

Approval Date: November 5, 2007

Parent Policy: [Degrees Policy](#)

Parchment Procedure

Office of Administrative Responsibility:	Office of the Registrar
Approver:	Vice-Provost and University Registrar
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The Convocation and Ceremonies Office in the Office of the Registrar is responsible for the production of University **parchments**, which are an official legal document stating the legal name of the student, the degree, diploma or certificate earned and the date.

Detailed procedures regarding the administration of University parchments will be found in the Convocation Procedures and Reference Manual, in the Convocation Awards and Ceremonies Office.

Purpose

To protect the integrity and ceremonial importance of a University of Alberta parchment.

PROCEDURE

1. USE OF PARCHMENT

Official University parchment paper is only to be used for the purpose of printing GFC-approved University of Alberta degrees, certificates and diplomas. Degrees, certificates and diplomas will only be printed by the Convocation and Ceremonies Office in the Office of the Registrar. Parchments will only be released to the student, or to an individual designated by the student in a signed letter of authorization.

2. WORDING AND LANGUAGE

All changes in the wording on parchments will be approved by the Faculty Council and then submitted by the Faculty to the Vice-Provost and University Registrar, who will forward any substantive changes to the General Faculties Council (GFC) Executive Committee for approval.

a. Parchments for all Faculties except Faculté Saint-Jean will be printed in English. Parchments for Faculté Saint-Jean will be printed in French. Parchments for French-language programs in the Faculty of Graduate Studies and Research will also be printed in French. Parchments for bilingual programs will be printed in both English and French.

b. The degree entry is standardized as follows:

First Line: Name of degree

Second Line: Academic honors and/or specialization (if authorized by the Faculty to be printed on the parchment)

Third Line: Further delineation of specialization for graduate level degrees

No redundancies between the second and third lines may appear.

No parentheses are printed around specializations.

c. The inclusion of specialization on undergraduate degrees is optional for each degree, but is not optional on an individual student basis. The authority to include specialization on the parchment rests with the Registrar, on the recommendation of the Faculty Council concerned. The words used to describe specialization will be determined in consultation with the Registrar.

- d. All parchments will contain the wording: “awarded all the rights and privileges pertaining to this degree”. In general, University of Alberta graduates are entitled to any rights and privileges that are accorded to a graduate of an accredited recognized degree-granting institution. This may take the form of being admissible to a higher level (i.e. graduate) program, eligibility for employment, respect as an authority or learned person in a particular discipline, etc.
- e. A University of Alberta parchment is considered to be an official legal document and only the student’s official legal name will be printed on the parchment. The University does not print nicknames, initials or names in parentheses on the parchment.
- f. The final wording and format of the degree entry on the parchment rests with the Registrar. The Registrar will act on the recommendations of the Faculty Council concerned and will amend degree entries only within the aforementioned regulations.

3. UNIVERSITY SIGNATURES

The following signatures are required for the printing of parchments:

- Degree Parchments: Chancellor, President & Vice-Chancellor, Chair of the Board of Governors, and Vice-Provost & University Registrar.
- Diplomas and Certificates: Different signatures will be required, as determined by GFC.

4. PARCHMENT DESIGN

To be official, the parchment must bear all distinctive marks of the parchment design in use at the time of printing. Details of the distinctive marks will be described in the Convocation Procedures and Reference Manual. Proposed parchment designs will be widely circulated for vetting purposes, before being brought before GFC for final approval.

5. PARCHMENT REPRINTS

Reprinted parchments bear the signatures of the Officials who are currently in office and are printed in the current style, size and language.

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
- e. For Professional Display purposes for medical doctors, lawyers and dentists only

Parchments will not be reprinted due to design changes.

The parchments of deceased students will not be reprinted.

Students must submit an Application for Reprint (see Forms) or a written statement of request to the Convocation and Ceremonies Office with the reprint fee.

Parchment reprints will be identified as such on the back of the parchment itself, and the reason for reprint will be listed.

6. WITHHOLDING PARCHMENTS

Students who have outstanding accounts with any University department will be allowed to convocate but will not receive their parchments until the account has been cleared.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Parchment	The physical representation of a University degree, certificate or diploma, printed on official parchment paper used only for those purposes.
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