

Undergraduate Degree Conversion From Three- to Four-Year Program Policy			
Policy Sponsor	Office of the Registrar	Category	Academic
Policy Contact	Associate Registrar, Transfer Credit Services	Effective Date	November 27, 2019
Approved By	General Faculties Council	Review Date	November 27, 2024
Approved Date	November 27, 2019		

1. Purpose

This policy sets the framework for students wanting to change their program from a three-year Athabasca University degree to a four-year Athabasca University degree and the rules surrounding this transfer. It aligns with the University's mandate, values, mission, and strategic plan.

2. Scope

This policy applies to undergraduate students who have obtained a three-year Athabasca University undergraduate degree to return for a four-year Athabasca University degree.

This policy does not apply to conversion to or from a degree from an institution other than Athabasca University.

3. Definitions

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

4. Guiding Principles

- 4.1** Students who have graduated with a three-year Athabasca University (University) undergraduate degree may convert their degree to a four-year University undergraduate degree by following the four-year degree regulations in place at the time of conversion.

- 4.2 Students who have completed a three-year University degree that is now closed may be considered for entry into the revised four-year University program.
- 4.3 Upon conversion, students will retain only one four-year degree once the four-year degree has been awarded.
 - a. 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.
- 4.4 There are no time limits associated with this conversion, however, program regulations that require currency in a subject area (e.g., Computing Sciences) may result in additional course work needing to be completed than was originally required in the three-year degree, as set out in the procedures to this policy.
- 4.5 The student record will be changed to reflect the conversion from a three-year to four-year degree as outlined in the procedures.
- 4.6 Students who wish to keep their three-year Athabasca University degree and also obtain a four-year Athabasca University degree must follow the regulations stipulated by the second undergraduate degree regulations outlined in the [Athabasca University Calendar](#).

5. Applicable Legislation and Regulations

N/A

6. Related Procedures/Documents

[Undergraduate Degree Conversion From Three- to Four-Year Program Procedures](#)
[Second Undergraduate Degree Policy](#)
[General Application Form](#)
[Athabasca University Calendar](#)

History

<i>Date</i>	<i>Action</i>
November 27, 2019	General Faculties Council, Motion #52-02 (Revisions approved)
Dec. 11, 2013	General Faculties Council, Motion # 17-06 (Revisions approved)
March 9, 2005	Athabasca University Academic Council, Motion # 187-5 (Approved)