraged to register in their English course early in their program.

## PROGRAM STRUCTURE

---

Total credits required to complete the Post-RN BN degree\*

\* Transfer credit may be awarded for non-nursing university transfer credit taken as part of an RN diploma program. Non-nursing transfer credit will not be awarded, however, for anatomy and physiology, pathophysiology, pharmacology, microbiology, or health assessment courses included in the RN diploma program. Credit will not be awarded for non-nursing required, support and option courses that are more than 10 years old at the time of the request.

45

Additional credit may also be awarded for university-level courses completed before admission to the post-RN BN program on the basis of Prior Learning Assessment and Recognition.

The 45 credits required to complete a post-RN BN degree are distributed as follows:

Required nursing credits 27

Required non-nursing credits 6

Non-nursing option credits 12

Residency requirement. A minimum of 15 nursing credits\* must be obtained through Athabasca University.

\*Note: HLST 320 is a non-nursing course and does not qualify for the residency requirement and is subject to the 10-year stale-dating rule. 15

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition (PLAR) credits 9

## Course Requirements

---

Students may register in post-RN BN courses as unclassified students. Before registering in a course, students should determine whether or not they may be eligible for transfer credit for the course. Students should also ensure that they have completed all prerequisite and corequisite course requirements in accordance with the prerequisite declaration form.

**NOTE:** 300-level nursing courses should be completed before 400-level nursing courses.

## REQUIRED NURSING COURSES (27 CREDITS)

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NURS 322	<u>Nursing Informatics</u>	(3)
NURS 324	<u>Concepts and Theories in Nursing Practice</u>	(3)
NURS 328	<u>Understanding Research</u>	(3)
NURS 432	<u>Management and Leadership in Nursing Practice</u>	(4)
NURS 434	<u>Community Health Promotion</u>	(4)
NURS 436	<u>Family Health Promotion</u>	(4)

Plus 6 credits selected from the following list:

HLST 320	<u>Teaching and Learning for Health Professionals*</u> (See note above in Residency Requirement.)	(3)
NURS 326	<u>Health Assessment</u>	(3)
NURS 438	<u>Trends and Issues in Nursing and Health Systems</u>	(3)
NURS 442	<u>Gerontological Nursing</u>	(3)

Leadership Roles in

NURS Health\*\* (3)  
604

NURS Community Development (3)  
618 for Health Care Leaders\*\*

NURS Coaching and Leading: (3)  
621 The Human Side of  
Organizational Change\*\*

NURS Understanding  
622 Organizations: Theory, (3)  
Analysis and  
Application\*\*

Transfer credit for senior (3  
university-level nursing to  
courses taken elsewhere 6)

\*\* A paced (within a specific four-month time frame) nursing graduate course that is open for registration by June 10 (Fall start), October 10 (Winter start), and February 10 (Spring start). Credit for NURS 604, 618, 621, or 622 if taken to fulfill the Bachelor of Nursing elective requirement, cannot be applied for credit toward another undergraduate or graduate degree. Please note the fee for this graduate course differs from that of an undergraduate course. Please fill out the Graduate Programs: Course Registration Form to register for NURS 604, 618, 621, or 622.

## REQUIRED NON-NURSING COURSES (6 CREDITS)

---

Any junior or senior

ENGL university-level or (3)  
equivalent English course.

MATH Introduction to Statistics  
215  
or (3)

MATH Computer-oriented  
216 Approach to Statistics

## NON-NURSING OPTION COURSES (12 CREDITS)

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May be selected from Humanities,  
Science or Social Science, and  
Applied Studies other than (12)  
nursing (NURS); at least six credits  
must be at the 300/400 level)

## Computer Requirements

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Access to a computer with basic word processing, and Internet access, is required. Refer to the glossary.

## Specific Regulations

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Given the unique and professional nature of the post-RN BN program, some of the general policies governing academic studies at Athabasca University are superseded by the regulations below.

1. RN diplomas from approved institutions will be accepted regardless of the year of graduation.
2. Athabasca University will not normally award additional transfer credit for nursing courses/certificates that are more than 7 years old at the time of the request. If evidence of current

practice in the content area is submitted, this regulation may be waived. Credit will not be awarded for non-nursing required, support and option courses that are more than 10 years old at the time of the request.

3. Students will be permitted a maximum of five years to complete all degree requirements from date of enrolment.
4. Students who have been awarded two failing grades in one or more nursing courses will be automatically withdrawn from the post-RN BN program, with no opportunity for re-admission.
5. To be awarded a BN degree, a minimum program grade-point average of 2.3 is required, which is calculated using all Athabasca University courses used toward the degree.

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**Nursing**

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# Post-LPN Bachelor of Nursing Degree Program (120 credits)

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Regulations effective September 1, 2018.

The Faculty of Health Studies offers the Post-LPN BN program.

This program is designed to provide the Regulated (Practicing) Licensed Practical Nurse (LPN) with the opportunity to continue his or her education in nursing in a baccalaureate program that offers flexible modes of course delivery and opportunities to develop a clinical focus. Graduates are eligible to write the National Council Licensure Examination – Registered Nurse (NCLEX-RN) and to apply for registration with the College and Association of Registered Nurses of Alberta. If you plan to practice in a jurisdiction other than Alberta following completion of this program, please contact the regulatory body in that jurisdiction, before applying to this program, to determine acceptance of the program when seeking a temporary practice permit and active registration as a registered nurse. All AU nursing courses are mapped to the most current entry to practice competencies, as determined by the College and Association of Registered Nurses of Alberta (CARNA).

Post R.N

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Post L.P.N

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Professional  
Arts, General  
Regulations

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Science

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Architecture

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University  
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## Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

For additional program information, please email [bnadvisor@athabascau.ca](mailto:bnadvisor@athabascau.ca).

## Enrolment Requirements

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1. Graduation from an approved practical nurse (LPN; RPN) certificate/diploma program.
2. Regulated (Practicing) Licensed Practical Nurse (LPN) with the College of Licensed Practical Nurses of Alberta. Proof of active registration/licensure must be submitted at time of application and maintained while completing the program.
3. Equivalent of one year full-time work experience (1,700 hours) as a Licensed Practical Nurse (submit letter(s) from employers to substantiate).

## Students with Non-Canadian/Non-United States Education

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Those students presenting non-Canadian/non-United States degrees for admission and/or possible transfer credit,

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must obtain a specialized or course-by-course evaluation of post-secondary course work from an international assessment agency, for example, the [International Qualifications Assessment Service \(IQAS\)](#). For more information, see the Admissions section of the Calendar that explains the admission process for [Non-Canadian Students](#).

Official transcripts for any completed Canadian courses or programs in Nursing taken to obtain licensure in Canada must be submitted.

## Second Undergraduate Degree

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LPN Students who hold a recognized first degree in a discipline outside of nursing who wish to obtain an AU Bachelor of Nursing degree must apply under the Second Undergraduate degree regulations. These students may transfer applicable coursework from the previously completed degree to satisfy up to 50 per cent of the total credits required to complete the post LPN BN program. Preparatory (100 level) credits cannot be used to fulfill the requirements of a second undergraduate degree. Those students who hold an international credential in the same discipline who wish to obtain a Canadian credential may be permitted, in consultation with the Program Director and reviewed by the Office of the Registrar.

## Program Requirements

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Students are required to follow the degree regulations in effect at the time they enrolled in their program. Students who

are inactive (have not registered for a course within 12 months from their last course contract end date) must re-enrol and will complete the regulations in effect at the time of re-enrolment.

## PROGRAM STRUCTURE

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Bachelor of Nursing (BN) degree credit requirements	120
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Credits awarded for successful completion of practical nurse certificate or diploma program	30*
---	-----

Total credits required to complete the Post-LPN BN degree	90
---	----

Residency requirement. A minimum of 45 nursing credits (NURS) must be obtained through Athabasca University. BIOL 235 (6 credits) must be completed through AU.	51
---	----

Graduation with Distinction or Great Distinction. At least 24 credits (excluding courses using a pass/fail grading scheme) must be obtained through Athabasca University in order to be considered.	24
---	----

Maximum Prior Learning Assessment and Recognition (PLAR) (for non-nursing) credits	9
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The 90 credits required to complete a post-LPN BN degree shall be distributed as follows:

- required and option nursing credits 60
- required Cluster A credits 30

\* Additional credit may be awarded for university-level courses completed before enrolment to the Post-LPN BN program. Prior Learning Assessment and Recognition may be awarded for non-nursing University-level courses. University-level nursing courses taken prior to enrolment in the post-LPN BN program will be assessed on a case-by-case basis. Transfer credit will not be granted for nursing clinical courses that are more than 5 years old and nursing theory courses that are more than 7 years old and non-nursing required, support and option courses that are more than 10 years old at the time of the request.

## Course Requirements

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Courses listed in Cluster A are prerequisite to those listed in Cluster B, and courses listed in Cluster B are prerequisite to those listed in Cluster C. Pre/co-requisite course requirements are also present within both Cluster A and B. Students are responsible for ensuring that prerequisites and co-requisite course requirements are met throughout the program in accordance with the Prerequisite Declaration Form.

**NOTE:** Clinical courses will only be offered within Alberta. Please see Post-LPN BN Professional Practice (Clinical) Preparation Guide (PDF - 228KB) and NURS 441 Placement Suggestion Process (PDF - 298KB) for more information.

### Cluster A Courses (30 credits)

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	<u>Introductory Composition</u> (recommended)* or junior/senior level	(3)
ENGL		

255	university or equivalent <u>ENGL course</u>	
HLST 320	<u>Teaching and Learning for Health Professionals</u>	(3)
MATH 215	<u>Introduction to Statistics</u>  <b>or</b>	(3)
MATH 216	<u>Computer-oriented Approach to Statistics</u>	
PHIL 152	<u>Basics in Critical Thinking, Reading, and Writing</u> or any 200-level or higher <u>philosophy course</u>	(3)
PSYC 290	<u>General Psychology</u>	(3)
	<u>Humanities</u> (300/400 level) or <u>Social Science</u> (300/400 level) or <u>Science</u> (300/400 level)	(3)
BIOL 235	<u>Human Anatomy and Physiology**</u>	(6)
NURS 316	<u>Review of Pathophysiology and Pharmacology for BN Practice I**</u>	(3)
NURS 317	<u>Review of Pathophysiology and Pharmacology for BN Practice II**</u>	(3)

\*\* BIOL 235, NURS 316, and NURS 317 must be taken with Athabasca University. Transfer Credit will not be awarded.

\* Students are strongly encouraged to register in their English course early in their program.

## CLUSTER B NURSING REQUIRED AND ELECTIVE COURSES (51 CREDITS)

---

NURS 250	<u>Exploration of Professional Nursing Practice</u>	(3)
NURS 322	<u>Nursing Informatics</u>	(3)
NURS 324	<u>Concepts and Theories in Nursing Practice</u>	(3)
NURS 328	<u>Understanding Research</u>	(3)
NURS 400	<u>Adult Health and Health Alterations</u>	(3)
NURS 401	<u>Professional Practice with Adults Experiencing Health Alterations</u>	(6)
NURS 432	<u>Management and Leadership in Nursing Practice</u>	(4)
NURS 434	<u>Community Health Promotion</u>	(4)
NURS 435	<u>Professional Practice in Mental Health Promotion</u>	(6)
NURS 436	<u>Family Health Promotion</u>	(4)
NURS 437	<u>Professional Practice in Family and Community Health Promotion</u>	(6)
NURS 438	<u>Trends and Issues in Nursing and Health Systems</u>	(3)

And 3 credits from the following nursing elective list:

NURS 326	<u>Health Assessment</u>	(3)
NURS 442	<u>Gerontological Nursing</u>	(3)
NURS 604	<u>Leadership Roles in Health**</u>	(3)
NURS 618	<u>Community Development for Health Care Leaders**</u>	(3)
NURS 621	<u>Coaching and Leading: The Human Side of Organizational Change**</u>	(3)
NURS 622	<u>Understanding Organizations: Theory, Analysis and Organization**</u>	(3)

\*\* A paced (within a specific four-month time frame) nursing graduate course that is open for registration by June 10 (Fall start), October 10 (Winter start), and February 10 (Spring start). Credit for NURS 604, 618, 621, or 622 if taken to fulfill the Bachelor of Nursing elective requirements, cannot be applied for credit toward another undergraduate or graduate degree. Please note the fee for this graduate course differs from that of an undergraduate course. Please fill out the Graduate Programs: Course Registration Form to register for NURS 604, 618, 621, or 622.

## CLUSTER C COURSES (9 CREDITS)

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NURS Consolidated Professional (9)  
441 Practice

## Computer Requirements

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Access to a computer with basic word processing and Internet access is required. Refer to the [online glossary](#).

## Specific Regulations

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Given the unique and professional nature of the Post-LPN BN program, some of the general policies governing academic studies at Athabasca University are superseded by the following regulations.

1. In order to register in a nursing course with a practicum component, students must present proof of the following:

Regulated (Practicing) Licensed Practical Nurse (LPN) with the College of Licensed Practical Nurses of Alberta. Proof of active registration/licensure must be maintained while completing the program.

Compliance with all requirements listed in the Post-LPN BN Professional Practice (Clinical) [Preparation Guide](#).

2. Students in the Post-LPN BN program are not permitted to challenge required or optional nursing theory or clinical courses.
3. Students seeking re-enrolment to the Post-LPN BN program will not receive

credit for nursing clinical courses that are more than 5 years old and nursing theory courses that are more than 7 years old. Credit will not be awarded for non-nursing required, support and option courses that are more than 10 years old at the time of the request.

4. Students who have been awarded two failing grades in one or more nursing courses will be automatically withdrawn from the post-LPN BN program, with no opportunity for re-admission.
5. Students will be permitted a maximum of seven years to complete all degree program requirements from date of enrolment.
6. To be awarded a BN degree, a minimum program grade-point average of 2.3 is required, which is calculated using all Athabasca University courses used toward the degree.

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## Bachelor of Professional Arts (4 years—120 credits)

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Regulations effective September 1, 2018.

The Bachelor of Professional Arts program is a four-year program designed for students who have completed an approved two-year diploma or equivalent from an accredited college or institute of technology. Some students may qualify to earn additional credits through prior learning assessment.

There are four majors offered in the Bachelor of Professional Arts degree: [Communication Studies](#); [Criminal Justice](#); [Human Services](#); and [Governance, Law, and Management](#).

Students are strongly encouraged to register in their English courses early in their program. Courses in the Bachelor of Professional Arts degree program are available by individualized study. Some courses are available by grouped study at selected sites. The course syllabus will indicate the delivery mode. If you have any questions, please contact the specific program advisor.

## Program Plans

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<b>Professional Arts, General Regulations</b>	Our <a href="#">online program plans</a> can assist you in selecting the courses needed to fulfill your program requirements.	
<b>Common Core</b>	Counselling Services offers an assessment website, " <a href="#">Mapping Your Future: Your Career and Athabasca University.</a> "	
<b>Communication Studies Major</b>	<a href="#">Common Core</a> courses	
<b>Criminal Justice Major</b>	<a href="#">Communication Studies Major</a>	<a href="#">email</a>
<b>Governance, Law and Management Major</b>	<a href="#">Criminal Justice Major</a>	<a href="#">email</a>
<b>Human Services Major</b>	<a href="#">Governance, Law and Management Major</a>	<a href="#">email</a>
<b>Science</b>	<a href="#">Human Services Major</a>	<a href="#">email</a>

## Program Requirements

Students must complete the regulations that are in effect at the time they enrol in the program. Inactive students (students who have not registered for a course within 12 months from the last contract date) must re-enrol and follow the regulations in effect at the time of re-enrolment.

## PROGRAM STRUCTURE

Total credits in the program	120
------------------------------	-----

Enrolment requirement	60
-----------------------	----

## MINIMUM CREDITS REQUIRED BEYOND THE COLLEGE DIPLOMA

<a href="#">Common Core</a> credits	12
-------------------------------------	----

Undergraduate Fees and Refunds	Major and elective and/or option credits	48
	Total	60
Faculty	Residency requirement: A minimum of 30 credits must be obtained through Athabasca University	30
Student Code of Conduct and Right to Appeals Regulations	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
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Senior (300/400) level	48
400 level	18
Maximum credits allowed at junior (200) level	12

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## Bachelor of Professional Arts Common Core Courses (12 credits)

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Regulations effective September 1, 2018.

[To Bachelor of Professional Arts program](#)

Students complete the program regulations in effect at the time of their enrolment.

### PROGRAM STRUCTURE

---

Total credits in the program 120

Enrolment requirement 60

### MINIMUM CREDITS REQUIRED BEYOND THE COLLEGE DIPLOMA

---

Common Core credits 12

Major and elective and/or option credits 48

Total 60

Residency requirement: A minimum of 30 credits must be obtained through Athabasca 30

<b>Professional Arts, General Regulations</b>	University	
<b>Common Core</b>	Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24
<b>Communication Studies Major</b>		
<b>Criminal Justice Major</b>	<b>WITHIN THE DEGREE STUDENTS ARE REQUIRED TO EARN FOR DEGREE COMPLETION</b>	
<b>Governance, Law and Management Major</b>	Senior (300/400) level	48
	400 level	18
<b>Human Services Major</b>	Maximum credits allowed at junior (200) level	12
<b>Science</b>		
<b>Architecture</b>	<b>COMMON CORE (12 CREDITS)</b>	
<b>University Diploma</b>	When choosing courses in the common core please consult <a href="#">Advising Services</a> .	
<b>University Certificate</b>	1. A 200-level writing course or English literature course, e.g.,	
<b>Certificate of Completion - English Language Proficiency Program</b>	ADMN 233 <a href="#">Writing in Organizations</a>	
	<b>or</b>	
<b>Archived Program Regulations</b>	ENGL 211 <a href="#">Prose Forms</a>	(3)
	<b>or</b>	
<b>Undergraduate Courses</b>	ENGL 255 <a href="#">Introductory Composition</a>	
<b>Examinations and Grades</b>	(Students are strongly encouraged to register in ENGL 255 early in their programs.)	

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2. A 200-level or higher university critical and analytical thinking course, e.g.,

HSRV 306 Critical Reflection for Practice

(Note: A critical and analytical thinking course taken to fulfill this requirement of the core may not also be counted towards the major in Human Services but must be replaced (3) by another Human Services course.)

**or**

PHIL 231 Introduction to Philosophy: West and East

**or**

PHIL 252 Critical Thinking

3. A senior (300/400) level professional ethics course, e.g.,

CMNS 455 Media Ethics

**or**

CRJS 490 Ethical Decision Making in Law Enforcement

**or**

EDUC 404 Law and Ethics in Education (3)

**or**

PHIL 333 Professional Ethics

**or**

PHIL 371 Ethics, Science,  
Technology, and the  
Environment

4. A research methods or  
statistics course (see "Note"  
following) , e.g.,

SOSC 366 Research Methods in  
the Social Sciences

**or**

CMNS 308 Understanding  
Statistical Evidence

**or**

CMNS 333 Research Methods  
in Communication Studies

**or**

HADM 499 Research Methods  
in Health Services (3)

**or**

MATH 215 Introduction to  
Statistics

**or**

MATH 216 Computer-oriented  
Approach to Statistics

**or**

MGSC 301 Statistics for  
Business and Economics I\*

**or**

PSYC 304 Research Methods in  
Psychology\*\*

**NOTE:** A research methods course taken to fulfill this requirement of the core may not also be counted towards a major in Criminal Justice or Communication Studies. Communications Studies students are strongly advised to choose either CMNS 308 or CMNS 333 to meet the research methods requirement. If CMNS 308 or CMNS 333 is counted towards the core course requirement, it will not be counted towards the major electives requirement. Similarly, if SOSC 366 is chosen, it will count either as a core course or an elective course. As well, a statistics course taken to fulfill this requirement may not be counted towards a major in Governance, Law, and Management.

\* If MGSC 301 is taken, students cannot take MATH 215 or MATH 216.

\*\* If PSYC 304 is taken, students cannot take SOSC 366.

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## Bachelor of Professional Arts Communication Studies Major

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Regulations effective September 1, 2018.

The Bachelor of Professional Arts Communication Studies major is offered by Athabasca University's [Centre for Interdisciplinary Studies](#). The program encourages students to apply their professional knowledge within a national and international context of mass media and communication.

### **Enrolment Requirements**

---

The BPA Communication Studies major is available to:

graduates of an approved two- or three-year communications-related diploma (e.g., public relations, advertising, journalism, multi-media, broadcasting, library and information studies, legal assistant, and marketing); graduates of a previous undergraduate university degree in an unrelated discipline (with at least one year of professional practice relevant to the Communications Studies major); or, students with a minimum of two years

**Professional Arts, General Regulations**

---

of university-level coursework (with at least one year of professional practice relevant to the Communications Studies major).

**Common Core**

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**Communication Studies Major**

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Coursework and credentials must have been obtained from a college, university, or institute of technology approved by Athabasca University. Individuals who have questions about the eligibility of their previous education for admission are strongly encouraged to contact the [program coordinator](#).

**Criminal Justice Major**

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**Governance, Law and Management Major**

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## **Prior Learning**

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**Human Services Major**

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Some students may qualify for:

**Science**

---

**Architecture**

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**University Diploma**

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1. a maximum of 60 credits of [Prior Learning Assessment and Recognition \(PLAR\)](#) towards entry to this program, or,
2. a maximum of 30 credits towards senior credit once they are accepted into the program.

**University Certificate**

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To learn more about PLAR opportunities within the Communication Studies program, please contact your [program coordinator](#) or the [Centre for Learning Accreditation](#).

**Certificate of Completion - English Language Proficiency Program**

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## **Classroom Setting**

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**Archived Program Regulations**

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In addition to completing BPA Communication Studies major through online and distance learning, students may have the option to take courses in a classroom setting. Contact your [program coordinator](#) for a listing of grouped study courses.

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## **Common Core**

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The [common core courses](#) may be taken at any time; however, students are encouraged to complete the common core courses early in their program. The common core addresses skills and knowledge that will help students succeed with the remaining degree requirements.

## Program Learning Outcomes

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Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating. For more information regarding this major, contact the [program coordinator](#).

[Bachelor of Professional Arts program](#)

## Program Requirements

---

Students complete the program regulations in effect at the time of their enrolment.

## Program Structure

---

[Common Core](#) credits 12

Major Courses credits 30

Options credits 18

Residency requirement. A minimum of 30 credits must be obtained through Athabasca University. 30

Graduation with Distinction or Great Distinction. At least

24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition (PLAR) credits \*see Prior Learning above

## Major Courses (30 credits)

---

### Required Major Courses (9 credits)

CMNS 301	<u>Communication Theory and Analysis</u>	(3)
CMNS 302	<u>Communication in History</u>	(3)
CMNS 401	<u>Cultural Policy in Canada</u>	(3)

And 21 credits selected from the following list\*  
(minimum of 12 credits at the 400 level).

\*Note: Students may use any CMNS course to meet the 21 credits required in this area.

CMNS 201	<u>Introduction to Mass Media</u>	(3)
CMNS 202/POLI 291	<u>Media and Power in Canadian Society</u>	(3)
CMNS 308	<u>Understanding Statistical Evidence</u>	(3)
CMNS 311	<u>Mass Media and the Law</u>	(3)

Computing in

CMNS 321	<u>Everyday Life</u>	(3)
CMNS 333	<u>Research Methods in Communication Studies</u>	(3)
CMNS 358	<u>Popular Culture and the Media</u>	(3)
CMNS 380	<u>Corporate Communication</u>	(3)
CMNS 385/SOCI 378	<u>Social Problems and Social Movements</u>	(3)
CMNS 402	<u>Global Communication</u>	(3)
CMNS 419	<u>Digital Storytelling</u>	(3)
CMNS 420	<u>Topics in Communication: Children and Media</u>	(3)
CMNS 421	<u>Being Online</u>	(3)
CMNS 423	<u>The Television Age</u>	(3)
CMNS 425	<u>Film and Genre</u>	(3)
CMNS/GOVN 444	<u>Media Relations</u>	(3)
CMNS 445	<u>Directed Readings in Communication Studies</u>	(3)
CMNS 455	<u>Media Ethics</u>	(3)
POEC 302	<u>Theories and Approaches to Political Economy</u>	(3)
POEC 393	<u>Canada and the Global Political Economy</u>	(3)

POLI 309	<u>Canadian Government and Politics</u>	(3)
SOCI 435	<u>Theories of Social Change</u>	(3)
	A senior research methods course, e.g., <u>SOSC 366 Research Methods in the Social Sciences</u>	(3)

### **Options (18 credits)**

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18 credits from any discipline (a maximum of three credits allowed at the junior (200) level).

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## Bachelor of Professional Arts Criminal Justice Major

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Regulations effective September 1, 2018.

The Bachelor of Professional Arts Criminal Justice Major is offered by Athabasca University's Centre for Social Sciences. Sixty credits are required for degree completion beyond the AU-approved two-year college diploma. Students must complete the following degree requirements within the Bachelor of Professional Arts program.

### **Enrolment Requirements**

---

The BPA Criminal Justice major is available to:

graduates of an approved two-year criminal justice-related diploma;  
graduates of a previous undergraduate degree in an unrelated discipline (with at least one year of professional practice relevant to the Criminal Justice major); or,  
students with a minimum of two years of university level coursework (with at least one year of professional practice relevant to the Criminal Justice major).

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Coursework and credentials must have been obtained from a college, university or institute of technology approved by Athabasca University. Individuals who have questions about the eligibility of their previous education for admission are strongly encouraged to contact the [program coordinator](#). The program provides students with two years of Arts and Administrative Studies courses along with specialized senior-level courses in criminal justice.

## **Prior Learning**

---

A maximum of 30 credits may be awarded by portfolio assessment through Prior Learning Assessment and Recognition (PLAR). To learn more about PLAR opportunities within the Criminal Justice program, please contact your [program coordinator](#) or the [Centre for Learning Accreditation](#).

## **Classroom Setting**

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In addition to completing the BPA Criminal Justice major through online and distance learning, you may also be able to take courses in a classroom setting, or a combination of distance and classroom courses, at [other institutions](#).

## **Common Core**

---

The [common core courses](#) may be taken at any time; however, students are encouraged to complete the common core courses early in their program. The common core addresses skills and knowledge that will help students succeed with the remaining degree requirements.

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## Program Learning Outcomes

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Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating. For more information regarding this major, contact the [program coordinator](#).

[Bachelor of Professional Arts program](#)

## Program Requirements

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Students complete the program regulations in effect at the time of their enrolment.

### PROGRAM STRUCTURE

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[Common Core](#) credits 12

Major Courses credits 42

Options credits 6

Residency requirement. A minimum of 30 credits must be obtained through Athabasca University. 30

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum [Prior Learning Assessment and Recognition](#) (PLAR) credits [\\*see Prior Learning above](#)

## MAJOR COURSES (SELECT 42 CREDITS FROM THE FOLLOWING)

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	Any 200-level <u>Accounting course</u>	
	<b>or</b>	(3)
ADMN 232	<u>Introduction to Management</u>	
CRJS	All <u>CRJS</u> courses	
LGST 331	<u>Administrative Law</u>	(3)
LGST 489	<u>Alternative Dispute Resolution</u>	(3)
	A 300-level organizations course (e.g., <u>ORGB 326</u> or <u>SOCI 300</u> )	(3)
ORGB 300	<u>Organizational Culture</u>	(3)
SOCI 305	<u>Sociology and Crime</u>	
	<b>or</b>	(3)
SOCI 365	<u>Sociology of Deviance</u>	
	A research methods course (e.g., <u>SOSC 366</u> )	(3)

## OPTIONS (6 CREDITS)

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	From any <u>discipline</u> at the senior (300 or 400) level	(6)
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*Updated December 19 2018 by laurab*

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# Bachelor of Professional Arts Governance, Law and Management Major

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Regulations effective September 1, 2018.

The Bachelor of Professional Arts Governance, Law and Management major (BPA-GLM) is offered by the [Centre for Social Sciences](#). The program is designed to prepare innovative managers and professionals for leadership success with public sector organizations in the knowledge-based society and economy. This leading-edge program provides education that promotes vision, creativity, and strategic thinking, as requisite skills for administrators in an era of globalization.

The recent reforms in organizations have led to a shift from "command-and-control" management structures and practices to an organizational context characterized by flexibility, innovation, and lifelong learning. The BPA-GLM provides the requisite knowledge and practical know-how needed by professionals for good governance and the successful management of organizational change, particularly the increasing shift to e-governance.

## Enrolment Requirements

---

**Common  
Core**

---

The Governance, Law and Management major is available to:

**Communication  
Studies  
Major**

---

graduates of an approved two-year diploma from an accredited college or technical institute in a public or not-for-profit sector related field (e.g., management, legal studies, policing, security, recreation administration, environmental studies, library and information studies);

**Criminal  
Justice Major**

---

**Governance,  
Law and  
Management  
Major**

---

graduates of a previous undergraduate university degree in an unrelated discipline (with at least one year of professional practice relevant to the Governance, Law and Management major); or,

**Human  
Services  
Major**

---

**Science**

---

students with a minimum of two years of university-level coursework (with at least one year of professional practice relevant to the Governance, Law and Management major).

**Architecture**

---

**University  
Diploma**

---

**University  
Certificate**

---

Coursework and credentials must have been obtained from a college, university or institute of technology approved by Athabasca University. Individuals who have questions about the eligibility of their previous education for admission are strongly encouraged to contact the [program coordinator](#).

**Certificate of  
Completion -  
English  
Language  
Proficiency  
Program**

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Sixty credits beyond the AU-approved two-year college diploma are required for degree completion.

**Archived  
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**Undergraduate  
Courses**

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The program provides students with two years of Arts and Administrative Studies courses along with specialized senior-level courses in governance.

**Examinations  
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## Common Core

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The [common core courses](#) may be taken at any time; however, students are encouraged to complete the common core courses early in their program. The common core addresses skills and knowledge that will help students succeed with the remaining degree requirements.

## Program Learning Outcomes

---

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating. For more information regarding this major, contact the [program coordinator](#).

## Program Requirements

---

Students complete the program regulations in effect at the time of their enrolment.

### PROGRAM STRUCTURE\*

---

<a href="#">Common Core credits</a>	12
Major Courses credits	15
Focus area courses credits	27
Options credits	6
Residency requirement A minimum of 30 credits must be obtained through Athabasca University	30

Graduation with Distinction or Great Distinction. At least 24 credits

must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning and Assessment (PLAR) Credits 30 to 60

\* Note: In the course of their BPA-GLM program, students must take 15 GOVN credits.

1. Complete the BPA common core.
2. Select a minimum of five courses (15 credits) from among five of the following six groups of required major courses:

## GROUP 1

---

ACCT 245 Accounting for Managers of Not-for-Profit Organizations (3)

**or**

ACCT 250 Accounting for Managers (3)

**or**

ADMN 232 Introduction to Management (3)

**or**

GOVN/GLST 450 Public Budgeting and Financial Management in a Globalized World (3)

## GROUP 2

---

The Changing  
Global  
Economy\*

ECON 401      \*Students who have received credit for ECON 301 may not take ECON 401.      (3)

**or**

International  
Political  
Economy: The  
Politics of  
Globalization

GLST/INTR/POEC 483      (3)

**or**

Canada and the  
Global Political  
Economy

POEC 393      (3)

**GROUP 3**

---

GOVN/POLI 301      Governance, the Public Sector, and Corporate Power      (3)

**GROUP 4**

---

GOVN/HSRV/POLI 400      Governance and Leadership      (3)

**or**

GOVN/POLI 405      Innovative Public      (3)

## Management

### GROUP 5

GOVN/GLST/POLI 440	<u>Global Governance and Law</u>	(3)
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**or**

LGST 331	<u>Administrative Law</u>	(3)
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### GROUP 6

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CMNS 308	<u>Understanding Statistical Evidence</u>	(3)
-------------	---	-----

There are three focus areas within the BPA-GLM program. The three focus areas are reflected in both the name and structure of the program; students select nine credits from each focus area.

Courses within the Politics of Governance focus area provide students with an understanding of the social forces and environment that shape modern governance. Courses within the Law, Justice, and Policing focus area illuminate both legal institutions and the differences in power amongst groups within society. The Management and Administrative Studies focus area allows students to acquire the skills they need to assume leadership roles within public sector organizations.

## Focus Areas

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### **1. The Politics of Governance**

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Nine credits selected from the following. A maximum of six credits in any one of the following disciplines: ENVS, HADM, INST, POEC, POLI, WGST. All INP courses are taken online from Ryerson Polytechnic University.

ANTH 362	<u>Aboriginal Cultures of North America</u>	(3)
INP 900	Introduction to the Nonprofit/Voluntary Sector	(3)
INP 901	Developing Effective Organizations	(3)
INP 911	Advocacy and Governmental Relations	(3)
INP 916	NGOs and World Governance	(3)
INP 920	Critical Issues	(3)
CMNS 401	<u>Cultural Policy in Canada</u>	(3)
ECON 247	<u>Microeconomics</u>	(3)
ECON 248	<u>Macroeconomics</u>	(3)
ECON/HADM 321	<u>Health Care Economics</u>	(3)
ECON 385	<u>Money, Banking, and Canadian Financial Institutions</u>	(3)
ENVS	<u>All courses</u>	
GEOG 302	<u>The Canadian North</u>	(3)
GEOG 311	<u>Canadian Urban Development</u>	(3)

GLST/INTR 395	<u>Political Economy of Development: People, Processes, and Policies</u>	(3)
GLST 483	<u>International Political Economy: The Politics of Globalization</u>	(3)
GOVN	<u>All courses</u>	
HADM	<u>All courses</u>	
HERM	<u>All courses</u>	
HIST 330	<u>Social History of Canada: European Contact to Early Industrialization</u>	(3)
HIST 331	<u>Social History of Canada: Early Industrialization to Contemporary Canada</u>	(3)
HSRV 311	<u>Practice and Policy in the Human Services</u>	(3)
HSRV 322	<u>Ideology and Policy Evolution</u>	(3)
INST	<u>All courses at the 300/400 level</u>	
LBST	<u>All courses</u>	
LGST 390	<u>Women, Equality and the Law</u>	(3)
POEC	<u>All courses</u>	
POLI	<u>All courses</u>	
PSYC 340	<u>Introduction to Applied Social</u>	(3)

	<u>Psychology</u>	
SOCI 321	<u>Sociology of Work and Industry</u>	(3)
SOCI 345	<u>Women and Work in Canada</u>	(3)
SOCI 348	<u>Sociology of Environment and Health</u>	(3)
SOCI 380	<u>Canadian Ethnic Relations</u>	(3)
WGST	<u>All courses</u> *	

\*WGST/HSRV 421 and INP 911 are equivalent courses. Credit will not be given for both.

## **2. Law, Justice, and Policing**

---

Nine credits selected from the following. A maximum of six credits in any one of the following disciplines: CRJS and IDRL. All INP courses are taken online from Ryerson Polytechnic University.

INP 911	Advocacy and Governmental Relations	(3)
CMNS 311	<u>Mass Media and the Law</u>	(3)
CRJS	<u>All courses</u>	
GOVN 377	<u>Issues in Access to Information and Privacy Protection</u>	(3)
	<u>Global</u>	

GOVN/GLST/POLI 440	<u>Governance and Law</u>	(3)
HIST 336	<u>History of Canadian Labour</u>	(6)
HRMT 322	<u>Employment Law</u>	(3)
IDRL	<u>All courses</u>	
INST 426	<u>Aboriginal Government and Law</u>	(3)
LGST	<u>All courses</u>	
PHIL 335	<u>Biomedical Ethics</u>	(3)
PHIL 371	<u>Ethics, Science, Technology, and the Environment</u>	(3)
PHIL 375	<u>Philosophy of the Environment</u>	(3)
PSYC 395	<u>Forensic Psychology</u>	(3)
PSYC 435	<u>Abnormal Psychology</u>	(3)
SOCI 305	<u>Sociology and Crime</u>	(3)
SOCI 365	<u>Sociology of Deviance</u>	(3)
SOCI 381	<u>The Rich and the Rest: The Sociology of Wealth, Power, and Inequality</u>	(3)

WGST 422	<u>Violence Against Women: A Global Perspective</u>	(3)
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### **3. Management and Administrative Studies**

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Nine credits selected from the following. A maximum of six credits in any one of the following disciplines: ADMN, CMIS, ECON, HADM, HRMT, MGSC, MKTG, ORGB. All INP courses are taken online from Ryerson Polytechnic University.

ADMN	<u>All courses</u>	
INP 902	Program Evaluation (for Nonprofit Organizations)	(3)
INP 910	Strategic Planning (in Nonprofit Organizations)	(3)
INP 912	Marketing for Nonprofit Organizations	(3)
INP 913	Leading Through Change	(3)
INP 914	Diversity and Conflict Resolution	(3)
INP 915	Financial Management	(3)
CMIS	<u>All courses</u>	
	<u>Corporate</u>	

CMNS 380	<u>Communication</u>	(3)
COMM 243	<u>Interpersonal Communication</u>	(3)
COMM 277	<u>Group Communication</u>	(3)
ECON	<u>All courses</u>	
ENVS 305	<u>Environmental Impact Assessment</u>	(3)
ENTP 212	<u>Entrepreneurship</u>	(3)
GOVN 390/ POLI 392	<u>Public Policy and Administrative Governance</u>	(3)
GOVN/HSRV/POLI 400	<u>Governance and Leadership</u>	(3)
GOVN/POLI 405	<u>Innovative Public Management</u>	(3)
GOVN/GLST 450	<u>Public Budgeting and Financial Management in a Globalized World</u>	(3)
HRMT	<u>All courses</u>	
MGSC	<u>All courses</u>	
MKTG	<u>All courses</u>	
ORGB	<u>All courses</u>	
PSYC 405	<u>Creating a Working Alliance</u>	(3)
SOCI 300	<u>How Humans Organize: From Primary Groups to the World Wide Web</u>	(3)

SOSC 366                      Research                      (3)  
   Methods in the  
   Social Sciences

### OPTIONS (6 CREDITS)

---

6 credits from any discipline                      (6)

### **Notes:**

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Students are advised that they can take only 12 credits at the junior level. Preparatory courses cannot be taken for credit in the BPA-GLM program.

Students who wish to pursue employment in the federal civil service or foreign affairs are strongly encouraged to take French for their Option courses. Student interested in North American integration should take Spanish. Students interested in European governance should take German. Students interested in governance capacity building for First Nations communities should take Indigenous language courses.

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## Bachelor of Professional Arts

### Human Services Major

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Regulations amended, effective September 1, 2018.

The Bachelor of Professional Arts Human Services major is offered by Athabasca University's [Centre for Social Sciences](#).

The program responds to the career and professional needs of career practitioners in the human services fields of early childhood education, child and youth care, personal support services, and other closely related fields such as educational assistants and counsellors. The program complements the diploma programs offered at community colleges in Alberta and across Canada.

### Enrolment Routes

---

Post-Diploma (PD) Transfer

University Transfer (UT)

Prior Learning

### Enrolment Requirements

---

The BPA Human Services major is available to:

<b>Professional Arts, General Regulations</b>	<p>graduates of an approved two-year human services related diploma;</p> <p>graduates of a previous undergraduate university degree in an unrelated discipline (with at least one year of professional practice relevant to the Human Services major); or,</p> <p>students with a minimum of two years of university-level coursework (with at least one year of professional practice relevant to the Human Services major).</p>
<b>Common Core</b>	
<b>Communication Studies Major</b>	
<b>Criminal Justice Major</b>	
<b>Governance, Law and Management Major</b>	<p>Coursework and credentials must have been obtained from a college, university or institute of technology approved by Athabasca University. Individuals who have questions about the eligibility of their previous education for admission are strongly encouraged to contact <a href="#">Advising Services</a>.</p>
<b>Human Services Major</b>	
<b>Science</b>	
<b>Architecture</b>	
<b>University Diploma</b>	
<b>University Certificate</b>	
<b>Certificate of Completion - English Language Proficiency Program</b>	
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## Program Planning

Students are strongly encouraged to plan an individualized program of study to

- consolidate and formalize their previous learning
- build on their existing knowledge
- broaden their knowledge base
- explore areas of interest, and
- prepare themselves for future education and career choices.

Plan your program of study carefully to ensure that you meet all of the degree requirements. A maximum of 12 credits may be completed at the 200 level including any 200-level courses in the required common core. You must also complete a minimum of 18 credits at the 400 level, including at least 9 credits in Human Services.\* If you need assistance,

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or for general information regarding the Human Services major, please contact the [program coordinator](#).

\* Note: [HSRV 489 – Capstone: A Synthesis of Program Learning Outcomes](#) may only be taken at the end of your program. All HSRV major required courses are prerequisites, therefore may not be taken concurrently with HSRV 489. A maximum of three 3-credit option/elective courses may be taken concurrently with HSRV 489 (12 credits in total) as the final courses to complete the degree.

## Prior Learning

---

Some students may qualify for

1. a maximum of 60 credits of [Prior Learning Assessment and Recognition \(PLAR\)](#) towards entry to this program, or,
2. a maximum of 30 credits may be awarded toward the remaining credits in the program.

To learn more about PLAR opportunities within the Human Services major, please contact your [program coordinator](#) or the [Centre for Learning Accreditation](#).

## Program Learning Outcomes

---

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Classroom Setting

---

In addition to completing this degree through online and distance learning, you may have the option to take courses for the Bachelor of Professional Arts (Human Services) in a classroom setting at other institutions. See [Partnerships and Student Recruitment](#) for more information.

### To Bachelor of Professional Arts General Requirements

Students must complete the following degree requirements within the Bachelor of Professional Arts program.

## Program Requirements

---

Students complete the program regulations in effect at the time of their enrolment.

Note that [HSRV 489 – Capstone: A Synthesis of Program Learning Outcomes](#) may only be taken at the end of the program. All HSRV major required courses are prerequisites, therefore may not be taken concurrently with HSRV 489. A maximum of three, 3-credit option/elective courses may be taken concurrently with HSRV 489 (12 credits in total) as the final courses to complete the degree.

## PROGRAM STRUCTURE

---

<u>Common Core</u> credits	12
Major Courses credits	33
Options credits	15
A minimum of 18 credits at the 400 level including at least 9 credits in Human	18

Services. HSRV 489 fulfills 3 of these credits.

Residency requirement. A minimum of 30 credits must be obtained through Athabasca University. 30

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

Maximum Prior Learning Assessment and Recognition credits  
\*see Prior Learning above  
up to 60 credits towards entry or up to 30 after entry

Maximum credits allowed in Business and Administrative Studies courses 15

## Human Services Major (33 credits)

---

Student must complete 15 credits in Required Courses and 18 additional credits selected from the list of Elective Courses.

### Required Courses (15 credits)

---

HSRV Social Work and Human Services 201 (3)

HSRV Critical Reflection for Practice 306 (3)

HSRV Practice and Policy in the

311 Human Services (3)

HSRV Ideology and Policy (3)  
322 Evolution

Capstone: A Synthesis of  
Program Learning  
Outcomes

HSRV 489\* Taken at the end of the HSRV degree studies, after all other courses in the BPA HSRV major degree have been completed. All HSRV major required courses are prerequisites, therefore may not be taken concurrently with HSRV 489. A maximum of three other 3-credit option/elective courses may be taken concurrently with HSRV 489 as the final courses to complete the degree. (3)

\* Professor approval required.

### Elective Courses (18 credits selected from the following)

---

All senior (300/400) level credits in:

Anthropology (ANTH)

Communication Studies (CMNS)

Criminal Justice (CRJS)

Educational Psychology (EDPY)

Education Studies (EDUC)

Governance (GOVN)

Health Administration (HADM)

Human Services (HSRV)

Indigenous Studies (INST)

Industrial Relations (IDRL)\*

Legal Studies (LGST)

Organizational Behavior (ORGB)\*

Political Economy (POEC)

Political Science (POLI)

Psychology (PSYC)

Social Science (SOSC)

Sociology (SOCI)

Women's and Gender Studies (WGST)

Note: Courses that are not in the disciplines above, but are cross-listed with them, will meet the elective requirements.

\* Courses in Industrial Relations and Organizational Behavior may not exceed a maximum of 15 credits in this degree. (See Program Structure, maximum in Business and Administrative Studies)

Eighteen credits must be completed at the 400 level. Students are advised to plan their program of study carefully to ensure that they meet all of the degree requirements.

## **Options (15 credits)**

---

Select 15 additional credits in any discipline at the senior (300/400) level.

**Notes:** Please ensure your course selection meets the general degree requirements, especially the requirements of completing 18 credits at the 400 level, including at least 9 credits in Human Services.

Contact Advising Services to ensure your course selection complies with the degree requirements. Use a program planner to record your selections and track your process.

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## Science

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Regulations effective September 1, 2018.

The Bachelor of Science is offered by Athabasca University's Centre for Science. This degree provides students with a general science education. Given the ever-increasing importance of science and technology, this degree will prepare students to cope with the science-based world of today and the increasing technological demands of the future. It will also prepare students for the challenges science presents to the modern world by including courses in scientific reasoning; the history of science; and ethics, science, technology, and the environment.

Students have the opportunity to complete courses that are transferable to pre-medicine, pre-dentistry, and pre-veterinary programs offered at other universities in Alberta and across Canada. Students should consult with the program advisors at the professional schools to ensure they are undertaking appropriate course patterns.

