
Application for Graduation Procedures

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Application for Graduation Policy
Policy Contact:	Associate Registrar, Transfer Credit Services
Procedure Contact:	Associate Registrar, Transfer Credit Services
Effective Date of Procedures:	June 14, 2017
Review Date:	Biennially.

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).



Official Student Record

A file containing documents and data, regardless of their physical medium (paper, electronic), their format, type, or characteristics, which was created to gather, store and preserve information regarding a student's entire history of learning at a post-secondary institution. The file includes courses, grades, credits, degrees and other information pertaining to the file's subject.

Parchment

Document issued by the University that communicates the nature of the Credential and date of conferral. This document is signed and sealed by University officials.

Procedures

1. Students must return a completed [Application for Graduation form](#) to the Office of the Registrar.
2. Upon receipt of an Application for Graduation form, the Office of the Registrar will monitor the student's progress until all final grades are received. They will then notify students in writing when all requirements are complete and the student becomes eligible to receive the Credential.
3. Student who have been expelled or who have been placed on suspension from the University will be advised by email that their application cannot be processed.

In the case of a suspension from the University, once the period of suspension is over and all the Credential Requirements have been completed, students must submit a new Application for Graduation form to be considered for Graduation.

4. The name appearing on the Application for Graduation form must be the same as the name on the Official Student Record. This name will appear on the Parchment and in the Convocation Program. If a change to the student record is required, a completed [Student Change of Information form](#) must be forwarded to the Office of the Registrar.
5. All final grades, including grades for courses being completed on Letters of Permission, must be received and processed by the Office of the Registrar before the 15th of the month. All students eligible by the 15th of the month will have their names included on the list submitted to GFC the following month. Students who wish to attend Convocation ceremonies in June must have all requirements completed by the end of the second week in May.
6. Students must reapply to graduate if, at any time, they become inactive in their program or are not active in enough courses to complete the requirements of the Credential.



7. Students who have outstanding student fees will be notified by email that their application cannot be processed until all outstanding fees are paid.
8. Parchments will be mailed to students using the address appearing on the Application for Graduation form within two weeks of the GFC approval.
9. Students who receive graduate or undergraduate degrees are invited to attend the Convocation ceremonies held by AU. Graduates of University Certificate or University Diploma programs are listed in the Convocation Program, but do not participate in the ceremonies.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

[Application for Graduation Policy](#)
[Application for Graduation form](#)
[Student Change of Information form](#)

History

General Faculties Council, Meeting 38, June 14, 2017, Motion # 38-04 (revised)
General Faculties Council, Meeting 17, December 11, 2013, Motion #17-05 (associated policy approved)