

Additional Notes

Notes:

Athabasca University approves and awards credentials every month. All requirements for the credential must be completed by the 15th of the month in order to graduate the following month.

Upon receipt of the Application for Graduation Form, the Office of the Registrar will monitor your progress in Athabasca University 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. Once the credential is awarded, the parchment is mailed to the address on the Application for Graduation Form.

* 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 available online at:

www.athabascau.ca/registrar/_documents/information-change.pdf

To see how your name appears on your student file, please login to myAU (my.athabascau.ca) and choose Transcript Request.

Students who receive graduate or undergraduate degrees will be invited to attend the annual Convocation ceremony. Visit the convocation website for specific dates or more information: www.athabascau.ca/convocation. Graduates of university certificate or university diploma programs are listed in the convocation program, but do not participate in the ceremonies.

The personal information collected on this form and in your student record will be used for the purpose of processing your request to graduate. Your credential (certificate, diploma, or degree), name, city and province will be listed in the convocation program once you are eligible to graduate. If you are successful in receiving a scholarship or an award this will also be noted in the convocation program. Certain personal information will also be disclosed to the Alumni Association and the Students' Union for the purposes of membership and contacting students. Your name, telephone number, address and program name may be released to Athabasca University's Marketing and Communication office for the purpose of preparing a news release to your local media announcing your success. If you do not authorize this release, or if you have any questions about the collection and use of this information, please contact the Graduation/Convocation Administrative Assistant, Office of the Registrar, 1 University Drive, Athabasca, AB T9S 3A3 Telephone: 780.675.6382. This information is collected under the authority of Section 4(c) of Alberta's *Protection of Privacy Act*.