



## 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>	January 20, 2025
<b>Administrative Responsibility:</b>	Registrar's Office	<b>Review Scheduled:</b>	January 2030
<b>Approver:</b>	General Faculties Council		

### A. PURPOSE

The purpose of this procedure is to provide standards for the format and issuance of parchments awarded to Alberta University of the Arts (AUArts) students upon their graduation from AUArts' post-secondary (undergraduate and graduate) programs.

### B. PROCEDURES

#### 1. PRINCIPLES

- 1.1 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 institution name, AUArts, the name of the student, and the degree being conferred
  - c) post-secondary best-practice
  - d) AUArts branding compliance
- 1.2 The Office of the Registrar is responsible for the preparation and issuance of all parchments.
- 1.3 The Office of the Registrar maintains all parchment templates and ensures that parchments which are produced adhere to the regulations laid out in this procedure.

#### 2. PARCHMENT DESIGN

- 2.1 To distinguish the parchment, a superior paper will be used to recognize the credential. AUArts uses a specific paper to best represent its brand. Only official parchments can be printed on this paper.
- 2.2 The AUArts logo and the University Seal will appear on all parchments. No other University or College crest or seal will be included, except for partnership degrees as specified by contractual obligation.
- 2.3 All colours and fonts used on the parchment will comply with AUArts brand guidelines.

### **3. PARCHMENT INCLUSIONS**

- 3.1 Parchments will clearly indicate both the institution (AUArts) and the academic school whose faculty have recommended the conferral of the degree.
- 3.2 The name of the student receiving the parchment will be listed according to their legal first, middle, and last name.
- 3.3 The degree entry on the parchment is standardized as follows:  
First line: Name of degree  
Second line: major  
Third line: Academic honours or notation of honorary/posthumous degree
- 3.4 Parchments may include the student's stream and/or concentration(s).
- 3.5 The date of awarding of credential will be included, written without numerals.
- 3.6 The parchment will include the signatures of the current Board of Governors Chair, the University President and CEO, and the Registrar. No other signatures will be included.

### **4. PARCHMENT REPRINTS**

- 4.1 Reprinted parchments bear the signatures of Board of Governors Chair, the University President and CEO, and the Registrar who are currently in office and are printed in the current style, size and language.
- 4.2 Parchments will be reprinted for the following reasons:
  - a. Official Change of Name
  - b. Original Lost or Destroyed
  - c. Original Never Received
  - d. Original Incorrect
- 4.3 Parchments will not be reprinted due to design changes.
- 4.4 The parchments of deceased students will not be reprinted.
- 4.5 Parchment reprints will be identified as such on the back of the parchment itself, and the reason for reprint will be listed along with the date of reprinting.

### **C. RELATED LEGISLATION**

- Alberta Post-Secondary Learning Act

### **D. RELATED POLICIES**

- Death of a Student Policy
- Undergraduate Academic Standing and Graduation Policy

### **E. RELATED DOCUMENTS**

- AUArts Visual Guide
- Consolidated Graduate Procedure\* (Graduate Academic Standing and Graduation Procedure)
- Death of a Student Procedure
- Honorary Degree Procedure
- Undergraduate Academic Standing and Graduation Policy and Procedure

\*title will be updated once policy revisions are approved through governance

## REVISION HISTORY

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
03/16/2022	New Procedure	All	Registrar	Dean of Students
01/20/2025	Updates to remove redundant information and references to brand requirements.	All	Registrar	Dean of Students