
Parchment Replacement Procedures (093a)

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Parchment Replacement Policy (093)
Policy Contact:	Associate Registrar, Transfer Credit Services
Procedure Contact:	Associate Registrar, Transfer Credit Services
Effective Date of Procedures:	April 25, 2012
Review Date:	These procedures will be reviewed annually.

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.

Procedure

1. Students must complete the [Parchment Replacement/Duplication Request form](#) and submit the required fee. They must date and sign the declaration included on the Parchment Replacement/Duplication Request form.
2. Students who wish to change their name on the parchment must update their official academic record by completing the [Student Change of Information form](#) through any of the following methods:
 - 2.1 fax to 1-780-675-6174.
 - 2.2 mail/courier to:
Athabasca University



Office of the Registrar Enrolment Services and Academic Records
1 University Drive
Athabasca, AB T9S 3A3
Canada
1-780-675-6288 (telephone number to be listed on courier waybill)

2.3 in person at [Athabasca University](#).

3. The Office of the Registrar will mail the replacement parchment to the student when it is ready, about three to five days after the request is made.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

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

History

General Faculties Council, April 25, 2012, Motion 06-10 (associated policy approved)