



Council Committee on Undergraduate Admissions and Studies

Date: December 22, 2023
To: Council Committee on Undergraduate Admissions and Studies
From: Coby Stephenson on behalf of Dr. Jacob Muthu, Chair
Re: Meeting of Thursday, January 4, 2024

A meeting of the Council Committee on Undergraduate Admissions and Studies is scheduled for Thursday, January 7, 2024, 10:00 a.m. – 12:00 p.m. in AH 527 (Boardroom).

AGENDA

1. **Approval of the Agenda**
2. **Approval of the Minutes of Meeting December 7, 2023** - circulated with the Agenda
3. **Business Arising from the Minutes**
 - 3.1. [Revision to the Chemistry and Biochemistry Co-operative Education Program](#)
4. **Reports from Faculties and Academic Units**
 - 4.1. [Faculty of Business Administration](#)
 - 4.2. [Faculty of Engineering and Applied Science](#)
 - 4.3. [Faculty of Kinesiology and Health Studies](#)
 - 4.4. [Faculty of Science](#)
 - 4.5. [The Registrar's Office](#)
5. **Adjournment**

3. Business Arising from the Minutes

At the December 7 meeting, Committee members asked about the Entrance Criteria to the Chemistry and Biochemistry Co-operative Education Program. The Faculty of Science withdrew the motion to consult with the co-op office regarding the fifth bullet: “be enrolled in a program to complete at least three (3) biochemistry/chemistry courses beyond CHEM 104, before commencement of the first work term.”

3.1. Revision to the Chemistry and Biochemistry Co-operative Education Program

Motion: to revise the requirements for the co-op program in Chemistry and Biochemistry as outlined in the below, **effective 202420**.

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Co-operative Education Program in Chemistry and Biochemistry

Entrance Criteria

At the time of application for admission to the placement cycle, a student must:

- have completed at least 21 credit hours toward a BSc degree, including CHEM 104 and CHEM 140;
- ~~have completed no more than 60 credit hours toward the BSc;~~
- have achieved a minimum GPA of **70.00%** ~~72.50%~~ in courses required for the major and overall; and
- be enrolled in a **biochemistry or chemistry** program **and** ~~to~~ complete at least three (3) biochemistry/chemistry courses beyond CHEM 104, prior to commencement of the first work term.

Successful completion of three work terms is required for the Co-op designation, with a fourth work term optional. Students follow a schedule of work/academic terms similar to that shown for Computer Science. To continue in the Co-op option, students must maintain a GPA of **70.00%** ~~72.50%~~ and must enroll in at least 12 credit hours in academic terms between work terms. One of the first two work terms must be in a fall or winter term (i.e. both may not be in summer terms).

Rationale:

To align the co-op requirements in a manner consistent with those already implemented in other Science Departments and allow students who may have started with a different major to enter the co-op program in Chemistry or Biochemistry.

End of Motion

4. Reports from Faculties and Other Academic Units

4.1. Faculty of Business Administration

Items for Information

The Faculty of Business is submitting the following items for information to CCUAS, **effective 202420**.

I. Course Revisions

ADMN ~~235AA~~ 291 3:3-0

~~Financial Empowerment~~ Personal Finance

This course is designed to introduce students to the fundamentals of financial literacy, personal finance, and the process of making good financial decisions. Topics will include: the examination of students' values and experiences in relationship to financial decision making, financial goal setting, personal financial planning, and risk management.

Pre-requisite: Completion of a minimum of 30 credit hours of university studies

Note: Students may only receive credit for one of ADMN ~~235AA~~ 291, ADMN 235AA, BUS 291 or BUS 492AA

BUS 291 3:3-0

Personal Finance

This course will assist students in developing and implementing a personal financial plan. Topics will include: setting objectives and goals, developing short and long term plans, financial concepts in implementing the plan, financial instruments used in implementing the plan, and monitoring the plan.

Pre-requisite: Completion of a minimum of 30 credit hours of university studies

Note: Students may only receive credit for one of ADMN 291, ADMN 235AA, BUS 291 or BUS 492AA

II. Historical Courses

BUS 474BB 3:3-3

Introduction to News Writing

This selected topics course was made a permanent course a number of years ago. The permanent course is BUS 416 Business-to-Business Marketing and Sales. At the time that BUS 416 was made a permanent course BUS 474BB should have been made historical; however, it appears that it wasn't. As such, we'd like to proceed with archiving BUS 474BB as it's redundant.