Bachelor of Science, 4-year

Bachelor of Science, Post Diploma, 4-year

### **Majors**

Applied Mathematics Major

Computing and Information

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**Science**

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**Bachelor of  
Science, 4-  
year**

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**Bachelor of  
Science, 4-  
year, Post  
Diploma**

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**Computing  
and  
Informations  
Systems  
Major, 4-year**

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**Applied  
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Major, 4-year**

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**Human  
Science  
Major, 4-year**

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Systems Major  
Human Science Major

## **Minors**

Applied Mathematics  
Architecture  
Biology  
Business Administration  
Computing  
Finance Management  
Game Design and Development  
Game Programming  
Geoscience  
Human Science  
Information Systems  
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# Bachelor of Science (4 years—120 credits)

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Regulations effective September 1, 2018.

Athabasca University's Faculty of Science and Technology (FST) Bachelor of Science (BSc) degree allows students to take the general program or select a major in Human Science, Computing and Information Systems, or Applied Mathematics. A selection of minors is also offered for student to enhance their knowledge on a specific area of study. Given the importance of science and technology, this degree will prepare student to excel in the science-based world of today and meet the increasing technological demands of the future.

Graduate of the BSc program will have gained the technical, analytical, and critical thinking skills to be able to further their education. The four-year BSc is transferable towards medicine, dentistry,, and veterinary programs at other Canadian and international institutions. Student intending to go onto graduate studies should contact the institution they would like to attend to ensure all entrance requirements are met.

The Faculty of Science and Technology also offers a [BSc Major in Architecture](#) program, a way to study architecture as

**Professional Arts, General Regulations**

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**Science**

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**Bachelor of Science, 4-year**

**Bachelor of Science, 4-year, Post Diploma**

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**Computing and Informations Systems Major, 4-year**

---

**Applied Mathematics Major, 4-year**

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**Human Science Major, 4-year**

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**Archived Program Regulations**

general interest or in preparation for a Masters of Architecture program, (and licensure as an architect).

## Second Undergraduate Degree

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Students who hold a recognized first degree and who wish to obtain an AU undergraduate degree in a different subject area, must apply under the second undergraduate degree regulations. These students may transfer in up to 50 per cent (60 credits) into the four-year degree program, based on course work in the first degree that is applicable. Preparatory (100 level) credits cannot be used to fulfill the requirements of a second undergraduate degree.

## Majors and Minors

---

While students may decide to graduate with a BSc in general science (without a specific area of focus), they may have the option of selecting a major, or a major and a minor, at the time of enrolment in the BSc program. BSc major are available in:

[Applied Mathematics](#)

[Computing and Information Systems](#)

[Human Science](#)

Students may also select from the following minors:

[Applied Mathematics](#)

[Computing](#)

[Information Systems](#)

[Human Science](#)

[Biology](#)

[Geoscience](#)

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[Business Administration](#)

It is highly recommended that students consult an AU program advisor before changing majors or minors.

## Double Majors

---

For student in the BSc program wishing to combine two majors, all requirements of both majors must be fulfilled. The choice of major may restrict course selection or require the completion of more than 120 credits. Those considering a double major should consult an AU program advisor for assistance.

## Program Plans

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[Online program plans](#) assist students in selecting the courses needed to fulfill their program requirements. Counselling Services offers an assessment website, [Mapping Your Future](#). AU has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Program Requirements

---

Students complete the program regulations in effect at the time of their enrolment.

Total credits in the program 120

## **Minimum Credits Required**

---

Senior (300 or 400) level 72

Science credits 72

In the major (if selected)

\*Refer to the specific requirements of the major for exact credits. 42\*

In the major through Athabasca University 15

In the minor (if selected)

\*Refer to the specific requirements of the minor for exact credits. 21\*

In the minor through Athabasca University 9

Senior Science credits (300 and 400 level) 45

Senior Science credits at 400 level 15

Social Science credits 6

Residency requirement. A minimum of 30 credits must be obtained through Athabasca University 30

Graduation with Distinction or

Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

## Maximum Credits Allowed

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In any one Science discipline	72
Senior project credits (495/496)	12
At the preparatory (100) level	6
Maximum Prior Learning Assessment and Recognition (PLAR) credits	30

## Core Course Requirements

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MATH 215	<u>Introduction to Statistics</u> <b>or</b>	(3)
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MATH 216	<u>Computer-oriented Approach to Statistics</u>	
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MATH 265*	<u>Introduction to Calculus I</u>  *(When selecting the CIS major or a computing-related minor, MATH 265 may be replaced with MATH 270.)	(3)
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COMP 200*	<u>Introduction to Computing and Information Systems</u>  * (COMP 200 is required for students selecting the CIS major or a computing-	(3)
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related minor.)

**or**

COMP 210	<u>Introduction to Information Systems and Computer Applications</u>	
SCIE 326	<u>Scientific Reasoning</u>	(3)
SCIE 480	<u>Research Methods in Science</u>	
	<b>or</b>	(3)
COMP 494	<u>Research Methods</u>	
PHIL 333	<u>Professional Ethics</u>	
	<b>or</b>	(3)
PHIL 371	<u>Ethics, Science, Technology, and the Environment</u>	
ENGL 255	<u>Introductory Composition</u> (see below)	(3)

## **English Writing Skills Requirement**

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Students are strongly encouraged to register in ENGL 255 early in their program. Students will be exempted\* from the English Writing Skills Requirement (ENGL 255) who have met one of the following criteria:

have a grade of B- (70 per cent) or better in an Athabasca University English course above the preparatory

(100) level;

**or**

received credit for an English course in which a grade of B- or better was achieved.

\*Note: the exemption must be replaced with a 3-credit course in any discipline at the junior/senior (200 to 400) level.

## **Additional Program Regulations**

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1. Athabasca University may grant transfer credit for individual computer science courses that were completed more than five years ago and/or Science that are over 10 years old if proof of currency in the field is provided in the form of a current resumé and letter(s) of employment. Other evidence may be accepted if the letter and the resumé cannot be supplied. Visit [Transfer Credit Services](#) for more information on transferring credit towards the BSc program.
2. Students holding a computing-related diploma from an approved college or technical institute that is more than five years old may be admitted to the BSc PD program if a current resumé and letter from their supervisor/employer provide evidence of currency in the field since the diploma was awarded.
3. Students holding a science-related diploma from an approved college or technical institute that is more than 10 years old may be admitted to the BSc PD program if a current resumé and letter from their supervisor/employer provide evidence of currency in the

- field since the diploma was awarded.
4. An individual course can only be used to fulfill one requirement in the program. For example, no course can be used to complete the specific requirements of both the major and the minor. Also, a course that fulfills the BSc program general requirements cannot be used to satisfy the specific requirements of either the major or the minor.

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## Bachelor of Science (Post Diploma) (4 years—120 credits)

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Regulations effective September 1, 2018.

The Bachelor of Science (Post Diploma) program (BSC PD) allows students presenting a two- or three-year Science- or Computing-related diploma who wish to pursue a university degree to further their career and/or academic studies.

Graduates of the BSc PD program will have gained the technical, analytical, and critical thinking skills to be able to further their education. The BSc PD program also allows students to transfer their undergraduate degree towards medicine, dentistry, and veterinary programs at other Canadian and international institutions. Students intending to go on to graduate studies should contact the institution they would like to attend to ensure all entrance requirements are met.

The Faculty of Science and Technology offers two routes within the post diploma:

1. Major and minor route: For students in this route, those holding a two- or three-year science or computing-related diploma from an accredited college or technical institute may receive a minimum of a block of 30

<b>Professional Arts, General Regulations</b>	credits. Depending on the content of the diploma, up to a maximum of 60 credits may be transferred toward the BSc PD program.
<b>Science</b>	
<b>Bachelor of Science, 4-year</b>	2. Without a major or minor route: For students in this route, those holding a two- or three-year science or computing-related diploma from an accredited college or technical institute may receive a minimum of a block of 30 credits, students may also receive a block of 30 plus individual transfer credit up to a maximum of 60. Some diplomas may qualify for a block of 60 credits depending on the content of the diploma.
<b>Bachelor of Science, 4-year, Post Diploma</b>	
<b>Computing and Informations Systems Major, 4-year</b>	
<b>Applied Mathematics Major, 4-year</b>	
<b>Human Science Major, 4-year</b>	
<b>Bachelor of Science Minors</b>	
<b>Architecture</b>	
<b>University Diploma</b>	
<b>University Certificate</b>	
<b>Certificate of Completion - English Language Proficiency Program</b>	
<b>Archived Program Regulations</b>	

Note: Please refer to the required timelines in [Additional Regulations](#) at the bottom of this page. If your diploma is outside the time limits, please submit proof of currency as soon as possible. Not providing this documentation will hold up the evaluation process.

## Majors and Minors

Students have the option to select a major, or a major and a minor, at the time of enrollment in the BSc PD program. A student may also decide to graduate with a BSc PD in general science without a specific area of focus. BSc majors are available in:

- [Applied Mathematics](#)
- [Computing and Information Systems](#)
- [Human Science](#)

Students may also select from the following minors:

- [Applied Mathematics](#)
- [Computing](#)
- [Information Systems](#)

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[Business Administration](#)

It is highly recommended that students consult an AU program advisor before changing majors or minors.

## Program Plans

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Our [online program plans](#) assist students in selecting the courses needed to fulfill their program requirements. Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Program Requirements

---

Students complete the program regulations in effect at the time of their enrolment.

# BSC PD PROGRAM REQUIREMENTS FOR THE 30- CREDIT BLOCK ADMISSION

---

Total credits in the program	120
Approved college or technical diploma receives	
* (Depending on the courses taken in the diploma, the student may receive additional credits not exceeding a total of 60 credits.)	30*

## Minimum Credits Required

---

Senior credits (300 or 400 level)	45
<u>Science</u> credits	60
In the major (if selected)	
*Refer to the specific requirements of the major for exact credits.	42*
In the major through Athabasca University	15
In the minor (if selected)	
*Refer to the specific requirements of the minor for exact credits.	21*
In the minor through Athabasca University	9
Senior Science credits (300 and 400 level)	36
Senior Science credits at 400 level	12
Residency requirement. A minimum of 30 credits must be	30

obtained through Athabasca University.

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered. 24

## Maximum Credits Allowed

---

At the preparatory (100) level	0
In any one Science discipline	72
Senior project credits (495/496 courses)	12
Maximum Prior Learning Assessment and Recognition (PLAR) credits	30

## Core Course Requirements

---

MATH Introduction to Statistics  
215 **or** (3)

MATH Computer-Oriented  
216 Approach to Statistics

Introduction to Calculus I  
MATH \* (When selecting the CIS  
265\* major or a computing- (3)  
related minor MATH 265  
may be replaced with  
MATH 270.)

Introduction to  
Computing and  
Information Systems

COMP 200\* \* (COMP 200 is required for students selecting the CIS major or a computer-related minor.) (3)

**or**

COMP 210 Introduction to Information Systems and Computer Applications

SCIE 326 Scientific Reasoning (3)

SCIE 480 Research Methods in Science  
**or** (3)

COMP 494 Research Methods

PHIL 333 Professional Ethics  
**or** (3)

PHIL 371 Ethics, Science, Technology, and the Environment

ENGL 255 Introductory Composition (3)  
(see below)

## BSC PD PROGRAM REQUIREMENTS FOR THE 60- CREDIT BLOCK ADMISSION

---

Total credits in the program	120
Approved college or technical diploma receives	60

### **Minimum Credits Required**

---

Senior credits (300 or 400 level)	45
<u>Science</u> credits	51
Senior Science credits (300 and 400 level)	42
Senior Science credits at 400 level	12
Residency requirement. A minimum of 30 credits must be obtained through Athabasca University.	30
Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through Athabasca University in order to be considered.	24

### **Maximum Credits Allowed**

---

At the preparatory (100) level	0
Senior project credits (495/496 courses)	12
Maximum Prior Learning Assessment and Recognition ( <u>PLAR</u> ) credits	30

## Core Course Requirements

---

MATH 215	<u>Introduction to Statistics</u> <b>or</b>	(3)
MATH 216	<u>Computer-Oriented Approach to Statistics</u>	
MATH 265	<u>Introduction to Calculus I</u> <b>or</b>	(3)
MATH 270	<u>Linear Algebra</u>	
SCIE 326	<u>Scientific Reasoning</u>	(3)
SCIE 480	<u>Research Methods in Science</u> <b>or</b>	(3)
COMP 494	<u>Research Methods</u>	
PHIL 333	<u>Professional Ethics</u> <b>or</b>	(3)
PHIL 371	<u>Ethics, Science, Technology, and the Environment</u>	
ENGL 255	<u>Introductory Composition</u> (see below)	(3)

## \*English Writing Skills Requirement

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Students are strongly encouraged to register in ENGL 255 early in their program. Students will be exempted\*\* from the English Writing Skills Requirement (ENGL 255) if they have met one of the following criteria:

have a grade of B- (70 per cent) or better in an Athabasca University English course above the preparatory (100) level;

**or**

receive credit for an English course in which a grade of B- or better was achieved.

\*\* Note: The exemption must be replaced with a 3-credit course in any discipline at the junior/senior (200 to 400) level.

## Additional Program Regulations

---

1. Athabasca University may grant transfer credit for individual computer science courses that were completed more than 5 years ago and/or Science courses that are over 10 years old if proof of currency in the field is provided in the form of a current resumé and letter(s) of employment. Other evidence may be accepted if the letter and the resumé cannot be supplied. Visit Transfer Credit Services for more information regarding transfer credit towards the BSc program.
2. Students holding a computing-related

diploma from an approved college or technical institute that is more than 5 years old may gain admission to the BSc PD program if a current resumé and letter from their supervisor/employer provide evidence of currency in the field since the diploma was awarded.

3. Students holding a science-related diploma from an approved college or technical institute that is more than 10 years old may gain admission from the BSc PD program if a current resumé and letter from their supervisor/employer provide evidence of currency in the field since the diploma was awarded.
4. An individual course can only be used to fulfill one requirement in the program. For example, no course can be used to complete the specific requirements of both the major and the minor. Also, a course that fulfills the BSc program general requirements cannot be used to satisfy the specific requirements of either the major or the minor.
5. Preparatory (100 level) courses cannot be used to fulfill the requirements of the Post Diploma program.

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# Bachelor of Science Computing and Information Systems Major

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Regulations effective September 1, 2018.

The Computing and Information Systems Major is designed for students who wish to develop and use computer-based systems in business, education, and other fields that require the processing, utilization, and management of information. Students will gain the requisite knowledge and skills in the analysis, design, and implementation of computer-based information systems for various organizations.

Students complete the program regulations in effect at the time of their enrolment.

## Learning Outcomes

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AU has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

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year, Post  
Diploma

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Computing  
and  
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# COMPUTING AND INFORMATION SYSTEMS MAJOR – SPECIFIC REQUIREMENTS

---

In addition to the [BSc program general requirements](#), a major in Computing and Information Systems involves the completion of 45 credits of core and elective courses.

The Computing and Information Systems major cannot be combined with the [Computing minor](#) or the [Information Systems minor](#).

## Core Courses **24 credits**

---

COMP 268 [Introduction to Computer Programming \(Java\)](#) (3)

COMP 272 [Data Structures and Algorithms](#) (3)

COMP 314 [Operating Systems](#) (3)

COMP 347 [Computer Networks](#) (3)

COMP 361 [Systems Analysis and Design](#) (3)

COMP 378 [Introduction to Database Management](#) (3)

COMP 482 [Human Computer Interaction](#) (3)

[Computer and](#)

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COMP [Information Systems Projects I](#) (3)  
495

**Elective Courses** **21 credits**

Students complete a minimum of 21 credits selected from the Computer Science ([COMP](#)) discipline. All 21 credits must be at the senior (300 or higher) level.

Up to three Athabasca University graduate-level computing courses can be taken to fulfill senior-level [COMP](#) electives. The courses are paced and have specific start dates. Please refer to the [Graduate Academic Schedule](#) for registration deadlines. Some graduate courses are excluded and priority is given to graduate students. If the graduate-level credit is used to fulfill a Bachelor of Science Major in Computing and Information Systems requirement, it cannot be applied to another undergraduate or graduate degree. Please note that the fees for graduate-level courses differ from that of an undergraduate course. To register in a graduate-level course, please complete the printable [undergraduate course registration form](#), and email it to [fst\\_grad\\_success@athabascau.ca](mailto:fst_grad_success@athabascau.ca).

**Recommended Options**

The following courses are recommended options for CIS major students enrolled in the 4-year BSc program:

ADMN 233	<u>Writing in Organizations</u>	(3)
ORGB 364	<u>Organizational Behaviour</u>	(3)
PHIL 252	<u>Critical Thinking</u>	(3)
MGSC 405	<u>Quantitative Approaches to Decision Making</u>	(3)
MATH 309	<u>Discrete Mathematics</u>	(3)

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## Bachelor of Science Applied Mathematics Major

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Regulations effective September 1, 2018.

The Bachelor of Science in Applied Mathematics is designed to help students develop a relatively wide range of applied mathematical skills which have direct applications in fields such as scientific and medical research, computer science, finance, engineering, and other math-related disciplines.

This major fosters innovative thinking toward solving scientific, environmental, and sociological issues using mathematical methods, and aims to provide deeper understanding and alternative perspectives on problems in math-related interdisciplinary fields. It's ultimate goal is to lay a foundation of research skills for undergraduate students to apply in real-world situations and contribute to the betterment of society.

Students complete the program regulations in effect at the time of their enrolment.

## Learning Outcomes

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**Professional Arts, General Regulations**

AU has also developed program learning outcomes that describe the career options that may be available to you upon graduating.

**Science**

**Bachelor of Science, 4-year**

## APPLIED MATHEMATICS – SPECIFIC REQUIREMENTS

**Bachelor of Science, 4-year, Post Diploma**

In addition to the BSc program general requirements, a major in Applied Mathematics involves the completion of 42 credits of core and elective courses.

**Computing and Informations Systems Major, 4-year**

The Applied Mathematics major cannot be combined with the Applied Mathematics minor.

**Applied Mathematics Major, 4-year**

**Human Science Major, 4-year**

**Core Courses** 33 credits

**Bachelor of Science Minors**

MATH 270 Linear Algebra I (3)

**Architecture**

MATH 266 Introduction to Calculus II (3)

**University Diploma**

MATH 271 Linear Algebra II (3)

**University Certificate**

MATH 309 Discrete Mathematics (3)

**Certificate of Completion - English Language Proficiency Program**

MATH 315 Methods in Applied Statistics (3)

**Archived Program Regulations**

MATH 365 Multivariable Calculus (3)

MATH 366 Complex Variables I (3)

Undergraduate Courses	MATH 376	<u>Ordinary Differential Equations</u>	(3)
Examinations and Grades	MATH 476	<u>Partial Differential Equations</u>	(3)
Undergraduate Fees and Refunds	MATH 480	<u>Mathematic Modeling I</u>	(3)
	MATH 495	<u>Mathematics Projects I</u>	(3)
Faculty	<b>Elective Courses</b>		9
Student Code of Conduct and Right to Appeals Regulations			credits
Glossary	Students complete a minimum of 9 credits selected from the Mathematics ( <u>MATH</u> ) discipline. A minimum of 6 credits must be at a senior (300 or higher) level.		
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## Bachelor of Science Human Science Major

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Regulations effective September 1, 2018.

The Human Science major is designed for individuals who wish to pursue careers in the life sciences, including professional designations in medicine and related disciplines, research in biology and human sciences, or other health-related careers. Students will be able to customize their area of interest by completing course in electives in human biology and health as well as other disciplines.

### Learning Outcomes

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AU has also developed program learning outcomes that describe the career options that may be available to you upon graduating.

### HUMAN SCIENCE MAJOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirements, a major in Human Science involves the completion of 45 credits of core and elective courses.

<b>Professional Arts, General Regulations</b>	The Human Science major cannot be combined with the <u>Biology minor</u> or the <u>Human Science minor</u> .		
<b>Science</b>	<b>Core Courses</b>		<b>21 credits</b>
<b>Bachelor of Science, 4-year</b>	BIOL 204	<u>Principles of Biology I</u> (lab component)	(3)
<b>Bachelor of Science, 4-year, Post Diploma</b>	BIOL 207	<u>Principles of Biology II</u> (lab component)	(3)
<b>Computing and Informations Systems Major, 4-year</b>	BIOL 230	<u>Human Physiology</u> (lab component) <b>or</b>	6
<b>Applied Mathematics Major, 4-year</b>	BIOL 235	<u>Human Anatomy and Physiology</u>	
<b>Human Science Major, 4-year</b>	HLST 200	<u>Introduction to Human Health I</u>	(3)
<b>Bachelor of Science Minors</b>	BIOL 341	<u>Human Genetics</u>	(3)
	BIOL 401	<u>Cell Biology</u>	(3)
<b>Architecture</b>	<b>Elective Courses</b>		<b>24 credits</b>
<b>University Diploma</b>	Students complete a minimum of 24 credits selected from the list of courses below. All 24 credits must be at the senior (300 to higher) level. A minimum of 6 credits must include science lab components. Courses that are not listed here but which are easily demonstrated to have mainly Human Science content may be considered towards the elective credit requirements.		
<b>University Certificate</b>			
<b>Certificate of Completion - English Language Proficiency Program</b>			
<b>Archived Program Regulations</b>	BIOL	<u>Biology of Human</u>	

Undergraduate Courses	310	<u>Sexuality</u>	(3)
Examinations and Grades	BIOL 320	<u>Comparative Anatomy of the Vertebrates</u> (lab component)	(3)
Undergraduate Fees and Refunds	BIOL 325	<u>Introductory Microbiology</u>	(3)
Faculty	BIOL 345	<u>Ecology</u> (lab component)	(3)
Student Code of Conduct and Right to Appeals Regulations	BIOL 480	<u>Immunology</u> (lab component)	(3)
	BIOL 495	<u>Biology Projects I</u>	(3)
Glossary	BIOL 496	<u>Biology Projects II</u>	(3)
Site Map	CHEM 301	<u>Introduction to Biochemistry</u>	(3)
Search Undergraduate Calendar	CHEM 350	<u>Organic Chemistry I</u> (lab component)	(3)
	CHEM 360	<u>Organic Chemistry II</u> (lab component)	(3)
	CHEM 495	<u>Chemistry Projects I</u>	(3)
	CHEM 496	<u>Chemistry Projects II</u>	(3)
	NUTR 330	<u>Introductory Nutrition</u> <b>or</b>	(3)
	NUTR 331	<u>Nutrition for Health</u>	
	NUTR 405	<u>Nutrition for Health and Disease</u>	(3)

NUTR 406	<u>Modern Concepts in Nutrition</u>	(3)
NUTR 495	<u>Nutrition Projects I</u>	(3)
NUTR 496	<u>Nutrition Projects II</u>	(3)
HADM 336	<u>Community Health Planning</u>	(3)
HADM 379	<u>Introduction to Epidemiology</u>	(3)
HLST 301	<u>Complementary and Alternative Therapies</u>	(3)
PSYC 355	<u>Cognitive Psychology</u>	(3)
PSYC 402	<u>Biological Psychology</u>	(3)

## Recommended Options

---

As the following courses are pre-requisites to some electives, they are recommended options for students in the Human Science major.

CHEM 217	<u>Chemical Principles I</u> (lab component)	(3)
CHEM 218	<u>Chemical Principles II</u> (lab component)	(3)

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## Bachelor of Science Minors

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Regulations effective September 1, 2018.

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[Architecture](#)

[Biology](#)

[Business Administration](#)

[Computing](#)

[Finance Management](#)

[Game Design and Development](#)

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## Bachelor of Science Applied Mathematics Minor

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Regulations effective September 1, 2018.

A BSc with a minor in Applied Mathematics at Athabasca University is designed to expose students with a wide range of mathematics topics aimed at developing skills that can be directly applied in fields such as computer science, finance, biology, engineering, and other math-related disciplines.

### APPLIED MATHEMATICS MINOR – SPECIFIC REQUIREMENTS

---

In addition to the BSc program general requirements and the specific requirements of the major, a minor in Applied Mathematics involves the completion of 21 credits of core and elective courses.

#### **Core Courses** **9 credits**

---

MATH	<u>Introduction to</u>	(3)
266	<u>Calculus II</u>	

**Professional  
Arts, General  
Regulations**

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MATH 270     Linear Algebra I     (3)

**Science**

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MATH 271     Linear Algebra II     (3)

**Bachelor of  
Science, 4-  
year**

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**Elective Courses**     **12  
credits**

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**Bachelor of  
Science, 4-  
year, Post  
Diploma**

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Students complete a minimum of 12 credits selected from the Mathematics (MATH) discipline. A minimum of 6 credits must be at the senior (300 or higher) level.

**Computing  
and  
Informations  
Systems  
Major, 4-year**

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**Applied  
Mathematics  
Major, 4-year**

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*Updated July 24 2018 by laurab*

**Human  
Science  
Major, 4-year**

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**Bachelor of  
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**Applied  
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## Bachelor of Science Architecture Minor

Regulations effective September 1, 2018.

The BSc minor in Architecture provides undergraduates with an opportunity to explore the discipline of Architecture. Students will experience design studios along with history, theory, and building science courses—all with an emphasis on sustainability.

### ARCHITECTURE MINOR – SPECIFIC REQUIREMENTS

In addition to the BSc program general requirements and the specific requirements of the major, a minor in Architecture involves the completion of 24 credits of core courses.

Core Courses		<b>24 credits</b>
ARCH 200	<u>History of Ideas in Architecture I</u>	(3)
ADST 200	<u>Foundations of Design I</u>	(3)
APST 215	<u>Introduction to Graphic Representation</u>	(3)
ADST 205	<u>Foundations of Design II</u>	(3)
APST	<u>Materials, Properties, and Applications</u>	(3)

<b>Professional Arts, General Regulations</b>	230		
	APST 240	<u>Introduction to Structures</u>	(3)
<b>Science</b>			
	APST 470	<u>Building Envelope and Assemblies</u>	(3)
<b>Bachelor of Science, 4-year</b>			
	APST 480	<u>Mechanical Equipment of Buildings</u>	(3)
<b>Bachelor of Science, 4-year, Post Diploma</b>		Please note: students interested in a major in Architecture should review the program regulations for the <u>Bachelor of Science in Architecture</u> program.	
<b>Computing and Informations Systems Major, 4-year</b>		<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>	
<b>Applied Mathematics Major, 4-year</b>		<i>Updated July 24 2018 by laurab</i>	
<b>Human Science Major, 4-year</b>			
<b>Bachelor of Science Minors</b>			
<b>Applied Mathematics Minor</b>			
<b>Architecture Minor</b>			
<b>Biology Minor</b>			
<b>Business Administration Minor</b>			
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## Bachelor of Science Biology Minor

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Regulations effective September 1, 2018.

The minor in Biology at Athabasca University offers a comprehensive program of study and training in the biological science. It is designed to provide a broad background in biology while allowing students significant flexibility in choosing courses of interest. Students will be exposed to the fundamental principles of biology, including studies of the structure, organization, and diversity of life. This minor is intended to provide additional qualifications in science-related careers that require an understanding and appreciation of the life sciences, or preparation for graduate work in biology.

### BIOLOGY MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirements and the specific requirements of the major, a minor on Biology involves the completion of 24 credit of core and electives courses. The Biology minor cannot be combined with the Human Science major.

Professional Arts, General Regulations	<b>Core Courses</b>	<b>6 credits</b>
<b>Science</b>	BIOL <u>Principles of Biology I</u> 204 (lab component)	(3)
<b>Bachelor of Science, 4-year</b>	BIOL <u>Principles of Biology IIB</u> (home lab version) 205	
<b>Bachelor of Science, 4-year, Post Diploma</b>	<b>or</b>	(3)
	BIOL <u>Principles of Biology II</u> 207 (lab component)	
<b>Computing and Informations Systems Major, 4-year</b>	<b>Elective Courses</b>	<b>18 credits</b>
<b>Applied Mathematics Major, 4-year</b>	Students complete a minimum of 18 credits chosen from the Biology ( <u>BIOL</u> ) discipline. A minimum of 6 credits must be at the senior (300 or higher) level.	
<b>Human Science Major, 4-year</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>	
<b>Bachelor of Science Minors</b>	<i>Updated July 24 2018 by laurab</i>	
<b>Applied Mathematics Minor</b>		
<b>Architecture Minor</b>		
<b>Biology Minor</b>		
<b>Business Administration Minor</b>		
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## Bachelor of Science Business Administration Minor

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Regulations effective September 1, 2018.

The Business Administration minor is designed to complement a student's choice of major. This minor enables a basic grasp of management theory and of technically-based skills in the core business areas of Accounting, Management Science, and Marketing. It will provide students with the relevant skills to enter their chosen career.

### BUSINESS ADMINISTRATION MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirements and the specific requirements of the major, a minor in Business Administration involves the completion of 24 credits of core and elective courses.

**Core Courses** **18  
credits**

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ADMN Introduction to (3)

<b>Professional Arts, General Regulations</b>	232	<u>Management</u>	
		<u>Accounting for Managers</u>	
<b>Science</b>	ACCT 250		
<b>Bachelor of Science, 4-year</b>		<b>or</b>	<b>(3)</b>
	ACCT 253	<u>Introductory Financial Accounting</u>	
<b>Bachelor of Science, 4-year, Post Diploma</b>	MKTG 396	<u>Introduction to Marketing</u>	<b>(3)</b>
<b>Computing and Informations Systems Major, 4-year</b>	MGSC 368	<u>Introduction to Production and Operations Management</u>	<b>(3)</b>
<b>Applied Mathematics Major, 4-year</b>	MGSC 369	<u>Service Operations Management</u>	<b>(3)</b>
<b>Human Science Major, 4-year</b>	MGSC 418	<u>Supply Chain Management</u>	<b>(3)</b>
	<b>Elective Courses</b>		<b>6 credits</b>
<b>Bachelor of Science Minors</b>		Students complete a minimum of 6 credits chosen from the <u>Business and Administrative</u> area of study at a junior or senior level.	
<b>Applied Mathematics Minor</b>			
<b>Architecture Minor</b>			
<b>Biology Minor</b>			
<b>Business Administration Minor</b>			
<b>Computing Minor</b>			
<b>Finance</b>			

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## Bachelor of Science Computing Minor

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Regulations effective September 1, 2018.

The minor in Computing is intended for students with an interest in computer programming and application development. It provides foundations in the skills, techniques and technologies used to build digital tools and applications, offering the opportunity to develop skills in programming, data management, systems analysis, and interaction design. Students may elect to explore other important areas of computing such as operating systems and networking should they wish, leading to a solid background in computer science.

### COMPUTING MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirements and the specific requirements of the major, a minor in Computing involves the completion of 24 credits of core and elective courses.

**Core Courses**

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**15  
credits**

<b>Professional Arts, General Regulations</b>	COMP 206	<u>Introduction to Computer Programming (C++)</u>	
<b>Science</b>		<b>or</b>	(3)
<b>Bachelor of Science, 4-year</b>	COMP 268	<u>Introduction to Computer Programming (Java)</u>	
<b>Bachelor of Science, 4-year, Post Diploma</b>	COMP 214	<u>Interactive Technologies</u>	(3)
<b>Computing and Informations Systems Major, 4-year</b>	COMP 272	<u>Data Structures and Algorithms</u>	(3)
	COMP 361	<u>Systems Analysis and Design</u>	(3)
<b>Applied Mathematics Major, 4-year</b>	COMP 378	<u>Introduction to Database Management</u>	(3)

**Elective Courses** **9 credits**

Students complete a minimum of 9 credits selected from the Computer Science (COMP) discipline at a junior or senior level.

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- Human Science Major, 4-year**

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- Bachelor of Science Minors**

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- Applied Mathematics Minor**

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- Architecture Minor**

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- Biology Minor**

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## Bachelor of Science Finance Management Minor

Regulations effective September 1, 2018.

Student who choose the minor in Finance Management will graduate with a basic grasp of the theory behind Management and Economics disciplines as well as the technically-based skills used in the core business areas of accounting and finance.

### FINANCE MANAGEMENT MINOR – SPECIFIC REQUIREMENTS

In addition to the BSc program general requirements and the specific requirement of the major, a minor in Finance Management involves the completion of 24 credits of core and elective courses.

Core Courses		<b>18 credits</b>
ADMN 232	<u>Introduction to Management</u>	(3)
ECON	<u>Microeconomics</u>	(3)

<b>Professional Arts, General Regulations</b>	247		
	ECON 248	<u>Macroeconomics</u>	(3)
<b>Science</b>			
<b>Bachelor of Science, 4-year</b>	ACCT 250	<u>Accounting for Managers</u>	
		<b>or</b>	(3)
<b>Bachelor of Science, 4-year, Post Diploma</b>	ACCT 253	<u>Introductory Financial Accounting</u>	
<b>Computing and Informations Systems Major, 4-year</b>	FNCE 370	<u>Overview of Corporate Finance</u>	(3)
	FNCE 401	<u>Investments</u>	
		<b>or</b>	(3)
<b>Applied Mathematics Major, 4-year</b>	FNCE 403	<u>Risk Management</u>	
<b>Human Science Major, 4-year</b>	<b>Elective Courses</b>		<b>6 credits</b>
<b>Bachelor of Science Minors</b>	Students complete a minimum of 6 credits chosen from the Finance ( <u>FNCE</u> ), Economics ( <u>ECON</u> ), or Accounting ( <u>ACCT</u> ) disciplines at a junior or senior level.		
<b>Applied Mathematics Minor</b>			
<b>Architecture Minor</b>			
<b>Biology Minor</b>			
<b>Business Administration Minor</b>	<i>Updated July 24 2018 by laurab</i>		
<b>Computing Minor</b>			
<b>Finance</b>			

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## Bachelor of Science Game Design and Development Minor

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Regulations effective September 1, 2018.

The Game Design and Development minor is aimed at those interested in the computer gaming industry and related fields. While offering some programming, the minor focuses mainly on the broader game design process. It provides opportunities to gain practical and creative skills in developing stories, designs and systems as part of a games development team, or in creating small games, and game-like, or gamified applications.

Note: Those looking to gain their programming and computing skills needed to develop complex video games should instead consider the more technically-focused [Game Programming minor](#) instead.

### GAME DESIGN AND DEVELOPMENT MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirements and the specific requirements of the major, a minor in

<b>Professional Arts, General Regulations</b>	Game Design and Development involves the completion of 24 credits of core and elective courses.	
<b>Science</b>	<b>Core Courses</b>	<b>15 credits</b>
<b>Bachelor of Science, 4-year</b>	COMP 230	<u>Storyboard Design and Development</u> (3)
<b>Bachelor of Science, 4-year, Post Diploma</b>	COMP 282	<u>Social Aspects of Games, Leisure, and Entertainment</u> (3)
<b>Computing and Informations Systems Major, 4-year</b>	COMP 283	<u>Effective Use of Myths and Facts in Computer Games</u> (3)
<b>Applied Mathematics Major, 4-year</b>	COMP 318	<u>Introduction to Game Design and Development</u> (3)
<b>Human Science Major, 4-year</b>	COMP 486	<u>Mobile and Internet Game Development</u> (3)
<b>Bachelor of Science Minors</b>	<b>Elective Courses</b>	<b>9 credits</b>
<b>Applied Mathematics Minor</b>	Students complete a minimum of 9 credits from the list of courses below:	
<b>Architecture Minor</b>	COMP 206	<u>Introduction to Computer Programming (C++)</u> (3)
<b>Biology Minor</b>	COMP 268	<u>Introduction to Computer Programming (Java)</u> (3)
<b>Business Administration Minor</b>	COMP 306	<u>C++ for Programmers</u> (3)
<b>Computing Minor</b>	COMP 214	<u>Interactive Technologies</u> (3)
<b>Finance</b>	COMP 266	<u>Introduction to Web Programming</u> (3)

<b>Management Minor</b>	COMP 272	<u>Data Structures and Algorithms</u>	(3)
<b>Game Design and Development Minor</b>	COMP 308	<u>Distributed Computing</u>	(3)
<b>Game Programming Minor</b>	COMP 369	<u>Practical Game Programming</u>	(3)
<b>Geoscience Minor</b>	COMP 361	<u>Systems Analysis and Design</u>	(3)
<b>Human Science Minor</b>	COMP 378	<u>Introduction to Database Management</u>	(3)
<b>Information Systems Management Minor</b>	COMP 390	<u>Computer Graphics</u>	(3)
<b>Information Systems Minor</b>	COMP 452	<u>Artificial Intelligence for Game Developers</u>	(3)
<b>Learning Technology Minor</b>	COMP 466	<u>Advanced Technologies for Web-Based Systems</u>	(3)
<b>Physical Sciences Minor</b>	COMP 482	<u>Human Computer Interaction</u>	(3)
<b>Psychology Minor</b>	COMP 489	<u>Distributed Computing</u>	(3)
<b>Web Development Minor</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>		
<b>Architecture</b>	<i>Updated July 24 2018 by laurab</i>		
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## Bachelor of Science Game Programming Minor

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Regulations effective September 1, 2018.

This minor is designed for those interested in entering the game industry or developing and publishing their own games. The four core courses are ones all game designers and developers need. Moreover, with a variety of elective courses, students can choose to focus on the courses that nurture their skills set for careers in the game industry.

### GAME PROGRAMMING MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirements and the specific requirements of the major, a minor in Game Programming involves the completion of 24 credits of core and elective courses.

**Core Courses** **15  
credits**

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COMP Introduction to  
Computer  
Programming (C++)

<b>Professional Arts, General Regulations</b>	206	<b>or</b>	(3)
<b>Science</b>	COMP 306	<u>C++ for Programmers</u>	
<b>Bachelor of Science, 4-year</b>	COMP 318	<u>Introduction to Game Design and Development</u>	(3)
<b>Bachelor of Science, 4-year, Post Diploma</b>	COMP 369	<u>Practical Game Programming</u>	(3)
<b>Computing and Informations Systems Major, 4-year</b>	COMP 390	<u>Computer Graphics</u>	(3)
	COMP 452	<u>Artificial Intellegence for Game Developers</u>	(3)
<b>Applied Mathematics Major, 4-year</b>	<b>Elective Courses</b>		<b>9 credits</b>
<b>Human Science Major, 4-year</b>	Students complete a minimum of 9 credits selected from the list of courses below:		
<b>Bachelor of Science Minors</b>	COMP 214	<u>Interactive Technologies</u>	(3)
<b>Applied Mathematics Minor</b>	COMP 230	<u>Storyboard Design and Development</u>	(3)
<b>Architecture Minor</b>	COMP 266	<u>Introduction to Web Programming</u>	(3)
<b>Biology Minor</b>	COMP 268	<u>Introduction to Computer Programming (Java)</u>	(3)
<b>Business Administration Minor</b>	COMP 272	<u>Data Structures and Algorithms</u>	(3)
<b>Computing Minor</b>	COMP 282	<u>Social Aspects of Games, Leisure, and Entertainment</u>	(3)
<b>Finance</b>	COMP	<u>Effective Use of</u>	

<b>Management Minor</b>	283	<u>Myths and Facts in Computer Games</u>	(3)
<b>Game Design and Development Minor</b>	COMP 308	<u>Java for Programmers</u>	(3)
<b>Game Programming Minor</b>	COMP 314	<u>Operating Systems</u>	(3)
<b>Geoscience Minor</b>	COMP 347	<u>Computer Networks</u>	(3)
<b>Human Science Minor</b>	COMP 348	<u>Network Programming in Java</u>	(3)
<b>Information Systems Management Minor</b>	COMP 378	<u>Introduction to Database Management</u>	(3)
<b>Information Systems Minor</b>	COMP 466	<u>Advanced Technologies for Web-Based Systems</u>	(3)
<b>Learning Technology Minor</b>	COMP 482	<u>Human Computer Interaction</u>	(3)
<b>Physical Sciences Minor</b>	COMP 486	<u>Mobile and Internet Game Development</u>	(3)
<b>Psychology Minor</b>	COMP 489	<u>Distributed Computing</u>	(3)
<b>Web Development Minor</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>		
<b>Architecture</b>			
<b>University Diploma</b>	<i>Updated July 24 2018 by laurab</i>		
<b>University Certificate</b>			

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## Bachelor of Science Geoscience Minor

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Regulations effective September 1, 2018.

The Geoscience minor acquaints students with basic aspects of the physical and natural systems that operate on Earth, within it, as well as in its atmosphere. The minor requires the completion of four core geoscience courses as well as four electives in related geoscience and science. It can be combined with any major. Completion of the minor allows students to find employment in a wide range of sectors including environmental, government and consulting services.

### GEOSCIENCE MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirements and the specific requirements of the major, a minor in Geoscience involves the completion of 24 credits of core and elective courses.

<b>Core Courses</b>	<b>12 credits</b>
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GEOL 200	<u>Introductory Physical Geology</u>	(3)
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<b>Professional Arts, General Regulations</b>	GEOG 201	<u>Introductory Historical Geology</u>	(3)
<b>Science</b>	GEOG 265	<u>Introductory Physical Geography I</u>	(3)
<b>Bachelor of Science, 4-year</b>	GEOG 266	<u>Introductory Physical Geography II: Lithosphere and Biosphere</u>	(3)
<b>Bachelor of Science, 4-year, Post Diploma</b>	<b>Elective Courses</b>		<b>12 credits</b>
<b>Computing and Informations Systems Major, 4-year</b>	Students complete a minimum of 12 credits chosen from the following disciplines:		
<b>Applied Mathematics Major, 4-year</b>	Geology ( <u>GEOL</u> ) Geography ( <u>GEOG</u> ) Geophysics* Environmental Science ( <u>ENSC</u> )		
<b>Human Science Major, 4-year</b>	A minimum of 6 credits must be at the senior (300 or higher) level. Courses which are easily demonstrated to have closely-related science content (e.g. CHEM 350) may be considered towards the credit requirements.		
<b>Bachelor of Science Minors</b>	*Note: AU does not currently offer Geophysics courses, but may accept as transfer credit to be used towards the Geoscience electives.		
<b>Applied Mathematics Minor</b>			
<b>Architecture Minor</b>			
<b>Biology Minor</b>			
<b>Business Administration Minor</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>		
<b>Computing Minor</b>	<i>Updated December 04 2018 by laurab</i>		
<b>Finance</b>			

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## Bachelor of Science Human Science Minor

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Regulations effective September 1, 2018.

The Human Science minor at Athabasca University offers students a customizable program of study to obtain expertise in the biology and health of the human body. This minor is designed to provide a background in human biology while allowing significant flexibility for students to choose courses of interest in human health, community health, nutrition, and psychology. It is intended to prepare students for careers in the life sciences, further study in programs such as medicine or graduate work in biology and health-related disciplines. Students will develop an understanding of the chemical and biological processes of the human body and be able to relate this knowledge to aspects of health and development as well as to the human environment.

### HUMAN SCIENCE MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirements and the specific requirements of the major, a minor in Human Science involves the completion of 24 credits of core and elective

**Professional  
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**Bachelor of  
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and  
Informations  
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Major, 4-year**

**Applied  
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Major, 4-year**

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Science  
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Minor**

**Biology  
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courses.

**Core Courses**

**9  
credits**

BIOL 235	<u>Human Anatomy and Physiology</u>	(6)
HLST 200	<u>Introduction to Human Health I</u>	(3)

**Elective Courses**

**15  
credits**

Students complete a minimum of 15 credits in Human Science electives to be selected from the list of courses below. A minimum of 6 credits must be at the senior (300 or higher) level. Courses that are not listed here but which are easily demonstrated to have mainly Human Science content may be considered towards the credit requirements.

BIOL 204	<u>Principles of Biology I</u>	(3)
BIOL 205	<u>Principles of Biology IIB (home lab version)</u> <b>or</b>	(3)
BIOL 207	<u>Principles of Biology II (lab component)</u>	
BIOL 310	<u>Biology of Human Sexuality</u>	(3)
BIOL 320	<u>Comparative Anatomy of the Vertebrates (lab component)</u>	(3)
BIOL 325	<u>Introductory Biology (lab component)</u>	(3)

<b>Management Minor</b>	BIOL 341	<u>Human Genetics</u>	(3)
<b>Game Design and Development Minor</b>	BIOL 345	<u>Ecology</u> (lab component)	(3)
<b>Game Programming Minor</b>	BIOL 401	<u>Cell Biology</u>	(3)
<b>Geoscience Minor</b>	BIOL 480	<u>Immunology</u> (lab component)	(3)
<b>Human Science Minor</b>	BIOL 495	<u>Biology Projects I</u>	(3)
<b>Information Systems Management Minor</b>	BIOL 496	<u>Biology Projects II</u>	(3)
<b>Information Systems Minor</b>	CHEM 301	<u>Introduction to Biochemistry</u>	(3)
<b>Learning Technology Minor</b>	CHEM 350	<u>Organic Chemistry I</u> (lab component)	(3)
<b>Physical Sciences Minor</b>	CHEM 360	<u>Organic Chemistry II</u> (lab component)	(3)
<b>Psychology Minor</b>	NUTR 330	<u>Introductory Nutrition</u>	(3)
<b>Web Development Minor</b>	NUTR 405	<u>Nutrition in Health and Diseases</u>	(3)
<b>Architecture</b>	NUTR 495	<u>Nutrition Projects</u>	(3)
<b>University Diploma</b>	ANTH 278	<u>Human Evolution and Diversity</u>	(3)
<b>University Certificate</b>	HADM 336	<u>Community Health Planning</u>	(3)
	HADM 379	<u>Introduction to Epidemiology</u>	(3)
	HLST 301	<u>Complementary and Alternative Therapies</u>	(3)
	PSYC	<u>Cognitive Psychology</u>	(3)

**Certificate of  
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PSYC

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Biological Psychology

(3)

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## Bachelor of Science Information Systems Management Minor

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Regulations effective September 1, 2018.

