
Exceptions to Undergraduate Credentials Regulations Policy

Policy Sponsor:	Office of the Registrar
Policy Contact:	Associate Registrar, Transfer Credit Services
Policy Number:	105
Effective Date:	April 25, 2012
Approval Group:	General Faculties Council
Approval Date/Motion #:	April 25, 2012, Motion # 06-7
Review Date:	April 25, 2017
Procedure:	Exceptions to Undergraduate Credential Regulations Procedures (105a)

Purpose

To ensure the granting of exceptions to degree requirements is done equitably and does not undermine the integrity and coherence of an Athabasca University (AU) credential.

Definitions

Credential	Degrees, diplomas or certificates awarded on successful completion of a program.
Credential Regulations	Specify the requirements students must meet in order to be awarded degrees, diplomas or certificates.

Policy Statements

Occasionally, students, program directors or AU advisors will request that exceptions be made to the student's credential regulations for the program in which he or she is enrolled. Requests for exceptions are received at the time of initial evaluation, anytime during the student's progress through the credential, or at the time of degree audit.



The Vice-President, Academic (VPA) or designate approves all exception requests unless the request falls under specific categories (see below) whereby approval is granted and implemented by Transfer Credit Services in the Office of the Registrar.

Specific categories not needing VPA approval:

1. For students who have completed more than the maximum course work within one discipline area (up to 6 credit variance).
2. For those cases where blanket approval has been given by the VPA or designate (e.g. When AU requires the same change for every student in the program).

Exceptions will be formally tracked by the Office of the Registrar.

Applicable Legislation and Regulations

n/a

Related References, Policies, Procedures and Forms

[Memorandum to VPA from Office of the Registrar - Exception to Credential Regulation](#) (pdf)
[Exceptions to Undergraduate Credential Regulations Procedures \(105a\)](#)

History

General Faculties Council, April 25, 2012, Motion # 06-7 (amended)
Athabasca University Academic Council, December 17, 2008, Motion # 214-9 (amended)
Athabasca University Academic Council, June 5, 2006, Motion # 188-19 (amended)
Athabasca University Academic Council, June 7, 2000, Motion # 157-11 (approved)