End of Report from the Faculty of Business Administration

4.2. Faculty of Engineering and Applied Science

Item for Information

The Faculty of Engineering and Applied Science is submitting the following items for information **effective 202420**.

I. Course Revisions

ENIN 241 3:3-3

Mechanics of Deformable Solids

Introductory mechanics of materials, stresses and strains in two dimensions, torsion, indeterminate systems, beams - stresses and deflection, combined stresses, thin shells, columns, and Mohr's circle for stress and strain.

***Prerequisites: ~~ENGG 240 or~~ ENGG 141 and MATH 111**

ENEV 372 3:3-1

Transportation Systems

Introduction to transportation as a system; roles of transportation in society; the technology of transportation; the transportation system and its environment; introduction to planning and management of regional transportation facilities.

***Prerequisite: CS 110 and ~~ENGG 240 or~~ ENGG 141 (concurrent enrolment is allowed)**

ENEV 408 3:3-3

Basic Structural Design

Design concepts and practices for simple beams, columns, connectors and structures in wood, steel and reinforced concrete. Basic types and problems in design of foundations.

Prerequisite: ENIN 241, ~~ENGG 240 or~~ ENGG 141 and ENEV 384

ENEV 261 3:3-3

Engineering Fluid Mechanics

Properties of fluids, pressure and fluid statics, mass, energy and momentum principles, Bernoulli and energy equations, steady state internal flow in pipe systems, flow measurement, external flow drag and lift, dimensional analysis.

***Prerequisite: ENGG 141 (~~or ENGG 240~~) and PHYS 119 (or PHYS 109) and completion of 45 Credit Hours.**

ENGG 330 3:3-3

Engineering Numerical Methods

Application of numerical methods to engineering problems; topics includes sources and definitions of error, root finding, solutions of linear and non-linear systems of equations, regression, interpolation, numerical integration and differentiation, solution of initial value and boundary value ordinary differential equations. Introduction to finite difference and finite element methods. Applications include solving problems with MATLAB and ANSYS.

***Prerequisite: CS 110, MATH 111, MATH 122 and ~~STAT 160 or~~ STAT 289*

ENIN 370

3:3-3

Introduction to Mechatronics

Introduction to mechatronics; sensors and transducers, signal conditioning, mechanical and electrical actuation systems. Control of DC/servo motors using Pulse Width Modulation; system modeling, dynamic response of systems, closed-loop controllers, microcontrollers, digital logic, and programmable logic controllers.

***Prerequisite: ENEL 280 and ~~ENEL 380~~ ENEL 361 **

End of Report from the Faculty of Engineering and Applied Science

4.3. Faculty of Kinesiology and Health Studies

The following motions have been approved by the Faculty of Kinesiology and Health Studies’ Faculty Council and are offered to the CCUAS for approval.

4.3.1. Articulation Agreement Admission Average

Motion: To approve a 70.00% GPA admission average for the Saskatchewan Polytechnic (Diploma in Business – Sport Management) and the University of Regina (Bachelor of Sport and Recreation Studies Internship; Sport and Recreation Management Internship major) Articulation Agreement as outlined below, **effective 202420.**

Admission:

Final admission will be to the Bachelor of Sport and Recreation Studies Internship; Sport and Recreation Management Internship major based on completion of the Diploma in Business – Sport Management with a minimum 70.00% GPA.

Use of Transfer Credit:

Upon completion of the Diploma in Business – Sport Management with a minimum of 70.00% GPA and receipt of final official transcripts, up to 60 credit hours will be assigned to the Bachelor of Sport and Recreation Studies Internship, Sport and Recreation Management Internship major as follows:

Credit Hours	Bachelor of Sports and Recreation Studies Internship Required Courses	
Core Requirements		
3.0	KIN 105	
3.0	KIN 110	TRF
3.0	KIN 115	
3.0	KIN 170	
3.0	KIN 220	
3.0	KIN 420	
3.0	SRS 105	TRF if MGMT 108 taken
3.0	SRS 110	
3.0	SRS 115	TRF
3.0	SRS 120	