The minor in Information Systems Management provides knowledge essential to effective use of computers and information systems in the business environment from a management perspective. Students will develop a sophisticated understanding of trends and issues related to information systems, and learn how to align information systems with business goals.

It introduces and examines how information systems analysis and management can be used to meet the strategic needs of business and government. The minor's main concern is how businesses use information to improve company operations. Courses in the minor focus on how to design and develop information systems, how to manage information systems in organizations, and how business processes and information systems can align with company goals for financial reporting, control requirements, and IT structure.

## INFORMATION SYSTEMS

## MANAGEMENT MINOR – SPECIFIC REQUIREMENTS

Science

**Bachelor of  
Science, 4-  
year**

**Bachelor of  
Science, 4-  
year, Post  
Diploma**

**Computing  
and  
Informations  
Systems  
Major, 4-year**

**Applied  
Mathematics  
Major, 4-year**

**Human  
Science  
Major, 4-year**

**Bachelor of  
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**Applied  
Mathematics  
Minor**

**Architecture  
Minor**

**Biology  
Minor**

**Business  
Administration  
Minor**

**Computing  
Minor**

**Finance**

In addition to the BSc program general requirements and the specific requirements of the major, a minor in Information Systems Management involves the completion of 24 credits of core and elective courses.

**Core Courses** **15  
credits**

CMIS 245	<u>Microcomputers Applications in Business (Windows)</u>	(3)
COMP 361	<u>Systems Analysis and Design</u>	(3)
ADMN 232	<u>Introduction to Management</u>	(3)
CMIS 351	<u>Managing Information Systems</u>	(3)
CMIS 455	<u>Accounting Information Systems</u>	(3)

**Elective Courses** **9  
credits**

Students complete a minimum of 9 credits selected from Computer Science (COMP), Management Science (MGSC), or Computers and Management Information Systems (CMIS) disciplines at a junior or senior level.

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## Bachelor of Science Information Systems Minor

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Regulations effective September 1, 2018.

The minor in Information Systems is concerned with the use of computers to support the management of data and information in human systems. It offers an introduction to the main areas of information systems such as database design, systems analysis, and programming, with options to choose from across the spectrum of computing and information systems courses, depending on personal needs and interests. The minor is mainly concerned with applying computer skills within a business context. It will be of particular value to those that need to work with programmers and other computing professionals to build robust, relevant and effective information systems that meet human and business needs, as well as those wishing to apply knowledge of computer systems in other fields of interest.

### INFORMATION SYSTEMS MINOR – SPECIFIC REQUIREMENTS

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**Professional Arts, General Regulations**

**Science**

**Bachelor of Science, 4-year**

**Bachelor of Science, 4-year, Post Diploma**

**Computing and Informations Systems Major, 4-year**

**Applied Mathematics Major, 4-year**

**Human Science Major, 4-year**

**Bachelor of Science Minors**

**Applied Mathematics Minor**

**Architecture Minor**

**Biology Minor**

**Business Administration Minor**

**Computing Minor**

**Finance**

In addition to the BSc program general requirements and the specific requirements of the major, a minor in Information Systems involves the completion of 24 credits of core and elective courses.

**Core Courses** **12 credits**

COMP 266	<u>Introduction to Web Programming</u>	(3)
COMP 214	<u>Interactive Technologies</u>	(3)
COMP 361	<u>Systems Analysis and Design</u>	(3)
COMP 378	<u>Introduction to Database Management</u>	(3)

**Elective Courses** **12 credits**

Student complete a minimum of 12 credits selected from the Computer Science (COMP) discipline at a junior or senior level.

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## Bachelor of Science Learning Technology Minor

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Regulations effective September 1, 2018.

The Learning Technology minor is primarily aimed at those interested in entering the fields of instructional design, online teaching, or learning technology management, or who wish to work with computers in the fields of education or training. The minor outlines the fundamentals of computing as well as learning theory (e.g. motivation and development). Students will learn some programming, application design, and interaction design skills; gain grounding in models of learning (e.g. behaviourist, cognitivist, and constructivist). It introduces a variety of approaches to teaching and assessment, and to the use or building of digital technologies to support such activities.

### LEARNING TECHNOLOGY MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirement and the specific

**Professional Arts, General Regulations**

requirements of the major, a minor in Learning Technology involves the completion of 24 credits of core and elective courses.

**Science**

**Bachelor of Science, 4-year**

**Core Courses** **15 credits**

**Bachelor of Science, 4-year, Post Diploma**

EDPY 200 Educational Psychology (3)

**Computing and Informations Systems Major, 4-year**

EDPY 310 Learning and Instruction (3)

**Applied Mathematics Major, 4-year**

EDPY 480 Learning with Technology (3)

COMP 214 Interactive Technologies (3)

COMP 266 Introduction to Web Programming (3)

**Human Science Major, 4-year**

**Elective Courses** **9 credits**

**Bachelor of Science Minors**

Students complete a minimum of 9 credits chosen from the following disciplines:

**Applied Mathematics Minor**

- Education (EDUC)
- Educational Psychology (EDPY)
- Psychology (PSYC)

**Architecture Minor**

- Computer Science (COMP)

**Biology Minor**

If selecting PSYC or COMP courses, students may only choose from the courses listed below. \* The courses with asterisks are recommended over the courses without.

**Business Administration Minor**

**Computing Minor**

Courses that are easily demonstrated to have mainly Learning Technology content may be considered towards the elective credit requirements.

**Finance**

<b>Management Minor</b>		<b>Psychology</b>	
<b>Game Design and Development Minor</b>	PSYC 210*	<u>Experiential Learning in the Celebration of Diversity</u>	(3)
<b>Game Programming Minor</b>	PSYC 355*	<u>Cognitive Psychology</u>	(3)
<b>Geoscience Minor</b>	PSYC 387	<u>Learning</u>	(3)
<b>Human Science Minor</b>	PSYC 389	<u>Learning Disabilities: Issues and Interventions</u>	(3)
<b>Information Systems Management Minor</b>	PSYC 401*	<u>Learning Through Life</u>	(3)
		<b>Computer Science</b>	
<b>Information Systems Minor</b>	COMP 206	<u>Introduction to Computer Programming (C++)</u>	(3)
<b>Learning Technology Minor</b>	COMP 210	<u>Introduction to Information Systems and Computer Applications</u>	(3)
<b>Physical Sciences Minor</b>	COMP 230*	<u>Storyboard Design and Development</u>	(3)
<b>Psychology Minor</b>	COMP 268*	<u>Introduction to Computer Programming (Java)</u>	(3)
<b>Web Development Minor</b>	COMP 282	<u>Social Aspects of Games, Leisure, and Entertainment</u>	(3)
<b>Architecture</b>			
<b>University Diploma</b>	COMP 283	<u>Effective Use of Myths and Facts in Computer Games</u>	(3)
<b>University Certificate</b>	COMP 306	<u>C++ for Programmers</u>	(3)

<b>Certificate of Completion - English Language Proficiency Program</b>	COMP 308	<u>Java for Programmers</u>	(3)
	COMP 318*	<u>Introduction to Game Design and Development</u>	(3)
<b>Archived Program Regulations</b>	COMP 361*	<u>Systems Analysis and Design</u>	(3)
Undergraduate Courses	COMP 369	<u>Practical Game Programming</u>	(3)
Examinations and Grades	COMP 390	<u>Computer Graphics</u>	(3)
Undergraduate Fees and Refunds	COMP 410	<u>Software Engineering</u>	(3)
Faculty	COMP 435*	<u>Multimedia Technologies</u>	(3)
Student Code of Conduct and Right to Appeals	COMP 452	<u>Artificial Intelligence for Game Developers</u>	(3)
Regulations	COMP 456	<u>Artificial Intelligence</u>	(3)
Glossary	COMP 466*	<u>Advanced Technologies for Web-Based Systems</u>	(3)
Site Map	COMP 482*	<u>Human Computer Interaction</u>	(3)
Search Undergraduate Calendar	COMP 494	<u>Research Methods</u>	(3)
	COMP 495*	<u>Computer and Information Systems Projects</u>	(3)

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## Bachelor of Science Physical Sciences Minor

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Regulations effective September 1, 2018.

The Physical Sciences minor provides an opportunity for students to enrich their major field of study with fundamental knowledge in chemistry and physics through junior and senior level courses. In addition, students can explore other closely-related disciplines such as astronomy and geophysics.

### PHYSICAL SCIENCES MINOR – SPECIFIC REQUIREMENTS

---

In addition to the BSc program general requirements and the specific requirements of the major, a minor in Physical Sciences involves the completion of 24 credits of core and elective courses.

Core Courses		<b>12 credits</b>
CHEM 217	<u>Chemical Principles I</u>	(3)
CHEM 218	<u>Chemical Principles II</u>	(3)

<b>Professional Arts, General Regulations</b>	PHYS 204	<u>Physics for Scientists and Engineers I</u>	(3)
<b>Science</b>	PHYS 205	<u>Physics for Scientists and Engineers II</u>	(3)
<b>Bachelor of Science, 4-year</b>	<b>Elective Courses</b>		<b>12 credits</b>
<b>Bachelor of Science, 4-year, Post Diploma</b>	Student complete a minimum of 12 credits selected from the following disciplines:		
<b>Computing and Informations Systems Major, 4-year</b>	Chemistry ( <u>CHEM</u> ) Physics ( <u>PHYS</u> ) Astronomy ( <u>ASTR</u> ) Geophysics*		
<b>Applied Mathematics Major, 4-year</b>	A minimum of 6 credits must be at a senior (300 or higher) level.		
<b>Human Science Major, 4-year</b>	*Note: AU does not currently offer Geophysics courses, but may accept as transfer credit to be used towards the Physical Sciences electives.		
<b>Bachelor of Science Minors</b>			
<b>Applied Mathematics Minor</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>		
<b>Architecture Minor</b>	<i>Updated July 24 2018 by laurab</i>		
<b>Biology Minor</b>			
<b>Business Administration Minor</b>			
<b>Computing Minor</b>			
<b>Finance</b>			

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## Bachelor of Science Psychology Minor

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Regulations effective September 1, 2018.

The Psychology minor is intended to meet the needs of students who recognize that an understanding and analysis of psychological processes is an important component of their education. It is designed to provide undergraduate students with a broad overview of topics and domains in psychology.

### PSYCHOLOGY MINOR – SPECIFIC REQUIREMENTS

---

In addition to the BSc program general requirements and the specific requirements of the major, a minor in Psychology involves the completion of 24 credits of core and elective courses.

Core Courses		<b>6 credits</b>
PSYC 289	<u>Psychology as a Natural Science</u>	(3)
PSYC 290	<u>General Psychology</u>	(3)

**Professional  
Arts, General  
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**Elective Courses**

**18  
credits**

**Science**

Students complete a minimum of 18 credits selected from the discipline of Psychology (PSYC). A minimum of 6 credits must be chosen from the following:

**Bachelor of  
Science, 4-  
year**

**Bachelor of  
Science, 4-  
year, Post  
Diploma**

**Computing  
and  
Informations  
Systems  
Major, 4-year**

**Applied  
Mathematics  
Major, 4-year**

**Human  
Science  
Major, 4-year**

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**Architecture  
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**Finance**

PSYC 323 Developmental Psychology (3)

PSYC 355 Cognitive Psychology (3)

PSYC 356 Introduction to Personality Theories and Issues (3)

PSYC 379 Social Psychology (3)

PSYC 387 Learning (3)

PSYC 402 Biological Psychology (3)

PSYC 435 Abnormal Psychology (3)

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## Bachelor of Science Web Development Minor

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Regulations effective September 1, 2018.

The minor in Web Development teaches the skills needed to design, create, and maintain rich, interactive web-based systems. In addition to grounding in popular web programming languages as web page development, the minor covers a range of necessary accompanying skills such as database design, systems analysis, and interaction design.

### WEB DEVELOPMENT MINOR – SPECIFIC REQUIREMENTS

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In addition to the BSc program general requirement and the specific requirements of the major, a minor in Web Development involves the completion of 24 credits of core and elective courses.

Core Courses		<b>15 credits</b>
COMP 214	<u>Interactive Technologies</u>	(3)
COMP	<u>Introduction to Web</u>	(3)

<b>Professional Arts, General Regulations</b>	266	<u>Programming (Java)</u>	
	COMP 361	<u>Systems Analysis and Design</u>	(3)
<b>Science</b>			
<b>Bachelor of Science, 4-year</b>	COMP 378	<u>Introduction to Database Management</u>	(3)
<b>Bachelor of Science, 4-year, Post Diploma</b>	COMP 466	<u>Advanced Technologies for Web-Based Systems</u>	(3)
	<b>Elective Courses</b>		<b>9</b>
<b>Computing and Informations Systems Major, 4-year</b>			<b>credits</b>
	Students complete a minimum of 9 credits selected from the list of courses below:		
<b>Applied Mathematics Major, 4-year</b>	COMP 268	<u>Introduction to Computer Programming (Java)</u>	(3)
<b>Human Science Major, 4-year</b>	COMP 272	<u>Data Structures and Algorithms</u>	(3)
<b>Bachelor of Science Minors</b>	COMP 206	<u>Introduction to Computer Programming (C++)</u>	(3)
<b>Applied Mathematics Minor</b>	COMP 308	<u>Java for Programmers</u>	(3)
<b>Architecture Minor</b>	COMP 306	<u>C++ for Programmers</u>	(3)
<b>Biology Minor</b>	COMP 314	<u>Operating Systems</u>	(3)
<b>Business Administration Minor</b>	COMP 347	<u>Computer Networks</u>	(3)
<b>Computing Minor</b>	COMP 348	<u>Network Programming in Java</u>	(3)
<b>Finance</b>	COMP	<u>Computer and</u>	

<b>Management Minor</b>	400	<u>Network Security</u>	(3)
<b>Game Design and Development Minor</b>	COMP 409	Mobile Computing and Commerce	(3)
<b>Game Programming Minor</b>	COMP 435	<u>Multimedia Technologies</u>	(3)
<b>Geoscience Minor</b>	COMP 482	<u>Human Computer Interaction</u>	(3)
<b>Human Science Minor</b>	COMP 486	<u>Mobile and Internet Game Development</u>	(3)
<b>Information Systems Management Minor</b>	COMP 489	<u>Distributed Computing</u>	(3)
<b>Information Systems Minor</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>		
<b>Learning Technology Minor</b>	<i>Updated July 24 2018 by laurab</i>		
<b>Physical Sciences Minor</b>			
<b>Psychology Minor</b>			
<b>Web Development Minor</b>			
<b>Architecture</b>			
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<b>University Certificate</b>			

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## Architecture

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Regulations effective September 1, 2018.

The Bachelor of Science Architecture (BSc Arch) program at Athabasca University provides a new way to study architecture and it is designed for the adult learner who wishes to earn a quality university education regardless of age, gender, culture, ability or disability, geographic location, career and family commitments.

There are two ways to complete this degree:

1. General interest students may complete the BSc Arch program. This approach does not involve a work/study component and can lead to licensing through the more traditional route of a Masters of Architecture (from another university) and internship.

Both the academic courses and the studios within this route will be completed online although there may be some face-to-face immersive studios as well.

The BSc Arch by itself can also lead to a variety of design careers.

2. Students may also complete the BSc Arch as part of the RAIC Syllabus

<b>Professional Arts, General Regulations</b>	program which is a work/study program that can provide an alternative pathway to licensing as an architect in Canada.
<b>Science</b>	
<b>Architecture</b>	
<b>Bachelor of Science Major in Architecture, 4-year</b>	Students who are interested in this route of the BSc Arch program should first register with the RAIC to ensure they qualify for professional certification at the end of the program. In the Syllabus, students will complete 9800 hours of work experience while taking academic courses and design studios. The design studios are run by the RAIC in major cities across Canada and are face-to-face rather than virtual. The academic courses are run by Athabasca University and are online. The RAIC also supervises the work experience component.
<b>Bachelor of Science Major in Architecture, Post Diploma</b>	
<b>University Diploma</b>	
<b>University Certificate</b>	The terminal credential in this program is the RAIC Syllabus Diploma. There are two routes to this diploma.
<b>Certificate of Completion - English Language Proficiency Program</b>	
<b>Archived Program Regulations</b>	
<b>Undergraduate Courses</b>	
<b>Examinations and Grades</b>	
<b>Undergraduate Fees and Refunds</b>	
<b>Faculty</b>	

a. **The Degree Route**

Beginning in July 2014, students may choose to complete the BSc Arch, the PBDA (Post Baccalaureate Diploma in Architecture) and 9800 hours of work experience under the supervision of a licensed Canadian architect.

b. **The Existing Route**

Students may also choose to only complete the courses and studios required by Part I, II and III and 9800 hours of work experience under the

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supervision of a licensed Canadian architect. There are fewer courses in this route but students do not earn the BSc Arch or PBDA.

In both cases successful students will receive the RAIC Syllabus Diploma and may then apply for individual certification by the Canadian Architectural Certification Board (CACB). This, in turn, will make a student eligible to apply for membership with a provincial architectural association – although students may be required to complete exams and additional internship hours.

You will find the Syllabus Diploma application steps listed at the following link:

<http://www.raic-syllabus.ca/application>

For further information pertaining to the Syllabus Diploma registrations please contact the Syllabus Assistant Registrar at 613 241 3600 ext. 204

[Architecture Major](#)

[Architecture Major, Post Diploma](#)

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## Bachelor of Science Major in Architecture (4 years – 120 credits)

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Regulations effective September 1, 2018.

Athabasca University and Architecture Canada, Royal Architecture Institute of Canada (RAIC), have formed a partnership dedicated to offering a high quality online architecture program. This is Canada's first online architecture program and it is a component of the renewal of the RAIC Syllabus which constitutes an alternative path to professional licensure as an architect in Canada. The RAIC Syllabus consists of studio, work experience and academic components taken while working under the supervision of a licensed Canadian architect.

The academic components of the Syllabus program are shared between first, a Bachelor of Science in Architecture (BSc Arch) and second, a Post-Baccalaureate Diploma in Architecture (PBDA). Together, the studio and work experience (offered by RAIC) and the academic components (offered by Athabasca University) fulfill the requirements of the RAIC Syllabus Professional Diploma in Architecture.

The BSc Arch program, which has a strong focus on environmental and community sustainability, will also be beneficial for

**Professional Arts, General Regulations**

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**Science**

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**Architecture**

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**Bachelor of Science Major in Architecture, 4-year**

**Bachelor of Science Major in Architecture, Post Diploma**

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public and private careers in urban and construction planning and design, as well as studies of the built environment. Students are strongly encouraged to register in ENGL 255 early in their program.

The BSc Arch program, has open admission, however students who have an approved diploma or credentials in architecture may apply for the Post Diploma route and will be awarded 30 credits towards the BSc Architecture (PD). Students may receive additional credits pending review of course content completed through the diploma program.

## **Students with a Recognized Degree**

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Students who hold a recognized first degree, outside of the field of Architecture, and who are interested on the BSc Arch program and/or courses, have two options:

1. Register as a non-program student and take courses of interest to them.
2. Enrol in the BSc Arch program at which time those students with an existing undergraduate degree will be admitted to the second undergraduate degree. These students' previous courses can be considered for credit up to 50 per cent of your AU degree requirements. The second degree must include 60 credits that were not part of the first degree, at least 30 of which must be completed at Athabasca. Preparatory (100) level courses cannot be used to fulfill the requirements of a second undergraduate degree.

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## Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Program Requirements

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Students complete the program regulations in effect at the time of their enrolment.

### PROGRAM STRUCTURE

---

Total credits in the program 120

Minimum Senior level (300/400) credits required 75

Science and Arts breadth and senior-level requirements are fulfilled by a combination of specific Science, Arts, and Architecture courses (many of which are disciplinary in nature and cover both requirements). As a result, the BSc Arch requirements replace the breadth and depth of the BSc requirement.

Residency Requirement. A minimum of 30 credits at the senior (300/400) level must be obtained through AU. 30

Graduation with Distinction or Great Distinction. At least 24 credits must be obtained through AU in order to be considered. 24

Maximum Prior Learning Assessment and Recognition (PLAR) credits 30

## Core Course Requirements (39 credits)

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Note: To better meet Architecture needs, a few requirements vary from the general BSc requirements and are replaced with similar, discipline-related courses.

Students in the BSc Architecture degree major must complete the following core course requirements as they are specific to this major.

### 1. A TOTAL OF 18 CREDITS FROM:

APST 230 Materials, Properties and Applications (3)

PHYS 200 Introductory Physics I (3)

PHYS 201 Introductory Physics II

**or**

PHYS 202 Introductory Physics III (3)

APST 240 Introduction to Structures (3)

APST 340 Advanced Structures (3)

APST Applied Architectural

350 Sciences (3)

## 2. 6 CREDITS IN MATHEMATICS FROM:

MATH  
209 Finite Math (3)

MATH  
215 Introduction to Statistics

**or**

MATH  
216 Computer-Orientated  
Approach to Statistics (3)

## 3. COMPUTING COURSE

COMP  
210 Introduction to  
Information Systems and  
Computer Applications (3)

## 4. THE FOLLOWING COURSES:

PHIL  
252 Critical Thinking (3)

PHIL  
333 Professional Ethics

**or**

PHIL  
371 Ethics: Science, Technology  
and the Environment (3)

PSYC  
432 Psychology and the Built  
Environment (3)

ENGL  
255 Introductory Composition  
(see English Writing Skills  
Requirement below) (3)

## ARCHITECTURAL MAJOR COURSES (75 CREDITS)

---

### DESIGN WORKSHOP COURSES (36 CREDITS):

NOTE: THE COURSES BELOW WITH  
"RAIC" COURSE CODES ARE OFFERED TO  
SYLLABUS STUDENTS THROUGH RAIC.

ADST  
200      Foundations of Design I      (3)

and

ADST  
205      Foundations of Design II      (3)

or

RAIC  
200      Foundations of Design (6  
credit course)

ADST  
300      Foundations of  
Architectural Design:  
Elements      (6)

or

RAIC  
300      Foundations of  
Architectural Design –  
Elements

ADST  
350      Foundations of  
Architectural Design:  
Simple Habitat      (6)

or

RAIC  
350      Foundations of  
Architectural Design –  
Simple Habitat

ADST  
400      Foundations of  
Architectural Design –  
Collective Habitat      (6)

or

RAIC  
400 Foundations of  
Architectural Design –  
Collective Habitat

ADST  
450 Architectural Design:  
Cultural, Recreational and  
Institutional (6)

or

RAIC  
450 Architectural Design –  
Cultural, Recreational and  
Institutional

ADST  
490 Architectural Design,  
Workplace (6)

or

RAIC  
490 Architectural Design,  
Workplace

### **APPLIED COMMUNICATION COURSES (9 CREDITS):**

APST  
215 Introduction to Graphic  
Representation (3)

APST  
220 3D Modelling, Digital  
Representation and  
Presentation (3)

APST  
255 Computer Aided Design (3)

### **ARCHITECTURAL THEORY (15 CREDITS):**

ARCH  
330 Architectural Design  
Theory Fundamentals (3)

ARCH 340	<u>History and Theory of Modernism</u>	(3)
ARCH 350	<u>Landscape</u>	(3)
ARCH 400	<u>Urbanism</u>	(3)
ARCH 420	<u>Contemporary Architectural Theory and Research</u>	(3)

### **ARCHITECTURAL HISTORY (9 CREDITS):**

ARCH 200	<u>History of Ideas in Architecture I</u>	(3)
ARCH 300	<u>History of Ideas in Architecture II</u>	(3)
ARCH 320	<u>History of Canadian Architecture</u>	(3)

### **ADVANCED ARCHITECTURAL TECHNOLOGIES (6 CREDITS):**

APST 470	<u>Building Envelope and Assemblies</u>	(3)
APST 480	<u>Mechanical Equipment of Buildings</u>	(3)

### **ARCHITECTURAL ELECTIVE COURSES (6 CREDITS):**

---

Any 300 or 400 level courses	<u>Science</u>	(3)
Any 300 or 400 level courses in <u>ORGB</u>		(3)

**and/or**

MKTG

## **Specific Architectural Program Regulations**

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Given the professional nature of the BSc Architecture program, some of the following regulations supersede some of the general policies governing academic studies at Athabasca University:

1. Athabasca University will not grant transfer credit for science courses that were completed more than 10 years ago. Computer Science (COMP) and Computer Management Information Systems (CMIS) courses older than 5 years will be stale dated if students are not currently working in the field of Architecture.
2. To be awarded a BSc Architecture degree, a minimum grade-point average of 2.3 is required in all Athabasca University courses used towards the degree.
3. Upon graduation in the BSc Architecture degree students may subsequently complete the Post-Baccalaureate Diploma in Architecture in order to apply for the RAIC Professional Diploma in Architecture.

## **English Writing Skills Requirement**

---

The English Writing Skills Requirement (ENGL 255) will be waived (students must replace the three credits to satisfy the credit requirement) if you satisfy one of the following:

have a grade of B- (70 per cent) or better in an AU English course above the preparatory (100) level;  
or received transfer credit for a university-level English course in which a grade of B- or better was achieved.

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# Bachelor of Science Major in Architecture (Post Diploma) (4 years – 120 credits)

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Regulations effective September 1, 2018.

Students must have successfully completed an approved diploma in Architecture from an accredited college or institute of technology before enrolling in the Bachelor of Science Architecture Major (Post Diploma).

The academic components of the Syllabus program are shared between first, a Bachelor of Science in Architecture (BSc Arch) and second, a Post-Baccalaureate Diploma in Architecture (PBDA). Together, the studio and work experience (offered by RAIC) and the academic components (offered by Athabasca University) fulfill the requirements of the RAIC Syllabus Professional Diploma in Architecture.

The BSc Arch program, which has a strong focus on environmental and community sustainability, will also be beneficial for public and private careers in urban and construction planning and design, as well as studies of the built environment.

Students are strongly encouraged to register in ENGL 255 early in their program.

**Professional Arts, General Regulations**

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**Science**

---

**Architecture**

---

**Bachelor of Science Major in Architecture, 4-year**

---

**Bachelor of Science Major in Architecture, Post Diploma**

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**University Diploma**

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Students who have an approved diploma or credentials in architecture may apply for the Post Diploma route and will be awarded 30 credits towards the BSc Architecture (PD). Students may receive additional credits pending review of course content completed throughout the diploma program.

## Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Program Requirements

---

Students complete the program regulations in effect at the time of their enrolment.

## PROGRAM STRUCTURE

---

Total credits in the program	120
College diploma receives	30
Residency Requirement. A minimum of 30 credits at the senior (300/400) level must be obtained through AU.	30
Graduation with Distinction or Great Distinction. At least 24	24

Student Code of Conduct and Right to Appeals Regulations	credits must be obtained through AU in order to be considered.	
	Maximum Prior Learning Assessment and Recognition (PLAR) credits	30

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## MINIMUM CREDITS REQUIRED BEYOND THE COLLEGE DIPLOMA (90 CREDITS)

---

Core course requirements 30

Science and Arts breadth and senior-level requirements are fulfilled by a combination of specific Science, Arts, and Architecture courses (many of which are disciplinary in nature and cover both requirements). As a result, the BSc Arch requirements replace the breadth and depth of the BSc requirement.

Required Core Credits 30

Architecture Major Credits 60

Within those 90 credits:

Required senior (300/400) level credits 66

### Maximum Credits Allowed

---

In junior (200) level credit courses 24

Maximum Prior Learning Assessment and Recognition (PLAR) credits 30

## Core Course Requirements (30 credits)

---

Note: To better meet Architecture needs, a few requirements vary from the general BSc requirements and are replaced with similar, discipline-related courses.

### 1. A TOTAL OF 12 CREDITS FROM:

APST 230     Materials, Properties and Applications     (3)

PHYS 200     Introductory Physics I     (3)

PHYS 201     Introductory Physics II

**or**

PHYS 202     Introductory Physics III     (3)

APST 340     Advanced Structures     (3)

### 2. 3 CREDITS IN MATHEMATICS FROM:

MATH 215     Introduction to Statistics

**or**

MATH 216     Computer-Orientated Approach to Statistics     (3)

### 3. COMPUTING COURSE

COMP 210     Introduction to Information Systems and Computer Applications     (3)



Habitat

or

RAIC 350 Foundations of Architectural Design – Simple Habitat

ADST 400 Foundations of Architectural Design – Collective Habitat (6)

or

RAIC 400 Foundations of Architectural Design – Collective Habitat

ADST 450 Architectural Design – Cultural, Recreational and Institutional (6)

or

RAIC 450 Architectural Design – Cultural, Recreational and Institutional

ADST 490 Architectural Design, Workplace (6)

or

RAIC 490 Architectural Design, Workplace

**ARCHITECTURAL THEORY (15 CREDITS):**

ARCH 330 Architectural Design Theory Fundamentals (3)

ARCH 340 History and Theory of Modernism (3)

ARCH 350 Landscape (3)

ARCH 400 Urbanism (3)

ARCH 420 Contemporary Architectural Theory and Research (3)

### **ARCHITECTURAL HISTORY (9 CREDITS):**

ARCH 200 History of Ideas in Architecture I (3)

ARCH 300 History of Ideas in Architecture II (3)

ARCH 320 History of Canadian Architecture (3)

### **ADVANCED ARCHITECTURAL TECHNOLOGIES (6 CREDITS):**

APST 470 Building Envelope and Assemblies (3)

APST 480 Mechanical Equipment of Buildings (3)

## **Specific Architectural Program Regulations**

---

Given the professional nature of the BSc Architecture program, some of the following regulations supersede some of the general policies governing academic studies at Athabasca University:

1. Athabasca University will not grant transfer credit for science courses that were completed more than 10 years ago. Computer Science (COMP) and Computer Management Information

Systems (CMIS) courses older than 5 years will be stale dated if students are not currently working in the field of Architecture.

2. Student who hold an approved college or technical institute architecture diploma that is more than five years old, but who can supply evidence of employment indicating that they are currently in architecture, will gain admission to this degree program. A letter of reference from an immediate supervisor may be submitted as proof of employment.
3. To be awarded a BSc Architecture degree, a minimum grade-point average of 2.3 is required in all Athabasca University courses used towards the degree. Students unable to obtain the required GPA will be requested to re-register in courses.
4. Upon graduation in the BSc Architecture degree students may subsequently complete the Post-Baccalaureate Diploma in Architecture in order to apply for the RAIC Professional Diploma in Architecture.

## **English Writing Skills Requirement**

---

The English Writing Skills Requirement (ENGL 255) will be waived (students must replace the three credits to satisfy the credit requirement) if you satisfy one of the following:

have a grade of B- (70 per cent) or better in an AU English course above the preparatory (100) level;  
or received transfer credit for a university-level English course in which a grade of B- or better was

achieved.

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## University Diploma

---

Regulations effective September 1, 2018.

The University Diploma is designed for students who wish to obtain an intermediate credential that provides a grounding in the intellectual skills required of university studies. It is also a foundation for further studies.

[University Diploma in Arts](#)

[University Diploma in Inclusive Education](#)

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## University Diploma in Arts

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Regulations effective September 1, 2018.

The University Diploma in Arts is designed for students who wish to obtain an intermediate credential that provides a grounding in the intellectual skills required of university studies. It is also a foundation for further studies in Humanities and Social Science.

Athabasca University has developed program learning outcomes that describe the career options that may be available to you upon graduating.

### Program Requirements

---

Students complete the program regulations in effect at the time of their enrolment.

Students who have completed a more senior-level credential (e.g., bachelor's degree) may not enrol in the University Diploma in Arts program.

### PROGRAM STRUCTURE

---

Total credits in the program	60
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**Professional  
Arts, General  
Regulations**

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**Science**

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Senior (300 or 400 level )  
courses 30

**Architecture**

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**University  
Diploma**

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Arts (Humanities and Social  
Science) 48

**University  
Diploma in  
Arts**

Humanities 12

**University  
Diploma in  
Inclusive  
Education**

---

Social Science 12

Science area 6

**Residency Requirement:** A  
minimum of 24 credits must  
be obtained through  
Athabasca University. 24

**University  
Certificate**

---

**Certificate of  
Completion -  
English  
Language  
Proficiency  
Program**

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**Maximum Credits Allowed**

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In any one discipline 36

**Archived  
Program  
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Applied Studies 6

Science 12

**Undergraduate  
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At the preparatory level 6

**Examinations  
and Grades**

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Maximum Prior Learning  
Assessment and  
Recognition credits none  
permitted

**Undergraduate  
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**NOTE:** The 100-level ENGL courses will not  
satisfy the Humanities area of study  
requirement in the University Diploma in  
Arts program. These courses may count as  
part of the total number of credits  
required for the diploma. Refer to English  
Writing Skills Requirement below.

**Faculty**

---

**Student Code  
of Conduct and  
Right to**

## English Writing Skills Requirement

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Students must meet the following English writing skills requirement in order to graduate:

hold credit in ENGL 255 (students are strongly encouraged to register in ENGL 255 early in their program);

**or**

have a grade of B- (70 per cent) or better in an Athabasca University English course above the preparatory (100) level;

**or**

receive transfer credit for an English course in which a grade of B- or better was achieved.

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# University Diploma in Inclusive Education

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Regulations effective September 1, 2018.

The University Diploma in Inclusive Education is intended primarily for teachers who wish to enhance their knowledge and skills in the areas of special needs. The program consists of 24 credits following Athabasca University's program requirements outlined below.

AU advisors have developed a [Program Plan](#) to assist you. The University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## Enrolment Requirements

---

Applicants must have completed a four-year Bachelor of Education degree or its equivalent. Consult the [program coordinator](#) for determining equivalency. Learners may enrol either on a full- or part-time basis. It is recommended that the diploma be completed in six years.

Students with previous credentials in special education should contact the program coordinator before enrolling in this program.

Professional  
Arts, General  
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Architecture

University  
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University  
Diploma in  
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## Program Requirements

Those AU students who have previously satisfied three to 12 credits of the core courses (within another completed AU credential) are required to replace those credits with additional credits in consultation with the program coordinator.

Students complete the program regulations in effect at the time of their enrolment.

## PROGRAM STRUCTURE

Total credits in the program	24
Core course requirements	12
Elective credits	12
Residency Requirements: A minimum of 12 credits must be obtained through AU.	12
Maximum Prior Learning Assessment and Recognition ( <u>PLAR</u> ) credits	none permitted

## Core Courses (12 credits)

EDPY/PSYC 403	<u>Assessment and Instruction for Students with Diverse Needs</u>	(3)
EDPY 351	<u>Inclusive Education for Students with Diverse Needs</u>	(3)

Appeals Regulations	EDPY/PSYC 470	<u>Consultation and Collaboration for Students with Special Needs</u>	(3)
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## **Elective Courses (12 credits)**

Choose 12 credits from the following list. Credit from other post-secondary institutions may be applied.

EDPY/PSYC 389	<u>Learning Disabilities: Issues and Interventions</u>	(3)
EDPY/PSYC 469	<u>Principles of Psychological Assessment</u>	(3)
EDPY/PSYC 476	<u>Technology for Students with Diverse Learning Needs</u>	(3)
EDPY/PSYC 478	<u>Autism Spectrum Disorder</u>	(3)
PSYC 323	<u>Developmental Psychology</u>	(3)
PSYC 340	<u>Introduction to Applied Social Psychology</u>	(3)
PSYC 350	<u>Adolescent Psychology</u>	(3)
PSYC 355	<u>Cognitive Psychology</u>	(3)
PSYC 356	<u>Introduction to Personality Theories and Issues</u>	(3)

PSYC 387	<u>Learning</u>	(3)
PSYC 388	<u>Introduction to Counselling</u>	(3)
PSYC 402	<u>Biological Psychology</u>	(3)
PSYC 418	<u>Special Projects in Psychology</u>	(3)
PSYC 435	<u>Abnormal Psychology</u>	(3)
PSYC 576	<u>Assistive Technology for Students with Special Needs*</u>	(3)
PSYC 589	<u>Learning Disabilities: Issues and Interventions*</u>	(3)

\* Students receiving credit for EDPY/PSYC 389 and/or EDPY/PSYC 476 will not receive credit for PSYC 576 and/or PSYC 589. PSYC 576 and PSYC 589 are graduate level courses. Students registering in these courses must contact the Centre for Integrated Studies. Students completing PSYC 576 and/or PSYC 589 in the Diploma in Inclusive Education may not apply these courses to the MAIS program.

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## University Certificates

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Regulations effective September 1, 2018.

University certificate programs provide interim qualifications in specific subject areas. The certificates are designed for students without prior undergraduate or graduate degrees in that field.

[General Regulations](#)

[University Certificate in Accounting](#)

[University Certificate in Advanced Accounting](#)

[University Certificate in Career Development](#)

[University Certificate in Computers and Management  
Information Systems](#)

[University Certificate in Computing and Information Systems](#)

[University Certificate in Counselling Women](#)

[University Certificate in Finance](#)

[University Certificate in French Language Proficiency](#)

[University Certificate in Heritage Resources Management](#)

[University Certificate in Human Resources and Labour  
Relations](#)

[University Certificate in Management Applications](#)

[University Certificate in Management Foundations](#)

[University Certificate in Marketing](#)

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University Certificate in Public Administration

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## University Certificates

---

Regulations effective September 1, 2018.

### General Regulations

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University certificate programs provide interim qualifications in specific subject areas. The following general regulations apply to all certificate programs. Athabasca University has developed individual program learning outcomes that describe the career options that may be available to you upon graduating.

1. Fifty per cent\* of the total credits required, must be completed through Athabasca University. Up to 50 per cent of the required credits may be transferred from another post-secondary institution.

\* Some certificate programs require less than 50 per cent, e.g., University Certificate in Counselling Women and University Certificate in English Language Studies.

2. University certificate credentials are awarded throughout the year. Students must submit an Application for Graduation Form to the Office of the Registrar (see [Graduation](#)).
3. Students with less than 50 per cent of coursework completed in their current Athabasca University degree program may withdraw from their degree and apply into a university certificate program. Credit will be awarded (from the previous incomplete degree program) to the extent permissible under the applicable program regulations in effect at the time of the change of credential.
4. Students with 50 per cent of coursework completed in their current Athabasca University degree program are encouraged to consult with a student advisor before changing programs.
5. Students who change their program of study from an

<b>Professional Arts, General Regulations</b>	Athabasca University degree program to a university certificate program forfeit their standing in the degree program. If students wish to return to the degree program (after being enrolled in the university certificate program) they will be required to meet the degree requirements in effect at the time of re-enrolment (see <a href="#">Changing Programs</a> ) to the degree.
<b>Science</b>	
<b>Architecture</b>	
<b>University Diploma</b>	
<b>University Certificate</b>	
<b>University Certificate, General Regulations</b>	
<b>Accounting</b>	
<b>Advanced Accounting</b>	
<b>Career Development</b>	
<b>Computer and Management Information Systems</b>	
<b>Computing and Information Systems</b>	6. Students who have completed a previous credential (degree, certificate, or diploma) from Athabasca University or another institution must complete a minimum of 50 per cent of the credits in course work not previously used towards any credential. Students who have a previous credential in the same subject area as the certificate cannot enrol in the certificate.
<b>Counselling Women</b>	7. Students who have completed the former University Certificate in Labour Relations or the University Certificate in Labour Studies may not enrol in the University Certificate in Human Resources and Labour Relations.
<b>Finance</b>	
<b>French Language Proficiency</b>	
<b>Heritage Resources Management</b>	

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**Management**

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**Nursing**

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# University Certificate in Accounting

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Regulations effective September 1, 2018.

The University Certificate in Accounting is designed for students who want to develop skills and knowledge appropriate for an accounting professional. The program has been designed so you may, with careful selection of options, complete the courses that make up many levels of the training required by the professional accounting associations. Students holding an undergraduate or graduate degree with a major in accounting may not enrol in this program. Students complete the program regulations in effect at the time of their enrolment.

Transfer Credit will not be accepted if course(s) completed more than:

- 10 years ago in Business and Administrative Studies area of study at the (300/400) level;
- 5 years ago in the CMIS (all levels);
- 10 years ago in Statistics (all levels).

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area of study will not be restricted. If you are currently

**Professional Arts, General Regulations**

working in the field and provide evidence of work being completed, this restriction may be waived.

**Science**

The University Certificate in Accounting is offered by Athabasca University's [Faculty of Business](#), 800.468.6531, or [email](#).

**Architecture**

**University Diploma**

## Program Plans

**University Certificate**

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

**University Certificate, General Regulations**

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Accounting**

**Advanced Accounting**

**Career Development**

## Program Requirements

**Computer and Management Information Systems**

Students complete the program regulations in effect at the time of their enrolment.

**Computing and Information Systems**

## PROGRAM STRUCTURE

**Counselling Women**

Total credits in the program 30

**Finance**

Required credits 24

**French Language Proficiency**

Elective credits 6

**Heritage Resources Management**

Residency requirement. A minimum of 15 credits must be obtained through Athabasca University. 15

Maximum Prior Learning Assessment and Recognition ([PLAR](#)) 6

<b>Human Resources and Labour Relations</b>	credits		
		<u>General certificate regulations</u>	
<b>Management Applications</b>			
<b>Management Foundations</b>		<b>REQUIRED COURSES (24 CREDITS)</b>	
<b>Marketing</b>	ACCT 253	<u>Introductory Financial Accounting</u>	(3)
<b>Public Administration</b>	ACCT 351	<u>Intermediate Financial Accounting I</u>	(3)
<b>Certificate of Completion - English Language Proficiency Program</b>	ACCT 352	<u>Intermediate Financial Accounting II</u>	(3)
<b>Archived Program Regulations</b>	ACCT 355	<u>Cost Analysis</u>	(3)
<b>Undergraduate Courses</b>	ECON 247	<u>Microeconomics</u>	(3)
<b>Examinations and Grades</b>	ECON 248	<u>Macroeconomics</u>	(3)
<b>Undergraduate Fees and Refunds</b>		<u>Statistics for Business and Economics I</u>	
<b>Faculty</b>	MGSC 301	<b>or</b>	
<b>Student Code of Conduct and Right to Appeals Regulations</b>	MATH 215	<u>Introduction to Statistics</u>	(3)
<b>Glossary</b>		<b>or</b>	
	MATH 216	<u>Computer-oriented Approach to Statistics</u>	
	LGST 369	<u>Commercial Law</u>	(3)
		<b>Electives</b>	
		<b>(6 credits. See recommendations.)</b>	

Business and Administrative Studies  
courses at the junior (200) or senior  
(300/400) level. See recommendations  
below. <sup>1</sup>

## **Recommendations for option selections:**

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Please note that these are  
recommendations only and any selections  
should be verified with the provincial  
accounting association in your area.

If planning to pursue the University  
Certificate in Advanced Accounting, CMIS  
245 and MKTG 396 should be selected in  
order to meet prerequisite requirements.

If planning to pursue a professional  
accounting designation, options should be  
chosen in consultation with the provincial  
association of which you are applying.

For more details, visit the Professional  
Accounting Education website.

<sup>1</sup> Change to electives to allow for more  
flexibility done April 2010 and  
grandfathered.

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# University Certificate in Advanced Accounting

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Regulations effective September 1, 2018.

The University Certificate in Advanced Accounting is designed to build upon the knowledge and skills students developed in the University Certificate in Accounting. Thus, the University Certificate in Accounting (or its equivalent) is required for enrolment in the program. Students holding an undergraduate or graduate degree with a major in accounting may not enrol in this program.

Transfer Credit will not be accepted if course(s) completed more than:

10 years ago in Business and Administrative Studies area of study at the (300/400) level;

5 years ago in the CMIS (all levels);

10 years ago in Statistics (all levels).

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area of study will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.

**Professional Arts, General Regulations**

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**Science**

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**Architecture**

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**University Diploma**

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**University Certificate**

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**University Certificate, General Regulations**

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**Accounting**

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**Computer and Management Information Systems**

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**Computing and Information Systems**

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**Counselling Women**

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**Finance**

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**French Language Proficiency**

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**Heritage Resources Management**

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The University Certificate in Advanced Accounting is offered by Athabasca University's [Faculty of Business](#), 1.800.468.6531, or [email](#).

## **Program Plans**

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## **Program Requirements**

---

Students complete the program regulations in effect at the time of their enrolment.

