

Office of the Registrar, Athabasca University
 1 University Drive, Athabasca, AB T9S 3A3
 Toll Free in Canada/US: 1.800.788.9041
 Other: 780.675.6111, Fax: 780.675.6174
 Or scan and email page 1 of form to:
 grad-app@athabascau.ca
 www.athabascau.ca

Application for Graduation Form

STUDENT ID NUMBER

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For consideration to graduate, all students must submit an Application for Graduation Form to the Office of the Registrar.
 Refer to Section 5.5.3 Convocation of the Calendar:
http://calendar.athabascau.ca/undergrad/current/page06_20.php

Student Name*: _____
LAST FIRST MIDDLE

Mailing Address: _____

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

Telephone: (_____) _____ (_____) _____
(AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Email: _____
EMAIL

General Information (please print)

Credential Receiving (Indicate one)

Academic Progress (Please check appropriate box)

I expect to graduate with the following credential:

Indicate only one program. Include all relevant information, e.g. three-year or four-year degree, concentration, major, minor, designation, degree, post-diploma degree, certificate, diploma, masters, PhD, post-baccalaureate diploma or certificate, or post-masters diploma. This information can be obtained by looking at your transcripts on myAU (<http://my.athabascau.ca>).

- I have successfully completed, and received final grades, for all of the program requirements.
- I have completed, but have not received final grades, for all of the program requirements.
- I have completed _____ credits of the program.
- Thesis/Dissertation students only. My thesis/dissertation has been approved by FGS for submission into the DThesis repository.
- I will be completing the following course(s) by the dates indicated. Please use an additional sheet if necessary.

Course	Institution	Completion Date

Are you graduating with a credential in French and English? (Please review policy at www.athabascau.ca/policy/registry/recognitionandnotation.htm)

- I would like a notation added to my transcript and parchment that my credential was completed in English and French.

Student signature: _____ Date: _____

Additional Notes

Notes:

Athabasca University approves and awards credentials every month. All requirements for the credential must be completed by the 15th of the month in order to graduate the following month.

Exception: for Convocation in June, the Application for Graduation must be submitted by April 1st and all requirements must be met by the end of the first week in May.

Upon receipt of the Application for Graduation Form, the Office of the Registrar will monitor your progress in Athabasca University courses until all final grades are received and advise you by letter that you are eligible to graduate. It is the student's responsibility to submit transcripts for course work completed at other institutions. Once the credential is awarded, the parchment is mailed to the address on the Application for Graduation Form.

* Your name, as it is recorded on your student academic record, will be displayed on the parchment. If you have recently changed your name, or would like to make changes to what we have recorded on your student file, you must officially notify the Office of the Registrar by completing and submitting the Student Change of Information Form available online at www.athabascau.ca/registrar/forms/pdf/information-change.pdf. To see how your name appears on your student file, please login to myAU (<http://my.athabascau.ca>) and choose Transcript Request.

Students who receive graduate or undergraduate degrees will be invited to attend the annual Convocation ceremony held in June each year. Graduates of university certificate or university diploma programs are listed in the convocation program, but do not participate in the ceremonies.

The personal information collected on this form and in your student record will be used for the purpose of processing your request to graduate. Your credential (certificate, diploma, or degree), name, city and province will be listed in the convocation program once you are eligible to graduate. If you are successful in receiving a scholarship or an award this will also be noted in the convocation program. Certain personal information will also be disclosed to the Alumni Association and the Students' Union for the purposes of membership and contacting students. Your name, telephone number, address and program name may be released to Athabasca University's Communication and Creative Services office for the purpose of preparing a news release to your local media announcing your success. If you do not authorize this release, or if you have any questions about the collection and use of this information, please contact the Graduation/Convocation Administrative Assistant, Office of the Registrar, 1 University Drive, Athabasca, AB T9S 3A3 Telephone: 780.675.6258. This information is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act.