Credit Hours	Bachelor of Sports and Recreation Studies Internship Required Courses	
3.0	SRS 215	
3.0	SRS 220	
3.0	SRS 320	
3.0	THRC 200	
3.0	One of KIN 101 or ENGL 100	
3.0	One of SOST 201, STAT 100 or STAT 160	
3.0	One of PHIL 270, PHIL 272, PHIL 273, PHIL 276, or KIN 205	
0.00	KHS 100 (exempt if credit received for KHS 101)	
0.00	KHS 300	
0.00	KHS 001	
0.00	KHS 002	
0.00	KHS 003 (if completing 12-month internship)	
21.0	Seven Electives (may include max. two activity-based courses from KHS 131, KHS 132, KHS 135, KHS 231, KHS 232, KHS 233)	TRF (18 credit hours)
72.0	Subtotal	
Credit Hours	Sports and Recreation Management Internship Major Required Courses	
Major Required		
3.0	SRS 130	
3.0	SRS 230	
3.0	SRS 340	WAIVE
3.0	SRS 440	
3.0	SRS 450	
3.0	BUS 210	TRF
3.0	BUS 250	TRF
3.0	BUS 260	TRF
3.0	BUS 285	TRF if ACCT 122&125 taken
3.0	ECON 100 (or ECON 201)	TRF
3.0	ECON 238	
Major Elective		
15.0	Choose five courses from: SRS 132, SRS 360, SRS 351, SRS 460, SRS 465 (KHS 443), BUS 205, BUS 288, BUS 290, BUS 312, BUS 317, BUS 414, CTCH 213, CTCH 214, any LG course, any PR course	BUS 205 TRF BUS 317 TRF BUS 290 TRF SRS 2XX TRF SRS 2XX TRF
48.0	Subtotal	

Rationale: Setting the post-secondary transfer average for this articulation agreement at 70.00% will align with the higher average BSRS-SRM internship students have to meet in order to graduate:

“In order to receive the Bachelor of Sport and Recreation Studies – Sport and Recreation Management Internship, students must successfully complete all program requirements with a minimum PGPA of 70.00% and a minimum Major GPA of 75.00%.”

End of Motion

Items for Information

The Faculty of Kinesiology and Health Studies is submitting the following items for information.

I. **Articulation Agreement between SaskPolytech Business Diploma – Sport Management and the University of Regina (Bachelor of Sport and Recreation Studies; Sport and Recreation Management)**

Admission:

Final admission will be to the Bachelor of Sport and Recreation Studies; Sport and Recreation Management major based on completion of the Diploma in Business – Sport Management.

Use of Transfer Credit:

Upon completion of the Diploma in Business – Sport Management and receipt of final official transcripts, up to 51 credit hours will be assigned to the Bachelor of Sport and Recreation Studies, Sport and Recreation Management major as follows:

Credit Hours	Bachelor of Sport and Recreation Studies Required Courses	
Core Requirements		
3.0	KIN 105	
3.0	KIN 110	TRF
3.0	KIN 115	
3.0	KIN 170	
3.0	KIN 220	
3.0	KIN 420	
3.0	SRS 105	TRF (if MGMT 108 taken)
3.0	SRS 110	
3.0	SRS 115	TRF
3.0	SRS 120	
3.0	SRS 215	
3.0	SRS 220	
3.0	SRS 320	
3.0	THRC 200	
3.0	One of KIN 101 or ENGL 100	
3.0	One of SOST 201, STAT 100 or STAT 160	
3.0	One of PHIL 270, PHIL 272, PHIL 273, PHIL 276, or KIN 205	

Bachelor of Sport and Recreation Studies		
Credit Hours	Required Courses	
Core Requirements		
0.00	KHS 100 (exempt if credit received for KHS 101)	
0.00	KHS 300	
15.0	Five Electives (may include max. two activity-based courses from KHS 131, KHS 132, KHS 135, KHS 231, KHS 232, KHS 233)	TRF (15 credit hours)
9.0	KHS 400	
6.0	KHS 405	
81.0	Subtotal	
Credit Hours	Sports and Recreation Management Major Required Courses	
Major Required		
3.0	SRS 130	
3.0	SRS 230	
3.0	SRS 340	WAIVE
3.0	SRS 440	
3.0	BUS 210	TRF
3.0	BUS 250	TRF
3.0	BUS 260	TRF
3.0	BUS 285	TRF if both ACCT 122&125 taken
3.0	ECON 100 (or ECON 201)	TRF
3.0	ECON 238	
Major Electives		
3.0	Choose three from: SRS 132, SRS 360, SRS 351, SRS 450, SRS 460, SRS 465 (KHS 443), BUS 205, BUS 288, BUS 290, BUS 312, BUS 317, BUS 414, CTCH 213, CTCH 214, any LG course, any PR course	BUS 205 TRF
3.0		BUS 317 TRF
3.0		SRS 2XX TRF
39.0		Subtotal

II. Articulation agreement: Canadian Memorial Chiropractic College (CMCC) – Doctor of Chiropractic and the University of Regina – Bachelor of Kinesiology (BKin)

Creation of an academic pathway for University of Regina BKin students and CMCC, and articulation of 30 credit hours from the completion of the Doctor of Chiropractic to be used in the BKin which would allow students to complete both degrees in 7 years as opposed to 8 years.