### **PROGRAM STRUCTURE**

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Total credits in the program	33
Required credits	24
Elective credits	9
Residency requirement. A minimum of 18 credits must be obtained through Athabasca University.	18
Maximum Prior Learning Assessment and Recognition ( <a href="#">PLAR</a> ) credits	6

### **[General certificate regulations](#)**

**Human Resources and Labour Relations**

**REQUIRED COURSES (24 CREDITS)**

**Management Applications**

ACCT 451 Advanced Financial Accounting (3)

**Management Foundations**

ACCT 454 Decision Analysis (3)

**Marketing**

**Public Administration**

CMIS 351 Management Information Systems\* (3)  
\*CMA students please see Note below.

**Certificate of Completion - English Language Proficiency Program**

TAXX 301 Taxation I (3)

**Archived Program Regulations**

FNCE 370 Overview of Corporate Finance (3)

**Undergraduate Courses**

TAXX 401 Taxation II (3)

**Examinations and Grades**

ADMN 404 Capstone I: Strategic Management (3)

**Electives**

**Undergraduate Fees and Refunds**

**(9 credits. See recommendations.)**

**Faculty**

Business and Administrative Studies courses at the senior (300/400) level. See recommendations below.

**Student Code of Conduct and Right to Appeals Regulations**

**Recommendations for option selections:**

**Glossary**

Please note that these are recommendations only and any selections should be verified with the provincial accounting association in your area.

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[MGSC 312](#) is recommended for [ACCT 454](#) and may be taken as an option prior to taking this course if not already completed elsewhere.

[ADMN 404](#) assumes previous knowledge in the following subject areas (ACCT/FNCE, MKTG, ECON, ADMN/MGMT) and is recommended to be taken last or with the last set of courses in your program. ADMN 404 must be taken with AU. Transfer credit will not be awarded.

If pursuing a professional accounting designation, options should be chosen in consultation with the provincial association of which you are applying. Confirm with your provincial association requirements before selecting.

For more details, visit the [Professional Accounting Education](#) website.

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# University Certificate in Computers and Management Information Systems

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Regulations effective September 1, 2018.

The University Certificate in Computers and Management Information Systems is designed to develop skills and expertise in the area of computers and management information systems and provide a foundation for further studies.

This certificate will provide students with knowledge of management principles, techniques, and tools essential to the application of computers and information systems in the business environment. It will also prepare them as a business professional with sophisticated understanding of trends and issues related to information systems. Students will develop an understanding of the more technical aspects of information systems management, and how to align information systems with business goals.

Transfer Credit will not be accepted if course(s) completed more than:

10 years ago in Business and  
Administrative Studies area of study at  
the (300/400) level;

**Professional Arts, General Regulations**

5 years ago in the CMIS (all levels);  
10 years ago in Statistics (all levels).

**Science**

**Architecture**

**University Diploma**

**University Certificate**

**University Certificate, General Regulations**

**Accounting**

**Advanced Accounting**

**Career Development**

**Computer and Management Information Systems**

**Computing and Information Systems**

**Counselling Women**

**Finance**

**French Language Proficiency**

**Heritage Resources Management**

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area of study will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.

The University Certificate in Computers and Management Information Systems is offered by Athabasca University's [Faculty of Business](#), 1.800.468.6531, or [email](#).

## **Program Plans**

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## **Program Requirements**

Students complete the program regulations in effect at the time of their enrolment.

## **PROGRAM STRUCTURE**

Total credits in the program	30
Required credits	21
Elective credits	9

<b>Human Resources and Labour Relations</b>	Residency requirement. A minimum of 15 credits must be obtained through Athabasca University	15
<b>Management Applications</b>	Maximum Prior Learning and Assessment (PLAR) credits	6
<b>Management Foundations</b>	<u>General certificate regulations</u>	
<b>Marketing</b>		
<b>Public Administration</b>	<b>REQUIRED COURSES (21 CREDITS)</b>	
<b>Certificate of Completion - English Language Proficiency Program</b>	ACCT 250	<u>Accounting for Managers</u> <b>or</b> (3)
	ACCT 253	<u>Introductory Financial Accounting</u>
<b>Archived Program Regulations</b>	ADMN 232	<u>Introduction to Management</u> (3)
Undergraduate Courses	ADMN 233	<u>Writing in Organizations</u> (3)
Examinations and Grades	CMIS 245	<u>Microcomputer Applications in Business (Windows)</u> (3)
Undergraduate Fees and Refunds	CMIS 214	<u>Custom Applications with Visual Basic</u> (3)
Faculty	CMIS 351	<u>Managing Information Systems</u> (3)
Student Code of Conduct and Right to Appeals Regulations	MGSC 301	<u>Statistics for Business and Economics (I)</u> (3)
	<b>Elective Courses (9 credits)</b>	
Glossary	1.	<u>Business and Administrative Studies</u> (any level) (3)

2. Any 6 credits selected from the following:

CMIS 455	<u>Accounting Information Systems</u>	(3)
COMM 243	<u>Interpersonal Communication</u>	(3)
COMP 200	<u>Introduction to Computing and Information Systems</u>	(3)
COMP 268	<u>Introduction to Computer Programming (Java)</u>	(3)
COMP 361	<u>Systems Analysis and Design</u>	(3)
COMP 378	<u>Introduction to Database Management</u>	(3)
ECOM 320	<u>Overview of e-Commerce</u>	(3)
MKTG 396	<u>Introduction to Marketing</u>	(3)

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## University Certificate in Computing and Information Systems

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Regulations effective September 1, 2018.

The University Certificate in Computing and Information Systems is designed to provide a solid educational base in computing and information systems. Graduates may use the credits in their future program studies if they wish to pursue a [Bachelor of Science degree in Computing and Information Systems](#).

During this university certificate program, students will acquire essential computer programming skills by taking COMP 268 and COMP 272, as well as web development skills by taking COMP 266. Students will comprehend the theories and technologies of computer operating systems, computer networks, system analysis and design, as well as database management. In addition, by completing certain elective courses offered in the program, graduates will gain specialized skills in different IT areas such as database management, system administration, computer programming, or web development.

Refer to the [SCIS website](#) for course listings of the various specializations, or consult with the program director for

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**Finance**

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**French  
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**Heritage  
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advice.

Students are strongly encouraged to register in ENGL 255 or ADMN 233 early in their program. For further information, refer to [English Writing Skills Requirement](#).

## **Delivery Modes**

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All courses in the program are delivered though online and distance learning in an individualized study mode in order for students to be able to complete the courses and certificate while employed full time. Contact the [School of Computing and Information Systems](#) for more information.

## **Program Plans**

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

## **Program Requirements**

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Students complete the program regulations in effect at the time of their enrolment.

## **PROGRAM STRUCTURE**

---

Total credits in the program 33

<b>Human Resources and Labour Relations</b>	Required credits	27
	Elective credits	6
<b>Management Applications</b>	Residency requirement. A minimum of 18 credits must be obtained through Athabasca University	18
<b>Management Foundations</b>	Maximum Prior Learning Assessment and Recognition (PLAR)	6
<b>Marketing</b>	credits	
<b>Public Administration</b>	<u>General certificate regulations</u>	
<b>Certificate of Completion - English Language Proficiency Program</b>	<b>REQUIRED COURSES (27 CREDITS)</b>	
<b>Archived Program Regulations</b>	COMP 200	<u>Introduction to Computing and Information Systems</u> (3)
	COMP 268	<u>Introduction to Computer Programming (Java)</u> (3)
Undergraduate Courses	COMP 266	<u>Introduction to Web Programming</u> (3)
Examinations and Grades		<b>or</b> (3)
	COMP 272	<u>Data Structures and Algorithms</u>
Undergraduate Fees and Refunds	COMP 314	<u>Operating Systems</u> (3)
Faculty	COMP 347	<u>Computer Networks</u> (3)
Student Code of Conduct and Right to Appeals Regulations	COMP 361	<u>Systems Analysis and Design</u> (3)
	COMP 378	<u>Introduction to Database Management</u> (3)
Glossary	ENGL 255	<u>Introductory Composition</u>

ADMN  
233 Writing in Organizations

Finite Mathematics  
(Note: MATH 209 may be  
replaced with a 200-level  
3-credit course in Science  
upon the approval of the  
program director.) (3)

### ELECTIVES (6 CREDITS)

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Senior (300/400) level Computer  
Science (COMP) or Computers and  
Management Information Systems  
(CMIS) credits (6)

## Specific Regulations

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1. Athabasca University may grant transfer credit for individual computer science courses that were completed more than five years ago if proof of currency in the field is provided in the form of a resumé and letter(s) of employment. The letter(s) of employment need to show evidence of activity in this field over the five-year period prior to the request for transfer credit. Other evidence may be accepted if the letter and the resumé cannot be supplied. Science courses that are over 10 years old will be accepted for transfer credit if evidence of employment in a Science or Engineering field is supplied. Visit the [SCIS website](#) for more information regarding transfer credit time limits in relation to SCIS programs.
2. Preparatory (100-level) courses cannot

be used to fulfill the requirements of this certificate.

3. Precluded Courses: Students cannot receive credit for COMP 203 or COMP 220 in this program.

### **English Writing Skills Requirement**

Students will be exempted\* from the English Writing Skills Requirement (ENGL 255) if they have met one of the following criteria:

have a grade of B- (70 per cent) or better in an Athabasca University English course above the preparatory (100) level, or  
receive transfer credit for an English course in which a grade of B- (70 per cent) or better was achieved.

\* Note: The exemption must be replaced with a 3-credit course in any discipline at the junior/senior (200 to 400) level.

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## University Certificate in Counselling Women

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Regulations effective September 1, 2018.

The University Certificate in Counselling Women applies contemporary feminist theory to the practice of counselling. The program develops basic counselling skills with a particular emphasis on acquiring crisis intervention skills.

The program is ideal for professionals and volunteers—crisis workers, social workers, family life educators, adult educators, nurses, teachers, and vocational counsellors—who will acquire the skills to help women solve specific and everyday problems.

Students holding a Diploma in Social Work should choose electives in consultation with an Athabasca University advisor to ensure the electives meet the requirements of the UCCW, BPA Human Services and B. Health Administration.

The elective courses can consist of Athabasca University courses and approved courses from other institutions. The certificate can be transferred to other programs at Athabasca University and other universities if the courses fit the requirements at the receiving institution. Students who are planning to complete

**Professional Arts, General Regulations**

the certificate in one year (based on a full-time Student Finance study plan) should first discuss their plan with the [Program Coordinator](#).

**Science**

Visit the Women's Studies [Homepage](#).

**Architecture**

**University Diploma**

## Program Plans

**University Certificate**

Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

**University Certificate, General Regulations**

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

**Accounting**

**Advanced Accounting**

**Career Development**

## Program Requirements

**Computer and Management Information Systems**

Students complete the program regulations in effect at the time of their enrolment.

**Computing and Information Systems**

## PROGRAM STRUCTURE

**Counselling Women**

Total credits in the program 30

**Finance**

Required credits 21

**French Language Proficiency**

Elective credits 9

**Heritage Resources Management**

Residency requirement. A minimum of 6 credits must be obtained through Athabasca University 6

Maximum Prior Learning Assessment and Recognition ([PLAR](#)) 15 credits

**Human Resources and Labour Relations**

General certificate regulations

**REQUIRED COURSES (21 CREDITS)**

**Management Applications**

**Management Foundations**

**Marketing**

**Public Administration**

**Certificate of Completion - English Language Proficiency Program**

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**Glossary**

HSRV/WGST 421 Advocacy from the Margins (3)

PSYC 345 The Psychology of Women (3)

PSYC 347 Introduction to Feminist Counselling (3)

WGST 266 Thinking From Women's Lives: An Introduction to Women's Studies (3)

WGST 302 Communication Skills and Counselling Practice (3)

WGST 310 Feminist Approaches to Counselling Women (3)

WGST 499 Final Project (3)

**Electives (Select 9 credits from the following)**

Alternative courses not listed below may be acceptable with permission of the program coordinator.

ANTH 375 The Anthropology of Gender (3)

CRJS 352 Victims of Crimes (3)

Introductory

Site Map	ENGL 255	<u>Composition</u>	(3)
Search Undergraduate Calendar	ENGL 307	<u>Women in Literature</u>	(3)
	ENGL 308	<u>Native Literature in Canada</u>	(3)
	ENGL 351	<u>Comparative Canadian Literature I</u>	(3)
	INST 358	<u>Aboriginal Women in Canada</u>	(3)
	LBST/SOCI/WGST 332	<u>Women and Unions</u>	(3)
	POLI 350	<u>Women in Canadian Politics</u>	(3)
	SOCI/WGST 345	<u>Women and Work in Canada</u>	(3)
		And any senior (300 or 400) level <u>WGST</u> course	(3)

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## University Certificate in Finance

---

Regulations amended, effective September 1, 2018.

The University Certificate in Finance program provides students with the skills and knowledge appropriate for financial services professionals. The program has been designed so that, through careful selection of options, students may complete the major portion of the training required by various professional financial services associations. All credit earned in the UC: Finance program can be transferred into the [Bachelor of Commerce](#) or [Bachelor of Management](#) program at Athabasca University.

Transfer Credit will not be accepted if course(s) completed more than:

10 years ago in Business and Administrative Studies area of study at the (300/400) level;

5 years ago in the CMIS (all levels);

10 years ago in Statistics (all levels).

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area of study will not be restricted. If you are currently

**Professional Arts, General Regulations**

working in the field and provide evidence of work being completed, this restriction may be waived.

**Science**

**Architecture**

Athabasca University has developed program learning outcomes that describe the career options that may be available to you upon graduating.

**University Diploma**

**University Certificate**

## **Program Requirements**

**University Certificate, General Regulations**

Students complete the program regulations in effect at the time of their enrolment.

**Accounting**

## **PROGRAM STRUCTURE**

**Advanced Accounting**

Total credits in the program 30

**Career Development**

Required credits 27

**Computer and Management Information Systems**

Elective credits 3

**Computing and Information Systems**

Residency requirement. A minimum of 15 credits must be obtained through Athabasca University 15

**Counselling Women**

Maximum Prior Learning Assessment and Recognition (PLAR) 6 credits

**Finance**

General certificate regulations

**French Language Proficiency**

## **REQUIRED COURSES (27 CREDITS)**

**Heritage Resources Management**

ACCT Accounting for Managers  
250 **or**

<b>Human Resources and Labour Relations</b>	ACCT 253	<u>Introductory Financial Accounting</u> (ACCT 235 is required Certified Financial Planner Designation)	(3)
<b>Management Applications</b>			
<b>Management Foundations</b>	ECON 247	<u>Microeconomics</u>	(3)
<b>Marketing</b>	ECON 248	<u>Macroeconomics</u>	(3)
<b>Public Administration</b>			
<b>Certificate of Completion - English Language Proficiency Program</b>	ECON 385	<u>Money, Banking, and Canadian Financial Institutions</u>	(3)
	FNCE 322	<u>Personal Finance</u>	(3)
<b>Archived Program Regulations</b>	FNCE 370	<u>Overview of Corporate Finance</u>	(3)
	FNCE 401	<u>Investments</u>	(3)
<b>Undergraduate Courses</b>	FNCE 470	<u>Portfolio Management</u>	(3)
<b>Examinations and Grades</b>			
<b>Undergraduate Fees and Refunds</b>	MGSC 301	<u>Statistics for Business and Economics I</u> (strongly recommended)	
		<b>or</b>	
<b>Faculty</b>	MATH 215	<u>Introduction to Statistics</u>	(3)
		<b>or</b>	
<b>Student Code of Conduct and Right to Appeals Regulations</b>	MATH 216	<u>Computer-oriented Approach to Statistics</u>	
<b>Glossary</b>	<b>ELECTIVES (SELECT 3 CREDITS FROM THE FOLLOWING)</b>		

Site Map	ACCT 356	<u>Strategic and Competitive Analysis</u>	(3)
Search Undergraduate Calendar	ADMN 232	<u>Introduction to Management</u>	(3)
	CMIS 351	<u>Management Information Systems</u>	(3)
	ECON 476	<u>International Finance</u>	(3)
	FNCE/ECON 300	<u>Financial Economics</u>	(3)
	FNCE 403	<u>Derivatives and Risk Management</u>	(3)
	FNCE 405	<u>Empirical Finance</u>	(3)
	LGST 369**	<u>Commercial Law</u>	(3)
	MGSC 312	<u>Statistics for Business and Economics II</u>	(3)
	MGSC 405	<u>Quantitative Approaches to Decision Making</u>	(3)
	TAXX 301**	<u>Taxation I</u>	(3)
	ADMN 404	<u>Capstone I: Strategic Management*</u>	(3)

\*ADMN 404 must be taken with AU. Transfer credit will not be awarded. ADMN 404 should be taken as the last course in the program.

\*\*LGST 369 and TAXX 301 are required for Certified Financial Planner designation.

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## University Certificate in French Language Proficiency

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Regulations effective September 1, 2018.

The University Certificate in French Language Proficiency allows students to obtain a credential by taking only French courses. Completion of this certificate provides functional competence in oral and written French. Courses taken towards completion of the Certificate may be transferred to the BA French Major or the BA French Concentration.

### Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

### Program Requirements

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**Professional Arts, General Regulations**

Students complete the program regulations in effect at the time of their enrolment.

**Science**

**Architecture**

## PROGRAM STRUCTURE

**University Diploma**

Total credits in the program 30

**University Certificate**

Required credits 21

**University Certificate, General Regulations**

Elective credits 9

**Accounting**

Residency requirement. A minimum of 15 credits must be obtained through Athabasca University. 15

**Advanced Accounting**

Maximum Prior Learning Assessment and Recognition (PLAR) credits None permitted

**Career Development**

General certificate regulations

**Computer and Management Information Systems**

## REQUIRED COURSES (21 CREDITS)

**Computing and Information Systems**

FREN 200 First Year University French I (3)

**Counselling Women**

FREN 201 First Year University French II (3)

**Finance**

FREN 362 Second Year University French (6)

**French Language Proficiency**

FREN 375 Vocabulary Expansion (6)

**Heritage Resources Management**

FREN 301 Composition française (3)

## Elective Courses

**Human Resources and Labour Relations**

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**Management Applications**

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**Management Foundations**

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**Marketing**

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(select 9 credits from senior [300- and 400-level] French courses)

## **Specific Regulations**

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1. Students holding an undergraduate or graduate degree or certificate in French from any post-secondary institution (including Athabasca University) may not enrol in this program.
2. Prerequisites for each course must be fulfilled.

For information about bursaries for French language teachers and those teaching in French, contact your nearest career development centre. Bursaries are only available to Alberta residents.

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## University Certificate in Heritage Resources Management

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Regulations effective September 1, 2018.

Work in the heritage sector involves many different and specialized practices. These include the work undertaken at archives, at a huge range of museums, interpretive centres, historic places and heritage landscapes, and as part of some types of scientific and cultural activity. These many differences reflect the vitality and range of the contemporary heritage field.

The University Certificate in Heritage Resources Management (HRM) is a comprehensive program of study that is designed for people who want a broad perspective on Heritage Resources Management, who wish to pursue careers or other involvement with heritage resources practice, or who are working or volunteering in the field and who wish to improve their skills in heritage practice.

The HRM program is offered by Athabasca University's Centre for Integrated Studies. All courses are offered in distance format with tutor support.

Heritage Resources Management [website](#)

**Professional Arts, General Regulations**

Athabasca University has developed program learning outcomes that describe the career options that may be available to you upon graduating.

**Science**

**Architecture**

## Program Requirements

**University Diploma**

Students complete the program regulations in effect at the time of their enrolment.

**University Certificate**

**University Certificate, General Regulations**

There is a required practicum component in this program: HERM 491, which serves as the capstone for the certificate.

**Accounting**

Students must be registered in their final courses, or have completed all other courses before the practicum begins.

**Advanced Accounting**

Before students register for this course, they must demonstrate that they can make adequate arrangements for the completion of the required practicum.

**Career Development**

For more information about the practicum and this program, phone 780.675.6955 or email [hrm@athabascau.ca](mailto:hrm@athabascau.ca)

**Computer and Management Information Systems**

## PROGRAM STRUCTURE

**Computing and Information Systems**

Total credits in the program 30

Required credits 30

**Counselling Women**

Residency requirement. At least 15 credits must be obtained through 15

**Finance**

Athabasca University.

**French Language Proficiency**

Maximum Prior Learning Assessment and Recognition (PLAR) credits None permitted

**Heritage Resources Management**

General certificate regulations

## REQUIRED COURSES (30 CREDITS)

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<b>Human Resources and Labour Relations</b>	HERM 301	<u>Introduction to Heritage Resources Management</u>	(3)
<b>Management Applications</b>	HERM 312 /	<u>Heritage Research</u>	(3)
<b>Management Foundations</b>	HIST 316		
<b>Marketing</b>	HERM 322	<u>Heritage Collections</u>	(3)
<b>Public Administration</b>	HERM 327	<u>Heritage Policy in Canada</u>	(3)
<b>Certificate of Completion - English Language Proficiency Program</b>	HERM 339	<u>Conservation</u>	(3)
<b>Archived Program Regulations</b>	HERM 342	<u>General Principles of Planning Historic Places</u>	(3)
<b>Undergraduate Courses</b>	HERM 361	<u>Interpretive Programming</u>	(3)
<b>Examinations and Grades</b>	PHIL 334	<u>Professional Ethics in Heritage Resources Management</u>	(3)
	HERM 491	<u>Heritage Certificate Practicum*</u>	(6)

### **Recommendations**

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\* The practicum requires the completion of a 240-hour project. In consultation with the professor, Heritage Resources Management Program, students will identify in advance on their application for enrolment in the practicum details of their practicum project and a suitable on-site practicum supervisor. The professor will act as the course professor for the practicum. Students should plan to make application for their practicum several months before they plan to begin it. The

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application is to be submitted to the [HRM program](#). Please see HERM 491 syllabus for the application and details.

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## University Certificate in Human Resources and Labour Relations

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Regulations effective September 1, 2018.

The University Certificate in Human Resources and Labour Relations is offered by the Centre for Social Sciences. This is an integrated, multidisciplinary program of courses that examines employment relations within their social, legal, political, and economic contexts. This certificate will be of interest to trade unionists, managers, human resource specialists and individuals interested in better employment opportunities.

Students are recommended to take ENGL 255 or ADMN 233 early in their program.

### Program Plans

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Our online program plans can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, Mapping Your Future. Athabasca University has also developed program learning outcomes that describe the career options that may be available to you upon graduating.

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**Counselling  
Women**

**Finance**

**French  
Language  
Proficiency**

**Heritage  
Resources  
Management**

## Program Requirements

Students complete the program regulations in effect at the time of their enrolment.

Students who have completed the former University Certificate in Labour Relations or the University Certificate in Labour Studies may not enrol in this program.

### PROGRAM STRUCTURE

Total credits in the program 30

Required courses 9

Electives 15

Options 6

Residency requirement. A minimum of 15 credits must be obtained through Athabasca University. 15

Maximum Prior Learning Assessment and Recognition (PLAR) 15 credits

No preparatory (100-level) courses will count towards this program

General certificate regulations

### REQUIRED COURSES (9 CREDITS)

IDRL 215 Introduction to Labour Relations (3)

IDRL 320 The Law of Work (3)

<b>Human Resources and Labour Relations</b>	HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
<b>Management Applications</b>	<b>ELECTIVES (15 CREDITS)</b>		
<b>Management Foundations</b>	Note: A minimum of 6 credits must be selected from the courses in <u>HRMT</u> and/or <u>IDRL</u> .		
<b>Marketing</b>			
<b>Public Administration</b>	ACCT 253	<u>Introductory Financial Accounting</u>	(3)
<b>Certificate of Completion - English Language Proficiency Program</b>	ACCT 355	<u>Cost Analysis</u>	(3)
	ADMN	<u>All courses</u>	
<b>Archived Program Regulations</b>	ANTH 275	<u>Faces of Culture: An Introduction to Cultural Anthropology.</u>	(3)
<b>Undergraduate Courses</b>	CMIS 245	<u>Microcomputer Applications in Business (Windows)</u>	(3)
<b>Examinations and Grades</b>	CMIS 351	<u>Management Information Systems</u>	(3)
<b>Undergraduate Fees and Refunds</b>	COMM 243	<u>Interpersonal Communication</u>	(3)
<b>Faculty</b>	COMM 277	<u>Group Communication</u>	(3)
<b>Student Code of Conduct and Right to Appeals Regulations</b>	COMP 361	<u>Systems Analysis and Design</u>	(3)
	ECON	<u>All courses</u>	
	EDUC	<u>All courses</u>	
<b>Glossary</b>	ENGL 255	<u>Introductory Composition</u>	(3)

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	PSYC	<a href="#">Learning</a>	(3)
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	PSYC	<a href="#">Learning Through Life</a>	(3)
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	PSYC	<a href="#">Creating a Working</a>	
	405	<a href="#">Alliance</a>	(3)
	SOCI	<a href="#">How Humans Organize:</a>	
	300	<a href="#">From Primary Groups to</a>	(3)
		<a href="#">the World Wide Web</a>	
	SOCI	<a href="#">Social Statistics</a>	(3)
	301		
	SOCI	<a href="#">Women and Unions</a>	(3)

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SOCI 345 Women and Work in Canada (3)

SOCI 381 The Rich and the Rest: The Sociology of Wealth, Power, and Inequality (3)

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## University Certificate in Management Applications

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Regulations effective September 1, 2018.

The University Certificate in Management Applications is designed for students who want a broad perspective in administration and administrative skills.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

### Enrolment Restriction

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Students holding a Bachelor of Administration, Bachelor of Commerce, or a similar degree, may not enrol in the University Certificate in Management Applications.

Transfer Credit will not be accepted if course(s) completed more than:

- 10 years ago in Business and Administrative Studies area of study at the (300/400) level;
- 5 years ago in the CMIS (all levels);
- 10 years ago in Statistics (all levels).

**Professional Arts, General Regulations**

**Science**

**Architecture**

**University Diploma**

**University Certificate**

**University Certificate, General Regulations**

**Accounting**

**Advanced Accounting**

**Career Development**

**Computer and Management Information Systems**

**Computing and Information Systems**

**Counselling Women**

**Finance**

**French Language Proficiency**

**Heritage Resources Management**

Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area of study will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.

The University Certificate in Management Applications is offered by Athabasca University's [Faculty of Business](#), 800.468.6531, or [email](#).

## **Program Requirements**

Students complete the program regulations in effect at the time of their enrolment.

### **PROGRAM STRUCTURE**

Total credits in the program	30
Required credits	24
Option credits	6
Residency requirement. A minimum of 15 credits must be obtained through Athabasca University.	15
Maximum <a href="#">Prior Learning Assessment and Recognition (PLAR)</a>	6 credits

[General certificate regulations](#)

### **REQUIRED COURSES (24 CREDITS)**

[Accounting for](#)

<b>Human Resources and Labour Relations</b>	ACCT 245	<u>Managers of Not-for-Profit Organizations</u>	
<b>Management Applications</b>		<b>or</b>	
<b>Management Foundations</b>	ACCT 250	<u>Accounting for Managers</u>	(3)
<b>Marketing</b>		<b>or</b>	
<b>Public Administration</b>	ACCT 253	<u>Introductory Financial Accounting*</u>	
<b>Certificate of Completion - English Language Proficiency Program</b>	CMIS 245	<u>Microcomputer Applications in Business (Windows)</u>	(3)
	CMIS 351	<u>Management Information Systems</u>	(3)
<b>Archived Program Regulations</b>	ORGB 364	<u>Organizational Behaviour</u>	(3)
Undergraduate Courses	FNCE 370	<u>Overview of Corporate Finance</u>	
Examinations and Grades		<b>or</b>	(3)
	FNCE/ECON 300	<u>Financial Economics</u>	
Undergraduate Fees and Refunds	HRMT/ORGB 386	<u>Introduction to Human Resource Management</u>	(3)
Faculty	LGST 369	<u>Commercial Law</u>	(3)
Student Code of Conduct and Right to Appeals Regulations	MKTG 396	<u>Introduction to Marketing</u>	(3)
Glossary	* Students who are pursuing a professional accounting designation are advised to take ACCT 253.		

## OPTIONS (6 CREDITS)

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Business and Administrative Studies credits, with a maximum of three credits at the preparatory (100) or junior (200) level. (6)

## Recommendations

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1. To ensure that all prerequisites have been completed, students should register in ACCT 245, ACCT 250, or ACCT 253, and CMIS 245 before choosing other courses in the required courses list.
2. Students planning to pursue the Bachelor of Commerce program should select ACCT 253 and FNCE 370.
3. Students wishing to do a block transfer to the University of Lethbridge Bachelor of Management must choose CMIS 245 and FNCE 370 as required courses.
4. Students wishing to do a block transfer to the University of Lethbridge Bachelor of Management must take ACCT 355 as one of their Business and Administrative Studies options.
5. Students who have not taken any writing courses or who wish to improve their writing skills are advised to take ADMN 233 as one of their Business and Administrative Studies options.
6. Students should take MGSC 301 (if not already taken the equivalent) as one of their Business and Administrative Studies options to meet the prerequisite requirement for FNCE 300 or FNCE 370.

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## University Certificate in Management Foundations

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Regulations effective September 1, 2018.

The University Certificate in Management Foundations is designed to provide students with a foundational knowledge in business management. As such, there are no prerequisites for the required courses in this certificate. This structure will appeal to a broad student body.

Athabasca University has developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

### Enrolment Restriction

---

Students holding a Bachelor of Administration, Bachelor of Commerce, or a similar degree, may not enrol in the University Certificate in Management Foundations.

The University Certificate in Management Foundations is offered by Athabasca University's [Faculty of Business](#), 800.468.6531, or [email](#).

### Program Requirements

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<b>Professional Arts, General Regulations</b>	Students complete the program regulations in effect at the time of their enrolment.
<b>Science</b>	Transfer Credit will not be accepted if course(s) completed more than:  10 years ago in Business and Administrative Studies area of study at the (300/400) level; 5 years ago in the CMIS (all levels); 10 years ago in Statistics (all levels).
<b>Architecture</b>	
<b>University Diploma</b>	
<b>University Certificate</b>	
<b>University Certificate, General Regulations</b>	Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area of study will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.
<b>Accounting</b>	
<b>Advanced Accounting</b>	

## **Career Development**

## **PROGRAM STRUCTURE**

<b>Computer and Management Information Systems</b>	Total credits in the program	30
	Required credits	24
	Option credits	6
<b>Computing and Information Systems</b>	Residency requirement. A minimum of 15 credits must be obtained through Athabasca University.	15
<b>Counselling Women</b>		
<b>Finance</b>	Maximum <u>Prior Learning Assessment and Recognition (PLAR)</u>	6 credits
<b>French Language Proficiency</b>	<u>General certificate regulations</u>	

## **REQUIRED COURSES (24 CREDITS)**

<b>Human Resources and Labour Relations</b>	ADMN 232	<u>Introduction to Management</u>	(3)
	ADMN 233	<u>Writing in Organizations</u>	(3)
<b>Management Applications</b>	COMM 243	<u>Interpersonal Communication</u>	
<b>Management Foundations</b>		<b>or</b>	(3)
<b>Marketing</b>	COMM 277	<u>Group Communication</u>	
<b>Public Administration</b>			
<b>Certificate of Completion - English Language Proficiency Program</b>	ECOM 320	<u>Overview of e-Commerce</u>	(3)
	ECON 247	<u>Microeconomics</u>	(3)
<b>Archived Program Regulations</b>	ECON 248	<u>Macroeconomics</u>	(3)
		<u>Statistics for Business and Economics I*</u>	
Undergraduate Courses	MGSC 301	*strongly recommended	
<b>Examinations and Grades</b>		<b>or</b>	(3)
	MATH 215	<u>Introduction to Statistics</u>	
<b>Undergraduate Fees and Refunds</b>		<b>or</b>	
<b>Faculty</b>	MATH 216	<u>Computer-oriented Approach to Statistics</u>	
<b>Student Code of Conduct and Right to Appeals Regulations</b>	PHIL 252	<u>Critical Thinking</u>	
		<b>or</b>	
	PHIL 333	<u>Professional Ethics</u>	(3)
<b>Glossary</b>		<b>or</b>	

## **Options (6 credits)**

---

1. Senior (300/400) level Business and Administrative Studies (3) credits
  
2. Non "Business and Administrative Studies" credits (3) at any level

Students who plan to obtain the Bachelor of Management degree are advised to choose their non "Business and Administrative Studies" course at the senior (300/400) level and to choose the Communications course relevant to the degree regulations they will be following.

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## University Certificate in Marketing

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Regulations effective September 1, 2018.

The University Certificate in Marketing program offers recent analytical frameworks and tools necessary in understanding consumers, market trends, and competitive marketing strategies in the global economy. The program also emphasizes the development of critical and strategic thinking skills, and the enhancement of abilities to make rigorous decisions in different areas of marketing.

### Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has also developed [program learning outcomes](#) that describe the career options that may be available to you upon graduating.

### Program Requirements

---

<b>Professional Arts, General Regulations</b>	Students complete the program regulations in effect at the time of their enrolment.
<b>Science</b>	Transfer Credit will not be accepted if course(s) completed more than:  10 years ago in Business and Administrative Studies area of study at the (300/400) level; 5 years ago in the CMIS (all levels); 10 years ago in Statistics (all levels).
<b>Architecture</b>	
<b>University Diploma</b>	
<b>University Certificate</b>	
<b>University Certificate, General Regulations</b>	Transfer credit being used to satisfy options other than those in the Business and Administrative Studies area of study will not be restricted. If you are currently working in the field and provide evidence of work being completed, this restriction may be waived.
<b>Accounting</b>	
<b>Advanced Accounting</b>	

## Career Development

## PROGRAM STRUCTURE

<b>Computer and Management Information Systems</b>	Total credits in the program	30
	Required courses	27
	Electives	3
<b>Computing and Information Systems</b>	Residency requirement. A minimum of 15 credits must be obtained through Athabasca University	15
<b>Counselling Women</b>	Maximum Prior Learning Assessment and Recognition (PLAR)	6 credits
<b>Finance</b>		
<b>French Language Proficiency</b>	<u>General certificate regulations</u>	

## REQUIRED COURSES (27 CREDITS)

<b>Human Resources and Labour Relations</b>	ADMN 232	<u>Introduction to Management</u>	(3)
	ECOM 320	<u>Overview of e-Commerce</u>	(3)
<b>Management Applications</b>	ECON 247	<u>Microeconomics</u>	(3)
<b>Management Foundations</b>	LGST 369	<u>Commercial Law</u>	(3)
<b>Marketing</b>			
<b>Public Administration</b>	MGSC 301	<u>Statistics for Business and Economics I</u>	
<b>Certificate of Completion - English Language Proficiency Program</b>		<b>or</b>	
	MATH 215	<u>Introduction to Statistics</u>	(3)
<b>Archived Program Regulations</b>		<b>or</b>	
	MATH 216	<u>Computer-oriented Approach to Statistics</u>	
Undergraduate Courses	MKTG 396	<u>Introduction to Marketing</u>	(3)
Examinations and Grades	MKTG 406	<u>Consumer Behaviour</u>	(3)
Undergraduate Fees and Refunds	MKTG 440	<u>Marketing Strategy</u>	(3)
	MKTG 466	<u>Marketing Research</u>	(3)
Faculty			
<b>Student Code of Conduct and Right to Appeals Regulations</b>		<b>Electives (3 credits)</b>	
	COMM 243	<u>Interpersonal Communication</u>	
		<b>or</b>	(3)
<b>Glossary</b>	COMM 277	<u>Group Communication</u>	

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Undergraduate Calendar	MKTG 410	<u>e-Marketing</u>	(3)
	MKTG 414	<u>International Marketing and Exporting</u>	(3)
	MKTG	<u>Any Marketing course</u> not taken previously from the above list.	(3)

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## University Certificate in Public Administration

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Regulations effective September 1, 2018.

The University Certificate in Public Administration is designed for students who want to learn about administration at the municipal, provincial, and federal levels of government, as well as non profit and quasi governmental organizations. Students will take courses in such areas as communications, public finance, budgeting, economics, public policy, legal studies, human resources management, industrial relations, and indigenous studies.

Students may find this certificate useful to enter or re-enter the job market, to change careers, or for promotion in the public sector and/or non profit sector, or to provide a foundation for further studies.

### Program Plans

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Our [online program plans](#) can assist you in selecting the courses needed to fulfill your program requirements.

Counselling Services offers an assessment website, [Mapping Your Future](#). Athabasca University has developed [program](#)

**Professional Arts, General Regulations**

learning outcomes that describe the career options that may be available to you upon graduating.

**Science**

**Architecture**

**University Diploma**

**University Certificate**

**University Certificate, General Regulations**

**Accounting**

**Advanced Accounting**

**Career Development**

**Computer and Management Information Systems**

**Computing and Information Systems**

**Counselling Women**

**Finance**

**French Language Proficiency**

**Heritage Resources Management**

## **Program Requirements**

Students complete the program regulations in effect at the time of their enrolment.

### **PROGRAM STRUCTURE**

Total credits in the program	30
Required credits	15
Elective credits	12
Option credits	3
GOVN credits	9
Residency requirement. A minimum of 15 credits must be obtained through Athabasca University.	15
Maximum Prior Learning Assessment and Recognition ( <u>PLAR</u> ) credits	9

General certificate regulations

### **Required Courses (15 credits)**

Students should register in ADMN 232, and ADMN 233 or ENGL 255 early in their program.

ADMN 232	<u>Introduction to Management</u>	(3)
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<b>Human Resources and Labour Relations</b>	ADMN 233	<u>Writing in Organizations</u>	
		<b>or</b>	(3)
<b>Management Applications</b>	ENGL 255	<u>Introductory Composition</u> or other junior-level <u>ENGL</u> course	
<b>Management Foundations</b>			
<b>Marketing</b>		a statistics course e.g.	
<b>Public Administration</b>	MATH 215	<u>Introduction to Statistics</u>	
<b>Certificate of Completion - English Language Proficiency Program</b>	MATH 216	<b>or</b> <u>Computer-oriented Approach to Statistics</u>	
<b>Archived Program Regulations</b>		<u>Understanding Statistical Evidence*</u>	(3)
Undergraduate Courses		*Students who plan to ladder into the BPA-GLM degree program should take CMNS 308 as one of their required courses and should ensure that their elective and option courses are at the senior level.	
Examinations and Grades	CMNS 308		
Undergraduate Fees and Refunds			
Faculty	GOVN/POLI 301	<u>Public Governance, the Public Sector and Corporate Power</u>	(3)
Student Code of Conduct and Right to Appeals Regulations	POLI 277	<u>Introduction to Political Science I: Concepts, Structures, and Institutions</u>	
Glossary		<b>or</b>	

POLI 278	<u>Introduction to Political Science II: Political Processes and Behavior</u>	(3)
	<b>or</b>	
ECON 247	<u>Microeconomics</u>	
	<b>or</b>	
ECON 248	<u>Macroeconomics</u>	

### **Elective Courses (12 credits)**

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Select four courses from the following list:

COMM 243	<u>Interpersonal Communication</u>	(3)
CMNS 380	<u>Corporate Communication</u>	
	<b>or</b>	(3)
COMM 277	<u>Group Communication</u>	
CRJS/LGST 377	<u>Issues in Access to Information and Protection of Privacy</u>	(3)
ECON 247	<u>Microeconomics*</u> *If not taken as a required course	(3)
ECON 248	<u>Macroeconomics*</u> *If not taken as a required course	(3)
GOVN	<u>All courses</u>	
HADM 339	<u>Organization of the Canadian Health Care</u>	(3)

	<u>System</u>	
HRMT	<u>All courses</u>	
IDRL	<u>All courses</u>	
INST 377	<u>Topics in Aboriginal Governments</u>	(3)
INST 430	<u>Indigenous Governance</u>	(3)
LGST 331	<u>Administrative Law</u>	(3)
	<b>or</b>	
GLST/GOVN/POLI 440	<u>Global Governance and Law</u>	(3)
	<b>or</b>	
INST 426	<u>Aboriginal Government and Law</u>	(3)
ORGB 326	<u>Organization Theory</u>	
	<b>or</b>	(3)
ORGB 364	<u>Organizational Behaviour</u>	
PHIL 333	<u>Professional Ethics</u>	
POLI 277	<u>Introduction to Political Science I: Concepts, Structures, and Institutions</u>	(3)
POLI 278	<u>Introduction to Political Science II: Political</u>	(3)

	<u>Processes and Political Behavior</u>	
POLI 309	<u>Canadian Government and Politics</u>	(3)
POLI 390	<u>Canadian Federalism</u>	(3)
POEC 393	<u>Canada and the Global Political Economy</u>	(3)

### **Option Courses (3 credits)**

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Choose any 3-credit course at the 200-, 300-, or 400-level. Students wanting to take LGST 331 should take the prerequisite LGST 369 as their option course. Students with advanced analytical and writing skills may wish to consider taking a 400-level GOVN course.

### **Notes:**

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Students cannot use the same course to satisfy both a required and an elective course requirement.

Students in public administration who wish to pursue employment in the federal civil service or foreign affairs are strongly advised to take French as their option. Students interested in governance capacity-building for indigenous communities should take Indigenous language courses.

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# English Language Proficiency Program

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Regulations amended, effective September 1, 2018.

The English Language Proficiency Program is not an undergraduate program; it is a program comprising specific courses that will help prepare students, particularly those who are not native English speakers, for success in three areas:

1. University entrance and studies. Not only do these courses make university education more accessible to students currently facing language barriers, they also help to ensure that students have the appropriate language skills before they register in other university-level courses.
2. Employment. These courses will help second-language learners gain the language skills they need to enter the workforce, and to enter it at a level that is more commensurate with their other skills, background, and education, and to improve their ability to communicate in the workplace.
3. Social situations. Improved language skills help individuals to maximize their potential in a variety of social and communicative settings.

**Professional Arts, General Regulations**

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**Science**

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**Architecture**

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**University Diploma**

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**University Certificate**

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**Certificate of Completion - English Language Proficiency Program**

**Archived Program Regulations**

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To ensure satisfactory progress through the program, it is recommended that students obtain a minimum grade of B before continuing to the next level.

Before enrolling in the program, all students are required to take the online [self-assessment test](#). Guidance is available from the English Language Studies [coordinator](#) or from the staff of the [Write Site](#). Prospective students should register for the program as unclassified students (students who are not enrolled in an AU degree, diploma, or certificate program).

On successful completion of the program, students will receive a Certificate of Completion.

## PROGRAM STRUCTURE

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Undergraduate Courses

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Total courses in the program 4 courses

Examinations and Grades

---

Required course 1 course

Elective courses 3 courses

Undergraduate Fees and Refunds

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Residency requirement. A minimum of three courses, including ENGL 155, must be completed through Athabasca University. 3 courses

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Student Code of Conduct and Right to Appeals Regulations

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Maximum Prior Learning Assessment and Recognition credits None permitted

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## REQUIRED COURSE

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ENGL 155 [Developing Writing Skills](#) (3)

## Electives

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A minimum of one or more of the following courses (dependent upon the results of the online self-assessment test).

ENGL 140      Grammar      (0)

ENGL 145      Reading and Writing  
for Academic Purposes      (0)

And a minimum of one of the following courses:

ENGL 177      English for Academic  
Purposes      (3)

ENGL 189      English for Business      (3)

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## 5.1 Undergraduate Courses

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### **Browse Undergraduate Courses**

Athabasca University students take courses for credit, for transfer credit towards a program at another institution, or for general knowledge with or without credit.

At Athabasca University you will set your own study schedule using the learning resources provided by the University. Each course is unique, prepared by a team of authors, editors, designers, and print production specialists. Most courses and programs at Athabasca University are offered through a combination of print-based and online material, with many courses being offered almost entirely online.

The type and amount of online activity varies among courses from participating in computer conferencing to developing student website projects and accessing learning materials in electronic format. Most courses use texts and student manuals, and a variety of online components—streamed audio or video components, online quizzes and exams, chatrooms, asynchronous and synchronous learning activities—all designed to help meet the learning objectives of each course.

Note that courses are opened on an on-going basis. For the most up-to-date list of courses and for more detailed information on each course, review the [course syllabus](#).

### **Start Dates**

At Athabasca University, 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-,

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or four-credit courses and 12 months to complete six-credit courses. Course extensions are available for a fee per extension.

### Course Extensions

#### **Tutor**

In most individualized study courses, you will be assigned a tutor who will assist you throughout the period of active registration in your course.

#### **Faculty of Business – Student Support Centre**

When you take courses from the Faculty of Business, your first point of contact for academic-related assistance will be the Faculty of Business, Student Support Centre. Your academic-related questions will be escalated to an Academic Expert for assistance.

### 5.1.1 Online Conferencing

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An increasing number of Athabasca University courses use the Internet and online conferencing. Students are advised that online conferences may be retained and may be made available for research purposes.

### 5.1.2 Taking a University-Level Course

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Many of our students are taking Athabasca University courses for transfer to another institution. Others are enrolled in AU programs. And others are returning to school after a long absence.

For many students, taking an AU course is a unique experience that will challenge their computer savvy, research capabilities, and essay-writing skills. While some apprehension is normal, students soon feel comfortable in a learning environment that is defined by interesting courses, knowledgeable tutors, extensive student services, and active student organizations.

First, select a junior-level course that is of particular interest. Be prepared to spend approximately 11 to 15 hours a week reading and reviewing course and supplementary material. You also need to set aside additional essay-writing time.

