
Second Undergraduate Degree Policy

Department Policy Number

134

Effective Date

September 1, 2005

Purpose

For those students who already hold a recognized university undergraduate degree (from AU or another recognized institution), this policy stipulates how much credit may be transferred from the previous undergraduate degree to an Athabasca University undergraduate degree.

Definitions

Recognized University Degree

Academic credential of three or four year duration offered by a recognized (accredited) university, comparable in level to a Canadian baccalaureate degree.

Transfer Credit

Credit granted for the successful completion of course work at another recognized institution.

Official Transcript

Transcript of a student's academic record, sent directly to AU by the issuing institution.

Preparatory Courses

Courses numbered at the 100 level that prepare students for university level studies in disciplines that require a secondary school background.

Policy

Students who hold a recognized undergraduate degree and who wish to obtain an AU undergraduate degree in a different subject area must apply under the second undergraduate degree regulations. Students may transfer course work from a previously completed recognized university undergraduate degree to satisfy up to 50% of the second undergraduate degree. Transfer credit is done on a course-by-course basis or block credit basis stipulated in the programs second undergraduate degree regulations.



For AU degree programs that are offered in both three and four year durations, students who already hold a recognized university degree will be required to enrol in the four year program.

No preparatory level credits will be permitted in the remaining credits required for completion of the second undergraduate degree.

Students with a completed recognized university undergraduate degree which contains transfer credit for a completed diploma are not eligible to use that diploma to apply to a post diploma program and must apply to the four-year version of the credential. Students with completed recognized university undergraduate degree and a recognized diploma that was not used toward their undergraduate degree may apply to the four-year post diploma program.

Each undergraduate degree program must stipulate second undergraduate degree regulations in the AU calendar (including notations regarding course by course or block credit).

Students are not permitted to obtain a second undergraduate degree in the same or related field as their first undergraduate degree. Students holding an international undergraduate degree and who wish a Canadian credential and students who wish to obtain another Bachelor's degree in a major different than their first undergraduate degree will be permitted (reviewed by the Evaluations Unit to ensure availability of unique course work and in consultation with the Program Director).

Regulation

Students must ensure an official transcript is sent to the Office of the Registrar for evaluation (if not on file). Evaluation will be done on a course-by-course or block transfer basis according to the AU undergraduate degree program regulations. Students will receive information regarding their assessment from the Evaluations Unit in the Office of the Registrar.

Transfer credit will be awarded according to the requirements set out by the individual AU program, some programs will award credit on a course by course basis only, some programs will grant a block of credit (please refer to the AU calendar for details). No preparatory credits will be permitted in the second undergraduate degree.

Post Diploma degree programs are not, in general, available for students who already hold a recognized university undergraduate degree (these students should apply under the Second Undergraduate Degree Regulations). Students who hold a recognized and unrelated university undergraduate degree may apply for the Bachelor of Nursing or the Bachelor of Professional Arts degree programs. If a student has obtained a diploma outside of the undergraduate degree (and the diploma was not used toward the undergraduate degree), they will be considered for entrance into a post diploma program.

For AU degree programs that are offered in three and four-year durations, students who already hold a recognized university undergraduate degree will be required to enroll in the four-year program.

Students are not permitted to enter a second undergraduate degree in the same discipline or area of study as the previous undergraduate degree. It is possible for a student already holding a BA to



major in another area. Students holding an international credential and who wish to obtain a Canadian undergraduate degree may be exempted from this requirement upon review by the Evaluations Unit in conjunction with the Program Director.

Procedure

Students must submit official transcripts in support of their application to AU (if not on file). The Admissions and Evaluations Unit in the Office of the Registrar will evaluate the student's application and supporting documentation and formally notify the student of the result.

Approved by

Athabasca University Academic Council, Motion Number 188-10; June 8, 2005

Amended Date/Motion No.

Related References, Policies, and Procedures

[Undergraduate Transfer Credit Policy](#)

Applicable Legislation/Regulation

Responsible Position/Department

Assistant Registrar, Admissions

Keywords

second degree, second undergraduate degree, transfer, transfer credit, regulation