
Active Students Changing Concentrations, Majors, or Designations Within the Same Credential Regulations Policy

Department Policy Number

101

Effective Date

July 1991

Revised Date

April 21, 2004

Purpose

Although the normal procedure for active students changing concentrations, majors or designations within the same credentials is to have the credential regulation in effect at the time the change is made apply, this policy allows a student to change his or her designation, concentration, or major, and still remain under the regulations that were in effect at the time of the student's original enrolment.

Definitions

Active student An Athabasca University student who continues to take courses and who does not allow his or her enrolment to lapse.

Credential regulations Credential regulations outline the requirements students must meet in order to be awarded degrees or university certificates, 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, and so on.

Policy

Active students who are changing their credential designation, concentration, or major shall be governed by the credential regulations in effect at the time this change is made. Students who wish to remain under the regulations that were in effect at the time of their initial enrolment in the credential may remain under the original enrolment date by making this request in writing.



Regulation

1. This policy applies only to students who maintain their active status, and who change designations, concentrations, or majors within the same degree program. These students are not required to pay the change of credential fee.
2. A change from one credential to another constitutes a change of program. For example, a change from a 3-year to a 4-year credential, or a change from one university certificate to another university certificate. These students will pay the change of credential fee, and will be enrolled in the regulations in effect at the time of the change.

Procedure

1. Students wishing to change to a different concentration, major, or designation within the same degree must:
 - a. fill in a new General Application Form.
 - b. undergo a new transfer credit assessment toward the regulations in place at the time the change is made.
2. If the student wishes to pursue the change under the previous regulations, the student must make this request in writing to the Admissions and Evaluations unit of the Office of the Registrar.
3. The change of credential fee is waived for changes within the same credential regulation.

Approved by

Phyllis Frick, Registrar, July 11, 1991

Amended Date/Motion No

Academic Council (Motion 181-8) April 21, 2004

Related References, Policies and Procedures

[General Application Form \(undergraduate\) - pdf](#)
[General Application Form \(undergraduate\) - web](#)

Applicable Legislation/Regulation

Responsible Position/Department

Coordinator of Admissions and Evaluation/Office of the Registrar



Keywords

Change of credential, inactive, active, major, concentration, designation, regulations.