Once you have registered in a course, you will receive a

comprehensive student manual in print format or online. Student manuals are carefully designed by course authors and editors familiar with both first-time and more experienced university-level students. The manual acts as a key instructional guide, providing answers to most of your questions. If the student manual can't answer your questions, contact the University by using the online resources, visit our website, or contact us by phone. Information is at your fingertips.

Be consistent. Set and meet your study goals by incorporating a reasonable study schedule into your work and home life. Inconsistent study patterns cause many students to lose the “rhythm” of the course material, requiring repetitious reading to catch up.

Work at a pace that suits you, keeping in mind the course contract end date and course extension requirements explained in the [Registration](#) section.

If you feel overwhelmed by your course material; talk to your tutor, ask questions, or contact a counsellor. In short, if you have any difficulty, allow us to help you achieve success in your course or program of study. Just ask—Ask AU, email, our websites, or by phone.

### 5.1.3 Course Load

---

You may be actively registered in one to six courses at a time. To ensure that you don't overburden yourself, Athabasca University limits your course load to a maximum of six courses. Students with full-time jobs or those new to distance learning should start with one course.

[Advising Services](#)

[Counselling Services](#)

[Prospective Students](#)

[Becoming an AU student](#)

### 5.1.4 Computer Requirements

---

Athabasca University has developed standard computer requirements for students. It is assumed that students have access to a computer, printer, and the Internet. Upon graduation,

students should have a specific level of computer skills, many of which are acquired while completing distance learning courses.

Many Athabasca University courses require students to have access to certain computer hardware and software. Athabasca University's standard computing platform is a computer running Microsoft Windows with MS Office. The minimum requirements for students using a Mac or PC are access to a web browser, email, and the software capability to submit assignments as Word documents. Some courses support other hardware and software platforms and may have more specific requirements noted in the online syllabus. PCs are the primary equipment supported by AU's Help Desk. Only limited assistance for other hardware and software platforms is offered. Refer to the IT Help Desk website for minimum and optimal computer requirements.

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## 6. Examinations and Grades

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Assignments and examinations are the basic means of evaluating your knowledge and understanding of course content. Your final grade for a course is normally determined by a weighted average of the marks for all assignments and examinations completed in the course. You should review your course syllabus for specifics.

Use the navigation bar to the left to find information related to taking Athabasca University examinations and grades.

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## Examinations and Grades

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### 6.1 Examinations

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Assignments and examinations are the basic means of evaluating your knowledge and understanding of course content. Your final grade for a course is normally determined by a weighted average of the marks for all assignments and examinations completed in the course. You should review the Course Syllabus for specifics.

The following section contains information related to taking Athabasca University examinations and grades.

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## Examinations and Grades

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### 6.1.1 Preparation

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Good study habits, time management, reading to understand and remember, frequent reviews, and relating your studies to your everyday life all go a long way toward preparing you for examinations.

Anxiety can prevent you from doing well in examinations. Many of our students have benefited from coping strategies offered by Athabasca University's Counselling Services. Athabasca University also produces a brochure "Mastering Exam Anxiety," and provides online resources.

Before you request your examination, discuss your preparedness with your tutor or learning facilitator. If you are having difficulties preparing for your examination, please review Athabasca University's Counselling Services Mastering Exam Anxiety website or [email an AU counsellor](#).

[Mastering Exam Anxiety](#)

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## Examinations and Grades

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### 6.1.2 Requesting an Examination

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When you are ready to write your examination, you must complete and submit an Examination Request Form. You do not require permission to write an examination; however, we recommend that you discuss your preparedness with your tutor or learning facilitator. You will first need to contact the examination centre or your invigilator and select a date and time to write, and to discuss possible fees. You must submit your Examination Request Form well in advance of your requested write date.

#### [Exam Request Deadlines](#)

When you are ready to request an examination, complete and submit the online Examination Request Form (available as a PDF below, or through myAU).

#### [Online – Examination Request Form](#)

#### [PDF – Examination Request Form](#)

Before you submit the form, it is important that you continue to review the following sections.

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**Supplemental Exams**

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**Challenge for Credit Examinations**

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### 6.1.2.1 Oral Exams

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If you are registered in a course that has an oral exam, be advised that the exam may be conducted by email, phone, or other methods, which can be arranged between you and your tutor. The evaluation section of the course syllabus will indicate whether the course has an oral quiz or examination, or not.

---

### 6.1.2.2 Students with Disabilities

---

If you are a student with a disability or you are registered for services through Access to Students with Disabilities (ASD), and you require accommodations for your examinations, please use the Access to Students with Disabilities Examination Request Form.

[ASD Examination Request Form](#)

If you are a student with a disability who requires exceptional examination accommodations, you must request your examination 30 days before your write date to allow additional time to prepare the examination. In rare circumstances these time limits may be extended for specific examinations.

[ASD website](#)

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### 6.1.2.3 Where do I write?

---

Students can write at an examination centre located in the University's Athabasca, Edmonton, or Calgary, Alberta offices. In addition, a Canada-wide Examination Invigilation Network has been established and is comprised of many post-secondary institutions that are AU approved invigilation sites.

Students who do not have access to an examination centre, may propose an invigilator; a person approved by Athabasca University to oversee the writing of examinations. Athabasca University students living outside Canada write their examinations at an approved post-secondary institution or Canadian Embassy.

Students writing an online exam may also be able to write through ProctorU which enables students to write an online exam in locations other than those stated above.

Examination Centres

Invigilators

Virtual Invigilator

#### 6.1.2.4 When do I write?

---

Students are expected to write their exam within their course contract period. Exam requests that are received within our published exam request deadlines, with a write date that is within a student's contract period, will not be assessed any additional fees.

AU has implemented a process to accommodate late exam requests. A late exam request is an exam which is requested outside of the published deadlines.

Students cannot write their exam prior to the course contract start date.

All examination requests, with the exception of supplemental examinations, must be received by AU on or before your course contract end date.

After you submit your Examination Request Form, AU aims to have your exam arrive at the examination centre or your invigilator, approximately one week before your requested write date. AU cannot guarantee that your examination will arrive before your requested write date. Timelines are dependent on your geographic location.

### Examination Request Form

#### 6.1.2.5 Exam Request Deadlines

---

If you are requesting to write an exam at an AU location (i.e. AU Athabasca, AU Edmonton, or AU Calgary), you must request your exam 10 days before your requested write date. (Available dates/times at month end are in high demand so more notice may be necessary to ensure your preferred date/time.)

If you are requesting an exam within Canada or the United States at an established AU Approved Invigilation Centre you must request your exam 20 calendar days prior to your requested write date.

If you are outside of Canada and the United States and requesting an exam to be invigilated at an established AU Approved Invigilation Centre, your request must be received 30 calendar days prior to your requested write date.

If you are requesting to write an exam at an invigilator not established as an AU Approved Invigilator, your request must be received 60 calendar days prior to your requested write date.

EXAM REQUEST AND  
COMPLETION DEADLINES  
(WITH AN AU APPROVED  
INVIGILATOR)

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<b>Exam Type</b>	<b>Exam Request Deadline</b>	<b>Exam Completion Deadline</b>
Request for an exam for invigilation at an AU location	10 calendar days prior to the exam write date	Prior to or on the course contract end date
Request of an exam for invigilation inside Canada and the US	20 calendar days prior to the exam write date	Prior to or on the course contract end date
Request of an exam for invigilation outside Canada and the US	30 calendar days prior to the exam write date	Prior to or on the course contract end date
Late request for an exam	Prior to or on the course contract end date	Not later than 30 days after the course contract end date
Supplemental Exam	Within 90 calendar days of the initial	Within 30 calendar days of making the supplemental

write            exam  
date            request

## **NEW INVIGILATOR REQUEST DEADLINE (INVIGILATORS NOT ALREADY APPROVED)**

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60 calendar days prior to the anticipated exam write date.

### Examination Centres

### Invigilators

#### **6.1.2.6 Late Exam Requests**

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A request that is received outside of the published deadlines will be processed provided the student makes the request by his or her contract end date (with the exception of supplemental exams) and provided the exam is written not later than 30 days after the course contract end date. This is considered to be a late exam request and a non-refundable fee is assessed for this service. This is not an extension; tutor support will not continue and all other coursework must be submitted prior to your course contract end date. Please allow time for your request to be processed—on-time delivery of the late exam cannot be guaranteed.

See the Exam Request and Completion Deadlines table above for the general guidelines surrounding the assessment of a late exam fee.

#### **6.1.2.7 Examination Security**

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For exam security reasons, AU reserves the right to delay the shipment of examinations that have a write date scheduled well into the future. Whenever possible, examinations are shipped to an approved invigilator or an approved invigilation centre so that the exams arrive approximately one week before the requested write date.

### 6.1.2.8 Holiday Closures and Examinations

---

Examinations are not shipped during the last week in December when the University is closed.

Examination requests that are received prior to the University closure for courses with a course contract end date of December 31 are allowed additional time to write their examinations without being charged the Late Exam Fee. Exams requested prior to the University closure for courses with a contract end date of December 31 must be completed no later than January 15 of the following year.

The Exam Request Deadlines must still be met (i.e. if you are requesting an exam in Canada or the U.S. you must still request 20 days before the write date) or the Late Exam Fee will be assessed.

This additional time does not apply to other course work such as assignments and quizzes, which must be completed on or before the December 31 course contract end date.

Any examination requests received after the university closure, but prior to the course contract end date of December 31 will be processed as a Late Examination Request.

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## Examinations and Grades

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### 6.1.3 Examination Centres

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Students can write their examinations at Athabasca University buildings in Athabasca, Edmonton, or Calgary, Alberta. In addition, a Canada-wide Examination Invigilation Network has been established that is composed of many post-secondary institutions that are AU-approved invigilation centres.

If you wish to write your examination at a location other than AU or any of the listings in the Examination Invigilation Network, you must write at an accredited post-secondary institution such as a community college or a technical institute. If a college or technical institute is not accessible, you may write your examination at an educational institution such as a high school or library, provided it is approved by Examination Services Unit, Office of the Registrar.

If none of these options is available, review [Invigilators: Pre-Approved](#).

[Canada-Wide Examination Invigilation Network](#)

[Writing at Athabasca University](#)

[Centres Outside Canada](#)

### 6.1.3.1 Arrive on Time!

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Arrive promptly for your examination. Latecomers can be extremely disruptive to other students writing examinations. If you arrive more than 15 minutes late for a scheduled examination, and you have not notified your exam invigilator in advance, you should try to rebook your examination within 10 business days. Depending on where you write, you may be charged a non-refundable exam rebooking fee (payable at Athabasca, Edmonton, and Calgary, Alberta).

After the 10 business-day hold period, the unwritten examination is returned to AU. If and when you request the exam again, the non-refundable multiple examination fee will be charged.

Whenever possible, AU will accommodate moderately late arrivals; however, you will risk being interrupted if others leave the room before you are finished writing your examination. Allowing additional time may not always be possible.

If you think you might be late, please inform the institution where you are writing. Staff will advise you whether or not there is time to write your examination. If you still choose to write with less than the recommended time allowed, this will be noted on your examination in the case of a future appeal.

[Multiple examination fee](#)  
[Unwritten/Multiple Examinations](#)

### 6.1.3.2 Centres Within Canada

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Students who live within a 100 km radius of an AU-approved invigilation centre, write their examinations at that centre. Students who live more than 100 km from an exam invigilation centre, may request to write their exams closer to home provided they arrange for an invigilator who meets specific guidelines and is approved by AU.

Examination Invigilation Network  
Invigilators

### 6.1.3.3 Centres Outside Canada

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AU students who live outside of Canada must write their examination at an AU-approved post-secondary institution or Canadian Embassy, or use an invigilator who meets specific guidelines.

Invigilator guidelines

### 6.1.3.4 Grouped Study Students

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Grouped study students write their examination at the same place, date, and time selected by the course professor unless approval for an exception has been obtained in advance by the AU course coordinator.

### 6.1.3.5 Online Examinations

---

An increasing number of AU examinations are completed and submitted online. The course syllabus and your course materials will indicate whether the examination(s) for your course are online. When writing an online examination, it is your responsibility to ensure a computer with an Internet connection and an accepted web browser is available for your use at

the Invigilation Centre. Students are not permitted to bring or use personal laptops for online exams. Refer to your student manual for training resources, computer requirements and other information related to writing your online exam. Please direct your questions about online examinations to the [Examination Services Unit](#) or the AU [Information Centre](#).

All other examination regulations apply to online examinations. You must complete and submit the Examination Request Form to Examination Services using the methods described in the [Requesting an Examination](#) section.

### 6.1.3.6 Examination Attempt and Time Allotments

---

Once a student has viewed an examination—unless the wrong examination has been sent to the approved invigilator or approved invigilation centre—the examination will be deemed to have been written or attempted to have been written.

Students must complete their examinations within the time specified on the official invigilation and examination instructions.

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### 6.1.4 Invigilators: Pre-Approved

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Students are required to write an exam with an established Athabasca University-approved invigilator or at an AU-approved invigilation centre if they live within 100 km of that invigilator or invigilation centre. Students who live more than 100 km away from an examination centre may write their exams closer to home provided they [arrange for an invigilator](#).

An invigilator is a person authorized by AU to oversee the writing of an examination by an AU student. There may be an AU-approved invigilator in your area already.

Use the link below to determine whether there is an AU-approved invigilator in your area. If not, email [Examination Services Unit](#), Office of the Registrar, review the [Exam Request Deadlines](#), and Invigilation guidelines (See below).

[Examination Invigilation Network](#)

#### 6.1.4.1 Invigilator: Requires AU Approval

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AU has the right to refuse a requested invigilator, and request that the student submit an alternative invigilator, or request that the student write the examination at an AU-approved invigilation centre. AU has the right to discontinue the use of an AU-approved invigilator or an AU-approved invigilation centre at any time.

### 6.1.4.2 Invigilator Guidelines

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If an AU-approved invigilator is not available in your area, you may propose an individual (on the [Examination Online Request Form](#)), who meets the guidelines below. Before an invigilator may be approved, the University must be able to verify the accuracy of the information presented by the student and proposed invigilator. Please review [Exam Request Deadlines](#).

A proposed invigilator must be fluent in written and spoken English and be a permanent employee in one of the following categories:

- a professor or instructor at a recognized public or private post-secondary institution;
- an administrative or professional staff member of a recognized public or private post-secondary institution;
- an administrative or professional staff member of a public library or a library in a public or post-secondary school;
- an administrative or faculty staff member of a public or private elementary or secondary school;
- a ranking officer in the Armed Forces;
- an official at an embassy or consulate office.

A proposed invigilator **may not** be a friend, neighbour, co-worker, supervisor, family member, or relative of the student, and may not live at the same address as the student. Exceptions may be considered for students who live in remote communities and who do not have access to one of the individuals from the above categories within a 100 km radius of the student's residence. The Office of the Registrar must be confident that the individual selected will ensure that the examination invigilation guidelines will be followed and that there is no conflict of interest between the approved invigilator and student.

AU students are not permitted to act as invigilators for other AU students without the written permission of the Coordinator of Enrolment, Records, and Examination Services. Students at other schools are also not permitted to act as an invigilator unless the individual is a paid employee of an AU-approved invigilation centre or has been approved by the Coordinator of Enrolment, Records, and Examination Services.

If these options are not available to you, email [Examination Services Unit](#), Office of the Registrar. A staff member will help you determine a suitable location and an acceptable invigilator.

[Examination Request Form](#)

[Examination Invigilation Network](#)

### 6.1.4.3 Invigilator Fees

---

Students are responsible for any expenses incurred when writing an examination. Most invigilators request a fee to invigilate

examinations. Invigilation centers may also charge a fee if you cancel or reschedule your examination.

AU does not charge a fee to invigilate examinations at any of its three offices located in Athabasca; Edmonton; or Calgary, Alberta.

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### 6.1.5 Unwritten/Multiple Examinations

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Occasionally, circumstances arise that prevent students from writing their examination on the date requested. When the unwritten examination is returned to Athabasca University, and you request to write at a later date, this is called a multiple examination. You may reschedule your examination by following these guidelines.

For each request to write, you must complete and submit an Examination Request Form. If you reschedule your new write date within 10 business days after your original write date, but not past your contract end date, you will avoid the multiple examination fee (examination rebooking fees may be assessed by your invigilator).

If you reschedule later, Athabasca University will charge you a non-refundable multiple examination fee. This fee is levied each time an exam is returned unwritten and is requested again. If you were scheduled to write your examination at Athabasca University Athabasca, Edmonton, or Calgary office, you will be

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charged a non-refundable rebooking fee, provided the exam is written within 10 days.

Ensure that your invigilator is able to reschedule to the new write date. Your invigilator may assess a cancellation or rebooking fee; however, she or he is under no obligation to reschedule a new write date. Also ensure that the correct fee accompanies the Examination Request Form.

Multiple examinations do not apply to supplemental examinations, which are written as requested.

### 6.1.5.1 Returning an Unwritten/Multiple Examination

---

If you are unable to write your examination, your AU-approved invigilator or the AU-approved invigilation centre must hold the unwritten examination for a period of 10 business days after the scheduled write date. Although it is expected that an approved invigilator or an approved invigilation centre will endeavor to accommodate rescheduling, neither is under any obligation to reschedule a new write date.

Unwritten examinations must be returned immediately after the expiry of the 10 business-day hold period. If the exam is not being written at one of Athabasca University Athabasca, Edmonton, or Calgary offices, it is expected that the AU-approved invigilator or AU-approved invigilation centre will initiate the return process on the next business day following the expiry of the 10 business-day hold period.

## Questions?

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email [Examination Services Unit](#), Office  
of the Registrar  
refer to [Requesting an Examination](#)  
[Examination Rebooking Fee](#)  
(Athabasca, Edmonton, or Calgary)  
[Multiple Examination Fee](#)  
[Examination Request Form](#)  
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### 6.1.6 Supplemental Examinations

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If you are not satisfied with your initial examination mark (supplemental examinations do not apply to assignments, quizzes, or challenge courses) you may request and write **one** supplemental examination for each midterm or final exam required in your course. The higher of the two marks will be used in calculating your final course grade.

If the supplemental exam is written after the course contract end date, you are not required to apply for a course extension.

Athabasca University charges a non-refundable fee for a supplemental examination. To avoid delay, ensure that this fee accompanies the Examination Request Form. Unwritten/multiple examinations do not apply to supplemental examinations, which are written as requested.

In order to request a supplemental examination, you must complete and submit the Examination Request Form to the Office of the Registrar so that the form will arrive no later than 90 calendar days after the date of writing the initial

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examination. The supplemental exam must be requested within the [Exam Request and Completion Deadlines](#).

**Challenge for Credit Examinations**

[Supplemental examination fee Examination Request Form](#)

**Marks and Grades**

**NOTE:** Not all post-secondary institutions will accept a course where a supplemental exam has been written. Students taking an AU course on a Letter of Permission from another post-secondary institution should check first to see if that institution will accept a course for transfer where a supplemental exam has been written.

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### 6.1.6.1 Returning an Unwritten Supplemental Examination

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If a student is unable to write the supplemental exam, an AU-approved invigilator or an AU-approved invigilation centre must hold the unwritten examination for a period of 10 business days after the scheduled write date. Although it is expected that an AU-approved invigilator or an AU-approved invigilation centre will endeavor to accommodate scheduling changes, neither person is under any obligation to reschedule a new write date.

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Unwritten supplemental examinations must be returned immediately after the expiry of the 10 business day hold period. If the exam is not being written at an Athabasca University centre, it is expected that the AU-approved invigilator or the AU-approved invigilation centre will initiate the return process on the next business day following the expiry of the 10 business day hold period.

An unwritten supplemental examination that has been returned to the University may not be re-requested.

### 6.1.6.2 Supplemental Examination Security

---

The regulations surrounding supplementary examination security are the same as regular examination security. See [Examination Security](#) for more information.

### Questions?

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email [Examination Services, Office of the Registrar](#)  
[Requesting an Examination](#)

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### 6.1.7 Challenge for Credit Examinations

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When the challenge for credit process involves an invigilated examination refer to the [Undergraduate Exam Request and Completion Policy](#), except in the case of Supplemental Exams. Supplemental Examinations are not allowed in the challenge for credit process.

[Examination Invigilation Network](#)  
[Challenge for Credit](#)  
[Supplemental Examinations](#)  
[Unwritten/Multiple Examinations](#)

#### 6.1.7.1 Challenge for Credit Grades and Appeals

---

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

You have one opportunity to challenge a course. If you do not successfully complete, or you fail the course taken via the challenge for credit process, you are not permitted to challenge the course a

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second time. You must instead register in the full course and complete it successfully in order to receive credit. If you do not successfully complete the requirements of the course taken via the challenge for credit process you will be assigned a grade of "F" (failure).

All challenge for credit grade appeals are subject to an appeals process described in Athabasca University's [Student Code of Conduct and Right to Appeal Regulations](#).

[Undergraduate Courses Grading Policy](#)

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### 6.2 Marks and Grades

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The marks for your assignments and examinations should be available to you approximately five to seven business days after Athabasca University receives them from the marker. Unofficial final grades should be available 10 business days after Athabasca University receives the marks for your last assignment or examination.

Neither of these timelines includes mailing times.

For each course you complete, the Office of the Registrar will provide a statement of the final grade that you achieved and the credits you earned.

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### 6.2.1 Grading Policy

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Effective January 1, 2003, Athabasca University adopted the province-wide alpha/4.0 grading system to report undergraduate final grades. Courses with start dates of January 1, 2003, and later use an alpha grading scale. For courses with start dates before January 1, 2003, the percentage grading scale is used.

For individual courses, the alpha scale uses letter grades ranging from A+ through F to reflect a student's performance and knowledge of the materials covered. Overall academic performance is reported using the 4.0 grade-point average (GPA) scale. A grade point is a value between 0 and 4.00 that is assigned to a grade (alpha or percentage). The grade-point average is a weighted average of all the courses a student has taken with AU.

The passing grade for AU undergraduate courses taken before December 31, 2002, is 50 per cent unless stipulated otherwise in the course outline/syllabus. For courses started January 1, 2003, and later, the passing grade is the equivalent to a D unless stipulated otherwise in the course outline/syllabus.

### 6.2.1.1 Grade-Point Average

---

A grade-point average is calculated for all AU undergraduate transcripts. All courses listed on your transcript have a grade and are included in the cumulative grade-point average calculation.

For each course taken, the transcript will display the course grade (percentage or alpha) as well as its corresponding 4-point grade value. All failing grades, excluding WF (Withdrawal Failure) and U (Failure: in courses using pass/fail grade mode), are calculated into the cumulative average. For courses started before December 31, 2002, the actual percentage grade earned by a student for a failed course is also shown on the transcript. For courses started before September 1989, the passing grade is 60 per cent unless stipulated otherwise. Grades for courses using the pass/fail grade mode are not included in the GPA calculation.

### Alpha grading scale

### 6.2.1.2 Notification of Marks and Grades

---

Unofficial final grades can be viewed in Gradebook in the myAU portal. It can take five to seven days from the time your final grade appears in Gradebook until the final grade is entered into the student information system. If the final grade appears in the PDF document when you preview your transcript online, then the final grade is entered in the student information system and you can order a transcript. For each course you complete,

the Office of the Registrar will provide a statement of the final grade that you achieved and the credits you earned.

If you are transferring your courses to another institution, please determine the receiving institution's deadlines and ensure you allow adequate time for your grades to be processed and sent.

### 6.2.1.3 Questions Regarding Marks

---

Questions about your midterm marks may be directed to your Academic Centre or tutor. You must identify yourself before AU staff will release unofficial marks or grades over the telephone. Marks and grades released over the telephone have no official standing.

The Office of the Registrar provides statements of your composite grade (final grade) achieved in courses and the credits earned for each course completed. Your course composite grade cannot be calculated until all the course requirements (e.g., labs, assignments, essays, tests, quizzes, and examinations) have been completed, submitted, and marked.

#### Transcript Requests

### 6.2.1.4 Final Grade Processing

---

We recommend that you write your examination and complete and submit all your assignments at least six weeks before the date your final grade is required.

If you are transferring your courses to another institution, please ask about the receiving institution's deadlines and

ensure that you allow adequate time for your grades to be processed and sent.

### 6.2.1.5 Incomplete Course Work

---

Before December 31, 2002, students who were unable to complete a course by the course contract end date and did not request a course extension or a course withdrawal were awarded a grade of 0F (Zero Failure).

After January 1, 2003, students who are unable to complete their course by the course contract end date and do not request a course extension or a course withdrawal are awarded a grade of F (Failure) or U (Failure: for courses using pass/fail grade mode).

For courses that have mandatory components (e.g., quizzes, assignments, or minimum grades on all assignments or quizzes), these components must be completed to pass the course. A mark of zero on such a component may result in a failing grade being assigned to the course. You are strongly advised to carefully read the course evaluation scheme in the course syllabus.

Some courses, especially those with lab components, are offered only at specific times of the year and are exempt from this policy. For more information, contact the Academic Centre that offers the course.

[Course Extensions](#)

[Course Withdrawal](#)

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### 6.2.2 Appeals

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Students may appeal any mark given to essays, examinations, assignments, or exercises that contribute to their final grade. Appeals of both failing and passing marks will be considered.

Students determine the grounds for appeal and must follow the procedures outlined in Athabasca University's [Student Code of Conduct and Right to Appeal Regulations](#).

These regulations may not apply to [grouped study courses](#). Grouped study students must consult an advisor at the collaborating institution offering the AU course.

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### 6.2.3 Transcript Requests

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A transcript is a student's official academic record at the time of the document's production.

If you use the Online Student Transcript Request form, the official transcript will show only the grades that have been entered in your official student record at the time the online request is submitted. Before you submit your request online, preview your transcript to ensure it accurately reflects the academic record you expect to be issued.

Most institutions or agencies require that official transcripts be sent to them directly from AU.

AU does not recognize honours list recipients on the official student record, but will indicate the following:

current program of study and the associated total transfer credit awarded

non-credit courses completed at AU  
grade-point average

course names and numbers, number of credits awarded

the final grade and corresponding 4-

Fees and Refunds	point grade value the grade points and credit hours earned for each course registration
Faculty	the term dates (year/month course(s) started)
Student Code of Conduct and Right to Appeals Regulations	courses challenged for credit (noted with CH) including unsuccessful challenges re-registrations (noted with R) and repeated courses suspensions and expulsions
Glossary	graduation with distinction or great distinction.
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### 6.2.3.1 Methods of Requesting Transcripts

---

No partial transcripts are issued, and only you can request a transcript. You may request an official transcript using one of the following methods:

[online request Transcript Request Form \(PDF\)](#) and in your learning resources package  
Login to [myAU](#) using your student ID number and password. Select the "Request Transcripts" option under Student Record in the left-hand navigation menu.

Transcript requests from a student must be kept at a reasonable number. AU may follow up with students ordering an unusually high number of transcripts.

#### **Priority Transcript Requests**

Students can request (and pay) for priority transcript service in which their transcripts are sent by fax. Please note this is not available for students wanting their transcripts faxed internationally. It is also

the student's responsibility to determine if the institution they are requesting their transcript be sent to accepts faxed transcripts.

### 6.2.3.2 Letter of Certification

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A Letter of Certification is an official confirmation of information that is not included on your transcript. For example, a letter may be requested if no course(s) have been completed at AU.

Only the student concerned may request a Letter of Certification from AU. The request must:

1. be made in writing and bear the student's signature and birth date or student ID number
2. confirm the information to be included in the letter
3. bear the full name and contact information of the letter's recipient
4. be faxed to 780.675.6174, Attn.: Academic Records or mailed.

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**Form T2202A**

## 7. Undergraduate Fees and Refunds

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The following fees are effective for students registering with a start date of September 1, 2018 to August 31, 2019.

Course fees are all-inclusive, and are calculated by combining the tuition fees, learning resources fee, and Students' Union and Alumni Relations fees.

If you formally withdraw from your individualized study course or your grouped study course, you must follow the regulations in the following sections that apply to you.

For more information related to undergraduate fees and refunds, use the links on the left.

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### 7.1 Fees

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The following fees are effective for students registering with a start date of September 1, 2018 to August 31, 2019.

Course fees are all-inclusive and are calculated by combining the tuition fees, learning resources fee, and Students' Union and Alumni Relations fees. Choose the fees relevant to your situation from the links on the left.

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The following fees are effective for students registering with a start date of September 1, 2018 to August 31, 2019.

### 7.1.1 Fee Summary

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Student fees are all-inclusive and are calculated by combining the tuition fees, learning resources fee, and mandatory Students' Union and Alumni Relations fees. Academic-related fees are exempt from the federal Goods and Services Tax (G.S.T.). Other goods are not G.S.T. exempt. Fees are listed and payable in Canadian dollars.

The payment of student fees entitles you to receive most learning resources and other support services (including tutorial assistance where provided) for the period of active registration.

Students attending Athabasca University grouped study courses at collaborating institutions may be assessed tuition and fees that vary from those established within this Calendar. Those students should contact an academic advisor or the Office of the Registrar at the collaborating institution.

<b>Students Outside Canada</b>	Students are responsible for any expenses incurred when writing an examination. Most invigilators request a fee to invigilate examinations. Invigilation centers may also charge a fee if you cancel or reschedule your examination.
<b>Courses without Course Packages</b>	AU does not charge a fee to invigilate examinations at any of its three office locations in Athabasca, Edmonton, or Calgary, Alberta.
<b>Estimated Undergraduate Program Fees</b>	
<b>Challenge for Credit</b>	<b>Effective Dates</b>
<b>Academic-Related Fees</b>	The following fee schedule applies to students who are registering in courses that have a September 1, 2018 or later start date, unless otherwise stated. It is Athabasca University's intention to increase its tuition fees in future years by the maximum amount permitted under the Government of Alberta's Tuition Fee Policy.
<b>Students Union/Alumni Relations Fees</b>	
<b>G.S.T.</b>	
<b>Methods of Payment</b>	<b>7.1.1.1 Returning Students</b>
<b>Courier Fees</b>	If you are a returning Athabasca University student, please log in to myAU. If you are no longer an active student, you may still log in to myAU and follow the reactivation procedure.
<b>Refunds</b>	
<b>Delinquent Accounts</b>	
<b>Receipts</b>	Once you have logged in to myAU, you may register in a course and view personal information, such as your AU Library account, and your assignment marks, and course grades. You may also take care of administrative matters, such as booking examinations, submitting assignments, and requesting extensions or course withdrawals.
<b>Form T2202A</b>	
<b>Faculty</b>	
<b>Student Code of Conduct and Right to Appeals Regulations</b>	Athabasca University will also communicate directly with you through myAU. Check the Message Centre on your
<b>Glossary</b>	

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myAU home page for general information and for mail addressed to you.

[myAU](#) (current students)

### 7.1.1.2 General Application Form/Fee (New Students)

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When first seeking admission to Athabasca University, all students submit a \$115 one-time, non-refundable application fee with their completed Undergraduate General Application Form.

The application fee is non-refundable and payable only once regardless of whether your requested start date is unavailable or if you choose not to register in an Athabasca University course.

The Undergraduate General Application Form, used to apply for admission, is separate from the Undergraduate Course Registration Form used for registering in most Athabasca University courses.

[UG General Application Form](#) (new students)

[myAU](#)

### 7.1.1.4 One-Credit Courses

---

The learning resources fee and Alumni Relations fee do not apply to one-credit courses.

### 7.1.1.5 Zero-Credit Courses

---

Athabasca University offers a number of zero-credit courses (e.g., ENGL 140). Zero-credit courses are assessed the same fee structure as three-credit courses minus the Students' Union Fees and Alumni Fees.

Other academic-related fees and regulations also apply to zero-credit courses.

### 7.1.1.6 Re-Registration Fees

---

Re-registration fees include the tuition fee, Students' Union and Alumni Relations fees only. If the course has been revised since your last registration, you are required to purchase a new course package. In this case, the learning resources fee is added to your re-registration amount.

**Information effective Sept. 1, 2018 to Aug. 31, 2019.**

*Updated August 29 2018 by laurab*

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## Undergraduate Fees and Refunds

---

Fees effective October 1, 2018 to August 31, 2019.

### 7.1.2 Canadian Student Fees

---

#### 7.1.2.1 Permanent Residents of Alberta

---

The following all-inclusive fees apply to students who are living in Alberta or abroad while they are working for the Canadian Forces. These fees do not apply to students studying in Alberta on a study authorization (refer to [Non-Canadians Living Temporarily in Alberta](#)).

#### **Regular and Audit Registrations**

#### 0 CREDIT

---

Student fees (regular and audit registrations) for a Province of Alberta student in a zero-credit course are calculated by combining the following:

Tuition fee	\$476
Learning Resources	\$180 <u>(*exceptions)</u>

Students Outside Canada	Fee	<u>apply</u> )
	<b>0 credit total</b>	<b>\$656</b>
Courses without Course Packages	1 CREDIT	
Estimated Undergraduate Program Fees	Student fees (regular and audit registrations) for a Province of Alberta student in a one-credit course are calculated by combining the following:	
Challenge for Credit	Tuition fee	\$159
Academic-Related Fees	Students' Union Fee (\$3.75)	\$3.75
Students Union/Alumni Relations Fees	<b>1 credit total</b>	<b>\$162.75</b>
G.S.T.	3 CREDIT	
Methods of Payment	Student fees (regular and audit registrations) for a Province of Alberta student in a three-credit course are calculated by combining the following:	
Courier Fees		
Refunds	Tuition fee	\$476
Delinquent Accounts	Learning Resources Fee	\$180 (*exceptions <u>apply</u> )
Receipts	Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Form T2202A	<b>3 credit total</b>	<b>\$669.25</b>
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---

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registrations) for a Province of Alberta student in a four-credit course are calculated by combining the following:

Tuition fee	\$635
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
<b>4 credit total</b>	<b>\$832</b>

## 6 CREDIT

---

Student fees (regular and audit registrations) for a Province of Alberta student in a six-credit course are calculated by combining the following:

Tuition fee	\$952
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
<b>6 credit total</b>	<b>\$1,156.50</b>

## 9 CREDIT

---

Student fees (regular and audit registrations) for a Province of Alberta student in a nine-credit course are calculated by combining the following:

Tuition fee	\$1,428
-------------	---------

Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
<b>9 credit total</b>	<b>\$1,643.75</b>

### Re-registrations

#### 0 CREDIT

---

Student fees (re-registrations) for a Province of Alberta student in a zero-credit course are calculated by combining the following:

Tuition fee	\$476
<b>0 credit total</b>	<b>\$476</b>

#### 1 CREDIT

---

Student fees (re-registrations) for a Province of Alberta student in a one-credit course are calculated by combining the following:

Tuition fee	\$159
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$162.75</b>

#### 3 CREDIT

---

Student fees (re-registrations) for a

Province of Alberta student in a three-credit course are calculated by combining the following:

Tuition fee	\$476
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
<b>3 credit total</b>	<b>\$489.25</b>

## 4 CREDIT

---

Student fees (re-registrations) for a Province of Alberta student in a four-credit course are calculated by combining the following:

Tuition fee	\$635
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
<b>4 credit total</b>	<b>\$652</b>

## 6 CREDIT

---

Student fees (re-registrations) for a Province of Alberta student in a six-credit course are calculated by combining the following:

Tuition fee	\$952
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
<b>6 credit total</b>	<b>\$976.50</b>

## 9 CREDIT

---

Student fees (re-registrations) for a Province of Alberta student in a nine-credit course are calculated by combining the following:

Tuition fee	\$1,428
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
<b>9 credit total</b>	<b>\$1,463.75</b>

### 7.1.2.2 Canadian Residents Outside Alberta

---

The following all-inclusive fees apply to Canadian students (except province of Alberta students; refer to [Permanent Residents of Alberta](#)) who are living in Canada (but outside the province of Alberta) or abroad while they are working for a Canadian embassy, consulate, or the Canadian Forces.

These fees do not apply to students studying in Canada, outside Alberta, on a study authorization (refer to [Non-Canadians Living Temporarily in Canada Outside Alberta](#)).

#### **Regular and Audit Registrations**

### 0 CREDIT

---

Student fees (regular and audit registrations) for an out-of-province Canadian student in a zero-credit course are calculated by combining the following:

Tuition fee	\$476
-------------	-------

Learning Resources Fee	\$180 (*exceptions apply)
Out of Province Fee	\$178
<b>0 credit total</b>	<b>\$834</b>

## 1 CREDIT

---

Student fees (regular and audit registrations) for an out-of-province Canadian student in a one-credit course are calculated by combining the following:

Tuition fee	\$159
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$162.75</b>

## 3 CREDIT

---

Student fees (regular and audit registrations) for an out-of-province Canadian student in a three-credit course are calculated by combining the following:

Tuition fee	\$476
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Out of Province Fee	\$178

**3 credit total**                      **\$847.25**

## 4 CREDIT

---

Student fees (regular and audit registrations) for an out-of-province Canadian student in a four-credit course are calculated by combining the following:

Tuition fee	\$635
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
Out of Province Fee	\$178
<b>4 credit total</b>	<b>\$1,010</b>

## 6 CREDIT

---

Student fees (regular and audit registrations) for an out-of-province Canadian student in a six-credit course are calculated by combining the following:

Tuition fee	\$952
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
Out of Province Fee	\$178

**6 credit total** **\$1,334.50**

## 9 CREDIT

---

Student fees (regular and audit registrations) for an out-of-province Canadian student in a nine-credit course are calculated by combining the following:

Tuition fee	\$1,428
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
Out of Province Fee	\$178
<b>9 credit total</b>	<b>\$1,821.75</b>

## **Re-registrations**

## 0 CREDIT

---

Student fees (re-registrations) for an out-of-province Canadian student in a zero-credit course are calculated by combining the following:

Tuition fee	\$476
Out of Province Fee	\$178
<b>0 credit total</b>	<b>\$654</b>

## 1 CREDIT

---

Student fees (re-registrations) for an out-of-province Canadian student in a one-credit course are calculated by combining the following:

Tuition fee	\$159
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$162.75</b>

### 3 CREDIT

---

Student fees (re-registrations) for an out-of-province Canadian student in a three-credit course are calculated by combining the following:

Tuition fee	\$476
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Out of Province Fee	\$178
<b>3 credit total</b>	<b>\$667.25</b>

### 4 CREDIT

---

Student fees (re-registrations) for an out-of-province Canadian student in a four-credit course are calculated by combining the following:

Tuition fee	\$635
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
Out of Province Fee	\$178

**4 credit total** **\$830**

## 6 CREDIT

---

Student fees (re-registrations) for an out-of-province Canadian student in a six-credit course are calculated by combining the following:

Tuition fee	\$952
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
Out of Province Fee	\$178
<b>6 credit total</b>	<b>\$1,154.50</b>

## 9 CREDIT

---

Student fees (re-registrations) for an out-of-province Canadian student in a nine-credit course are calculated by combining the following:

Tuition fee	\$1,428
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
Out of Province Fee	\$178
<b>9 credit total</b>	<b>\$1,641.75</b>

## 7.1.2.3 Canadian Senior Citizens

---

Canadian senior citizens (65 years of age or over) are offered a reduction in course registration fees. Seniors pay the full learning resources fee portion of a registration but are given a reduction of one-half the tuition registration fee as reflected below.

Seniors are also given a reduction of one-half of the course extension fees; however, all other course and academic-related fees, including the one-time, non-refundable application fee and any service fees, must be paid in full.

The seniors' reduction does not apply to students living outside Canada or non-Canadian students living temporarily in Canada. Those students must refer to the regular fee categories.

### 7.1.2.3.1 Canadian Senior Citizens in Alberta

---

#### **Regular and Audit Registrations**

#### 0 CREDIT

---

Student fees (regular and audit registrations) for a student who is an Alberta Senior Citizen in a zero-credit course are calculated by combining the following:

Tuition fee	\$238
Learning Resources Fee	\$180 (*exceptions apply)
<b>0 credit total</b>	<b>\$418</b>

## 1 CREDIT

---

Student fees (regular and audit registrations) for a student who is an Alberta Senior Citizen in a one-credit course are calculated by combining the following:

Tuition fee	\$80
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$83.75</b>

## 3 CREDIT

---

Student fees (regular and audit registrations) for a student who is an Alberta Senior Citizen in a three-credit course are calculated by combining the following:

Tuition fee	\$238
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
<b>3 credit total</b>	<b>\$431.25</b>

## 4 CREDIT

---

Student fees (regular and audit registrations) for a student who is an Alberta Senior Citizen in a four-credit course are calculated by combining the

following:

Tuition fee	\$318
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
<b>4 credit total</b>	<b>\$515</b>

## 6 CREDIT

---

Student fees (regular and audit registrations) for a student who is an Alberta Senior Citizen in a six-credit course are calculated by combining the following:

Tuition fee	\$476
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
<b>6 credit total</b>	<b>\$680.50</b>

## 9 CREDIT

---

Student fees (regular and audit registrations) for a student who is an Alberta Senior Citizen in a nine-credit course are calculated by combining the following:

Tuition fee	\$714
-------------	-------

Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
<b>9 credit total</b>	<b>\$929.75</b>

### Re-registrations

#### 0 CREDIT

---

Student fees (re-registrations) for a student who is an Alberta Senior Citizen in a zero-credit course are calculated by combining the following:

Tuition fee	\$238
<b>0 credit total</b>	<b>\$238</b>

#### 1 CREDIT

---

Student fees (re-registrations) for a student who is an Alberta Senior Citizen in a one-credit course are calculated by combining the following:

Tuition fee	\$80
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$83.75</b>

#### 3 CREDIT

---

Student fees (re-registrations) for a

student who is an Alberta Senior Citizen in a three-credit course are calculated by combining the following:

Tuition fee	\$238
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
<b>3 credit total</b>	<b>\$251.25</b>

## 4 CREDIT

---

Student fees (re-registrations) for a student who is an Alberta Senior Citizen in a four-credit course are calculated by combining the following:

Tuition fee	\$318
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
<b>4 credit total</b>	<b>\$335</b>

## 6 CREDIT

---

Student fees (re-registrations) for a student who is an Alberta Senior Citizen in a six-credit course are calculated by combining the following:

Tuition fee	\$476
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
<b>6 credit total</b>	<b>\$500.50</b>

## 9 CREDIT

---

Student fees (re-registrations) for a student who is an Alberta Senior Citizen in a nine-credit course are calculated by combining the following:

Tuition fee	\$714
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
<b>9 credit total</b>	<b>\$749.75</b>

### 7.1.2.3.2 Canadian Senior Citizens Outside Alberta

---

#### **Regular and Audit Registrations**

#### 0 CREDIT

---

Student fees (regular and audit registrations) for a student who is an out-of-province Canadian Senior Citizen in a zero-credit course are calculated by combining the following:

Tuition fee	\$238
Learning Resources Fee	\$180 (*exceptions apply)
Out of Province Fee	\$178
<b>0 credit total</b>	<b>\$596</b>

#### 1 CREDIT

---

Student fees (regular and audit registrations) for a student who is an

out-of-province Canadian Senior Citizen in a one-credit course are calculated by combining the following:

Tuition fee	\$80
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$83.75</b>

### 3 CREDIT

---

Student fees (regular and audit registrations) for a student who is an out-of-province Canadian Senior Citizen in a three-credit course are calculated by combining the following:

Tuition fee	\$238
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Out of Province Fee	\$178
<b>3 credit total</b>	<b>\$609.25</b>

### 4 CREDIT

---

Student fees (regular and audit registrations) for a student who is an out-of-province Canadian Senior Citizen in a four-credit course are calculated by combining the following:

Tuition fee	\$318
-------------	-------

Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
Out of Province Fee	\$178
<b>4 credit total</b>	<b>\$693</b>

## 6 CREDIT

---

Student fees (regular and audit registrations) for a student who is an out-of-province Canadian Senior Citizen in a six-credit course are calculated by combining the following:

Tuition fee	\$476
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
Out of Province Fee	\$178
<b>6 credit total</b>	<b>\$858.50</b>

## 9 CREDIT

---

Student fees (regular and audit registrations) for a student who is an out-of-province Canadian Senior Citizen in a nine-credit course are calculated by combining the following:

Tuition fee	\$714
-------------	-------

Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
Out of Province Fee	\$178
<b>9 credit total</b>	<b>\$1,107.75</b>

### **Re-registrations**

#### 0 CREDIT

---

Student fees (re-registrations) for a student who is an out-of-province Canadian Senior Citizen in a zero-credit course are calculated by combining the following:

Tuition fee	\$238
Out of Province Fee	\$178
<b>0 credit total</b>	<b>\$416</b>

#### 1 CREDIT

---

Student fees (re-registrations) for a student who is an out-of-province Canadian Senior Citizen in a one-credit course are calculated by combining the following:

Tuition fee	\$80
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$83.75</b>

### 3 CREDIT

---

Student fees (re-registrations) for a student who is an out-of-province Canadian Senior Citizen in a three-credit course are calculated by combining the following:

Tuition fee	\$238
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Out of Province Fee	\$178
<b>3 credit total</b>	<b>\$429.25</b>

### 4 CREDIT

---

Student fees (re-registrations) for a student who is an out-of-province Canadian Senior Citizen in a four-credit course are calculated by combining the following:

Tuition fee	\$318
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
Out of Province Fee	\$178
<b>4 credit total</b>	<b>\$513</b>

### 6 CREDIT

---

Student fees (re-registrations) for a student who is an out-of-province Canadian Senior Citizen in a six-credit

course are calculated by combining the following:

Tuition fee	\$476
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
Out of Province Fee	\$178
<b>6 credit total</b>	<b>\$678.50</b>

## 9 CREDIT

---

Student fees (re-registrations) for a student who is an out-of-province Canadian Senior Citizen in a nine-credit course are calculated by combining the following:

Tuition fee	\$714
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
Out of Province Fee	\$178
<b>9 credit total</b>	<b>\$927.75</b>

### Course Extensions

(Canadian seniors only) = \$87.00 per extension

**Information effective Oct. 1, 2018 to Aug. 31, 2019.**

*Updated January 11 2019 by laurab*

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## Undergraduate Fees and Refunds

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Fees effective October 1, 2018 to August 31, 2019.

