REPLACEMENT DIPLOMA

Policy Id:
Reg.023 – Replacement Diploma

Contact:
Office of Registrar

Last Modified:
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**REPLACEMENT DIPLOMA:**

Students wanting a replacement diploma should complete the Duplicate Diploma Request form, available at the Jay Stop website. The Registrar’s Office will verify the student’s identity and that a degree was originally conferred along with date and name of the degree.

In the case of a name change, the student will be asked to provide proof of name change, which may include a valid (not expired) government ID or court order. The student must complete and fulfill the Change of Name procedure as outlined in the Change of Personal Information policy.

The student will be expected to pay a diploma replacement fee as set by the City University of New York. The fee will be waived if it is determined that the original diploma is defective because of the College's error.

When all of the above conditions and procedures are completed, the office will have a replacement diploma printed. The following conditions apply:

- The diploma will be of the current format, size, and style at the date of the replacement.
- If it is the current practice to provide a miniature diploma along with the full-size diploma, it will be furnished as well.
- All signatures on the diploma will be current as of the date of the replacement.
- The bottom of the replacement diploma will bear a statement indicating that it is a replacement document and the date of reissue.
- The College may use a third-party course (print house) to fulfill diploma orders. As a result, replacement diplomas may not be available immediately.