
Application for Graduation

Policy Sponsor:	Office of the Registrar
Policy Contact:	Associate Registrar, Transfer Credit Services
Policy Number:	041
Effective Date:	June 14, 2017
Approval Group:	General Faculties Council
Approval Date/Motion #:	June 14, 2017, Motion # 38-04
Review Date:	Biennially.
Procedure:	Application for Graduation Procedures

Purpose

To establish the process and timelines for students to apply for graduation at Athabasca University (the University).

Definitions

Graduation	Completion of all requirements of a program of study verified by the Office of the Registrar and approved by General Faculties Council (GFC).
Convocation	Ceremony where graduates participate in the conferral of degrees.
Credentials	Degrees, diplomas, or certificates awarded upon successful completion of programs.
Credential Requirements	Specific requirements that must be met before a credential can be awarded, 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 Athabasca University (residency requirements).

Policy Statements

1. All students who wish to graduate must fill out and submit an [Application for Graduation form](#).
2. Applications for Graduation will not be processed if there are any outstanding student fees.
3. Students who have been expelled from the University or who have been placed on suspension are not eligible to graduate from Athabasca University.
4. Student who are on suspension from the University are eligible to apply to graduate once the period of suspension is over and the Credential Requirements have been met.
5. Students who have completed all the Credential Requirements and have submitted their applications will have their names added to a list submitted to GFC for the approval and awarding of the Credential.
6. Credentials are approved and awarded monthly by GFC or its designate.
7. When all Credential Requirements are completed and the Application for Graduation form is submitted by the 15th of the month, the application will be submitted to GFC for consideration the following month.
8. Students who wish to attend Convocation ceremonies in June must have all requirements completed by the end of the second week in May.
9. Students must be active in the Credential at the University to apply for Graduation.
10. All requirements for the Credential must be in progress or completed before submitting an Application for Graduation.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

[Application for Graduation Procedures](#)

[Application for Graduation form](#)



History

General Faculties Council, June 14, 2017, Motion # 38-04 (revised)

General Faculties Council, December 11, 2013, Motion # 17-05 (revised)

Athabasca University Academic Council, June 8, 2005, Motion # 188-15 (Approved)