
Undergraduate Degree Conversion From Three- to Four-Year Program Policy (135)

Policy Sponsor:	Office of the Registrar
Policy Contact:	Associate Registrar, Transfer Credit Services
Policy Number:	135
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Approval Group:	General Faculties Council
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Review Date:	Annually
Procedures:	Undergraduate Degree Conversion From Three-to Four-Year Program Procedures (135a)

Purpose

To outline the policy that enables Athabasca University (AU) undergraduate students who have obtained a three-year undergraduate degree to return for a four-year version of the same AU degree, within the same concentration, major or designation (if applicable).

Definitions

Degree	A title conferred by a university on an individual as official recognition that a program of studies has been completed.
Conversion	Process by which an AU student who has obtained a three-year undergraduate degree from AU may obtain a four-year undergraduate degree by completing additional credits. Upon approval, the four-year degree will replace the three-year degree.



Policy Statements

1. All AU undergraduate programs that offer three and four-year credentials of the same degree are available for conversion.
2. Students who have graduated with a three-year AU undergraduate degree and now wish to do extra study and convert to a four-year AU undergraduate degree will follow the four-year degree regulations in place at the time of admission. Depending on the program and the year of completion, more than one year (30 credits) of additional course-work may be required.
3. This conversion provision is available to AU undergraduate degree graduates only, and only those wishing to convert from a three-year program to a four-year program in the same degree and major. Students who have completed a three-year degree that is now closed may be considered for entry into the revised four-year program; however, there may be more than one year (30 credits) of additional course-work required.
4. Students following the conversion route will not retain their three-year degree once the four-year degree has been awarded they will be considered as having only one degree.
5. The three-year degree will continue to be valid as awarded until the student submits an application for graduation and the new degree is conferred.
6. There are no time limits associated with this conversion; however, program regulations that require currency in a subject area (e.g., Computing Sciences) will still be upheld.
7. The student record will be changed to reflect the conversion from a three-year to four-year degree as outlined in the procedures.
8. Students who have obtained a three-year academic degree from another institution and wish to obtain a four-year AU degree must apply to AU and follow the regulations stipulated by the second undergraduate degree regulations.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

[Undergraduate Degree Conversion From Three- to Four-Year Program Procedures \(135a\)](#)
[Second Undergraduate Degree Policy \(134\)](#)
[General Application Form](#)

History

General Faculties Council, December 11, 2013, Motion # 17-06 (Approved)
Athabasca University Academic Council, March 9, 2005, Motion # 187-5 (Approved)