
Application for Graduation

Policy Sponsor:	Office of the Registrar
Policy Contact:	Associate Registrar, Transfer Credit Services
Policy Number:	041
Effective Date:	December 11, 2013
Approval Group:	GFC
Approval Date:	December 11, 2013, Motion # 188-15
Review Date:	Annually.
Procedure:	Application for Graduation Procedures (041a)

Purpose

To establish the process and timelines for students to apply for graduation at Athabasca University (AU).

Definitions

Graduation	Completion of all requirements of a program of study verified by the Office of the Registrar and approved by AU General Faculties Council (GFC).
Convocation	Ceremony where graduates participate in the conferral of degrees.
Credentials	Degrees, diplomas, or certificates awarded upon successful completion of a program. Credential regulations specify the requirements that you must meet in order to be awarded a credential, 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 AU (residency requirements).

Policy Statements

1. For consideration to graduate, all students must fill out and submit an [Application for Graduation form](#).



2. Students who have completed all the requirements for a credential and have submitted their application will have their names added to a list submitted to AU GFC for the approval and awarding of the credential.
3. AU approves and awards credentials every month at regularly scheduled GFC meetings.
4. All requirements for the credential (including the application for graduation) must be completed by the 15th of the month for submission to GFC the following month.
5. Students who wish to attend convocation ceremonies in June must have all requirements complete by the end of the second week in May.
6. Students must be active in the credential at AU to apply for graduation.
7. All requirements for the credential must be in progress or completed before submitting an Application for Graduation.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

[Application for Graduation Procedures \(041a\)](#)

[Application for Graduation form](#)

History

Approved by Athabasca University Academic Council, June 8, 2005, Motion # 188-15

Approved by General Faculties Council, December 11, 2013, Motion # 17-05