

## Information About Athabasca University for Meritus University Undergraduate Students

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This communication has been developed to provide Meritus University (MU) undergraduate students who have been, or will be, impacted by the closure of MU with information that will assist them in evaluating Athabasca University (AU) as an alternative post-secondary degree completion opportunity.

MU graduate students who are interested in AU are advised to contact Chris McLeod at AU's Centre for Innovative Management, Faculty of Business at 1-800-561-4650 for information related to the transfer potential to AU's MBA program.

### Accreditation

AU is a comprehensive research-intensive public university and was established by Order in Council of the Government of Alberta on June 25, 1970. AU is recognized by the Government of Alberta and reports to the Government of Alberta through the Ministry of Advanced Education and Technology. AU's quality assurance mechanisms and program proposals are reviewed by the Campus Alberta Quality Council. AU has the mandate for the provision of university-level distance education programs in Alberta. Through Alberta's *Post-secondary Learning Act*, the government authorizes Athabasca University Governing Council to govern the university and to grant degrees. Members of Governing Council are appointed by Orders in Council of the Government of Alberta.

In 2006, AU became the first Canadian public university to receive accreditation in the United States, through the Middle States Commission on Higher Education (MSCHE), one of six regional organizations in the U.S. that accredits universities. No other public Canadian university holds this level of foreign accreditation.

AU is a member of the Association of Universities and Colleges of Canada, the Canadian Association for Graduate Studies, and the Association of Commonwealth Universities. AU delivers over 700 courses in 90 different programs at the diploma, undergraduate, masters, and doctoral level.

### Fees

AU will waive the Undergraduate General Application and Undergraduate Transfer Credit Evaluation fees for MU students for a period of six months commencing January 25, 2011 and ending July 31, 2011. For this reason, MU students who wish to enrol in an AU program will be required to complete and submit a paper-based Undergraduate [General Application Form](#). Most other services will be accessible via the [myAU student portal](#) after an application has been processed.

All other fees will be subject to AU's [fee payment regulations and policies](#).

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### Application for Admission

AU has an open admission policy for most undergraduate programs. Students who have completed a post-secondary diploma (i.e.; a 2 or 3 year diploma in Business Administration) from an AU recognized educational provider may qualify for direct entry to the post diploma entry route of a program. Potential students can obtain further information on AU program options by visiting our [website](#) or by speaking with an [AU Advisor](#).

### AU Regulations, the AU Student Code of Conduct and AU's Student Handbook

All AU students are subject to the rules and regulations of AU as published in the [AU Calendar](#) as may be amended from time to time and to [AU's Student Code of Conduct](#). The [AU Student Handbook](#) has been developed to give students a general overview of AU's services, regulations and code of conduct.

### Transfer Credit

AU will strive to provide MU students with the maximum value of transfer credit for the coursework a student has completed at MU, but does not guarantee the award of transfer credit for MU course work and any transfer credit awarded might not be at the same level and credit value that was awarded by MU. Some coursework may not fit into the degree regulations of a chosen program and may be deemed extra to degree.

MU coursework will be evaluated on a course-by-course basis upon receipt of official transcripts. MU students will be required to arrange for the submission of official transcripts to AU upon admission and upon request of a transfer credit evaluation.

MU transfer credit reviews will be based on detailed course outlines that have been submitted by MU. Detailed course outlines should include:

- Course name and number.
- Length of course (weeks, months).
- Hours per week of lecture, laboratory, tutorial, seminar, and studio work.
- Credit value.
- Detailed course description.
- Learning outcomes.
- Textbook(s).
- Assessment and weighting.

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If detailed course outlines have not been provided and are not available, transfer credit reviews will be based on the course descriptions contained in MU's 2010-2011 Academic Calendar. Because MU's 2010-2011 Academic Calendar does not contain all of the information required to make a transfer credit decision, it may result in a lower than expected or a null transfer credit award. Students may not appeal transfer credit decisions that are based on a calendar course description review unless a detailed course outline can be provided.

Coursework that a student has completed outside of MU will be evaluated in accordance with [AU's Undergraduate Transfer Credit Policy](#). AU has the right to deny any transfer credit that may have been awarded and applied to a student's MU program when it is determined that the transfer credit does not meet the criteria of AU's Undergraduate Transfer Credit Policy.

Transfer credit evaluations will be done in the order they are received and will be subject to normal transfer credit assessment waiting periods of 4 to 6 weeks.

Students who have been denied transfer credit may also consider accessing the [Challenge for Credit](#) process.

### Prior Learning Assessment and Recognition

MU students who have received Prior Learning Assessment and Recognition (PLAR) credits from MU will be subject to completing [AU's PLAR process](#) to determine their eligibility to receive PLAR credits.

Students who have been denied PLAR credit may also consider accessing the [Challenge for Credit](#) process.

### Student Financial Aid

AU is recognized by all provincial and territorial funding agencies in Canada except Quebec. Students who are in receipt of Student Financial Aid will need to inform their funding agency that they are transferring to AU. This may require a student to complete a new funding application or to complete other processes as required by their funding agency. Students are advised to [contact their funding agency](#) for further information.

Students who are in receipt of Student Financial Aid should contact [AU's Student Awards and Financial Aid Unit](#) to discuss any potential impact to their funding (i.e.; approval waiting periods, full time status requirements, etc) and to familiarize themselves with [AU's procedures for students in receipt of Student Financial Aid](#).

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Students who request a start date prior to the approval of funding will be required to either make full payment for their courses in accordance with [AU's regulations and policies on the payment of fees](#) or move their course start dates to align with their approved funding.

**Note:** Students who are in receipt of Student Financial Aid from New Brunswick Post-Secondary Education, Training and Labour are not eligible for course extensions.

### Student Advising Services

[Advising and program planning](#) services might not be available until a transfer credit assessment is completed however students may register in courses prior to the completion of their transfer credit assessment. Students should contact an AU Advisor to ensure the course selected fits into the regulations of their chosen program and that they are minimizing the potential of duplicate coursework.

### Course Registration

AU students can register in courses immediately upon application to AU. Students may register online through the [myAU student portal](#) with a valid Visa, MasterCard or American Express credit card. Students who are accessing online services for the first time should follow the instructions found here:

<http://www.athabascau.ca/uportal/help/index.php#accounts>

Students who are paying by cheque or money order may fill out the [Undergraduate Course Registration Form](#) and send the form and payment to:

Athabasca University  
Office of the Registrar  
#1 University Drive  
Athabasca, AB T9S 3A3

Students who are in receipt of Student Financial Aid will be required to submit a Loan Study Plan to their Student Financial Aid Advisor. Contact a [Student Financial Aid Advisor](#) for further information on the course registration process if you are in receipt of Student Financial Aid.

**Note:** Canadian students residing outside of Alberta, students outside of Canada and international students who are in Canada on a Study Authorization are subject to differential fees. See Athabasca University's Undergraduate Calendar [sections 5.3 and 5.4](#) for further information.

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### Other Information

AU's Information Centre would be pleased to answer any other questions you may have about AU and our services. Please contact 1-800-788-9041, access our [ASK AU](#) online resource, or visit [AU's website](#) for further information and assistance.