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

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

Appeals

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

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

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

Prior Learning Assessment and Recognition

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

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

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

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

Updated October 28, 2021 by Office of the Registrar

Letter of Permission

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

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

Outgoing Letter of Permission

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



Outgoing: Before you register

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

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

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

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

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

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

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

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

Incoming Letter of Permission: visiting students

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

Incoming: before you register

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

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

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

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

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

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

Graduation

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

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

Procedures

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

- Students must be active in a credential at AU.

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

• Your name as it is

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

requirements of the credential.

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

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

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

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

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