

Undergraduate Degree Conversion From Three- to Four-Year Program Procedures			
Parent Policy	Undergraduate Degree Conversion From Three- to Four-Year Program Policy		
Policy Sponsor	Office of the Registrar	Category	Academic
Policy Contact	Associate Registrar, Transfer Credit Services	Effective Date	November 27, 2019
Procedure Contact	Associate Registrar, Transfer Credit Services	Review Date	November 27, 2024

1. Purpose

The purpose of these procedures is to set out the process by which a student may convert their three-year Athabasca University degree to a four-year Athabasca University degree.

2. Scope

These procedures are applicable to students who apply to convert their Athabasca University three-year undergraduate degree to a four-year Athabasca University undergraduate degree.

These procedures do not speak to conversion to or from a degree from an institution other than Athabasca University.

3. Definitions

Degree	A title conferred by a university on an individual as official recognition that a program of study has been completed.
Conversion	Process by which an Athabasca University student who has obtained a three-year undergraduate degree from Athabasca University may obtain a four-year undergraduate degree by completing additional credits. Upon approval, the four-year degree will replace the three-year degree.
Stale Dating	Athabasca University programs that have a stale dating regulation whereby a course or program will not be accepted for credit if older than the stale date noted for the program (regardless of the precedent setting articulation).
Transfer Credit	Credit granted for the successful completion of post-secondary courses or programs completed at another recognized organization or institution.
University	Athabasca University

4. Guiding Principles

- 4.1 Students must submit a [General Application Form](#) indicating:
- the degree program they wish to follow, and
 - that they wish to convert their three-year University degree.
- 4.2 Athabasca University Transfer Credit Services will complete an assessment of the courses (including transfer credit awarded) taken for the three-year degree and apply appropriate credit to the four-year degree using the four-year regulations in effect at the time of conversion. Transfer Credit Services will notify students of the remaining courses required to complete the four-year degree.
- 4.3 More than 30 credits may be required to complete the four-year degree depending on the regulations for the four-year degree (including stale dating regulations) the student is choosing.
- 4.4 All grades for courses completed during the three-year degree will be considered for program GPA calculations in the four-year degree as outlined in the [Undergraduate Grading Policy](#).
- 4.5 Once all the requirements for the four-year degree are completed, students must apply to graduate in order to have their four-year degree awarded, in accordance with the procedures set out by the Registrar's Office.
- 4.6 Once the four-year degree is awarded, the student's academic record is amended to indicate that the three-year degree has been converted to a four-year degree.
- The following notation will be added to the transcript:
"Four-year <name of degree> awarded based on completion of three-year degree studies coupled with fourth-year conversion requirements."

5. Applicable Legislation and Regulations

N/A

6. Related Procedures/Documents

[Undergraduate Degree Conversion From Three-to Four-Year Program Policy](#)
[Undergraduate Grading Policy \(129\)](#)
[General Application Form](#)

History

<i>Date</i>	<i>Action</i>
November 27, 2019	General Faculties Council, Motion #52-02 (Revisions to associated policy approved)
Dec. 11, 2013	General Faculties Council, Motion # 17-06 (Revisions to associated policy approved)