Rationale: The Faculty of Kinesiology and Health Studies was approached by CMCC to initiate discussions on an academic pathway and articulation agreement for BKin students. They have similar agreements in place with other institutions in Canada. The faculty has been providing transfer credit as needed for students attending CMCC prior to completing their BKin. This will provide a formal pathway and early acceptance for our students.

Discussion: The details of the admission process and development of the formal agreement will be finalized by CMCC. This is different from most articulation agreements we enter as we are normally the receiving institution and therefore developing the agreements. CMCC is providing conditional admission to students a year earlier than is typical with their process within this agreement.

End of Report from Kinesiology and Health Studies

4.4. Faculty of Science

Items for Approval

The Faculty of Science is submitting the following motion for approval to CCUAS.

4.4.1. Inclusion of Indigenous Content – Five-Year BEd/BSc Secondary Mathematics Program

Motion: That Indigenous content be added to the Five-Year BEd/BSc Secondary Mathematics Program to meet the SPTRB teacher certification requirements of 6 credit hours as outlined in the following template, **effective 202420**.

Five-Year BEd/BSc Secondary Mathematics Program Resulting in Two Degrees: BEd and BSc (Mathematics) (EMTI) (150 Credit Hours)	
Term 1 (Fall)	Term 2 (Winter)
ECS 101 (3) ENGL 100 (3) CS 110 (3) MATH 110 (3) Natural science elective* (3)	ECS 102 (3) MATH 111 (3) MATH 122 (3) Natural Science elective* (3) Minor* (3)
Term 3	Term 4
<u>Open elective (3) INDG 100, INA 100, INA 210, INAH 100, INHS 100, or an Indigenous language (Anihšīnāpēmowin, Cree, Dakota, Dene, Nakota) (3)</u> ENGL 110 (3) MATH 213 (3) MATH 221 (3) STAT 160 (3)	MATH 223 (3) MATH 217 (3) MATH 222 (3) EMTH 200 (3) Minor* (3)
Term 5	Term 6
MATH 312 (3) Arts, or Media, Art, and Performance Elective (3) Minor* (3) Minor* (3) Arts, or Media, Art, and Performance Elective* (3)	MATH 305 (3) MATH or STAT above 250 or ACSC 216 (3) Arts, or Media, Art, and Performance elective (3) Minor* (3) Science elective (outside of major)* (3)
Term 7	Term 8
ECS 203 (3) ECS 303 (3) EMTH 300 (major curriculum course) (3) MATH or STAT above 250 or ACSC 116 (3) E (minor curriculum course) (3)	ECS 310 (3) ECCU 400 (3) ECS 401 (3) EFLD 350 (0) EMTH 350 (major instr. course) (3) EMTH 351 (major educ. course) (3)
Term 9	Term 10
EFLD 400 Internship (15)	EPSY 400 (3) MATH 300-or 400 level (3) MATH 300-or 400 level (3) Arts, or Media , Art and Performance elective (3) Open Elective (3)

Rationale:

These changes ensure that the program template include at least 6 credit hours of Indigenous content to meet SPTRB certification requirements. In consultation with FNUNIV, the range of classes that students might take to meet these requirements has also been expanded.

End of Motion

4.5. Registrar's Office

Item for Approval

The Registrar's Office is submitting the following item for approval to CCUAS.

4.5.1. Concurrent and Subsequent Credential Regulation

Motion: To approve the calendar regulation changes to the Awarding of Concurrent and Additional Degrees, Diplomas, and Certificates as presented below, **effective 202420**.

Remove from Graduation section:

Awarding of Concurrent and Additional Degrees, Diplomas, and Certificates

Upon formal application by a student, the University may permit enrolment in two concurrent undergraduate programs. Enrolment in two concurrent undergraduate programs is different from enrolment in a joint program leading to two degrees. Joint programs are indicated as such in the faculty sections of the Undergraduate Calendar and on the Application for Undergraduate Program Admission. A student's primary program will be the one the student declares and is subject to any approved faculty regulations. Faculties will determine which of their undergraduate programs cannot be taken concurrently with another and will publish this information. Students should refer to their faculty section.