### 7.1.3 Non-Canadian Student Fees

---

Before non-Canadian students who are living temporarily in Canada may be admitted or registered in a course at Athabasca University, they must possess and present a valid study authorization confirming permission to study in Canada.

Admission and evaluation fees are in addition to these fees. Students' Union, Alumni Relations fees (where applicable), and the learning resources fee, are included in the following fees. Re-registration fees do not include the learning resource fee.

There are no reduced fees for Senior Citizens who are non-Canadians.

#### 7.1.3.1 Non-Canadians Living Temporarily in Alberta

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##### Regular and Audit Registrations

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Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a zero-credit course are calculated by combining the following:

Tuition fee	\$952
	\$180
Learning Resources Fee	(*exceptions apply.)
<b>0 credit total</b>	<b>\$1,132</b>

## 1 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a one-credit course are calculated by combining the following:

Tuition fee	\$318
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$321.75</b>

## 3 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a three-credit course are calculated by combining the following:

Tuition fee	\$952
	\$180
Learning Resources Fee	(*exceptions apply.)

Site Map		<u>apply</u> .)
Search Undergraduate Calendar	Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
	<b>3 credit total</b>	<b>\$1,145.25</b>

## 4 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a four-credit course are calculated by combining the following:

Tuition fee	\$1,270
Learning Resources Fee	\$180 (* <u>exceptions apply</u> .)
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
<b>4 credit total</b>	<b>\$1,467</b>

## 6 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a six-credit course are calculated by combining the following:

Tuition fee	\$1,904
Learning Resources Fee	\$180 (* <u>exceptions apply</u> .)

Students' Union

(\$22.50) and Alumni Relations (\$2) Fees	\$24.50
<b>6 credit total</b>	<b>\$2,108.50</b>

## 9 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a nine-credit course are calculated by combining the following:

Tuition fee	\$2,856
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
<b>9 credit total</b>	<b>\$3,071.75</b>

### Re-registrations

## 0 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a zero-credit course are calculated by combining the following:

Tuition fee	\$952
<b>0 credit total</b>	<b>\$952</b>

## 1 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a one-credit course are calculated by combining the following:

Tuition fee	\$318
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$321.75</b>

### 3 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a three-credit course are calculated by combining the following:

Tuition fee	\$952
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
<b>3 credit total</b>	<b>\$965.25</b>

### 4 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a four-credit course are calculated by combining the following:

Tuition fee	\$1,270
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
<b>4 credit total</b>	<b>\$1,287</b>

## 6 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a six-credit course are calculated by combining the following:

Tuition fee	\$1,904
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
<b>6 credit total</b>	<b>\$1,928.50</b>

## 9 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living in Alberta) in a nine-credit course are calculated by combining the following:

Tuition fee	\$2,856
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
<b>9 credit total</b>	<b>\$2,891.75</b>

### 7.1.3.2 Non-Canadians Living Temporarily in Canada Outside Alberta

---

#### **Regular and Audit Registrations**

## 0 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a zero-credit course are calculated by combining the following:

Tuition fee	\$952
	\$180
Learning Resources Fee	(*exceptions apply)
Out of province fee	\$178
<b>0 credit total</b>	<b>\$1,310</b>

### 1 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a one-credit course are calculated by combining the following:

Tuition fee	\$318
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$321.75</b>

### 3 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a three-credit course are calculated by combining the following:

Tuition fee	\$952
-------------	-------

Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Out of province fee	\$178
<b>3 credit total</b>	<b>\$1,323.25</b>

#### 4 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a four-credit course are calculated by combining the following:

Tuition fee	\$1,270
Learning Resources Fee	\$180 (*exceptions apply)
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
Out of province fee	\$178
<b>4 credit total</b>	<b>\$1,645</b>

#### 6 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a six-credit course are calculated by combining the following:

Tuition fee	\$1,904
	\$180
Learning Resources Fee	(*exceptions apply)
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
Out of province fee	\$178
<b>6 credit total</b>	<b>\$2,286.50</b>

## 9 CREDIT

---

Student fees (regular and audit registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a nine-credit course are calculated by combining the following:

Tuition fee	\$2,856
	\$180
Learning Resources Fee	(*exceptions apply)
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
Out of province fee	\$178
<b>9 credit total</b>	<b>\$3,249.75</b>

## Re-registrations

## 0 CREDIT

---

Student fees (re-registrations) for a non-

Canadian student temporarily in Canada (living outside Alberta) in a zero-credit course are calculated by combining the following:

Tuition fee	\$952
Out of province fee	\$178
<b>0 credit total</b>	<b>\$1,130</b>

## 1 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a one-credit course are calculated by combining the following:

Tuition fee	\$318
Students' Union Fee (\$3.75)	\$3.75
<b>1 credit total</b>	<b>\$321.75</b>

## 3 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a three-credit course are calculated by combining the following:

Tuition fee	\$952
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Out of province fee	\$178
<b>3 credit total</b>	<b>\$1,143.25</b>

## 4 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a four-credit course are calculated by combining the following:

Tuition fee	\$1,270
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
Out of province fee	\$178
<b>4 credit total</b>	<b>\$1,465</b>

## 6 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a six-credit course are calculated by combining the following:

Tuition fee	\$1,904
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
Out of province fee	\$178
<b>6 credit total</b>	<b>\$2,106.50</b>

## 9 CREDIT

---

Student fees (re-registrations) for a non-Canadian student temporarily in Canada (living outside Alberta) in a nine-credit course are calculated by combining the

following:

Tuition fee	\$2,856
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
Out of province fee	\$178
<b>9 credit total</b>	<b>\$3,069.75</b>

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## Undergraduate Fees and Refunds

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Information effective for students enrolled in a program after July 27, 2017, and registering in a course from October 1, 2018 to August 31, 2019.

### 7.1.4 Students Living Outside Canada

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The following all-inclusive fees apply to all students (Canadian and non-Canadian) who live temporarily or permanently outside Canada. Canadian students living and working abroad for a Canadian embassy or consulate, refer to [Canadian Residents Outside Alberta](#). Canadian students working for the Canadian Forces, refer to either [Permanent Residents of Alberta](#) or [Canadian Residents Outside Alberta](#), depending on their permanent address.

#### **Regular and Audit Registrations**

##### 0 CREDIT

---

Student fees (regular and audit registrations) for a student living outside Canada in a zero-credit course are calculated by combining the following:

<b>Students Outside Canada</b>	Tuition fee	\$476
<b>Courses without Course Packages</b>	Learning Resources Fee	\$180 ( <u>*exceptions apply</u> )
	Out of country fee	\$1,014 <u>**</u>
	<b>0 credit total</b>	<b>\$1,670</b>
<b>Estimated Undergraduate Program Fees</b>	<b>1 CREDIT</b>	
<b>Challenge for Credit</b>	Student fees (regular and audit registrations) for a student living outside Canada in a one-credit course are calculated by combining the following:	
<b>Academic-Related Fees</b>	Tuition fee	\$159
<b>Students Union/Alumni Relations Fees</b>	Students' Union Fee (\$3.75)	\$3.75
<b>G.S.T.</b>	Out of country fee	\$338
<b>Methods of Payment</b>	<b>1 credit total</b>	<b>\$500.75</b>
<b>Courier Fees</b>	<b>3 CREDIT</b>	
<b>Refunds</b>	Student fees (regular and audit registrations) for a student living outside Canada in a three-credit course are calculated by combining the following:	
<b>Delinquent Accounts</b>	Tuition fee	\$476
<b>Receipts</b>	Learning Resources Fee	\$180 ( <u>*exceptions apply</u> )
<b>Form T2202A</b>	Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Faculty	Out of country fee	\$1,014 <u>**</u>
Student Code of Conduct and Right to Appeals Regulations		
Glossary		

**3 credit total                    \$1,683.25**

---

### 4 CREDIT

---

Student fees (regular and audit registrations) for a student living outside Canada in a four-credit course are calculated by combining the following:

Tuition fee	\$635
Learning Resources Fee	\$180 ( <u>*exceptions apply</u> )
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
Out of country fee	\$1,014 <u>**</u>
<b>4 credit total</b>	<b>\$1,846</b>

---

### 6 CREDIT

---

Student fees (regular and audit registrations) for a student living outside Canada in a six-credit course are calculated by combining the following:

Tuition fee	\$952
Learning Resources Fee	\$180 ( <u>*exceptions apply</u> )
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
Out of country fee	\$1,014 <u>**</u>
<b>6 credit total</b>	<b>\$2,170.50</b>

## 9 CREDIT

---

Student fees (regular and audit registrations) for a student living outside Canada in a nine-credit course are calculated by combining the following:

Tuition fee	\$1,428
Learning Resources Fee	\$180 ( <u>*exceptions apply</u> )
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
Out of country fee	\$1,014**
<b>9 credit total</b>	<b>\$2,657.75</b>

### Re-registrations

## 0 CREDIT

---

Student fees (re-registrations) for a student living outside Canada in a zero-credit course are calculated by combining the following:

Tuition fee	\$476
Out of country fee	\$1,014**
<b>0 credit total</b>	<b>\$1,490</b>

## 1 CREDIT

---

Student fees (re-registrations) for a student living outside Canada in a one-credit course are calculated by

combining the following:

Tuition fee	\$159
Students' Union Fee (\$3.75)	\$3.75
Out of country fee	\$338
<b>1 credit total</b>	<b>\$500.75</b>

### 3 CREDIT

---

Student fees (re-registrations) for a student living outside Canada in a three-credit course are calculated by combining the following:

Tuition fee	\$476
Students' Union (\$11.25) and Alumni Relations (\$2) Fees	\$13.25
Out of country fee	\$1,014**
<b>3 credit total</b>	<b>\$1,503.25</b>

### 4 CREDIT

---

Student fees (re-registrations) for a student living outside Canada in a four-credit course are calculated by combining the following:

Tuition fee	\$635
Students' Union (\$15) and Alumni Relations (\$2) Fees	\$17
Out of country fee	\$1,014**
<b>4 credit total</b>	<b>\$1,666</b>

## 6 CREDIT

---

Student fees (re-registrations) for a student living outside Canada in a six-credit course are calculated by combining the following:

Tuition fee	\$952
Students' Union (\$22.50) and Alumni Relations (\$2) Fees	\$24.50
Out of country fee	\$1,014**
<b>6 credit total</b>	<b>\$1,990.50</b>

## 9 CREDIT

---

Student fees (re-registrations) for a student living outside Canada in a nine-credit course are calculated by combining the following:

Tuition fee	\$1,428
Students' Union (\$33.75) and Alumni Relations (\$2) Fees	\$35.75
Out of country fee	\$1,014**
<b>9 credit total</b>	<b>\$2,477.75</b>

\*\* The Out of Country Fee is \$422.00 for enrolled program students prior to July 27, 2017 and who remain active in their program of study. Students enrolled prior to July 27, 2017, use these fees.

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The following fees are effective for students registering with a start date of September 1, 2018 to August 31, 2019.

### Undergraduate Courses Without Course Packages

The following courses either do not have a course package or the textbooks are open source material and available to students at no cost. These courses have a Learning Resource Fee of \$130.

Note: Because the courses in this list are reflective of the type of course package used, the courses listed may change without notice as course revisions occur.

ADMN 499	<u>Directed Study in Administrative Studies</u>	(3)
ADST 300	<u>Foundations of Architectural Design: Elements</u>	(3)
ADST 350	<u>Foundations of Architectural Design: Simple Habitat</u>	(3)
ADST 400	<u>Foundations of Architectural Design: Collective Habitat</u>	(3)
ADST 450	<u>Architectural Design: Cultural, Recreational, and Institutional</u>	(3)
ADST 490	<u>Foundations of Architectural Design: Workplace</u>	(3)

<b>Students Outside Canada</b>	ANTH 407	<u>Examining Cultures: Advanced Readings in Regional Ethnology</u>	(3)
<b>Courses without Course Packages</b>	ARHI 301	<u>Canadian Visual Culture</u>	(3)
<b>Estimated Undergraduate Program Fees</b>	ASTR 210	<u>Introduction to Astronomy and Astrophysics</u>	(3)
<b>Challenge for Credit</b>	ASTR 495	<u>Astronomy and Astrophysics Projects I</u>	(3)
<b>Academic-Related Fees</b>	ASTR 496	<u>Astronomy and Astrophysics Projects II</u>	(3)
<b>Students Union/Alumni Relations Fees</b>	BIOL 495	<u>Biology Projects</u>	(3)
<b>G.S.T.</b>	BIOL 496	<u>Biology Projects</u>	(3)
<b>Methods of Payment</b>	CHEM 301	<u>Introduction to Biochemistry</u>	(3)
<b>Courier Fees</b>	CHEM 350	<u>Organic Chemistry I</u>	(3)
<b>Refunds</b>	CHEM 360	<u>Organic Chemistry II</u>	(3)
<b>Delinquent Accounts</b>	CHEM 495	<u>Chemistry Projects</u>	(3)
<b>Receipts</b>	CHEM 496	<u>Chemistry Projects</u>	(3)
<b>Form T2202A</b>	CMNS 302	<u>Communication in History</u>	(3)
<b>Faculty</b>	CMNS 321	<u>Computing in Everyday Life</u>	(3)
<b>Student Code of Conduct and Right to Appeals Regulations</b>	CMNS 380	<u>Corporate Communication</u>	(3)
<b>Glossary</b>	CMNS 401	<u>Cultural Policy in Canada</u>	(3)
	CMNS	<u>Topics in Communication: Children and Media</u>	(3)

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Undergraduate Calendar	CMNS 455	<u>Media Ethics</u>	(3)
	COMP 214	<u>Interactive Technologies</u>	(3)
	COMP 266	<u>Introduction to Web Programming</u>	(3)
	COMP 268	<u>Introduction to Computer Programming.(Java)</u>	(3)
	COMP 272	<u>Data Structures and Algorithms</u>	(3)
	COMP 282	<u>Social Aspects of Games, Leisure, and Entertainment</u>	(3)
	COMP 283	<u>Effective Use of Myths and Facts in Computer Games</u>	(3)
	COMP 470	<u>Web Server Management</u>	(3)
	COMP 486	<u>Mobile and Internet Game Development</u>	(3)
	COMP 489	<u>Distributed Computing</u>	(3)
	COMP 494	<u>Research Methods</u>	(3)
	COMP 495	<u>Computer and Information Systems Projects I</u>	(3)
	COMP 496	<u>Computer and Information Systems Projects II</u>	(3)
	CRJS 350	<u>Community Policing</u>	(3)
	CRJS 487	<u>Group / Independent Studies</u>	(3)

ECOM 420	<u>Project in e-Commerce</u>	(3)
ENGL 353	<u>Intermediate Composition</u>	(3)
ENSC 495	<u>Environmental Science Projects</u>	(3)
ENSC 496	<u>Environmental Science Projects</u>	(3)
ENVS 243	<u>Environmental Change in a Global Context</u>	(3)
ENVS 461	<u>The History and Politics of Ecology</u>	(3)
FNCE 322	<u>Personal Finance</u>	(3)
FREN 301	<u>Composition Française</u>	(3)
FREN 387	<u>Français Langue des Affaires</u>	(3)
GEOG 495	<u>Geography Projects I</u>	(3)
GEOG 496	<u>Geography Projects II</u>	(3)
GEOG 495	<u>Geology Projects I</u>	(3)
GEOG 496	<u>Geology Projects II</u>	(3)
GLST 230	<u>Globalization and World Politics</u>	(3)
GLST 243	<u>Environmental Change in a Global Context</u>	(3)
GLST 395	<u>Political Economy of Development: People, Processes, and Policies</u>	(3)

GOVN 400	<u>Governance and Leadership</u>	(3)
HADM 235	<u>Introduction to Health Administration</u>	(3)
HADM 315	<u>Health and Community Development</u>	(3)
HERM 312	<u>Heritage Research</u>	(3)
HERM 327	<u>Heritage Policy in Canada</u>	(3)
HERM 334	<u>Professional Ethics in Heritage Resources Management</u>	(3)
HERM 339	<u>Conservation</u>	(3)
HERM 342	<u>General Principles of Planning Historic Places</u>	(3)
HIST 316	<u>Heritage Research</u>	(3)
HIST 330	<u>Social History of Canada: European Contact to Early Industrialization</u>	(3)
HIST 331	<u>Social History of Canada: Early Industrialization to Contemporary Canada</u>	(3)
HIST 336	<u>History of Canadian Labour</u>	(3)
HIST 491	<u>Directed Studies in North American History</u>	(3)
HIST 492	<u>Special Projects in European History</u>	(3)
HLST 201	<u>Introduction to Human Health (II)</u>	(3)
HLST 320	<u>Teaching and Learning for Health Professionals</u>	(3)

HSRV 201	<u>Social Work and Human Services</u>	(3)
HSRV 306	<u>Critical Reflection for Practice</u>	(3)
HSRV 400	<u>Governance and Leadership</u>	(3)
HSRV 489	<u>Capstone: A Synthesis of Program Learning Outcomes</u>	(3)
IDRL 498	<u>Directed Study in Industrial Relations</u>	(3)
IDRL 499	<u>Doing Research in Organizations</u>	(3)
INTR 230	<u>Globalization and World Politics</u>	(3)
INTR 395	<u>Political Economy of Development: People, Processes, and Policies</u>	(3)
LBST 411	<u>Special Projects in Labour Studies I</u>	(3)
LBST 412	<u>Special Projects in Labour Studies II</u>	(3)
LGST 390	<u>Women, Equality and the Law</u>	(3)
LGST 489	<u>Alternative Dispute Resolution</u>	(3)
MATH 495	<u>Mathematics Projects I</u>	(3)
MATH 496	<u>Mathematics Projects II</u>	(3)
MGSC 499	<u>Applied Projects in Management Science</u>	(3)
NURS 317	<u>Review of Pathophysiology and Pharmacology for BN Practice II</u>	(3)
NURS		

322	<u>Nursing Informatics</u>	(3)
NUTR 495	<u>Nutrition Projects</u>	(3)
NUTR 496	<u>Nutrition Projects</u>	(3)
PHIL 240	<u>Ancient Philosophy: The Rise of Reason in a Mythic World</u>	(3)
PHIL 334	<u>Professional Ethics in Heritage Resources Management</u>	(3)
PHIL 371	<u>Ethics in Science and Technology</u>	(3)
PHYS 200	<u>Introductory Physics I</u>	(3)
PHYS 495	<u>Physics Projects I</u>	(3)
PHYS 496	<u>Physics Projects II</u>	(3)
POEC 230	<u>Globalization and World Politics</u>	(3)
POEC 393	<u>Canada and the Global Political Economy</u>	(3)
POEC 395	<u>Political Economy of Development: People, Processes, and Politics</u>	(3)
POEC 499	<u>Directed Study in Political Economy</u>	(3)
POLI 307	<u>Political Ideologies</u>	(3)
POLI 350	<u>Women in Canadian Politics</u>	(3)
POLI 400	<u>Governance and Leadership</u>	(3)
PSYC	<u>Experiential Learning in the Celebration of</u>	(3)

210	<u>Diversity</u>	
PSYC 347	<u>Introduction to Feminist Counselling</u>	(3)
PSYC 405	<u>Creating a Working Alliance</u>	(3)
PSYC 418	<u>Special Projects in Psychology</u>	(3)
PSYC 426	<u>Psychology of Families and Parenting</u>	(3)
PSYC 433	<u>Career Development Culminating Research Paper</u>	(3)
SCIE 495	<u>Science Projects I</u>	(3)
SCIE 496	<u>Science Projects II</u>	(3)
SOCI 331	<u>Environmental Influences on Development and Aging Across the Life Course</u>	(3)
SOCI 345	<u>Women and Work in Canada</u>	(3)
SOCI 348	<u>Sociology of Environment and Health</u>	(3)
SOCI 365	<u>Sociology of Deviance</u>	(3)
SPAN 200	<u>Introductory Spanish I</u>	(3)
WGST 310	<u>Feminist Approaches to Counselling Women</u>	(3)
WGST 345	<u>Women and Work in Canada</u>	(3)
WGST 401	<u>Contemporary Feminist Theory</u>	(3)
WGST 465	<u>Directed Studies in Women's and Gender Studies</u>	(3)

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## Undergraduate Fees and Refunds

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The following fees are effective for students registering with a start date of September 1, 2018 to August 31, 2019.

### Estimated Program Fees

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The program fees listed on the following pages are all-inclusive and apply to all Athabasca University program students. Before registration in courses, students must pay the one-time non-refundable [General Application Fee](#). Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the program fees were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other [Academic-Related Fees](#), such as lab fees, examination fees, etc. are not included in these numbers.

[120-Credit Program Fees](#)

[90-Credit Program Fees](#)

[60-Credit Program Fees](#)

[45-Credit Program Fees](#)

[42-Credit Program Fees](#)

[33-Credit Program Fees](#)

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**Students  
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30-Credit Program Fees  
24-Credit Program Fees

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**Courses  
without  
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**Estimated  
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*Updated June 18 2018 by laurab*

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**120-Credit  
Program  
Fees**

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**90-Credit  
Program  
Fees**

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**60-Credit  
Program  
Fees**

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**45-Credit  
Program  
Fees**

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**42-Credit  
Program  
Fees**

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**33-Credit  
Program  
Fees**

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**30-Credit  
Program  
Fees**

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**24-Credit  
Program  
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**Challenge for  
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**Academic-  
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## Undergraduate Fees and Refunds

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Fees effective starting October 1, 2018 to August 31, 2019.

### Estimated Program Fees for 120-Credit Programs

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The following all-inclusive fees apply to all Athabasca University program students enrolled in a 120-credit undergraduate program. Before registration in courses, students must pay the one-time non-refundable General Application Fee. Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the fees below were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other Academic-Related Fees, such as lab fees, examination fees, etc. are not included in these numbers.

#### 120-CREDIT PROGRAMS

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Permanent Residents of Alberta	\$26,770
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<b>Students Outside Canada</b>	Canadian Residents Outside of Alberta	\$33,890
<b>Courses without Course Packages</b>	Canadian Senior Citizens in Alberta	\$17,250
<b>Estimated Undergraduate Program Fees</b>	Canadian Senior Citizens Outside of Alberta	\$24,370
<b>120-Credit Program Fees</b>	Non-Canadians Living Temporarily in Alberta	\$45,810
<b>90-Credit Program Fees</b>	Non-Canadians Living Temporarily in Canada Outside Alberta	\$52,930
<b>60-Credit Program Fees</b>	Students Living Outside Canada	\$67,330
<b>45-Credit Program Fees</b>	<b>Information effective Oct. 1, 2018 to Aug. 31, 2019.</b>	
<b>42-Credit Program Fees</b>	<i>Updated January 11 2019 by laurab</i>	
<b>33-Credit Program Fees</b>		
<b>30-Credit Program Fees</b>		
<b>24-Credit Program Fees</b>		
<b>Challenge for Credit</b>		
<b>Academic-Related Fees</b>		

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## Undergraduate Fees and Refunds

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### Estimated Program Fees for 90-Credit Programs

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The following all-inclusive fees apply to all Athabasca University program students enrolled in a 90-credit undergraduate program. Before registration in courses, students must pay the one-time non-refundable General Application Fee. Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the fees below were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other Academic-Related Fees, such as lab fees, examination fees, etc. are not included in these numbers.

#### 90-CREDIT PROGRAMS

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Permanent Residents of Alberta	\$20,077.50
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<b>Students Outside Canada</b>	Canadian Residents Outside of Alberta	\$25,417.50
<b>Courses without Course Packages</b>	Canadian Senior Citizens in Alberta	\$12,937.50
<b>Estimated Undergraduate Program Fees</b>	Canadian Senior Citizens Outside of Alberta	\$18,277.50
<b>120-Credit Program Fees</b>	Non-Canadians Living Temporarily in Alberta	\$34,357.50
<b>90-Credit Program Fees</b>	Non-Canadians Living Temporarily in Canada Outside Alberta	\$39,697.50
<b>60-Credit Program Fees</b>	Students Living Outside Canada	\$50,497.50
<b>45-Credit Program Fees</b>	<b>Information effective Oct. 1, 2018 to Aug. 31, 2019.</b>	
<b>42-Credit Program Fees</b>	<i>Updated January 11 2019 by laurab</i>	
<b>33-Credit Program Fees</b>		
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### Estimated Program Fees for 60-Credit Programs

---

The following all-inclusive fees apply to all Athabasca University program students enrolled in a 60-credit undergraduate program. Before registration in courses, students must pay the one-time non-refundable General Application Fee. Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the fees below were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other Academic-Related Fees, such as lab fees, examination fees, etc. are not included in these numbers.

#### 60-CREDIT PROGRAMS

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Permanent Residents of Alberta	\$13,385
--------------------------------	----------

<b>Students Outside Canada</b>	Canadian Residents Outside of Alberta	\$16,945
<b>Courses without Course Packages</b>	Canadian Senior Citizens in Alberta	\$8,625
<b>Estimated Undergraduate Program Fees</b>	Canadian Senior Citizens Outside of Alberta	\$12,185
<b>120-Credit Program Fees</b>	Non-Canadians Living Temporarily in Alberta	\$22,905
<b>90-Credit Program Fees</b>	Non-Canadians Living Temporarily in Canada Outside Alberta	\$26,465
<b>60-Credit Program Fees</b>	Students Living Outside Canada	\$33,665
<b>45-Credit Program Fees</b>	<b>Information effective Oct. 1, 2018 to Aug. 31, 2019.</b>	
<b>42-Credit Program Fees</b>	<i>Updated January 11 2019 by laurab</i>	
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### Estimated Program Fees for 45-Credit Programs

---

The following all-inclusive fees apply to all Athabasca University program students enrolled in a 45-credit undergraduate program. Before registration in courses, students must pay the one-time non-refundable General Application Fee. Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the fees below were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other Academic-Related Fees, such as lab fees, examination fees, etc. are not included in these numbers.

#### 45-CREDIT PROGRAMS

---

Permanent Residents of Alberta	\$10,038.75
--------------------------------	-------------

<b>Students Outside Canada</b>	Canadian Residents Outside of Alberta	\$12,708.75
<b>Courses without Course Packages</b>	Canadian Senior Citizens in Alberta	\$6,468.75
<b>Estimated Undergraduate Program Fees</b>	Canadian Senior Citizens Outside of Alberta	\$9,138.75
<b>120-Credit Program Fees</b>	Non-Canadians Living Temporarily in Alberta	\$17,178.75
<b>90-Credit Program Fees</b>	Non-Canadians Living Temporarily in Canada Outside Alberta	\$19,848.75
<b>60-Credit Program Fees</b>	Students Living Outside Canada	\$25,248.75
<b>45-Credit Program Fees</b>	<b>Information effective Oct. 1, 2018 to Aug. 31, 2019.</b>	
<b>42-Credit Program Fees</b>	<i>Updated January 11 2019 by laurab</i>	
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### Estimated Program Fees for 42-Credit Programs

---

The following all-inclusive fees apply to all Athabasca University program students enrolled in a 42-credit undergraduate program. Before registration in courses, students must pay the one-time non-refundable General Application Fee. Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the fees below were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other Academic-Related Fees, such as lab fees, examination fees, etc. are not included in these numbers.

#### 42-CREDIT PROGRAMS

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Permanent Residents of Alberta	\$9,369.50
--------------------------------	------------

<b>Students Outside Canada</b>	Canadian Residents Outside of Alberta	\$11,861.50
<b>Courses without Course Packages</b>	Canadian Senior Citizens in Alberta	\$6,037.50
<b>Estimated Undergraduate Program Fees</b>	Canadian Senior Citizens Outside of Alberta	\$8,529.50
<b>120-Credit Program Fees</b>	Non-Canadians Living Temporarily in Alberta	\$16,033.50
<b>90-Credit Program Fees</b>	Non-Canadians Living Temporarily in Canada Outside Alberta	\$18,525.50
<b>60-Credit Program Fees</b>	Students Living Outside Canada	\$23,565.50
<b>45-Credit Program Fees</b>	<b>Information effective Oct. 1, 2018 to Aug. 31, 2019.</b>	
<b>42-Credit Program Fees</b>	<i>Updated January 11 2019 by laurab</i>	
<b>33-Credit Program Fees</b>		
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### Estimated Program Fees for 33-Credit Programs

---

The following all-inclusive fees apply to all Athabasca University program students enrolled in a 33-credit undergraduate program. Before registration in courses, students must pay the one-time non-refundable General Application Fee. Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the fees below were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other Academic-Related Fees, such as lab fees, examination fees, etc. are not included in these numbers.

#### 33-CREDIT PROGRAMS

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Permanent Residents of Alberta	\$7,361.75
--------------------------------	------------

<b>Students Outside Canada</b>	Canadian Residents Outside of Alberta	\$9,319.75
<b>Courses without Course Packages</b>	Canadian Senior Citizens in Alberta	\$4,743.75
<b>Estimated Undergraduate Program Fees</b>	Canadian Senior Citizens Outside of Alberta	\$6,701.75
<b>120-Credit Program Fees</b>	Non-Canadians Living Temporarily in Alberta	\$12,597.75
<b>90-Credit Program Fees</b>	Non-Canadians Living Temporarily in Canada Outside Alberta	\$14,555.75
<b>60-Credit Program Fees</b>	Students Living Outside Canada	\$18,515.75
<b>45-Credit Program Fees</b>	<b>Information effective Oct. 1, 2018 to Aug. 31, 2019.</b>	
<b>42-Credit Program Fees</b>	<i>Updated January 11 2019 by laurab</i>	
<b>33-Credit Program Fees</b>		
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### Estimated Program Fees for 30-Credit Programs

---

The following all-inclusive fees apply to all Athabasca University program students enrolled in a 30-credit undergraduate program. Before registration in courses, students must pay the one-time non-refundable General Application Fee. Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the fees below were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other Academic-Related Fees, such as lab fees, examination fees, etc. are not included in these numbers.

#### 30-CREDIT PROGRAMS

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Permanent Residents of Alberta	\$6,692.50
--------------------------------	------------

<b>Students Outside Canada</b>	Canadian Residents Outside of Alberta	\$8,472.50
<b>Courses without Course Packages</b>	Canadian Senior Citizens in Alberta	\$4,312.50
<b>Estimated Undergraduate Program Fees</b>	Canadian Senior Citizens Outside of Alberta	\$6,092.50
<b>120-Credit Program Fees</b>	Non-Canadians Living Temporarily in Alberta	\$11,452.50
<b>90-Credit Program Fees</b>	Non-Canadians Living Temporarily in Canada Outside Alberta	\$13,232.50
<b>60-Credit Program Fees</b>	Students Living Outside Canada	\$16,832.50
<b>45-Credit Program Fees</b>	<b>Information effective Oct. 1, 2018 to Aug. 31, 2019.</b>	
<b>42-Credit Program Fees</b>	<i>Updated January 11 2019 by laurab</i>	
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### Estimated Program Fees for 24-Credit Programs

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The following all-inclusive fees apply to all Athabasca University program students enrolled in a 24-credit undergraduate program. Before registration in courses, students must pay the one-time non-refundable General Application Fee. Please note: These costs are estimated. AU can and may increase tuition fees annually. Also, the fees below were determined by using 3-credit courses to find the program total. The program fee would be different if, for example, a 6-credit course is used in the program in place of two 3-credit courses. Other Academic-Related Fees, such as lab fees, examination fees, etc. are not included in these numbers.

#### 24-CREDIT PROGRAMS

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Permanent Residents of Alberta	\$5,354
--------------------------------	---------

<b>Students Outside Canada</b>	Canadian Residents Outside of Alberta	\$6,778
<b>Courses without Course Packages</b>	Canadian Senior Citizens in Alberta	\$3,450
<b>Estimated Undergraduate Program Fees</b>	Canadian Senior Citizens Outside of Alberta	\$4,874
<b>120-Credit Program Fees</b>	Non-Canadians Living Temporarily in Alberta	\$9,162
<b>90-Credit Program Fees</b>	Non-Canadians Living Temporarily in Canada Outside Alberta	\$10,586
<b>60-Credit Program Fees</b>	Students Living Outside Canada	\$13,466
<b>45-Credit Program Fees</b>	<b>Information effective Oct. 1, 2018 to Aug. 31, 2019.</b>	
<b>42-Credit Program Fees</b>	<i>Updated January 11 2019 by laurab</i>	
<b>33-Credit Program Fees</b>		
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The following fees are effective for students registering with a start date of September 1, 2018 to August 31, 2019.

### 7.1.6 Challenge for Credit

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The challenge for credit process allows students to demonstrate that they have acquired a command of the general subject matter, knowledge, intellectual and/or other skills that would be found in an undergraduate course for which they are seeking credit.

Challenge for credit fees are non-refundable.

Before you consider registering in a challenge course, it is important that you read the [Challenge for Credit](#) section.

The following are tuition fees only. Students may purchase the required print learning resources, limited to bound textbooks and print readings as follows:

1. 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). All materials will be charged at

<b>Students Outside Canada</b>	full cost (defined as AU's full purchase cost, plus shipping, plus a 20 per cent handling fee) or;
<b>Courses without Course Packages</b>	2. by accessing the list of materials from the <u>course syllabus</u> and sourcing the materials via a book store, online book retailer, or other means.

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**Estimated Undergraduate Program Fees**

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**Challenge for Credit**

**Academic-Related Fees**

**Students Union/Alumni Relations Fees**

**Note:** Students will not be provided access to the online individualized study course site, the student manual, eTextbooks, or course study guide in a Challenge for Credit registration. If an eTextbook is offered for the course, it must be purchased from the publisher or a third-party vendor.

Depending on where you live, allow approximately three weeks or more to receive your learning resources package.

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**G.S.T.**

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**7.1.6.1 Canadian Residents**

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CREDIT WEIGHT	PER COURSE
3 credit	\$357
4 credit	\$357
6 credit	\$714

**7.1.6.2 Students Living Outside Canada**

---

CREDIT WEIGHT	PER COURSE
3 credit	\$1,118
4 credit	\$1,118
6 credit	\$1,728

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### 7.1.6.3 Non-Canadian Students Living Temporarily in Canada

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CREDIT WEIGHT	PER COURSE
3 credit	\$714
4 credit	\$714
6 credit	\$1,428

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The following fees are effective for students registering with a start date of September 1, 2018 to August 31, 2019.

### 7.1.7 Academic-Related Fees

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**General Application Fee:** \$115  
Non-refundable.

The following fees apply to all students.

**Evaluation Fee:**  
Non-refundable.

Refer to [Evaluations and Transfer Credit:](#) \$110

**Examination Fees:**

Examination **rebooking** fee: levied by Athabasca University and AU Edmonton or Calgary offices \$110 if you rebook your examination date. Non-refundable.

Invigilation fee: Most invigilation centres charge a fee for exam invigilation.

<b>Students Outside Canada</b>	This fee is not covered in your tuition paid to Athabasca University. Please consult your local invigilation centre to determine its fee schedule.	
<b>Courses without Course Packages</b>	<b>Late</b> examination request fee:	
<b>Estimated Undergraduate Program Fees</b>	(does not include <u>courier fees</u> , if applicable) Non-refundable.	\$110
<b>Challenge for Credit</b>	Multiple examination fee: levied each time an examination is returned unwritten and requested again. Non-refundable.	\$55
<b>Academic-Related Fees</b>	Lost Exam Reimbursement (up to a maximum of \$200)	(\$200)
<b>Students Union/Alumni Relations Fees</b>	<b>Supplemental</b> examination request fee. Non-refundable.	\$165
<b>G.S.T.</b>		
<b>Methods of Payment</b>		
<b>Courier Fees</b>	<b>Extension Fee:</b>	
<b>Refunds</b>	Up to three <u>extensions</u> (each extension is two months in length) may be granted during any one individualized study course registration. Non-refundable.	
<b>Delinquent Accounts</b>		per extension
<b>Receipts</b>		\$181
<b>Form T2202A</b>		
Faculty		
Student Code of Conduct and Right to Appeals Regulations	<b>Laboratory Course Fee:</b> Please note that AU is not responsible for any lab fees charged to you by another university.	

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Laboratory Fee (mandatory and non-refundable)\* \$50

\*Laboratory fees are mandatory and cannot be waived. These non-refundable fees also apply to students with lab exemptions.

### Laboratory Course Fee Examples:

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Student pays the course registration fee and the compulsory laboratory fee for the following courses:

ASTR 210	CHEM 360
BIOL 204	COMP 444
BIOL 207	GEOG 365
BIOL 205	GEOG 266
BIOL 230	GEOL 200
BIOL 320	GEOL 201
BIOL 325	GEOL 207
BIOL 345	GEOL 319
BIOL 480	PHYS 200
CHEM 217	PHYS 201
CHEM 218	PHYS 202
CHEM 311	PHYS 204
CHEM 313	PHYS 205
CHEM 350	

**Learning Resources Fee** \$180  
(definition):

**Reduced Learning Resources Fee** (see available courses): \$130

**Letter of Permission Fee (per letter):** N/C

**Parchment Replacement Fee:** \$60  
Non-refundable.

**Prior Learning Assessment Fee:** \$823  
Non-refundable.

**Prior Learning Withdrawal Fee:** \$250  
Non-refundable.

**Prior Learning Extension Fee:** \$250  
Non-refundable.

**Transcript Fee (per copy):** N/C

**Priority Transcript Fee:** \$55  
Non-refundable.

**Withdrawal Processing Fee:** \$164  
Retained by Athabasca University when you withdraw from your course within a specific time frame. Non-refundable.

Grouped study refunds

Individualized study refunds

**e-Letter Print Fee:**

This one-time fee is charged to students requesting their e-letters defaulted to print. Non-refundable. \$10

**Nursing Clinical Fees\*:**

These fees are for specific undergraduate (LPN to BN)

courses and is in addition to the regular tuition for these courses:

NURS 435 – 6 credits x \$50	\$300
NURS 437 – 6 credits x \$50	\$300
NURS 401 – 6 credits x \$50	\$300
NURS 441 – 9 credits x \$50	\$450

\* Covers the cost of meeting requirements imposed by Alberta Health Services and Health Sciences Placement Network.

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Fees effective October 1, 2018.

### 7.1.8 Students' Union and Alumni Relations Fees

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The following mandatory fees are included in the total course registration fees (i.e., included in the \$667 for a three-credit course for an Alberta resident) and are displayed here for information purposes. These fees are not included as tuition for the T2202A tuition tax credit amount.

Alumni Relations fees are refunded by Athabasca University provided you withdraw before or within 30 days of an individualized study course start date, or before or within 15 days of a grouped study course start date. There will be no refund issued after these dates. Students' Union fees are non-refundable.

#### Students' Union fee per course

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Registration or Re-registration

0-credit course: \$0  
1-credit course: \$3.75  
3-credit course: \$11.25  
4-credit course: \$15

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**Students  
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6-credit course: \$22.50  
9-credit course: \$33.75

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**Courses  
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## Alumni Relations fee per course

---

Registration or Re-registration  
3-, 4-, 6-, or 9-credit course: \$2

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**Estimated  
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0-credit course: \$0

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### 7.1.9 G.S.T.

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The federal government's current guidelines exempt academic-related fees from the Goods and Services Tax (G.S.T.). G.S.T. is added to all other goods and services; for example, workshops, some publications, self-help seminars, and Athabasca University promotional sales items.

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### 7.1.10 Methods of Payment

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You may pay your course registration fees in Canadian dollars by cheque, money order, or authorize fees to be charged to your Visa, MasterCard, or American Express card. Interac is available at Athabasca University – Central, Athabasca University – Calgary, and Athabasca University – Edmonton. Post-dated cheques are not accepted.

Returning student paying by cheque should ensure that their student ID number is clearly written on the cheque. Cash may be paid in person; do not send cash in the mail.

When paying fees by Visa, MasterCard or American Express, indicate the specific fee being paid (e.g., admission fee, evaluation fee, etc.). A credit card payment processing form is included with the Undergraduate General Application Form and the Undergraduate Course Registration Form. If you make an error when determining

<b>Students Outside Canada</b>	the amount, Athabasca University will automatically charge the correct fee to your credit card.
<b>Courses without Course Packages</b>	To avoid duplication of charges or processing: <ol style="list-style-type: none"> <li>1. Do not mail original documentation after you have registered by fax.</li> <li>2. Do not fax requests that have already been submitted using the University's online system.</li> </ol>
<b>Estimated Undergraduate Program Fees</b>	
<b>Challenge for Credit</b>	Full payment must accompany the AU General Application and the course registration regardless of the method used (online, in person, by mail, or by fax) to request admission to AU or course registration. Requests with insufficient fees cannot be processed until full payment is received.
<b>Academic-Related Fees</b>	
<b>Students Union/Alumni Relations Fees</b>	
<b>G.S.T.</b>	<a href="#">myAU</a> (current students)
<b>Methods of Payment</b>	
<b>Courier Fees</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>
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<b>Delinquent Accounts</b>	<i>Updated June 18 2018 by laurab</i>
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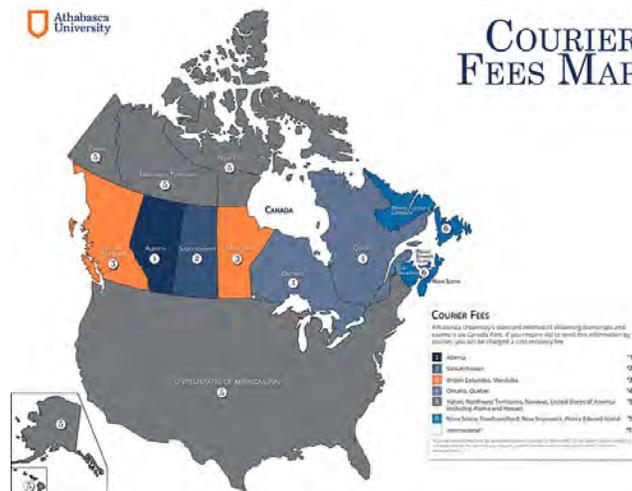
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The following fees are effective for students registering with a start date of September 1, 2018 to August 31, 2019.

### 7.1.11 Courier Fees



Fees	DESTINATION	COURIER FEES
<b>Fee Summary</b>	Alberta	\$15
<b>Canadian Student Fees</b>	British Columbia	\$30
	Saskatchewan	\$20
<b>Non-Canadian Student Fees</b>	Manitoba	\$30

<b>Students Outside Canada</b>	Ontario	\$40
	Quebec	\$40
<b>Courses without Course Packages</b>	Nova Scotia	\$55
	Newfoundland	\$55
	New Brunswick	\$55
<b>Estimated Undergraduate Program Fees</b>	Prince Edward Island	\$55
	Northwest Territories	\$50
<b>Challenge for Credit</b>	Yukon	\$50
<b>Academic-Related Fees</b>	Nunavut	\$50
	United States	\$50
<b>Students Union/Alumni Relations Fees</b>	International	\$110

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### 7.2 Refunds

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If you formally withdraw from your individualized study course or your grouped study course, you must follow the regulations in the following sections that apply to you.

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### 7.2.1 Refunds: Individualized Study Course Tuition

---

A refund of tuition, less a course withdrawal processing fee, may be granted if you formally withdraw from an individualized study course either before or within 30 days after the course contract start date provided the course final exam (or after all coursework has been submitted for marking, if there is no final exam) is deemed not to have been written and you are not involved in a disciplinary proceeding involving either academic or non-academic misconduct.

See [Fees](#)

The [Undergraduate Course Withdrawal and Refund Policy – Individualized Study](#) states the conditions for a refund of tuition, less a withdrawal processing fee. Complete and submit the [Course Withdrawal Request Form \(Individualized Study\)](#): in person, by fax, by mail, online through the [myAU portal](#), or email. The date of withdrawal will be the postmark on the envelope, the date of the online submission, the date of the email if the form is scanned and [emailed](#), or the University date stamp if the form is hand-

<b>Grouped Study Course Tuition</b>	delivered or faxed (780.675.6174). No tuition refunds are issued if you withdraw more than 30 days after your course contract start date.
<b>Credit Balances</b>	Tuition refunds are processed within approximately 45 days of Athabasca University's receipt of the course withdrawal request. Your refund will be processed according to your method of payment, e.g., your credit card account will be credited, a cheque will be forwarded to your current mailing address, etc.
<b>Delinquent Accounts</b>	
<b>Receipts</b>	
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	<a href="#">Course Withdrawal Request Form</a> <a href="#">AU Mailing Address</a>
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Site Map	<b>7.2.1.1 Learning Resources Fee Refunds (Individualized Study)</b>
Search Undergraduate Calendar	Learning resources are items such as texts, student manuals, study guides, reading files and/or other instructional materials such as software and access to online resources. The learning resources fee contributes to the development and procurement for any online resources which may be part of the course (some courses may be entirely online). This fee also covers packaging, shipping, and handling of learning resource materials. You may be required to purchase additional items to complement the course such as binders, calculators, home lab materials, etc., and these are your responsibility.
	A refund of the learning resources fee will only be considered if you meet the course refund criteria and the University receives

the learning resources complete, unmarked, and undamaged within 30 days of your course withdrawal date. You will not receive a refund for learning resources received by the University outside this time frame (late return).

