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## Exceptions to Undergraduate Credential Regulations Procedures (105a)

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| <b>Policy Sponsor:</b>               | Office of the Registrar   |
| <b>Name of Parent Policy:</b>        | <a href="#">Exceptions to Undergraduate Credential Regulations Policy (105)</a> |
| <b>Policy Contact:</b>               | Associate Registrar, Transfer Credit Services                                   |
| <b>Procedure Contact:</b>            | Associate Registrar, Transfer Credit Services                                   |
| <b>Effective Date of Procedures:</b> | April 25, 2012  |
| <b>Review Date:</b>                  | These procedures will be reviewed annually.                                     |

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### **Purpose**

These procedures will set out the processes and procedures used to request and record exception to degree regulations at Athabasca University (AU).

### **Definitions**

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

### **Procedure**

1. Requests for exceptions should be forwarded to the Office of the Registrar via the [eval@athabascau.ca](mailto:eval@athabascau.ca) email alias, or via interoffice mail to Transfer Credit Services. The request will include the student's name and ID number, the program they are enrolled in and the Program Director as well as an explanation of the exception the student is requesting.
2. Depending on the exception the student is asking for, the Office of the Registrar, Transfer Credit Services will provide any background information available including what is found in the student record and indicate whether it supports, does not support, or expresses no



opinion about the requested exception. This information will be sent to the VPA or designate to help with their decision.

3. The VPA has delegated the approval of exceptions to the Program Directors. The documentation (see memo sample via the attachment below) will be forwarded to the Program Director for approval by Transfer Credit Services, Office of the Registrar. If the exception is not supported by the Program Director, the memo should be returned to the Office of the Registrar.
4. The VPA's or designates decision will be forwarded to Transfer Credit Services, Office of the Registrar for implementation and communication to the student.
5. If approved, a notice describing the exception will be added to the student's file. Documentation of the request and decision (e.g. email correspondence) will be added to the student's microfilm record and permanently retained.
6. For information, the Office of the Registrar will provide a monthly report to Program Councils outlining the exceptions granted.

### **Applicable Legislation and Regulations**

n/a

### **Related References, Policies, Procedures and Forms**

[Exceptions to Undergraduate Credential Regulations Policy \(105\)](#)

[Memorandum to VPA from Office of the Registrar - Exception to Credential Regulation \(pdf\)](#)

### **History**

General Faculties Council, April 25, 2012, Motion # 06-7 (associated policy approved)

Athabasca University Academic Council, December 17, 2008, Motion # 214-9 (associated policy approved)