

PARCHMENT PRINCIPLES AND PRACTICES

As Approved by the Senate October 10, 2002

Principles

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

- (a) attractiveness
- (b) prominence of the name of Dalhousie University, the name of the student, and the degree that has been conferred and its defining characteristics (honours, advanced major, major, cooperative education)
- (c) consistency in terms of the amount of information for students in all programs in each program level, i.e., undergraduate, Masters and Doctoral
- (d) culture and licensing/accreditation requirements of particular professional fields
- (e) production manageability within the time available

Practices

(a) Institutional Identification

The name, crest and seal of Dalhousie University will appear on all parchments. No other University's crest or seal will be included, except for "partnership" degrees such as those with the Nova Scotia Agricultural College and the University of King's College, and the Master's degrees in Women's Studies.

(b) Signatures

The signatures of the Dean of the appropriate Faculty (Dean of the Faculty of Arts and Social Sciences in the case of BA's in Science subjects), the Chair of Senate and the President will be the only signatures on parchments, except for "partnership" degrees, provided that the signatures can be scanned.

(c) Degree Description

The name of the degree and defining characteristics (honours, major, double major, cooperative program, and field of study, where applicable) will be included on undergraduate parchments.

Field of study will be included on parchments for all Ph.D degrees (“Doctor of Philosophy in Engineering” and “Doctor of Philosophy in Food Science” on the relevant parchments), and those for Master of Science in an Engineering discipline, Master of Engineering and Master of Applied Science.

(d) **Other Information**

Other than the student’s name, date and the usual text for the degree, no other information will appear on the parchment.

Note:

Transcripts: In addition to the student’s name and other administrative data, the transcript will include classes taken, class grades, gpa calculations, academic standing, Senate Discipline Committee sanctions, degrees conferred, diplomas or conversion certificates earned, plus defining program characteristics, field(s) of study, scholarships, Dean’s list designation, Distinction/Sexton Distinction/Honours.

Convocation Programs: In addition to the student’s name and city/town and province (or country in case of non-residents of Canada) the program will include the name of the degree program, and honours, i.e., First Class, Distinction, Sexton Distinction, and medals.