



## PARCHMENT PROCEDURE

<b>Procedure Type:</b>	Academic	<b>Initially Approved:</b>	March 16, 2022
<b>Procedure Sponsor:</b>	Dean of Students	<b>Last Revised:</b>	
<b>Administrative Responsibility:</b>	Registrar's Office	<b>Review Scheduled:</b>	March 2027
<b>Approver:</b>	General Faculties Council		

### A. PROCEDURES

#### 1. ISSUANCE

- 1.1 Parchments are awarded as part of the convocation ceremony in the spring for those who are determined to be eligible to graduate from an AUArts credit program.
- 1.2 For those who do not attend the convocation ceremony, the parchment is available for pickup at the Registrar's Office during the week following the Convocation ceremonies. Parchments not picked up will be mailed to the students' address indicated on the student's application to graduate.
- 1.3 Additional parchment copies are available upon request by the individual whose name appears on the parchment. A processing fee will apply as indicated in the Academic Calendar: Fees. The individual may request a parchment be reissued in the case of lost or damaged parchments, or in the case of a legal name change. Reference: Academic Calendar.
- 1.4 Requests for replacements of Alberta College of Art & Design (ACAD) parchments will be responded to with AUArts parchments, and include the original credential information, e.g. Diploma in Fine Arts.
- 1.5 The Registrar's Office produces the parchments.

#### 2. PARCHMENT DESIGN DESCRIPTION / SPECIFICATIONS

##### 2.1 Principles

The information to be included on AUArts parchments is determined by the following considerations:

- a) requirements of the Alberta post-secondary learning act,
- b) prominence of the name, Alberta University of the Arts, the name of the student, and the degree being conferred,
- c) post-secondary best-practice in terms of design and text,
- d) AUArts branding compliance,
- e) consistency in the amount of information for programs at each level, ie. certificate, undergraduate, and masters.

The Registrar's Office maintains the parchment template.



## 2.2 Parchment Paper

- a) A parchment is a document made of superior paper used for recognizing the credential. AUArts uses a specific paper to best represent its brand. Specifications and contact information for the current vendor is maintained by the Registrar's Office.

## 2.3 Institutional Identification

- a) The name, Alberta University of the Arts, and the University Seal will appear on all parchments. No other University or College crest or seal will be included, except for partnership degrees in which case this procedure will be amended.

## 2.4 Authority for Conferral

- a) Eligibility to graduate is determined by the Registrar's Office, while the credential is awarded on the authority of the Faculty of each School. Where a School has not been designated, the credential is awarded on the authority of the University Faculty. The authority of the Faculty and School is recognized on the parchment.

## 2.5 Credit Credential Description on the Parchment

Parchment templates are maintained by the Registrar's Office on behalf of the University.

- a) Certificate: The name of the certificate program will be on the parchment, Certificate in ArtStream.
- b) Undergraduate Degree: The name of the degree will be on the parchment including Bachelor of Fine Arts, or Bachelor of Design. Other degree characteristics such as major or concentration do not appear on the parchment but are listed on the transcript.
- c) Graduate (MFA) Degree: The name of the degree will be on the parchment including Master of Fine Arts. The major is listed on the parchment. Other degree characteristics do not appear on the parchment but may be listed on the transcript.
- d) Honorary Graduate (MFA) Degree: The name of the degree will be on the parchment including Master of Fine Arts as well as the notation that it is an honorary degree.

## 2.6 Student Name

- a) The student legal first name, middle name, and last name as provided to the University, appear on the parchment. Legal names are not replaced by the student's chosen name, nickname, or name converted to initials.

## 2.7 Signatures

- a) The signatures of the current Board of Governors Chair, the University President and CEO, and the Registrar are the only signatures on parchments including new and replacement parchments.

## 2.8 Special Notations

Additional notations which may appear on the parchment as appropriate are as follows:

- a) Honorary Degree (Reference: Honorary Degree Procedure)
- b) With Distinction (Reference: Undergraduate Final Grading Procedure)
- c) Awarded Posthumously (References: Undergraduate Final Grading Procedure; Administrative Guideline – Response to a Student Death)

## 2.9 Brand Compliance (Reference: AUArts Visual Guide)



## Colour

Our main or primary colours add stability to our brand and enable consistent presence that enables recognition over time. Our red is important to reproduce well. Provided here is a breakdown of the colour mixes for each of our colours. A secondary palette is being developed.

<b>RED</b> <b>Process:</b> C0 M95 Y100 K0 <b>RGB:</b> R218 G41 B28 <b>Pantone:</b> PMS 185 <b>Hex/HTML code:</b> #DA291C	<b>BLACK</b> <b>Process:</b> C0 M0 Y0 K100 <b>RGB:</b> R0 G0 B0 <b>Pantone:</b> Black <b>Web-safe colour code:</b> #000000	<b>WHITE</b> <b>Process:</b> C0 M0 Y0 K0 <b>RGB:</b> R255 G255 B255 <b>Pantone:</b> None <b>Web-safe colour code:</b> #FFFFFF
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## B. DEFINITIONS

<b>AUArts</b>	Alberta University of the Arts
<b>ACAD</b>	Alberta College of Art and Design. (former name of AUArts.)
<b>ArtStream</b>	The Artstream Certificate Program is a university transition program designed to provide a bridge to an art and design education for applicants who do not meet AUArts' academic and/or English proficiency requirements for First-Year Undergraduate Studies, but who demonstrate satisfactory levels of art portfolio achievement.
<b>MFA</b>	Master of Fine Arts

## C. RELATED LEGISLATION

- Alberta Post-Secondary Learning Act

## D. RELATED DOCUMENTS

- Honorary Degree Procedure
- Undergraduate Final Grading Procedure
- Response to a Student Death Guideline
- AUArts Visual Guide



## E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
03/16/2022	New Procedure	All	Registrar	Dean of Students