
Approval Process for the Granting of Credentials Procedures (022a)

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Approval Process for the Granting of Credentials Policy (022)
Policy Contact:	Associate Registrar, Transfer Credit Services
Procedure Contact:	Associate Registrar, Transfer Credit Services
Effective Date of Procedures:	December 10, 2014
Review Date:	Annually

Purpose

To outline the process for approving and granting credentials at Athabasca University (AU).

Definitions

Credential Degrees, diplomas, or certificates awarded on successful completion of the program.

Procedure

1. Once a month, the Office of the Registrar prepares a list of students who have fulfilled program requirements and are eligible to receive a credential. This list is forwarded to the Office of the University Secretariat to be added to the agenda for the next General Faculties Council (GFC) meeting.
2. GFC has delegated the authority to the Executive Committee of GFC to act on its behalf with full authority on matters that require immediate attention such as the approval of the list of graduates produced by the Office of the Registrar. If GFC is not meeting in a particular month, the list of graduates is approved by Executive Committee.



Applicable Legislation and Regulations

Alberta [Post-Secondary Learning Act \(PSLA\)](#)

Related References, Policies, Procedures and Forms

[Application for Graduation Policy \(041\)](#)

[Application for Graduation Procedures \(041a\)](#)

[Approval Process for the Granting of Credentials Policy \(022\)](#)

History

Athabasca University General Faculties Council, Motion 23-05, December 10, 2014 (associated policy approved)