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

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Undergraduate Degree Conversion From Three-to Four-Year Program Policy (135)
Policy Contact:	Associate Registrar, Transfer Credit Services
Procedure Contact:	Associate Registrar, Transfer Credit Services
Effective Date of Procedures:	December 11, 2013
Review Date:	Annually

Purpose

These procedures outline the process by which a student applies to convert their Athabasca University (AU) three-year undergraduate degree to a four-year undergraduate degree.

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.
Transfer Credit	Credit granted for the successful completion of post-secondary courses or programs completed at another recognized organization or institution.
Exemption	Students are exempt from required courses if they have completed the equivalent course in a previous degree or diploma for which they received a block of credit.



Prior Learning Assessment and Recognition (PLAR)

PLAR provides opportunities for students to gain credit for non-formal learning and workplace and labour training programs.

Procedure

1. Students must submit a [General Application Form](#) and indicate the degree program they wish to follow as well as noting that they wish to convert their three-year degree.
2. AU Transfer Credit Services will apply those courses the student has completed in the three-year degree to the four-year degree as appropriate and notify students of the remaining courses required to complete the four-year degree.
3. Students who have received transfer credit, PLAR, or exemptions from regulations within the three-year degree will have those carried forward to the four-year degree.
4. Once all the requirements for the four-year degree are completed, students must [apply to graduate](#).
5. Once the four-year degree is awarded, the student information system is changed to indicate that the three-year degree has been converted to a four-year degree.
6. 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.”

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

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

History

General Faculties Council, December 11, 2013, Motion # 17-06 (associated policy approved)