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## Parchment Replacement Policy (093)

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<b>Policy Sponsor:</b>	Office of the Registrar
<b>Policy Contact:</b>	Associate Registrar, Transfer Credit Services
<b>Policy Number:</b>	093
<b>Effective Date:</b>	April 25, 2012
<b>Approval Group:</b>	General Faculties Council
<b>Approval Date:</b>	April 25, 2012, Motion # 06-10
<b>Review Date:</b>	April 25, 2017
<b>Procedures:</b>	<a href="#">Parchment Replacement Procedures (093a)</a>

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### Purpose

To outline the process by which Athabasca University (AU) provides replacement parchments for students.

### Definitions

**Parchment** Document issued by AU that communicates the nature of the credential and date of conferral. This document is signed and sealed by AU officials.

### Policy Statements

1. AU will re-issue parchments to replace parchments that are lost, stolen, damaged, or to reflect a change of name. Duplicate parchments will be issued for professional display purposes.
2. Students will follow the process in the [Parchment Replacement Procedures](#) in order to replace a parchment.



3. The name on the parchment will match the legal, current name of the student as recorded in the official academic record. Changes to the name recorded in the academic record can be requested, in writing, as outlined in the [Parchment Replacement Procedures](#).
4. Students may have in their possession any number of parchments and shall not be required to surrender the original parchment nor be required to submit a statutory declaration stating the current status of the original parchment.
5. Details of the Replacement Parchment:
  - 5.1 Parchments shall be re-issued in the format and style of those parchments being used at the time of replacement: not necessarily in the format and style of the original parchment.
  - 5.2 The replacement parchment will bear the signatures of the University officers at the time of reprinting.
  - 5.3 The replacement parchment shall bear the following words in small print on the face of the parchment: "Issued as replacement (or duplicate) of original parchment."
  - 5.4 The Office of the Registrar will mail the replacement parchment to the student.

### **Applicable Legislation and Regulations**

N/A

### **Related References, Policies, Procedures and Forms**

[Parchment Replacement/Duplication form](#)  
[Parchment Replacement Procedures \(093a\)](#)  
[Student Change of Information form](#)

### **History**

General Faculties Council, April 25, 2012, Motion 06-10 (revised)

March 06, 1997 (Revised)

Acting Registrar, February 11, 1992 (approved)