As well, students who already hold a bachelor's degree from the University of Regina or another institution may pursue undergraduate studies leading to additional bachelor's degrees of the same or another designation.

The following conditions apply to concurrent and additional programs. Conditions 4 and 5 apply to degree programs only.

To graduate with a certificate, diploma, or degree, a student must first be admitted to the associated program (see the Undergraduate Admissions section of the Undergraduate Calendar). Exceptions to this regulation may be approved by the dean of the faculty that offers the program.

All of the requirements for each program must be met.

If students hold a first degree from another institution, they must meet the faculty's residency requirement for subsequent programs.

The principal area of study or academic emphasis of each program must be different. This determination will be made by the dean of the faculty that offers the second program.

30 additional credit hours must be completed for each additional degree beyond the first. If the degree programs are of different lengths, then the cumulative total required is 30 credit hours plus the credit hours of the longer program. For example, a student who completes both a three-year (90 credit hour) and a four-year (120 credit hour) degree program, in either order or concurrently, requires 150 credit hours (30 + 120) to graduate with the second degree. Formal after degree programs may require additional credit hours.

When a student who is enrolled in two programs concurrently graduates from a primary program, and the secondary program remains valid and current, the former secondary program becomes the primary program. A new student primary program record will be created by either Enrolment Services (programs in different faculties) or the student's faculty or college (programs in the same faculty).

Replace with:

Subsequent Credential Completion Requirements

Students who have been admitted to a subsequent credential are subject to the following completion regulations:

- All program requirements must be met.

- Unless otherwise specified in the program regulations, students who have completed a program elsewhere must complete the minimum residency requirements of the Faculty/academic unit.
- For baccalaureate programs with a different major, students must complete a minimum of 30 unique credit hours of coursework and meet all other requirements as specified by their Faculty/academic unit regulations.
- All graduation requirement must be met.

Add to Admissions Section

Completion of a Subsequent Credential

Individuals who have completed an undergraduate credential at the University of Regina or at another recognized post-secondary institution may seek admission to a subsequent credential when:

- the credential is in a different discipline; or
- the credential is at a higher level in the same discipline.

See the Subsequent Credential Guidelines table.

Subsequent Credential Guidelines

Program Completed	Program of Admission	Allowed (Yes/No)	Transfer Credit Eligibility
Undergraduate Certificate	Undergraduate Certificate same program	No	No
Undergraduate Certificate	Undergraduate Certificate different program	Yes	To the maximum allowed under residency
Undergraduate Certificate	Undergraduate Diploma same discipline	Yes	To the maximum allowed under residency
Undergraduate Diploma	Undergraduate Diploma same program	No	No
Undergraduate Diploma	Undergraduate Diploma different program	Yes	To the maximum allowed under residency
Undergraduate Diploma	Undergraduate Baccalaureate	Yes	To the maximum allowed under residency
Undergraduate Baccalaureate	Undergraduate Baccalaureate same program	Yes – provided it is in a different major	To the maximum that allows for the completion of 30 additional unique credit hours
Undergraduate Baccalaureate	Undergraduate Baccalaureate different program	Yes	To the maximum allowed under residency
Undergraduate Baccalaureate	Undergraduate Certificate or Diploma same program	No	No
Undergraduate Baccalaureate	Undergraduate Certificate or Diploma different program	Yes	To the maximum allowed under residency

An exception may be granted at the discretion of the faculty/academic unit when:

- A credential has been completed from an institution that is not recognized.
- An international credential evaluation service has evaluated a credential and deems it to be not equivalent to a Canadian credential.¹
- A licensure organization requires an individual to repeat their credential.
- A credential is considered stale-dated, and the individual would substantially benefit from refreshing or updating their credential with more modern content.
- In unusual circumstances, at the discretion of the faculty's Dean (or designate).

Note 1: While an international credential evaluation service may deem a credential not equivalent to a Canadian credential, individuals may only need to take a few courses to apply for professional licensure or accreditation in their profession. In those cases, individuals are strongly encouraged to apply for admission as a Special Post-graduate Student to take the necessary courses.