Note: All returned learning resources become the property of the University and will not be returned to you. Most AU courses include software, and/or software access codes. **If the packaging around the software or the software access code has been opened you will not be eligible for a refund of the learning resources fee. Once opened, the software cannot be re-issued and the material should not be returned.**

To obtain a learning resource refund, complete and submit the [Course Withdrawal Request Form \(Individualized Study\)](#), along with the learning resources eligible to be issued to another student (e.g. returned complete and unmarked, including any unopened software packaging) to:

Athabasca University  
Materials Management  
Tim Byrne Centre  
4001 Highway 2 South  
Athabasca, AB, Canada T9S 1A4  
Fax no: 780-675.6174

Include your full name, address, and student identification number with any returned learning resources. Your learning resources refund will be processed according to your initial method of payment, e.g., your credit card account will be credited, a cheque will be forwarded to your current mailing address, etc. You are required to pay the postage on any returned materials.

## **eTextbooks**

If the learning resources for the course are only eTexts, the student does not need to do anything further than submitting their withdrawal request. The refund will be automatic if the withdrawal is received within the 30-day withdrawal period.

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### 7.2.2 Refunds: Grouped Study Course Tuition

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You may be eligible for a refund of course fees paid, less a withdrawal processing fee, if you withdraw from a grouped study course prior to and up to 15 days after the course contract start date.

The [Undergraduate Course Withdrawal and Refund Policy – Grouped Study](#) states the criteria for a refund of course fees, less a withdrawal processing fee. Complete and submit the [Course Withdrawal Request Form \(Grouped Study\)](#) in person, by mail to Athabasca University's Office of the Registrar, to the designated area of the facility where the grouped study course is being offered, or by fax (780.675.6174), or scanned and [emailed](#). The date of withdrawal will be the postmark on the envelope, or if the form is hand-delivered or faxed (780.675.6174), the University date stamp.

Refunds are processed within approximately 45 days of AU's receipt of the grouped study course withdrawal request. Your refund will be processed according to your method of payment,

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e.g., your credit card account will be credited, a cheque will be forwarded to your current mailing address, etc.

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For information on withdrawing from a grouped study course, and the impact on your academic record, please refer to [Grouped Study Courses](#) in the Registration section.

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### 7.2.3 Credit Balances

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Credit balances on your account, except for students who receive financial assistance from the Alberta Student Finance Board (or another provincial program), will be refunded to you or credited to your sponsor, whichever is applicable.

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### 7.3 Delinquent Accounts

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Students with delinquent accounts will have their registration cancelled. A cancelled registration shall constitute withdrawal from all courses and forfeiture of all fees paid to date. Accounts that remain unsettled 25 days after the date Financial Services issues you a written notice are considered delinquent.

If your account is in arrears, you will not receive Athabasca University services, including, but not limited to: examination results, transcripts or records of academic standing, Letters of Permission, evaluation, graduation, library borrowing privileges, online computing access, or subsequent registrations until your accounts have been settled.

This policy encompasses all financial obligations due Athabasca University, including those attributable to fees and deposits; non-return of equipment, material, or library books; failure to follow formal withdrawal or cancellation procedures; and any dishonoured cheques returned by the bank.

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A returned cheque charge of \$30 will be assessed on dishonoured (NSF, payment stopped, account closed, etc.) cheques.

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### 7.4 Receipts

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When you register in a course, you are issued a confirmation letter that indicates, among other details, the student fees paid. Receipts for payment of fees are not issued unless requested.

If you require a receipt for reimbursement purposes by an employer, or for fees other than those listed in the confirmation letter, you must submit a separate request when you register or contact the Cashier/Accounts Receivable Assistant (1.800.788.9041 ext: 6129). In February each year, receipts for income tax credit purposes are issued.

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### 7.5 Form T2202A (Tuition and Education Tax Credit)

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In Canada, you may be able to reduce income tax payable by claiming tax credits for enrolment in and payment of tuition and academic fees for Athabasca University's credit courses. Each February, the official Tuition, Education, and Textbook Amounts Certificate (form T2202A) will be available to all eligible students in printable format on Athabasca University's website at [myAU](#) portal.

To be eligible for the tax credit, the total of such fees paid to an educational institution in Canada for the year must exceed \$100. Fees paid to the Students' Union and Alumni Relations are not eligible for inclusion in the tuition tax credit.

The calendar year for which the fees are paid, not the date on which the fees are paid, is used to calculate eligible tuition fees. Tuition fees paid for courses that extend beyond the calendar year-end will be pro-rated on the T2202A according to the period of course delivery pertaining to each calendar year. For example, if a course has an October 1 start date and a

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March 31 contract end date, only 50 per cent of the tuition fee representing the October through December period will be reflected in the current year tax credit certificate. The remaining 50 per cent, representing January through March, will be reflected on the following year's T2202A.

You may be eligible for the Tuition, Education, and Textbook Amounts Certificate tax credit for each month of part-time or full-time registration. For income tax purposes, a full-time student is defined as a person actively registered in a minimum of two credits per month.

Only the initial contract period is taken into consideration in the calculation of student status as reported on your Tuition, Education, and Textbook Amounts Certificate (Form T2202A). Extensions are not considered in this calculation.

The Tuition, Education, and Textbook Amounts Certificate reflects the number of months of enrolment that are eligible to be considered as part time or full time. Further details concerning the Tuition, Education, and Textbook Amounts Certificate may be found in [Canada Customs and Revenue Agency's \(CCRA\) Personal Income Tax Guide](#) or by contacting a CCRA district taxation office.

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## 10. Student Code of Conduct and Right to Appeals Regulations

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The conduct of applicants and students of Athabasca University is governed by the following three policies. Each policy is linked to an index. You can return to this index by the "View Policy Index" link at the bottom of each page.

### **JUMP TO**

[Student Academic Misconduct Policy](#)

[Non-Academic Misconduct Policy](#)

[Student Appeals Policy](#)

Correspondence from a student to Athabasca University on any subject pertaining to the above three policies, must be made in writing via Canada Post, [email](#), or fax (780.675.6174), to the Office of Registrar, Athabasca University, 1 University Drive, Athabasca, AB T9S 3A3

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## 10.1 Student Academic Misconduct Policy

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## Student Academic Misconduct Policy

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### 10.1.1 General Regulations

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Athabasca University is defined by tradition as a community of people dedicated to the pursuit of advancement of knowledge and as a place where there is freedom to teach, and learn, and a concomitant obligation to respect these freedoms when they are exercised by others.

Athabasca University has the right to define the conduct that constitutes an academic offence and to apply whatever disciplinary actions it deems appropriate to deal with these offences. Possible penalties may include action ranging from a reduction in grade for a specific course to revocation of an awarded credential.

Nothing in this policy shall prevent Athabasca University from referring an individual or matter to the appropriate law enforcement agency or commencing legal action against an individual when appropriate.

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## Student Academic Misconduct Policy

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### 10.1.2 Intellectual Honesty

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Intellectual honesty is accepted as the cornerstone of the development and acquisition of knowledge. Since knowledge is cumulative, further advances are predicated on the contributions of others.

In the normal course of scholarship these contributions are apprehended, critically evaluated, and utilized as a foundation for further inquiry. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. To claim contributions and ideas of another as one's own is to deprive oneself the opportunity and challenge to learn and to participate in the scholarly process of acquisition and development of knowledge.

Therefore, the University insists on intellectual honesty in scholarship. The control of intellectual dishonesty begins with the individual's recognition of the standards of honesty expected and then his/her compliance with those expectations.

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## Student Academic Misconduct Policy

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### 10.1.3 Academic Offences

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Academic offences include:

1. admissions offences
2. plagiarism
3. cheating
4. collusion
5. unauthorized use of Athabasca University materials
6. misrepresentation of facts and fraud
7. aiding another in committing an academic offence

#### 10.1.3.1 Admission Offences

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Any applicant who applies for admission who:

1. misrepresents, or aids another person or persons to falsify material facts for the purpose of gaining admission, enrolment, or obtaining academic advantage
2. commits, or aids another person or persons to commit an act designed to misrepresent an applicant's academic status or eligibility for admission, enrolment, or for receiving transfer credit
3. withholds records, transcripts, or other documents with the intent to gain unfair academic advantage
4. any other act of falsification or misrepresentation in the admission process that Athabasca University deems inappropriate is guilty of an admissions offence under this policy and may be subject to penalties listed under [Section 5 Penalties](#) within this policy.

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### 10.1.3.2 Plagiarism

Plagiarism involves submitting or presenting work in a course as if that work were the student’s own, when, in fact, it was not. Often plagiarism exists when:

1. the work submitted was done in whole or in part, by an individual other than the person submitting the work
2. the whole or parts of a work are taken from another source without reference to the original author, publication, journal or Internet source
3. the whole or parts of the coursework submitted lacks citations even though a list of sources is provided
4. the coursework has been copied in whole or in part from an individual, a textbook, a solution manual, the Internet or any other source
5. when paid or professional editors are used inappropriately. Students are encouraged to contact the individual to whom their coursework is being submitted to discuss their plan on the use of an editor prior to submission of their coursework.

Anyone found guilty of plagiarism under this policy may be subject to Section 5 Penalties within this policy.

### 10.1.3.3 Cheating

Cheating includes:

1. submitting a proposed invigilator for approval under false pretenses. This includes, but is not limited to:
  - naming one’s friend, relative, fellow student or co-worker for approval
  - submitting false credentials, names, occupations, and addresses
  - the misrepresentation of other information related to a proposed invigilator
2. writing an invigilated examination or any part of an invigilated examination outside of an approved invigilation centre
3. removing, by any means, an examination or any part of an examination from an approved invigilation centre
4. communicating substantive content of any examination to

course mates or others

5. in the course of writing an examination, obtaining or attempting to obtain information from another student or other unauthorized source, or giving or attempting to give information to another student, or knowingly possessing, using, or attempting to use any unauthorized material and/or electronic devices
6. leaving answer papers exposed to view, or attempting to read other students' examination papers
7. representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the taking of an examination, preparation of coursework, or other similar activity
8. submitting in any course or program of study without prior approval, all or a substantial portion of any coursework for which credit has been received or is being submitted in another course or program at AU or elsewhere
9. submitting in any course or program of study (including those courses in a clinical or laboratory setting) any coursework (including laboratory results) containing a false statement(s) intended to be perceived as fact(s), or a reference that has been fabricated
10. accessing course materials or notes pertaining to the subject matter of the course or accessing internet sites during a scheduled examination when the exam prohibits access to such materials

Anyone found guilty of cheating under this policy may be subject to [Section 5 Penalties](#) within this policy.

#### 10.1.3.4 Collusion

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Collusion involves two or more persons who, by agreement between them, prepare and submit the substantially same or identical piece of coursework, claiming that it is the work of only the person submitting it, without the prior permission of the person to whom the coursework is being submitted.

Anyone found guilty of collusion under this policy may be subject to [Section 5 Penalties](#) within this policy.

#### 10.1.3.5 Unauthorized Use of AU Materials

---

It is an offence to knowingly procure, sell, distribute, duplicate, transpose or receive any course material such as examinations, tests, quizzes, assignments, or laboratory results from any source without the proper written consent of Athabasca University except where licensing agreements permit otherwise.

Anyone found guilty of unauthorized use of Athabasca University materials under this policy may be subject to [Section 5 Penalties](#) within this policy.

### 10.1.3.6 Misrepresentation of Facts and Fraud

---

It is an offence to knowingly misrepresent material facts, the awarding of a credential, results of academic submissions, grades, or a reviewer's comments.

Forging or falsifying academic records is a serious offence that can result in expulsion and possible criminal prosecution. Specifically, it is an offence to:

#### **Forged or Falsified Documents**

Forging or falsifying academic records is a serious offence that can result in expulsion and possible criminal prosecution. Specifically, it is an offence to:

1. falsify or forge an academic record including, but not limited to, a transcript, a mid-term grade report, and/or a final grade report
2. create or present a fraudulent degree, certificate, or parchment, and/or to claim the receipt of a fraudulent credential presented as legitimate
3. assist another in falsifying or forging an academic record or credential.

Anyone found guilty of misrepresenting facts and fraud under this policy may be subject to Section 5 Penalties within this policy.

### 10.1.3.7 Aiding Another in Committing an Academic Offence

---

It is an offence to aid another in committing any academic offence.

Anyone found guilty of aiding another in committing an academic offence under this policy may be subject to Section 5 Penalties within this policy.

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### 10.1.4 Penalties

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Where an academic offence is found to have occurred, one or more of the following penalties will be imposed by Athabasca University, in conformance with Section 10.1.5 Disciplinary Procedures within this policy.

1. rejection of an application for admission or enrolment
2. rejection of submitted coursework with or without the option to resubmit
3. reduction of a grade on submitted coursework with or without the option to resubmit
4. reduction of, or assignment of, a failing grade in a course with or without the option to resubmit
5. suspension from Athabasca University for a period of at least six months but not more than two years\*
6. expulsion from Athabasca University\*
7. revocation of a grade awarded for a completed course with a failing grade assigned for the course\*
8. revocation of an awarded credential\*

\*Penalty must be approved by Vice-President, Academic.

All penalties assigned under this policy will appear on a student's transcript for a period of two years. In circumstances where the two-year period extends beyond a student's graduation date, the penalty will be removed from the student's transcript on the date the student graduates provided that there is not more than one penalty on the student record. In cases where there are more than one penalty, all penalties will remain on the student record for the two-year period.

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**Student Academic Misconduct Policy**

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In the case of an expulsion, the revocation of a grade for a completed course and the revocation of an awarded credential the penalty shall appear on the Student's transcript permanently.

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**General Regulations**

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### 10.1.4.1 Investigation of Offences

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**Intellectual Honesty**

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University Officers Responsible for Investigation of Offences:

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**Academic Offences**

---

OFFENCE

UNIVERSITY OFFICER

Falsifying admissions information

Associate Registrar of Admissions and Transfer Credit Services

---

**Penalties**

Plagiarism

Dean (or designates)

---

**Disciplinary Procedures**

---

Copying

Dean (or designates)

---

**Appeals**

---

Collusion

Dean (or designates)

---

**Freedom of Information and Protection of Privacy**

---

Cheating

Dean (or designates)

Unauthorized use of Athabasca University materials

Dean (or designates)

---

**Time Limits for Appeals**

---

Misrepresentation of Facts and Fraud

Associate Registrar of Operations

---

**Non-Academic Misconduct Policy**

---

Aiding another in committing an academic offence

In accordance with the offence as identified above.

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**Student Appeals Policy**

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Note: Dean (or designates) refers to the Dean responsible for the course. For the Centre of Distance Education, the Director of the Centre for Distance Education would be the designated University Officer in place of a Dean.

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### 10.1.4.2 Assignment of Penalty

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University Officers Responsible for Assignment of Penalties:

PENALTY

AUTHORITY TO DETERMINE OR APPROVE PENALTY

Reduction of grade on submitted coursework	Dean (or designates)
Rejection of submitted coursework	Dean (or designates)
Rejection of an application for admission or enrollment	Associate Registrar of Admissions and Transfer Credit Services
Failure of an examination or coursework	Dean (or designates)
Failure of the course	Dean (or designates)
Suspension from Athabasca University of six months but not more than two years	Vice-President, Academic
Expulsion from Athabasca University	Vice-President, Academic

Notes:

Suspension from Athabasca University includes a suspension from a program. A student is not allowed to take any courses from Athabasca University during the period of the suspension.

Nothing shall prevent Athabasca University from referring an individual or matter to the appropriate law enforcement agency or commencing legal action against an individual should such action be considered appropriate. The appropriate University Official should consult with Athabasca University Legal Counsel prior to taking such action.

The authority to determine or approve penalties for the Centre for Distance Education is with the Director of the Centre for Distance Education.

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### 10.1.5 Disciplinary Procedures

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Where there is an allegation of an academic offence, refer to the following procedures. Decisions are subject to the appeals process outlined in [Section 7 Appeals](#) within this policy. Any member of the University community who has reason to believe that a student is guilty of an academic offence may initiate proceedings against the student. Athabasca University has the right to amend and adjust these disciplinary procedures from time to time.

#### 10.1.5.1 Initiation of Proceedings

---

Where a member of the Athabasca University community has reason to believe that a student has committed an academic offence, that individual may forward a written complaint to the appropriate University Officer for investigation.

The written complaint will include the following information:

1. a written summary of the allegation and
2. all supporting documentation that led to the belief that an academic offence has been committed including, but not limited to, copies of coursework and course materials, results from the use of plagiarism detection software, copies of Internet searches, invigilator statements, and any other documentation in support of the case.

#### 10.1.5.2 Investigation

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##### **Preliminary Investigation and Summary Dismissal of Complaint**

<b>Student Academic Misconduct Policy</b>	Within fifteen (15) business days of receiving the written complaint, or such other time as may be permitted in accordance with this procedure, the University Officer may conduct a preliminary Investigation of the complaint, including, if it is in the view of University Officer desirable, discussing the complaint with the Complainant, or consulting with others (e.g. Registrar, academic staff, Athabasca University lawyers, Vice President – Academic, Associate Vice-President Academic, etc.). Where the University Officer is of the opinion the complaint is without merit, or is frivolous, trivial or vexatious, the University Officer may dismiss the complaint summarily. Where the complaint is dismissed summarily, the University Officer must notify the complainant, in writing, specifying the reason(s) for the dismissal.
<b>General Regulations</b>	
<b>Intellectual Honesty</b>	
<b>Academic Offences</b>	
<b>Penalties</b>	
<b>Disciplinary Procedures</b>	
<b>Appeals</b>	
<b>Freedom of Information and Protection of Privacy</b>	
<b>Time Limits for Appeals</b>	
<b>Non-Academic Misconduct Policy</b>	<b>Determination That An Offence Has Not Occurred</b>
<b>Student Appeals Policy</b>	Where the University Officer has determined that no offence has been committed and thus declines to proceed with the complaint, the complainant and the student must be provided with written notice of the decision within fifteen (15) business days of receipt of the complaint or such other time as may be permitted in accordance with this procedure. This notification will not form any part of the student’s official student record.
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Search	<b>Determination That An Offence Has Occurred and Imposition of Penalty</b>
Undergraduate Calendar	Where a student is found to have committed an academic offence, the University Officer will consult with the Office of the Registrar regarding penalties imposed generally for such offences and regarding the student’s previous record. The University Officer shall consider the previous record of the student in order to determine the severity of the penalty. Where the penalty of

Suspension or Expulsion in under consideration, the University Officer investigating the matter will consult with the appropriate University Officer. No Suspension or Expulsion shall be imposed without the necessary approval. After the required consultation the University Officer may impose one or more of the Section 5 Penalties. The University Officer shall prepare a statement in writing in accordance with section 6.2.5 and 6.2.6.

### **Written Record**

Where a penalty is to be imposed, the University Officer shall prepare a written statement setting out:

1. a brief summary of the conduct alleged to constitute the offence
2. a statement in writing that the alleged offence has been reviewed with the student and the complainant
3. a brief statement giving details of the determination and the reasons therefore
4. any special conditions that must be met by the student
5. for those penalties that require the approval of the Vice-President – Academic, documentation that the approval has been obtained.

### **Imposition of Penalty**

The University Officer shall then impose:

1. the penalty
2. any special conditions deemed appropriate by the University Officer that must be met by the student based upon the findings in the present case and the results of the review the student's record of previous discipline.

### **Notification to the Student and the Complainant**

Within fifteen (15) business days of discussing the incident with the complainant and the student, or such other time as may be permitted in accordance with this procedure, the University Officer shall provide written notification to the complainant and the student of any penalty imposed. Such notification shall include the written statement prepared under Section 6.2.5. A copy of the correspondence shall be forwarded to the Registrar

and be kept in the student's official student record. The written notification of the penalty imposed must also include notification of the right of appeal and must outline the procedures for appeal.

### Student Appeals Policy

In all cases, the University Officer will keep a file with all documentation associated with the case for a period of two (2) years. In the event of an appeal to the Student Academic Appeals Committee, the University Officer will forward a copy of this file to the Chair of the Student Academic Appeals Committee upon request.

### 10.1.5.3 Course and/or Program Withdrawal During Disciplinary Proceedings

---

A student is not eligible to withdraw from a course or program during disciplinary proceedings. If, at the conclusion of the proceedings it has been decided not to proceed with a charge of Academic Misconduct and the student wishes to withdraw from a course or program, the withdrawal may be back dated to the date the proceedings were initiated.

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### 10.1.6 Appeals

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A student has the right to appeal any penalty assigned under this policy by Athabasca University to the Student Academic Appeals Committee by following the procedures established by Athabasca University and set out in the [Student Appeals Policy](#). Any appeal must be filed within the time limits set out in the Student Appeals Procedures.

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## Student Academic Misconduct Policy

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### 10.1.7 Freedom of Information and Protection of Privacy

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The use and disclosure of personal information will be only as provided for by Athabasca University's Protection of Privacy Policy and Alberta's Freedom of Information and [Protection of Privacy Act](#).

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## Student Academic Misconduct Policy

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### 10.1.8 Time Limits for Appeals

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It is intended that allegations of Academic Misconduct be investigated and addressed quickly, and where reasonably possible the time limits in this Procedure should be met. However, there may be circumstances where more time is required to conduct a thorough investigation, including but not limited to the absence of or inability to contact a complainant, applicant, student, or a necessary witness. Accordingly, the University Officer conducting the Investigation may request an extension of the time limits from the Chair of the Student Academic Appeals Committee, or designate. If the Chair of the Student Academic Appeals Committee, or designate, is of the opinion that an extension of the time limit is reasonably necessary to permit thorough investigation of the allegations, and does not unfairly interfere with the ability of the student to respond to the allegations, he or she may extend the time limits set out in the Procedure. Such an extension may be granted regardless of whether the request is received before or after the expiration of a time limit.

---

#### **Approved by**

Academic Council (Motion 75.9) 19 September, 1989

#### **Amended Date/Motion No.**

Academic Council (Motion 217-5) April 29, 2009

Academic Council (Motion 185-15) November 3, 2004 (Revised)

Academic Council (Motion 147-22) January 27, 1999 (Revised)

Athabasca University Governing Council (Motion 125-4) December 16, 1998

Academic Council (Motion 134-8) January 22, 1997 (Revised)

<b>Student Academic Misconduct Policy</b>	July 7, 1993 (Revised) March 20, 1990 (Revised) Academic Council, November 19, 1991 (Revised)
<b>General Regulations</b>	<b>Related References, Policies, and Procedures</b> Athabasca University Student Academic Misconduct Policy/Procedures
<b>Intellectual Honesty</b>	Athabasca University Protection of Privacy Policy Athabasca University Information Technology Electronic Data Security Policy
<b>Academic Offences</b>	Athabasca University Publication: Student Code of Conduct and Right to Appeal Athabasca University Student Appeals Policy/Procedures
<b>Penalties</b>	
<b>Disciplinary Procedures</b>	<b>Applicable Legislation/Regulation</b> Alberta's Freedom of Information and Protection of Privacy Act Section 31 (1) (a) and (b) and Section 62 of the Post Secondary Learning Act (2003, c. P-19.5)
<b>Appeals</b>	
<b>Freedom of Information and Protection of Privacy</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>
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## 10.2 Non-Academic Misconduct Policy

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1. General Regulations
2. Non-Academic Offences

2.1 Disruption of University Activities  
2.2 Unauthorized Entry and Use  
2.3 Misappropriation of, Misuse of, or Damage to University Property  
2.4 Physical Abuse and Dangerous Activity  
2.5 Written and/or Verbal Harassment  
2.6 Sexual Harassment  
2.7 Refusal to Provide Identification  
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3. Disciplinary Action
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## Non-Academic Misconduct Policy

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### 10.2.1 General Regulations

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Non-academic offences, attempted or committed by students on University premises or during University-sponsored activities, shall be grounds for disciplinary action by the University. The University reserves the right, notwithstanding anything contained herein, to refer any non-academic offence to the appropriate civil or criminal authority, as the University deems appropriate.

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## Non-Academic Misconduct Policy

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### 10.2.2 Non-Academic Offences

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Non-academic offences include

1. disruption of University activities
2. unauthorized entry or use of University facilities
3. misappropriation of, misuse of, or damage to University property
4. physical abuse or dangerous activity resulting, or likely to result in physical abuse of person or property
5. written and/or verbal abuse
6. sexual harassment
7. refusal to provide identification
8. smoking in prohibited areas

#### 10.2.2.1 Disruption of University Activities

---

Disruption of University activities includes but is not limited to exam-writing, tutoring, teaching, studying, research, administration, and meetings.

#### 10.2.2.2 Unauthorized Entry and Use

---

Unauthorized entry and/or use refers to any University building, facility, room, or office. Facilities include but are not limited to the central office, learning centers, University House, and parking lots.

#### 10.2.2.3 Misappropriation of, Misuse of, or Damage to University Property

---

<b>Student Academic Misconduct Policy</b>	Misappropriation of, misuse of, or damage to University property includes
<b>Non-Academic Misconduct Policy</b>	<ol style="list-style-type: none"> <li>1. misappropriation of or possession of misappropriated University property</li> <li>2. intentional or negligent damage of University property</li> <li>3. removal of books or other library and audio-visual material without proper authorization</li> </ol>
<b>General Regulations</b>	<ol style="list-style-type: none"> <li>4. mutilation or defacing of books or other library materials</li> <li>5. intentionally misplacing resources or in any other way intentionally depriving other members of the University of the property or of having access to the resources.</li> </ol>
<b>Non-Academic Offences</b>	
<b>Disciplinary Action and Procedures</b>	
<b>Student Records and Transcripts</b>	
<b>Exclusion from Class or Exam for Disruptive Behaviour</b>	<ol style="list-style-type: none"> <li>1. actual physical abuse or threat of physical abuse to another person</li> <li>2. damage to another person's property</li> <li>3. knowingly, and without just cause, cause another person to fear physical abuse or fear damage to his/her property</li> <li>4. creating a condition that unnecessarily endangers or threatens the health, safety, or well-being of other persons, or could cause damage to property</li> </ol>
<b>Freedom of Information and Protection of Privacy</b>	
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### 10.2.2.4 Physical Abuse and Dangerous Activity

Physical abuse and dangerous activity include

1. actual physical abuse or threat of physical abuse to another person
2. damage to another person's property
3. knowingly, and without just cause, cause another person to fear physical abuse or fear damage to his/her property
4. creating a condition that unnecessarily endangers or threatens the health, safety, or well-being of other persons, or could cause damage to property

### 10.2.2.5 Written and/or Verbal Harassment

Written and/or verbal harassment includes the use of threatening, obscene, profane, or racist language, or language that is otherwise abusive in the circumstances, by a student, directed to another student, an instructor, officer, or other employee of the University, or any other person.

### 10.2.2.6 Sexual Harassment

Sexual harassment includes

1. written and/or verbal abuse or threats
2. unwelcome remarks, jokes, innuendoes, or taunting
3. displaying pornographic or other offensive or derogatory pictures

4. practical jokes that cause awkwardness or embarrassment
5. unwelcome invitations or requests, whether direct, explicit, or intimidating
6. leering or other gestures
7. unnecessary physical contact such as touching, patting, pinching, punching
8. physical assault

#### 10.2.2.7 Refusal to Provide Identification

---

It is an offence to refuse to provide identification upon request by an officer, employee, or agent of the University acting on behalf of the University in the course of his/her duties where the said person has reason to believe an individual is committing, has committed, or is about to commit an offence.

#### 10.2.2.8 Non-Adherence to Smoking Policy

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Smoking is prohibited at Athabasca University and its Learning Centres. Smoking is permitted outside these facilities.

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## Non-Academic Misconduct Policy

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### 10.2.3 Disciplinary Action

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Disciplinary action may include one or more of the following penalties:

- reprimand
- suspension
- expulsion
- exclusion from class
- exclusion from exam

### 10.2.4 Disciplinary Procedures

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The following procedures do not apply to disruptive behaviour in class or disruptive behaviour in the exam room (see [Section 7 Exclusion from Class or Exam for Disruptive Behaviour](#) within this policy).

#### 10.2.4.1 Initiation of Proceedings

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##### **Initiation**

Any person who has reason to believe that a student is guilty of a non-academic offence may initiate proceedings against the student by way of a statement signed by the complainant and delivered to the Registrar.

##### **Action**

The Registrar will determine the appropriate avenue for investigation and will designate the appropriate individual to conduct the investigation (herewith called the "Investigator").

<b>Student Academic Misconduct Policy</b>	<b>10.2.4.2 Proceedings</b>
<b>Non-Academic Misconduct Policy</b>	<b>Review and Investigation</b> The Investigator will review the complaint and conduct an investigation. This may include interviewing the relevant individuals and obtaining other information relevant to the complaint.
<b>General Regulations</b>	<b>Complaint Declined</b> The Investigator may decline to proceed with a complaint under the following circumstances:
<b>Non-Academic Offences</b>	<ol style="list-style-type: none"> <li>1. where the Investigator believes that no University rule has been violated</li> <li>2. where the Investigator believes the complaint to be scandalous, frivolous, or vexatious</li> <li>3. where the Investigator believes that an unreasonable amount of time has elapsed since the incident</li> <li>4. where the Investigator believes that the offence should be referred to police or appropriate public authorities.</li> </ol>
<b>Disciplinary Action and Procedures</b>	
<b>Student Records and Transcripts</b>	
<b>Exclusion from Class or Exam for Disruptive Behaviour</b>	<b>Complaint Declined Procedure</b> Where the Investigator has declined to proceed with a complaint, this decision will be delivered to the Registrar who will advise the complainant in writing within (10) calendar days of receipt of the complaint.
<b>Freedom of Information and Protection of Privacy</b>	<b>Action Procedure</b> <ol style="list-style-type: none"> <li>1. The Investigator shall ensure that all documentation is provided to the Registrar.</li> <li>2. If the Registrar desires more information, the Registrar shall conduct such further investigation as the Registrar deems appropriate, including reviewing the matter with the student, providing it is practical to do so.</li> <li>3. The Registrar, following such investigation, may dismiss the complaint or impose one or more of the penalties.</li> <li>4. In determining an appropriate penalty, the Registrar may take into account the disciplinary record, if any, of the student.</li> <li>5. The Registrar shall provide written notice to the student of the decision, any penalty imposed, and of the right to appeal within twenty (20) calendar days of receipt of the original complaint.</li> </ol>
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**NOTE:** In the event that the Investigator fails to act within the time limits stated herein, the student shall, upon the expiry of such time limits, be entitled to proceed to the next step: direct appeal to the Associate Vice-President, Academic. In the event that the Investigator or the Associate Vice-President, Academic is not available, a designate will carry out the following procedures.

### 10.2.4.3 Appeal Procedures

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1. A student or complainant may appeal the decision of the Investigator not to proceed, or the decision by the Registrar, by submitting such notice of appeal in writing to the Associate Vice-President, Academic no later than ten (10) calendar days after deemed receipt of notification of the Registrar's decision. The Associate Vice-President, Academic may at his/her sole discretion accept an appeal notwithstanding that more than ten (10) calendar days have elapsed since receipt of the Registrar's decision.
2. The notice of appeal shall be in writing, signed personally or through an agent representing the appellant, and state the grounds of appeal. The appeal shall deal with the Registrar's decision, the finding of guilt and/or the penalty imposed. At this time the student may view the file upon request. Any additions to the file during the appeal process will be made available to the student who has requested access to the file.
3. If legal counsel is retained by the appellant, the Associate Vice-President, Academic must be notified of it immediately.
4. The Associate Vice-President, Academic shall consider the appeal and review the matter in a manner in which he/she, in his/her sole discretion deems appropriate, and may either sustain, quash, or vary the decision being appealed.
5. Where the Associate Vice-President, Academic sustains the finding of guilt, he/she may confirm, vary, or suspend the penalty imposed.
6. The Associate Vice-President, Academic shall communicate his/her decision to the appellant, or his/her agent/representative/lawyer, in writing, within ten (10) calendar days of receipt of the appeal or within such longer period as the Associate Vice-President, Academic deems necessary in his/her sole discretion. The penalty becomes effective immediately upon such notification. Any penalty imposed or confirmed shall take effect on the date indicated

in the written notification.

7. Decisions of the Associate Vice-President, Academic shall be final and binding, and no right of appeal lies therefrom.

**NOTE:** Notification mailed by single-registered post to the last known address of the student, is deemed, in the absence of evidence to the contrary, to have been received by the student ten (10) calendar days after posting to an Alberta address and twenty (20) calendar days to an address outside of Alberta.

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### 10.2.5 Student Records and Transcripts

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Suspension imposed for disciplinary reasons shall appear on the student's records and transcripts for the full period of the suspension until the suspension is lifted. In the case of expulsion, an entry shall appear on the student's records and transcripts for the full period of the expulsion.

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### 10.2.6 Exclusion from Class or Exam for Disruptive Behaviour

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#### 10.2.6.1 Exclusion from Class by an Instructor

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1. When a student disturbs, disrupts, or otherwise interferes with classroom activities, the instructor may immediately exclude the student from the course for a particular class and may also exclude the student from the next subsequent class in that course. In each case, the instructor is required to notify the course professor and the Program Director by the next business day.
2. If the behaviour persists when the student is re-admitted to class, the instructor may again immediately exclude the student from the class and the instructor must initiate proceedings against the student according to the procedures described above. The student's exclusion from class will be in effect until a decision is reached by the Program Director. If a student is reinstated by a decision of the Program Director, such decision shall not invalidate the prior action of the instructor. The University shall not be held legally responsible for any lost class time. The Program Director shall communicate his/her decision in writing to the student within five (5) calendar days from the date of the most recent exclusion.
3. The student may appeal the Program Director's decision as set out below. The student shall not be permitted in the class without the Program Director's written approval until such time as the appeal is heard and decided.
4. Within five (5) calendar days of receipt of the appeal, the Program Director shall provide written notice to the student

<b>Student Academic Misconduct Policy</b>	of the decision, any penalty imposed and the deadline to appeal to the Vice-President, Academic of ten (10) calendar days.
<b>Non-Academic Misconduct Policy</b>	5. The student (hereinafter cited as the appellant) must lodge a written appeal with the Vice-President, Academic within ten (10) calendar days after the decision was delivered or deemed to have been delivered to the appellant.
<b>General Regulations</b>	6. The Vice-President, Academic shall consider the appeal and review the matter in a manner which he/she, in his/her sole discretion, deems appropriate, and may either sustain, quash, or vary the decision being appealed. Where a decision against the appellant is sustained, the Vice-President Academic may also confirm, vary, extend, or suspend the exclusion from class initially imposed.
<b>Non-Academic Offences</b>	7. The Vice-President, Academic shall communicate his/her decision to the appellant, or his/her agent/ representative/lawyer, in writing within ten (10) calendar days of receipt of the appeal or within such longer period as the Vice-President, Academic deems necessary in his/her sole discretion.
<b>Disciplinary Action and Procedures</b>	8. Decisions of the Vice-President, Academic shall be final and binding, and no right of appeal lies therefrom.
<b>Student Records and Transcripts</b>	
<b>Exclusion from Class or Exam for Disruptive Behaviour</b>	10.2.6.2 Exclusion from an Exam by an Exam Supervisor
<b>Freedom of Information and Protection of Privacy</b>	1. When a student disturbs, or otherwise interferes with exam activities, the exam supervisor may immediately exclude the student from the exam room and request that the student return immediately his/her exam test and booklet. The exam supervisor shall advise the student that he/she can request to write another version of the exam at a later date.
<b>Student Appeals Policy</b>	2. The exam supervisor is required to notify the Registrar, the course professor, and the Program Director by the next business day.
Glossary	3. The student who feels that he/she has been unfairly treated can lodge a complaint with the Program Director. The decision of the Program Director and of the Vice-President, Academic, in the case of an appeal, shall not invalidate the prior action of the exam supervisor.
Site Map	4. The Program Director shall communicate his/her decision in writing to the student within ten (10) calendar days of receipt of the complaint.
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5. The University shall not be held legally responsible for any contract period or credit lost.
6. The student may appeal the Program Director's decision by following the same procedures outlined under Appeal Procedures within this policy.

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### 10.2.7 Freedom of Information and Protection of Privacy

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The use and disclosure of personal information will be only as provided for by Athabasca University's [Protection of Privacy Policy](#) and Alberta's Freedom of Information and Protection of Privacy Act.

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Regulation: N/A  
Procedure: N/A

#### **Approved By:**

Academic Council, (Motion 185-14) Revised 03 November, 2004  
Academic Council (Motion 148-7) Revised 03 March, 1999  
Academic Council (Motion 134-8) Revised 22 January, 1997  
Revised 1993  
Academic Council (Motion 79-3) Revised 10 March, 1990  
Academic Council (Motion 71-6) Original 17 January, 1989

#### **Amended Date/Motion No. N/A**

#### **Related References, Policies and Procedures**

Athabasca University Protection of Privacy

#### **Applicable Legislation/Regulation**

Alberta Freedom of Information and Protection of Privacy Act

#### **Responsible Position/Department**

Registrar

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## 10.3 Student Appeals Policy

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1. [Membership](#)
2. [Consultation](#)
3. [Appealable Actions and Decisions](#)
4. [Appeals Process for Assignment of Grades](#)
  - 4.1 [Appeals on Substantive Grounds](#)
  - 4.2 [Appeals on Procedural Grounds](#)
5. [Appeals Process for Transfer Credit Evaluations and Assessments](#)
6. [Appeals on Matters of Institutional Procedure or Policy](#)
7. [Appeals of Penalties Arising From the Academic Misconduct Policy](#)
8. [Student Academic Appeals Committee Written Appeal](#)
9. [Time Limits](#)

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### 10.3.1 Membership

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#### 10.3.1.1

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The Student Academic Appeals Committee (Committee) comprises the following members:

1. members elected by Athabasca University Academic Council (AUAC)
  - Registrar (Chair)
  - three academic staff members elected by AUAC from undergraduate programs
  - two academic staff members elected by AUAC from graduate programs
  - one undergraduate student representative
  - one graduate student representative.
2. The Registrar or designate shall be an ex officio member of the Committee, and shall serve as its Chair.

#### 10.3.1.2

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Committee members elected by Academic Council shall hold office for a term of two years (except for Registrar, which is ex officio). Members elected by Academic Council shall have their terms staggered at one-year intervals.

#### 10.3.1.3

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<b>Student Academic Misconduct Policy</b>	The quorum for committee deliberations shall be five (5) members, one of whom shall be the Chair. If the committee is obliged to consider an appeal at a time when a quorum from the regular committee membership is not possible, the Chair shall obtain alternative representatives from the various bodies sufficient to ensure a quorum. The alternative representatives selected in the above manner shall serve only until a quorum of elected members can be obtained.
<b>Non-Academic Misconduct Policy</b>	
<b>Student Appeals Policy</b>	10.3.1.4
<b>Membership Consultation</b>	The undergraduate student representative will be nominated by Athabasca University Student's Association.
<b>Appealable Actions and Decisions</b>	10.3.1.5
<b>Appeals Process of Assignment of Grades</b>	The graduate student representative will be nominated by the Graduate Students' Association Advisory Committee.
<b>Appeals Process for Transfer Credit Evaluations and Assessments</b>	<b>Information effective Sept. 1, 2018 to Aug. 31, 2019.</b>  <i>Updated June 18 2018 by laurab</i>
<b>Appeals of Matters of Institutional Procedures or Policy</b>	
<b>Appeals of Penalties Arising from the Academic Misconduct Policy</b>	
<b>Student Academic Appeals Committee Written</b>	

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### 10.3.2 Consultation

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The University shall consult with staff, faculty or any other person considered appropriate in the process of reviewing an academic appeal application.

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### 10.3.3 Appealable Actions and Decisions

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A student/applicant may appeal

1. the assignment of grades on substantive grounds
2. the assignment of grades on procedural grounds
3. decisions on the evaluation and assessment of transfer credits
4. the application of institutional policies and procedures which do not directly impact the assignment of a grade. This appeal process does not apply to policies and procedures in which a decision of an University Officer is expressed as being the final decision, or where no express provision is made in the policy or procedure in question for appeal of the decision
5. the assignment of penalties resulting from decisions made under the Student Academic Misconduct Policy.

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### 10.3.4 Appeals Process for Assignment of Grades

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A student (appellant) may appeal any grade assigned to essays, examinations and assignments, or exercises that contribute to the final grade. Appeals of both failing and passing grades may be considered.

The appellant must follow the procedures outlined in the appropriate section of this document. If the appeal is misdirected, the University Officer in receipt of the appeal shall redirect the appeal to the appropriate University Officer. Where there is disagreement as to which procedures should be followed or which University Officer should review the appeal, the Chair of the Student Academic Appeals Committee shall make the final decision.

The appeal of a grade and subsequent remarking, if appropriate, shall result in one of three possible outcomes:

1. the grade remains the same
2. the grade is raised
3. the grade is lowered.

**NOTE:** Reference to a Program Director means the director of the program of study in which the student is enrolled. In the case of an unclassified student, the director of the program in which the course in question resides will be assigned by the Vice-President, Academic to administer the appeal. If any question arises as to the appropriate Program Director, the Vice-President, Academic will decide.

<p><b>Student Academic Misconduct Policy</b></p>	<p>10.3.4.1 Appeals on Substantive Grounds</p>
<p><b>Non-Academic Misconduct Policy</b></p>	<p><b>10.3.4.1.1 An appeal for the assignment of grades on substantive grounds can be made when:</b></p>
<p><b>Student Appeals Policy</b></p>	<ol style="list-style-type: none"> <li>1. an appellant believes a grade to coursework was assigned on some basis other than academic achievement</li> <li>2. the published evaluation standards in the course syllabus differ from the evaluation standards applied to the assigned grade</li> <li>3. the evaluation standards applied to the assignment of the grade are unreasonable or differ from the evaluation standards described in the student manual for the course.</li> </ol>
<p><b>Membership</b></p>	
<p><b>Consultation</b></p>	
<p><b>Appealable Actions and Decisions</b></p>	<p><b>10.3.4.2 Step One – Request for an Informal Review by Marker</b></p>
<p><b>Appeals Process of Assignment of Grades</b></p>	<p>The appellant must request an informal review of the assigned grade with the marker. This request must be made within thirty (30) days of receiving the grade.</p> <p>The marker can:</p>
<p><b>Appeals Process for Transfer Credit Evaluations and Assessments</b></p>	<ol style="list-style-type: none"> <li>1. remark the coursework in question and assign an outcome <u>as described above</u>;</li> <li>2. decline to proceed if sufficient grounds have not been established.</li> </ol> <p>The marker must discuss the matter with the appellant and provide a decision, in writing, to the appellant within ten (10) business days of receiving the informal review request.</p>
<p><b>Appeals of Matters of Institutional Procedures or Policy</b></p>	<p><b>10.3.4.3 Step Two – Appeal to Course Coordinator</b></p>
<p><b>Appeals of Penalties Arising from the Academic Misconduct Policy</b></p>	<p>An Appellant who is not satisfied with the Step One decision may appeal in writing to the Course Coordinator within thirty (30) days of receiving the Step One decision. The appeal must be in writing, specify the reasons for making a further appeal and include all additional information or documentation the Appellant wishes to be considered. When the Course Coordinator is the individual who has assigned the grade and/or is the individual who completed the Step One review, then the Centre Chair responsible for the course shall assign an alternate Course Coordinator or competent marker to review the Step Two appeal.</p>
<p><b>Student Academic Appeals Committee Written</b></p>	

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The Course Coordinator shall review the case, consulting with staff, faculty, the Appellant concerned, or any other person considered appropriate, providing it is practical to do so.

The Course Coordinator can:

1. remark the coursework in question and assign an outcome
2. arrange to have the coursework remarked by an alternate competent marker
3. decline to proceed if sufficient grounds have not been established.

The Course Coordinator must discuss the matter with the appellant and provide a decision, in writing, to the appellant within ten (10) business days of receiving the Step Two appeal request.

#### **10.3.4.4 Step Three – Appeal to the Dean (or designates)**

An Appellant who is not satisfied with the Step Two decision may appeal in writing to the Dean (or designates) responsible for the course within thirty (30) days of receiving the Step Two decision. The appeal must be in writing, specify the reasons for making a further appeal and include all additional information or documentation the Appellant wishes to have considered.

The Dean (or designates) shall review the case, consulting with staff, faculty, the Appellant concerned, or any other person considered appropriate, providing it is practical to do so.

The Dean (or designates) can:

1. arrange for remarking of the coursework in question by an individual who has not been involved in the step one or two decision and assign an outcome
2. decline to proceed if sufficient grounds have not been established.