Note 2: The U of R reserves the right to refuse admission to a program where it has been deemed equivalent or of a lower level than a credential an individual has already received.

Enrolment in a Concurrent Credential

1. Individuals enrolled in an undergraduate program at the University of Regina may enrol in one concurrent program at the same or lower level, provided their Faculty regulations permit it.
2. Unless Faculty regulations permit otherwise, students must complete at least 50% of their concurrent program with unique credits that have not been counted to fulfill the other program's requirements.
3. Students may only enrol in concurrent programs of the same discipline if they intend to complete a lower-level credential that ladders into a higher-level credential (a certificate that ladders into a baccalaureate, for example).
4. Students in concurrent programs of the same discipline must complete the lower-level credential first.
5. Conjoint programs and double majors are distinct and specified in the Undergraduate Calendar faculty sections and on the Application for Undergraduate Program Admission.
6. Students enrolled in a conjoint program may only enrol in a concurrent credential at a lower-level (certificate or diploma) unless their faculty regulations specify otherwise.

Note: Undergraduate programs that cannot be taken concurrently with another program are published in the relevant faculty regulations.

Admission Requirements for Concurrent Programs

Students must meet the admission requirements of both programs.

Primary and Secondary Program

1. The program at the highest level will serve as the student's primary program.
2. When a student is concurrently enrolled in two programs at the same level, they must declare a primary and secondary program.
3. Where Faculty regulations specify that the student's primary program must be within that Faculty, the primary program will be designated accordingly.
4. When a student graduates from a primary program and the secondary program remains in progress, the secondary program becomes the primary program.
5. After completion of a primary or secondary program, students may enrol in an additional concurrent program on conferral of their credential.

Additions to Glossary

CMEC – Council of Ministers of Education, Canada

CICIC - Canadian Information Centre of International Credentials

Subject Area (as discipline) – A branch of learning or field of study. A precise area of academic study, e.g. mathematics, philosophy, art.

Rationale:

There has been some confusion and inconsistent application of regulations pertaining to subsequent credentials and enrolment in concurrent programs. After discussion, a working group that included individuals from the Associate Deans Academic group, Enrolment Services, UR International, the Registrar's Office, and the Centre for Continuing Education reviewed the current regulations. The regulations presented are intended to provide guidance and direction on the admission to subsequent credentials and enrolment in concurrent programs.

End of Motion

Item for Information

Revision to the Parchment Name and Duplicate Parchment Request regulations on page 69 of the 2023-2024 Undergraduate Calendar.

Name on Parchment

Parchments are printed with the full legal name of the graduate, as recorded in the University's student information system at the time of graduation. ~~Students are required to provide proof to the Registrar's Office in support of any request for correction or change of name. For more information about legal name and name change and supporting documentation refer to the UR Policy website and/or the Change of Name form.~~

Duplicates and Personal Display copies may be produced on payment of the appropriate fees. All parchments issued on the MyCreds™ system will be in the full legal name of the student.

Duplicate Parchment Request

Graduates may request a duplicate parchment in the following circumstances. The production of duplicate parchments will be subject to payment of the duplicate parchment fee.

1. Their parchment is lost, stolen, or damaged.
2. They have undergone a legal name change since the original parchment was issued.

In cases where a duplicate parchment has been issued, the word “duplicate” will appear in the bottom right hand corner of the parchment.

Process to Request a Duplicate Parchment

Graduates may submit the Duplicate Parchment Request form and fee through the Registrar’s Office Online Store. Note, students who have undergone a legal name change will be required to submit a Change of Legal Name Form.

Personal Display Copy of Parchment

Graduates may request a personal display copy of their parchment in the following circumstances. The production of personal display parchments will be subject of the payment of the personal display parchment fee.

1. They would like to have a parchment with a shortened version of their legal name. For example Sue instead of Susan, or the first initial S. with a middle name.
2. They would like to have a parchment with their Indigenous Traditional Name.
3. They have not yet changed their name legally and are using a first and/or middle name other than their legal first and/or middle name.

In cases where a personal display parchment is issued, the parchment will contain a statement that it is not an official legal document and is for display purposes only in the bottom right hand corner of the parchment. These parchments cannot be used or verified by the University for the purposes of employment verification, licensure requirements, student loan issuers, or for other education institution purposes.

Process to Request a Personal Display Parchment

Graduates may submit the Personal Display Parchment Request form and fee through the Registrar’s Office Online Store.

End of Report from the Registrar’s Office

5. Adjournment