The Dean (or designates) must discuss the matter with the appellant and provide a decision, in writing, to the appellant within ten (10) business days of receiving the Step Two appeal request.

The decision of the Dean (or designates) is final.

## 10.3.5.5 Appeals on Procedural Grounds

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### 10.3.5.5.1

An appeal for the assignment of a grade on procedural grounds can be made when an appellant believes a university policy or procedure has not been followed in the assignment of a grade. When it is determined, in accordance with this procedure that university procedure and policy have been followed an appeal using procedural grounds as its basis will be dismissed.

The Appellant must submit their appeal in writing to the Chair of the Student Academic Appeals Committee setting out the grounds for their appeal, including details as to the university policy or procedure they believe was not followed, and how that impacted on the grade assignment within thirty (30) days of receiving the grade.

### 10.3.5.5.2

The Chair shall review the case, consulting with staff, faculty, the Appellant concerned, or any other person considered appropriate providing it is practical to do so.

The Chair may:

1. present the appeal to the Student Academic Appeals Committee for consideration and review, or
2. decline to proceed if sufficient grounds have not been established.

### 10.3.5.5.3

In cases where the appeal has been presented to the Student Academic Appeals Committee for consideration and review, the committee may consult with the appellant if desired or delegate the Chair to consult with the appellant in the event the appellant is not available at the time of the committee's review of the appeal. The Chair shall inform the appellant of the committee's decision, in writing, within thirty (30) days of receiving the appeal. The decision of the Student Academic Appeals Committee is final.

### 10.3.5.5.4

In cases where the appeal has been declined based on insufficient grounds the Chair shall inform the appellant, in writing, within ten (10) business days of receiving the appeal and include specific reasons for the decision to decline. The decision of the Chair is final.

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### 10.3.5 Appeals Process for Transfer Credit Evaluations and Assessments

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A student (appellant) may appeal any decision concerning the awarding of transfer credit for previous education. Appeals to change the designation of certain credits, to obtain more credit or to reduce the credit granted may be allowed. Appellants should review and are expected to be familiar with [Admissions and Academic Regulations](#) in the current Athabasca University Calendar prior to appealing any decision regarding the award of transfer credits.

The appeal of a decision on transfer credit shall result in one of two possible outcomes:

1. the transfer credit award remains the same, or
2. an award of additional transfer credit.

#### 10.3.5.1 Step One – Appeal to Coordinator of Admissions and Transfer Credit Services

---

##### **10.3.5.1.1**

An appellant submitting an appeal to any decision concerning the evaluation and assessment of transfer credit must contact the Coordinator of Admissions and Transfer Credit Services to discuss the award and to set out the reasons for their appeal. Such contact must be made within thirty (30) days of receiving the letter containing the transfer credit decision.

The Coordinator of Admissions and Transfer Credit Services can:

<b>Student Academic Misconduct Policy</b>	<ol style="list-style-type: none"> <li>1. change the transfer credit award, or</li> <li>2. decline to proceed if sufficient grounds have not been established.</li> </ol>
<b>Non-Academic Misconduct Policy</b>	<p><b>10.3.5.1.2</b></p> <p>The Coordinator of Admissions and Transfer Credit Services must respond to the appellant within five (five) business days and provide a decision, in writing, to the appellant within thirty (30) business days of receiving the request.</p>
<b>Student Appeals Policy</b>	
<b>Membership</b>	
<b>Consultation</b>	<p><b>10.3.5.2 Step Two – Appeal to the Associate Registrar of Admissions and Transfer Credit Services</b></p>
<b>Appealable Actions and Decisions</b>	<p><b>10.3.5.2.1</b></p> <p>An appellant who is not satisfied with the Step One decision may <u>appeal in writing</u> to the Associate Registrar of Admissions and Transfer Credit Services within thirty (30) days of receiving the Step One decision. The written appeal must identify precisely the decision(s) the appellant wishes to have reconsidered. All supporting documentation or evidence that the appellant wishes to have considered must be submitted at this stage of the appeal.</p>
<b>Appeals Process of Assignment of Grades</b>	
<b>Appeals Process for Transfer Credit Evaluations and Assessments</b>	<p><b>10.3.5.2.2</b></p> <p>The Associate Registrar of Admissions and Transfer Credit Services shall review the file and any supporting documentation that has been submitted, and may consult with faculty members, committee members, staff members, program directors, the Appellant concerned, or other persons considered appropriate.</p>
<b>Appeals of Matters of Institutional Procedures or Policy</b>	<p>The Associate Registrar of Admissions and Transfer Credit Services can:</p> <ol style="list-style-type: none"> <li>1. change the transfer credit award, or</li> <li>2. decline to proceed if sufficient grounds have not been established.</li> </ol>
<b>Appeals of Penalties Arising from the Academic Misconduct Policy</b>	<p>The Associate Registrar of Admissions and Transfer Credit Services shall inform the appellant in writing of the decision, within thirty (30) days of receiving the appeal.</p>
<b>Student Academic Appeals Committee Written</b>	<p>The decision of the Associate Registrar of Admissions and Transfer Credit Services is final.</p>

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### 10.3.6 Appeals on Matters of Institutional Procedure or Policy

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An student (appellant) may appeal any decision based upon institutional procedure or policy provided that the policy allows for an appeal. The appellant may ask that the decision be rescinded, or that it be varied.

The appeal on the application of University policy or procedure shall result in one of three possible outcomes:

1. the decision remains the same,
2. the decision will be rescinded, or
3. the decision will be varied.

#### 10.3.6.1 Step One – Appeal to Unit Supervisor/Coordinator

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An appellant who is dissatisfied with any decision based upon institutional procedure or policy, provided that the policy allows for an appeal, must contact the unit supervisor/coordinator where the initial decision was made to discuss the decision before an appeal is made. Such contact must be made within thirty (30) days of the notification of the decision.

#### 10.3.6.2 Step Two – Appeal to Department Head

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An appellant who is not satisfied with a Step One decision may appeal the decision in writing to the head of the department, or designate, of the unit where the original decision is was made, within thirty (30) days of notification of the decision. The written

<b>Student Academic Misconduct Policy</b>	appeal must identify precisely the decision(s) the appellant wishes to have reconsidered. All supporting documentation or evidence that the appellant wishes to have considered must be submitted at this stage of the appeal.
<b>Non-Academic Misconduct Policy</b>	The department head (or designate) shall review the case and any supporting documentation that has been submitted, and may consult with faculty members, committee members, staff members, program directors, the appellant concerned, or other persons as considered appropriate. After a thorough investigation of the circumstances and particulars of the case, the department head (or designate) shall inform the appellant in writing of the decision, within thirty (30) days of receiving the appeal.
<b>Student Appeals Policy</b>	
<b>Membership</b>	
<b>Consultation</b>	
<b>Appealable Actions and Decisions</b>	<b>10.3.6.3 Step Three – Appeal to Student Academic Appeals Committee</b>
<b>Appeals Process of Assignment of Grades</b>	An appellant who is not satisfied with a Step Two decision may appeal a decision based on institutional procedure or policy, provided that the policy allows for an appeal, by submitting a <u>letter of appeal</u> to the Chair of the Student Academic Appeals Committee within thirty (30) days of receiving written notification from the department head (or designate). The letter of appeal must specify in detail the reasons for making a further appeal.
<b>Appeals Process for Transfer Credit Evaluations and Assessments</b>	The Chair shall review the case, consulting with staff, faculty, the appellant concerned, or any other person considered appropriate, providing it is practical to do so.
<b>Appeals of Matters of Institutional Procedures or Policy</b>	The Chair may: <ol style="list-style-type: none"> <li>1. present the appeal to the Student Academic Appeals Committee for consideration and review, or</li> <li>2. decline to proceed if sufficient grounds have not been established.</li> </ol>
<b>Appeals of Penalties Arising from the Academic Misconduct Policy</b>	In cases where the appeal has been presented to the Student Academic Appeals Committee for consideration and review, the committee may consult with the Appellant if desired or delegate the Chair to consult with the Appellant in the event the Appellant is not available at the time of the committee’s review of the appeal. The Chair shall inform the Appellant, in writing, of the Committee’s decision within thirty (30) days of receiving the appeal. The decision of the Committee is final.
<b>Student Academic Appeals Committee Written</b>	

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## Student Appeals Policy

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### 10.3.7 Appeals of Penalties Arising from the Academic Misconduct Policy

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The [Student Academic Misconduct Policy](#) provides rights and procedures for appeal to the Student Academic Appeals Committee.

An appeal from the assignment of a penalty for academic misconduct can be based on the following:

1. denial that the offence occurred, or
2. the appellant believes the assigned penalty is too severe.

The appeal on the assignment of penalties from the [Student Academic Misconduct Policy](#) shall result in one of three possible outcomes:

1. the penalty remains the same,
2. the penalty is altered to one that is either less or more severe in nature, or
3. the penalty is rescinded.

#### 10.3.7.1 Step One – Consult Policy

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Appellants who wishes to avail themselves of these rights are expected to be familiar with the policy in question and must follow the procedures for appeal as outlined below.

[Academic Misconduct Policy and Disciplinary Procedures](#)

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## 10.3.7.2 Step Two – Appeal to Student Academic Appeals Committee

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### Student Academic Misconduct Policy

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### Non-Academic Misconduct Policy

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#### Appeals Process of Assignment of Grades

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#### Appeals of Matters of Institutional Procedures or Policy

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#### Appeals of Penalties Arising from the Academic Misconduct Policy

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#### Student Academic Appeals Committee Written

An Appellant may appeal a penalty by submitting a letter of appeal to the Chair of the Student Academic Appeals Committee within thirty (30) days of receiving notification of the decision. This letter must specify in detail the reasons for making a further appeal and the remedy the Appellant is seeking. The Chair shall review the case, consulting with staff, faculty, the Appellant concerned, or any other person considered appropriate, providing it is practical to do so. The Chair shall then present the appeal to the Student Academic Appeals Committee for consideration and review.

The Chair may:

1. present the appeal to the Student Academic Appeals Committee for consideration and review, or
2. decline to proceed if sufficient grounds have not been established.

In cases where the appeal has been presented to the Student Academic Appeals Committee for consideration and review, the committee may consult with the Appellant if desired or delegate the Chair to consult with the Appellant in the event the Appellant is not available at the time of the committee's review of the appeal. The Chair shall inform the Appellant, in writing, of the Committee's decision within thirty (30) days of receiving the appeal. The decision of the Committee is final.

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### 10.3.8 Student Academic Appeals Committee Written Appeal

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A written appeal can be sent via a formal letter to the Chair of the Student Academic Appeals Committee by fax, by post or by email.

#### 10.3.8.1 Appeals to the Student Academic Appeals Committee can be addressed as follows:

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Chair, Student Academic Appeals Committee  
c/o Office of the Registrar  
1 University Drive  
Athabasca, AB T9S 3A3

Fax: (780) 675-6174

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

#### 10.3.8.2 All appeals to the Student Academic Appeals Committee should be addressed to the Chair of the committee and contain the following information:

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1. The student's (appellant's) name
2. The appellant's student ID number
3. The appellant's return mailing address
4. What is being appealed. If the appeal is in relation to a grade, then the course name and number must be included. If the appeal is in relation to a policy, then the policy must be identified.
5. Full details regarding the grounds for appeal and copies of all

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**Appeals of  
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**Appeals of  
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supporting documents.

6. The signature of the appellant. If the appeal is being sent by email, it must be sent as a PDF attachment and contain the appellant's signature.

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## Student Appeals Policy

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### 10.3.9 Time Limits

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Time limits for submitting appeals under the Student Appeals Procedures are mandatory and must be adhered to. Failure by an Appellant to submit an appeal within the time limits set out therein shall result in the Appellant forfeiting the right to appeal. The Chair of the Student Academic Appeals Committee, the Dean (or designates), or the Department Head (or designates) may, in their sole discretion, extend the time limit for the processing of an appeal of an Appellant where they consider an extension appropriate under the circumstances.

#### 10.3.9.1

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In all cases the time limit for submission of any appeal shall commence when the Appellant first becomes aware of the decision which they wish to appeal. Where notification of the decision has been sent to the Appellant by the University by mail, the time limit commences when the Appellant receives, or has been deemed to have received, the notification, whichever occurs first. Notification of a decision sent by mail to the last known address of the appellant is deemed, in the absence of evidence to the contrary, to have been received by the Appellant ten (10) business days after mailing if sent to an Alberta address and twenty (20) business days if sent to an address outside Alberta. Registered mail signed for by or on behalf of an Appellant is deemed to have been received on the day it was signed for.

Where notification has been sent to the Appellant by the University through electronic means (e-letter, email, etc.), the time limit commences on five (5) business days from the date the electronic communication was generated.

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**Procedure:**

Student Appeals Procedure

**Approved By:**

Original: Academic Council (Motions 71.4 and 71.5) 17 January, 1989

**Amended Date/Motion No.**

April 29, 2009 (Academic Council motion 217-7)

November 3, 2004 (Academic Council motion 185-16)

February 1991 (Revised)

January 22, 1997 (Motion 134-7)

**Related References, Policies, and Procedures:**

Student Academic Misconduct Policy

**Applicable Legislation/Regulation:**

The Canadian Charter of Rights and Freedoms

Alberta Freedom of Information and Protection of Privacy Act

**Responsible Position/Department:**

Registrar

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**Academic misconduct.** Intellectual dishonesty includes such offences as plagiarism, cheating, and falsification of records. Refer to Student Code of Conduct and Right to Appeals Regulations.

**Academic probation.** The imposition of specific requirements, tasks, or conditions that an individual student must meet or fulfill within a stipulated time to avoid being suspended from further study at Athabasca University.

**Academic year.** The academic year at AU runs from September 1 to August 31.

**Active students.** Students who are currently registered in an AU course or have completed an AU course within the last 12 months. The 12-month period is based on the most recent course contract end date, course completion date, or the date of withdrawal from an AU course. Students who complete courses with a Letter of Permission from AU also retain their active status.

**Admission.** As an open university, AU admits students 16 years of age or older. Students under 16 years of age may be admitted with special consideration by petitioning Coordinator, Enrolment Services. See Admissions.

**Advisors.** Academic advisors can assist you in areas ranging from clarifying your undergraduate program requirements to helping choose the next course for your program of studies. We also provide information about university regulations and procedures, and assist with the interpretation of your transfer credit evaluation. Contact an advisor.

**Student Code of Conduct and Right to Appeal Regulations.**

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**Appeal.** Requesting a review of a decision made by an official of AU. Students may appeal decisions on transfer credit, marks, tests, assignments, final grades, questions of process, disciplinary action, etc. All appeals must be made to the person responsible for overseeing the initial decision. Review the [Student Code of Conduct and Right to Appeal Regulations](#).

**Applied Studies.** There are two groups in the Applied Studies area of study: [Business and Administrative Studies](#) and [Applied Studies](#).

Applied Studies include courses in Communication Studies, Criminal Justice, Educational Psychology, Health Studies, Indigenous Studies, Nursing, and Women's and Gender Studies.

Business and Administrative Studies include courses in the disciplines of Accounting, Administration, Applied Studies, Communications, Computers and Management Information Systems, e-Commerce, Economics, Finance, Governance, Health Administration, Human Resources Management, Industrial Relations, Legal Studies, Management Science, Marketing, Organizational Behaviour, and Taxation.

**Area of study.** AU's division of courses into groups of related subjects. The four areas are:

- Humanities
- Social Science
- Science
- Applied Studies

The requirement for 'Arts' in some degree regulations refers to Humanities and Social Science area of study. The requirement for 'Sciences' includes all science courses. The requirement for 'Applied Studies' includes courses in administrative studies, nursing courses and a wide range of professionally-oriented courses. The area designation for each course is shown in each course syllabus. Search for a course by its [area of study](#).

**Arts.** Courses in the Arts can be found in the [humanities](#) and [social science](#) areas of study.

**Assessment/Evaluation.** The assessment and evaluation of previous post-secondary education for possible transfer credit toward an AU program.

**Asynchronous Communication.** See [Communication](#).

**Audio component.** Some courses are supplemented by audio components (CDs and/or online audio), some of which are required listening, others are optional. Overseas students are asked to contact the [AU Library](#) before registering in a course that has an audio component.

**Audit.** A student may register in a course without intending to obtain credit. This course will appear on the student's transcript but will not have a grade associated with it. Audit students are not allowed to write midterms or finals, and the student may or may not have assignments given. They receive the same tutor support as a credit course.

**AU approved invigilator.** An individual or institution authorized by an AU representative in the Examination Services Unit to supervise an AU undergraduate course examination.

**Awards/scholarships.** Refer to [website](#).

## B

**Bachelor degree.** An [undergraduate academic degree](#) awarded to someone who successfully completed a undergraduate program of study that generally lasted three or four years. Also called baccalaureate.

**Block transfer.** Students who are granted admission to a post-diploma program, for example, may be granted a block of transfer credit based on a completed credential. 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. See [Block Transfer Credit](#).

**Business and Administrative Studies courses.** A group of courses within the [Applied Studies](#) area: Accounting, Administration, Applied Studies, Communications, Computers and Management Information Systems, e-Commerce, Economics, Finance, Governance, Health Administration, Human Resources Management, Industrial Relations, Legal Studies, Management Science, Marketing, Organizational Behavior, and Taxation.

## C

Academic offences are identified within the [Student Code of](#)

**Calendar.** This is the document containing the University's regulations. The online Calendar is the official Calendar. In the event of any discrepancies between the program websites and the online Calendar, the online Calendar will be binding.

US = catalogue

UK = prospectus

**Challenge for credit process.** A university process whereby students have the opportunity to demonstrate that they have acquired a command of the general subject matter, knowledge, intellectual and/or skills that would normally be found in a university level course. Refer to Challenge for Credit.

**Changing programs.** You may change from one undergraduate program to another by logging in to myAU.

**Classroom setting:** Courses offered in a classroom setting are taught simultaneously to a group of students. The courses take place in an actual classroom at a collaborating institution. See also Grouped Study Courses.

**Communication.** Asynchronous communication describes communication that does not occur simultaneously. Email, for example, is asynchronous. Synchronous communication is live. It describes communication that occurs simultaneously; for example, chatrooms, teleconference, and videoconference.

**Computer requirements.** Many AU courses require students to have access to certain computer hardware and software. AU's standard computing platform is a computer running Microsoft Windows with MS Office. The minimum requirements for students using a Mac or PC are access to a web browser, email, and the software capability to submit assignments as Word documents. Some courses support other hardware and software platforms and may have more specific requirements noted in the online syllabus. PCs are the primary equipment supported by AU's Help Desk. Only limited assistance for other hardware and software platforms is offered. AU courses that use eTextbooks may have specific technical requirements. See the eText Initiative website for updated information. See the AU IT website for current requirements.

Students are responsible for all computer communication charges in the form of long distance telephone charges, subscription to an Internet node, or any other communications service requirement.

**Concentration.** A designated study focus within a three-year program, such as the Bachelor of Arts, Anthropology concentration.

**Convocation.** The annual ceremony held in Athabasca, Alberta on the second Friday and Saturday in June where graduates participate in the conferral of degrees.

**Corequisite.** A course that must be taken concurrently with another course.

**Counsellors.** Counsellors can help students clarify their educational and career goals, decide on a program of study, develop sound study and personal management skills, identify and overcome barriers to learning. [Website.](#)

**Courier Services.** Because postal and courier times vary, students must request their examination well in advance of the requested write date. If enough time is not allowed, AU cannot guarantee that the student's examination will arrive before the requested write date.

[Students within North America](#)

[Students outside North America](#)

[Courier Recovery Fees](#)

**Course completion date.** The course contract end date or the date that a student completes the course if this is earlier than the end date. If a student withdraws from the course, the course completion date is the date of withdrawal.

**Course composite grade.** The final grade for a course expressed as a percentage. The course composite grade reflects a student's understanding of the course materials. The course composite grade is often a weighted average of the student's marks for quizzes, assignments, tests, and examinations.

**Course contract end date (Grouped Study).** The last day students have to complete their course. A course contract end date is either the date of the final exam, or if there is no final exam, the date of the last scheduled course meeting.

**Course contract end date (Individualized Study).** Usually the last day of the month at the end of the course contract period. This is:

the last day for students to complete and submit all required course work associated with an individualized study course, or;

the date the final grade is assigned to the course (when all coursework is marked and a final grade is assigned earlier than the course contract end date).

**Course contract period (Grouped Study).** The time that students are actively registered in a grouped study course. The course begins on the course contract start date (the first scheduled course meeting) and runs until the contract end date (the last scheduled course meeting).

**Course contract period (Individualized Study).** The time that students are actively registered in an individualized study course. The course begins on the course contract start date (usually the first day of a month) and runs until the contract end date. The contract period can be lengthened by applying for course extensions in an individualized study course only.

**Course contract start date (Grouped Study).** The date students officially start a grouped study course, which is the first scheduled course meeting.

**Course contract start date (Individualized Study).** The date students officially start an individualized study course, usually the first day of the first month of the course contract period.

**Course Coordinator.** The University faculty member responsible for the course.

**Course delivery methods.** Audio component; Digital Reading Room; grouped study; home lab; independent lab; individualized study; individualized study online (course list); lab component only; online-enhanced; supervised lab; video component.

**Course extension.** A request to purchase additional time and access to AU resources in order to complete a course.

**Course load.** A student may be actively registered in one to six courses at a time. To ensure that students don't overburden themselves, AU will limit course load to a maximum of six courses. Students with full-time jobs or those new to distance learning should start by taking one course.

Conduct and Right to Appeal Regulations.

**Course syllabus.** A description of a course, which may include learning outcomes, evaluation breakdowns, and learning resources. Check the online [course syllabi](#).

**Course work.** All required activities (assignments, clinical or practicum placements, quizzes, papers, examinations, etc.) that are submitted for marking towards the final grade. Once a student has submitted course work through one of the acceptable method(s) outlined in their learning resources and/or by their Tutor or Instructor, and the course work is received, the course work will be deemed to have been submitted for marking.

**Credentials.** Degrees, diplomas, or certificates awarded on successful completion of a program. Credential regulations specify the requirements that you must meet in order to be awarded a credential, such as the total credits required, the minimum credits that must be completed at the senior level, and the minimum credits that must be completed at AU (residency requirements).

**Credit.** The value assigned to a course. Normally, AU courses are either three-credit (one semester) or six-credit (two semesters) which corresponds to conventional universities. Some courses in the Bachelor of Nursing degree carry a practicum component with a weight of four and nine credits.

**Cross-listed course.** An AU course that is listed under two or more disciplines. The Calendar course description and the online syllabus will indicate whether a course is cross-listed. You cannot receive credit for both courses.

## D

**DegreeWorks.** [DegreeWorks](#) is a web-based, academic advising and degree audit solution that works with Banner, AU's student information system. DegreeWorks automatically retrieves the student's academic record from Banner and organizes it into an educational plan on the web, easily identifying program requirements, which courses have been completed and which courses students still need in order to complete their degrees, diplomas or certificates.

**Digital Reading Room.** The Digital Reading Room (DRR) is an electronic version of a library reserve system, or a virtual reading room. The material accessed is either required course readings or it supplements the course, and is of use for further study and a

deeper understanding of the subject matter. Refer to the library's [Digital Reference Centre](#). Tips on searching the journal databases and help with researching, writing, and citing (referencing) can be found in the [Library Help Centre](#).

**Directed study.** A 400-level course that does not have a prescribed curriculum. In consultation with the course professor, you will choose a specific topic and then undertake an in-depth study. The course professor must approve all directed study courses before registration can occur.

**Discipline.** The specific subject area for a course. For example: Psychology, English, and Women's and Gender Studies, are all disciplines at AU.

## E

**Early access to courses (individualized study).** Some courses offered in the Moodle learning management system allow early access by the student the day after their course registration is processed. Access is not allowed for quizzes, tutor or faculty support, and students are not allowed to submit assignments until the course contract start date.

**Electives.** A list of courses or disciplines that students choose from in order to fulfill program requirements.

**e-letters.** The method by which AU [primarily corresponds](#) with students. e-Letters are available through the myAU portal and are stored for six months.

**English Language Proficiency.** The minimum level of written and oral communication skills needed to undertake courses offered by Athabasca University.

**Enrol.** AU students may enrol in a degree, diploma, or university certificate program. The regulations in effect at the time of your initial enrolment are the regulations that govern your program.

**eTextbook (electronic textbook).** The digital version of a textbook, which may include other educational features such as highlighting, note taking, automatic search, and the automatic export of citations. In some cases, eTexts may also provide access to additional learning resources such as workbooks, problem sets, tutorials, videos, simulations, and interactive software. Online

access is provided for the length of the course; students can also print or download it. Students may also purchase a copy from the publisher or a third-party vendor.

**Evaluation.** A review of a student's non-AU post-secondary studies to determine if any credit can be transferred towards the AU program.

**Examination rebooking fee.** A fee is levied when a student rebooks a scheduled examination at AU Edmonton, AU Calgary, or AU Athabasca.

**Examinations.** Digital devices are not allowed in an examination room. Exceptions are made only for courses where the use of a calculator, for example, is pre-approved and is required by the student to complete the examination. See also [Invigilator](#). Review [Examinations](#).

**Exemption.** AU may award a block transfer of credit to holders of an approved diploma or degree. Within the previous diploma or degree, you may have course equivalents to AU courses required within your current program. These courses would be awarded an exemption. In order to fulfill the program requirements, you will be required to replace these courses with courses of the same (or higher) level in the same area of study or discipline.

**Expulsion.** Required withdrawal of a student from AU for an indefinite period of time. Review the [Student Code of Conduct and Right to Appeal regulations](#).

**Extension.** Lengthening the time allowed to complete an individualized study course by two months is called an [extension](#). Three extensions are allowed and a [fee](#) is charged for each extension.

**Extra to degree.** Successfully completed course that is not included in a student's AU program requirements and is not included in the calculation of the GPA.

## F

**Final grade.** See [Grade](#).

**Financial aid agencies.** [Financial assistance](#) is available to students from the students' local agencies. Students may be eligible for loans, grants, bursaries, or scholarships. See also

## Students Finance Board.

**Full-time student.** 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.

At the graduate level, a full course load is defined as 1 credit per month at AU. The minimum requirement for full-time status is .75 credits per month. To maintain full-time status at the undergraduate and graduate levels, students must complete the minimum 60 per cent course load requirements. At the doctoral level, students must maintain an active status in their program to qualify for full-time status.

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

## G

**Grade.** The final grade that is achieved in your completed course. Marks are applied to your assignments, essays, and examinations. [Undergraduate Grading Policy.](#)

**Graduate studies.** Advanced studies beyond the undergraduate level leading to an award of post-baccalaureate certificate, diploma, master's, or doctoral degree. Generally requires an undergraduate degree for admission. AU provides innovative, Internet-based graduate programs that reach students around the world. View the [Graduate Program Calendar.](#)

**Graduation.** Completion of all requirements of a program of study verified by the Office of the Registrar and approved by General Faculties Council.

**Grouped lab.** Supervised science labs that are taken at specific locations and times. Supervised labs involve a substantial amount of work. [Science lab information.](#)

**Grouped study courses.** AU's term for courses that are offered in a classroom setting (usually at a collaborating institution), or courses where students study in a group in a web-based online environment with common deadlines for completion of course activities.

## Course Delivery Modes

## Collaborating Institutions

### Classroom Courses

## H

**Helpdesk.** AU's Helpdesk attendants will help students solve most problems relating to their computing resources. Student's may contact AU's Helpdesk by submitting the [online form](#), or by phone: 1.800.788.9041, extension 6405 (toll free from anywhere in Canada or the United States) or direct at 1.780.675.6405.

**Home labs.** Home labs are compulsory components of some of AU's science courses. Home labs are learning activities, such as demonstrations, observations, simulations, and experiments, which students do in or near their own homes rather than in a university laboratory.

These labs usually require a lab kit that students order online from the relevant course syllabus. Some home lab activities require some materials that most students have in their homes or materials can be purchased locally without great cost. The kits may contain materials that are hazardous in some way (especially for young children and pets) and as such, they must be handled and stored appropriately.

Students who are in correctional institutions may have some difficulty taking certain courses with home labs (e.g., some kits contain sharp objects that may not be allowed). Also, be aware that certain home lab kits cannot cross international borders (e.g., some contain seeds that may not be allowed in, others contain electronic equipment that required duty payments). Therefore, before registering, it is recommended that students contact the lab coordinator regarding the availability of home lab kits in each particular situation. Check the [course syllabus](#) for details.

**Humanities Studies.** An area of university studies that includes Art History, Communication Studies, English, French, German, Heritage Resources Management, History, Humanities, Indigenous Studies, Information Systems, Music, Philosophy, Religious Studies, Spanish, and Women's and Gender Studies.

## I

**ID Number.** A seven-digit identification number is assigned to each student. Students must refer to their student ID number whenever they contact AU.

**Inactive students.** Students who have not registered in an AU course within 12 months of the last course contract end date or date of withdrawal, or within 12 months of the most recent admissions entry term, or on a Letter of Permission within 12 months of either of the above dates. To become active or reinstated, follow the instructions at [myAU](#).

**Independent labs.** AU has developed a framework that allows students to access the laboratory component of certain science courses without taking the remaining instructional component, provided they meet strict prerequisite requirements and have professor approval before registering in the course. Each lab is worth one credit. Should a student decide to take the remaining instructional portion of the course, the additional credit earned for laboratory modules is recognized.

Independent labs are supervised by AU lab instructors and professors and are only offered at specific locations at specific times. Most labs run between two to eight days. Students have up to two months to complete a lab from the date of registration. No extensions are allowed in independent labs unless specifically authorized by the course professor. Independent labs are not available for challenge. If a student is enrolled at another institution, the student should receive approval in writing by their home institution to ensure that it will grant credit for the lab. If the student is using this course to update laboratory skills (e.g., you are a teacher or instructor), the student must provide evidence of having previously taken an equivalent science course or have the equivalent theoretical requirements. When the student attends the lab, they are responsible for making their own arrangements and payments for transportation, accommodation, and food.

[Science lab information.](#)

**Individualized study.** AU's main method of course instruction. Individualized study is centered around a learning resources package that may include textbooks or eTextbooks, workbooks, lab kits, study guides, online resources, and manuals. Students will set their own schedule within the time allowed to complete the course. For information on course start dates and registration deadlines, refer to the [registration section.](#)

**Individualized study online.** Many AU courses are offered almost entirely online using intuitive learning management software ([Moodle](#)) designed to enhance the student's learning experience. Students will interact with their tutor or learning facilitator and other students, participate in forums for online discussions between instructors and other students, and access the library, digital reading rooms, and other research resources. Students must have access to specific [computer hardware and software](#) components. Students are responsible for their own Internet connections and costs, and email access. For information on course start dates and registration deadlines, refer to the [registration section](#).

**Intellectual honesty.** The acknowledgment of scholarly contributions of others by citing references, attributing quotations, etc. Failure to do so is academic misconduct.

**Invigilation Centre.** An establishment—authorized by Examination Services Unit—that supervises an undergraduate course examination being written by an AU student.

**Invigilator.** An individual—authorized by an AU representative in Examination Services Unit—who supervises an undergraduate course examination for an AU student.

J

**Junior courses** are usually introductory (200 level) and are equivalent to first-year courses at most universities.

KL

**Lab component only.** See [independent labs](#).

**Laboratory science courses.** Courses that contain a substantial amount of work including exercises, techniques, and sample-handling relevant to the course discipline. The lab portion of these courses is usually site-specific and supervised. For current lab information, contact the [Centre for Science](#).

**Late Examination Request.** A request for an exam that has been received after the exam request deadline but before the student's contract end date. In such cases the late examination request fee is applied. [Undergraduate Exam Request and Completion Policy](#).

**Learning Resources Fee \$180.** This fee covers the cost of mandatory course resources such as texts, etexts or other learning resources, as well as Athabasca University library services, learning management system support, and learning design and development. [Learning resources fee.](#)

**Learning Resources Fee \$130.** This fee covers the cost of mandatory, Athabasca University-produced learning resources, library services, learning management system support, and learning design and development. [Learning resources fee.](#)

**Letter of Certification.** An official confirmation of information extracted from a student's record that is not available on a transcript.

**Letter of Permission.** A document permitting an AU credential student to take one or more courses at another post-secondary institution for credit toward the student's AU program. [More information.](#)

**Levels.** Describe preparatory (100), junior (200), or senior (300 or 400) level courses.

**Lost Examination Reimbursement.** When a written exam is deemed lost by AU, and the student is re-tested, the student may be issued a refund to compensate for additional costs they may incur. The reimbursement amount of the refund will not exceed the Lost Exam Reimbursement amount.

## MN

**Major.** A designated focus of study within a four-year program discipline such as the Bachelor of Arts, Anthropology Major; or the Bachelor of Science, Human Science Major.

**Marks.** Marks are applied to assignments, essays, and examinations. See also [Grade.](#)

**Masters degree.** AU provides innovative, flexible, and accessible Internet-based [masters degrees.](#)

**Moodle.** An acronym for AU's learning management software; a tool for learning online. Moodle allows students to interact with their tutor and other students, participate in forums for online

discussions between instructors and students, and access the library, digital reading rooms, and other research resources. Many AU courses are available in Moodle.

**Multiple Examination Request.** This is an exam request for a previously unwritten examination, which has been returned to the University by the AU approved invigilator. Students are assessed a multiple examination fee each time an exam is returned unwritten and is requested again. Refer also to Unwritten/Multiple Examinations.

**myAU.** Once logged in to myAU, students can register in courses and view personal information such as their AU Library account, their assignment marks, and their course grades. Students may also take care of administrative matters, such as booking examinations, submitting assignments, and applying for extensions. AU will also communicate directly with students through myAU. Sign in and check the Message Centre on the myAU home page for general information and for mail (e-letters).

**No area of study** indicates that a course cannot be used to fulfill an area of study requirement in a program. The course may, however, fulfill part of the overall degree requirements if it is appropriate to the program.

**Non-Academic Misconduct Policy.** Non-academic offences attempted or committed by students on University premises or during University-sponsored activities shall be grounds for disciplinary action by the University under the Non-Academic Misconduct Policy.

**Non-Business and Administrative Studies.** These courses are any courses outside of the Business and Administrative Studies listing.

**Not-to-take.** Awarded when equivalent knowledge of a particular course has been identified within a student's assessment. NTT designations do not carry credit and will serve as a prerequisite if required.

**Nursing transfer.** This is a special program developed in cooperation with another university whereby students may complete courses through AU and use these courses to fulfill the requirements of a post-degree program elsewhere.

## O

**Online courses.** See [Individualized study online](#).

**Online-enhanced.** A course that provides access to learning resources through the Internet.

**Online Labs:** Online labs (virtual labs) are compulsory components of some of AU's science courses. They are series of interactive, inquiry-based science simulations and exercises. These labs are delivered via the Internet and are required to be completed by students on their own computers. Registered students will be allowed the access to these labs through the course webpage (Moodle course site), or through external links (individually provided for each specific course). Some online lab activities are interactive simulations of experiments that are typically conducted in a laboratory setting and other online lab activities are realistic simulations of systems in nature (virtual labs).

**Open admission:** Admission to the University and registration in courses (except where a prerequisite is needed) is not based on prior academic achievement. The only admission requirement is that a student must be 16 years of age or older unless specifically exempt from the age requirement. See [Admissions](#) for more information.

**Open Educational Resources (OERs):** Any type of educational materials that are in the public domain or introduced with an open license. The nature of these open materials means that anyone can legally and freely copy, use, adapt and re-share them. OERs range from textbooks to curricula, syllabi, lecture notes, assignments, tests, projects, audio, video, and animation.

**Options.** One or more courses chosen from any discipline to complete degree requirements. Students should be cognizant of the level and area of study requirements if either have not already been met.

## P

**Paced study online.** AU's paced study online courses are courses delivered primarily using the Internet, and within a specific four-month time frame.

**Parchment.** Document issued by AU that communicates the nature of the credential and date of its conferral. This document is signed and sealed by AU officials.

**Part-time student.** Those who are registered in less than 60 per cent of a full course load with AU. For taxation or Alberta Student Finance purposes, students who register in less than four, three-credit courses over six months are considered part-time. See also [Full-time student](#).

**Pilot course.** AU's term for a course that is being offered to test, measure and assess new educational technologies, methodologies, resources, and/or course delivery methods. A pilot course is a trial that is offered for a limited period of time and has a finite number of students registered.

**Plagiarism.** Presenting another person's work as one's own without the proper academic acknowledgment and recognition.

**PLAR.** See [Prior Learning and Assessment Recognition](#) below.

**Post diploma.** Students who have received a diploma from a recognized college, may be able to transfer credit to a post-diploma program at AU. Recognized diplomas may also be considered for some programs on a course-by-course basis. For a list of approved diplomas, review the [Transfer Credit Database](#).

**Practicum courses.** A course based on the practical application of theory to field work or research. Usually in the Applied Studies area, these courses require a substantial amount of supervised, discipline-related time in actual work settings.

**Precluded course.** An AU course whose curriculum overlaps another course to the extent that students would be duplicating course work if they complete both courses. Precluded courses are usually the result of course revision, course renumbering, or cross-listing.

Students cannot receive credit for both courses.

**Pre-enrolment.** 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.

**Preparatory courses.** Designated by a number in the 100s. These courses prepare students for university-level study in disciplines that require a high-school background. A maximum of six credits at the preparatory level may be applied to the completion of the BA or BGS degree at AU. Students may not challenge a preparatory 100-level course.

For students who are experiencing difficulty in a course, their professor may suggest registration in a preparatory course instead. Preparatory courses will provide students with a more solid subject-matter foundation before advancing to the more senior-level course.

**Preregistration.** Registering in a course up to five months in advance. Preregistration is considered a registration and guarantees a particular start date.

**Prerequisites.** The preliminary course requirement(s) which must be met or waived before a course can be taken. Prerequisites ensure that students have the required background to complete a course successfully. Prerequisites, if any, are listed in the course syllabus.

**Prior Learning and Assessment Recognition (PLAR).** PLAR provides opportunities for students to gain credit for non-formal, informal and experiential learning. A mentored process will assist you in preparing a portfolio for assessment. Refer to the [Centre for Learning Accreditation](#).

**Program.** A program is any combination of courses with a set of coherent organizing principles and goals; for example, the Bachelor of Arts degree, a concentration or major, or a university diploma or certificate.

**Programs, time to complete.** Most of AU undergraduate programs are open-ended, meaning there is no time limit for completing a program. Some programs allow a maximum term to complete the degree requirements, and this is indicated in the degree regulations. Students should remain active in their program, or they will be required to re-enrol and pay a reactivation fee. Students who re-enrol in their program are required to follow the program requirements in effect at the time of their re-enrolment. See also [Active students](#), [Inactive students](#), and [Stale-dated courses](#).

## Q, R

**Reading courses.** Offered at the senior (usually 400) level. Usually involve a specialized field of study and professor approval.

**Real time.** Real time communication is synchronous. Discussion occurs online simultaneously by way of chatrooms, teleconference, and videoconference. See [Communication](#).

**Registration.** The process of selecting and undertaking specific courses at AU.

**Rejection of submitted work.** Refusal of academic work that has been submitted to fulfill all or part of the course or program requirements; or an assignment grade of zero (0) to any academic work that has been submitted to fulfill all or part of the course or program requirements; or a grade of zero (0) as a course composite grade on a particular course.

**Reprimand.** Written notification to a student outlining the nature of his or her misconduct and the implications of further misconduct. A student who has received a reprimand is permitted to continue at AU.

**Re-registration.** If a student fails, or fails to complete a course, AU permits a student to re-register. Students are permitted one registration and one re-registration in each individualized study course.

**Residency.** The minimum number of AU credits that must be completed to fulfill a program's requirements.

## S

**Science studies.** This area of study normally comprises courses based on a knowledge of facts, phenomena, laws, and proximate cause. It includes courses in Astronomy and Astrophysics, Biology, Chemistry, Computer Science, Environmental Science, Geography, Geology, Health Studies, Mathematics, Nutrition, Physics, Science, and Women's and Gender Studies courses.

**Science labs.** Some science labs can be conducted from your own home. Others are supervised and taken in a group at a specific time and location. [Science lab information](#).

**Second undergraduate degree.** Students who hold a recognized undergraduate degree and who wish to obtain an AU undergraduate degree in a different subject area, must apply

under the second undergraduate degree regulations. See [Second Undergraduate Degree Policy](#) for more information.

**Semesters.** Time periods during which many grouped study courses are offered at other institutions. Fall semester courses typically run from September through December while winter courses run from January through April.

**Senior courses.** Designated by a course number in the 300s or 400s, these courses assume a background of university learning and usually specify a junior course as a prerequisite.

**Social Science studies.** An area of university study that includes Anthropology, Communication Studies, Economics, Education, Environmental Studies, Geography, Global Studies, Governance, Health Administration, Indigenous Studies, Labour Studies, Political Economy, Political Science, Psychology, Social Science, Sociology, Sociology/Anthropology, and Women's and Gender Studies courses.

**Stale dated courses:** Some AU programs have a stale dating policy whereby a course or program will not be accepted for credit if older than the stale date noted for the program (regardless of the precedent setting articulation). For example, if an articulation for a program completed in 1999 is established, a student could not use that credential to an AU program in 2006 that had a five-year stale date rule.

**Streaming video.** Technology used to enhance the delivery of some AU courses is streaming videos. When a video or movie is "streamed" it is sent over the Internet to be viewed in real time by [QuickTime](#), a free, multi-media software.

**Student Assessment Letter (SAL).** A document issued by the Office of the Registrar. It indicates the courses that have been approved towards a student's program and all remaining requirements they must complete. The SAL includes transfer credits, completed courses, courses in progress, courses being completed on letters of permission, and preregistered courses. The SAL is normally sent to the student when the evaluation of their previous education from other institutions is complete; when the student is notified of a final grade; or at their request.

**Student awards/scholarships.** Refer to [website](#).

**Students Finance Board.** The official agency in each province that is responsible for supplying government loans and bursaries to students. Loans and bursaries depend on need. Students are required to maintain full-time status.

**Student, full-time.** See [Full-time student](#).

**Student ID number.** A seven-digit number assigned to each student. Always use your [student ID number](#) when you contact AU.

**Student, part-time.** See [Part-time student](#).

**Student Support Centre.** Student Support Centre advisors provide administrative and technical support to [Faculty of Business](#) and [Faculty of Science and Technology](#) students.

**Supervised labs.** Compulsory learning activities in some of AU's science courses that take place in person at specified times and locations. These lab sessions concentrate a great deal of work in a short period of time—usually from two to eight days. The sessions are conducted in teaching laboratories in buildings owned or leased by AU. [Science lab information](#).

**Supplemental examination.** An [additional examination](#) written by a student to improve the mark received on the original examination.

**Syllabus.** A short course overview that provides students and learning institutions of the course's learning outcomes.

**Synchronous communication.** See [Communication](#).

## T

**Télé-université du Québec (TELUQ).** Some equivalent AU courses are offered in French by Télé-université. Joint bilingual programs of study at the undergraduate and graduate level are also available. For more information, refer to AU's [Collaborations website](#) or [Teluq](#).

**Transcript.** An official document issued by AU that conveys information related to the official student record.

**Transfer credit.** Credit granted for the successful completion of post-secondary level courses or programs completed at another recognized organization or institution.

**Tutor.** In most individualized study and online courses, students will be assigned a tutor or call centre advisor to help them throughout the course.

U,V,W,X,Y,Z

**Unclassified (non-program/visiting) students.** Students who are not enrolled in an AU degree, diploma, or certificate program. See [Admission Classifications](#).

**Undergraduate studies.** Post-secondary studies leading to an award of a bachelor degree, diploma, or certificate.

**Unwritten Examination.** Occasionally, students are unable to write their examination on the date indicated on the Examination Request Form. If this happens, the student can reschedule the examination write date. Refer to [Unwritten/Multiple Examinations](#).

**Video/DVD component.** In many AU courses students have the option of viewing videos online, or on DVD and/or videotapes provided in the course package. To ensure viewing components are compatible, overseas students are asked to contact [AU Library](#) before registering in a course that has a videotape/DVD component.

**Virtual Helpdesk.** The [Virtual Helpdesk](#) (VHD) provides computer science students technical assistance with their courses. The VHD is staffed by senior students and should not be confused with [AU's Computing Services Helpdesk](#).

**Visiting students.** Students taking courses at AU for transfer credit to other post-secondary institutions. [Unclassified \(Non-Program/Visiting\) Students](#).

**Withdrawal.** The exit from an AU course. [Withdrawal timeframes](#) are important to monitor since the timing of a withdrawal may have bearing on what is recorded on the academic transcript.

**Zero-credit course.** Students in zero-credit courses receive the same tutorial support, have access to all services provided to AU students, but the courses won't fulfill any requirement towards a

credential. ENGL 140 is an example of a zero-credit course. Zero-credit courses are assessed the same fee structure as three-credit courses minus the Students' Union Fees and Alumni Fees. Other academic-related fees and regulations also apply to zero-credit courses.

**Information effective Sept. 1, 2018 to Aug. 31, 2019.**

*Updated November 07 2018 by laurab*

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