



## Middle Georgia State University DIPLOMA PRINTING POLICY

Each student who completes an authorized program at Middle Georgia State University, including a degree, or certificate, has paid the required graduation fee, is certified by the Office of the Registrar, and approved by the faculty as a graduate of that program, must immediately identify any problems to the Office of the Registrar. The student's name of record is printed on the diploma. If your name and address is incorrect in the system, you will need to complete the Diploma Replacement Form and pay the fee for a reprint after name and address is updated in the system. Incorrect diplomas must be returned to the Registrar within 45 days before the issuance of the corrected document. A replacement diploma will be issued at no charge.

**Duplicate Diplomas** There may be instances where a diploma issued for a previous graduation is destroyed or lost over time. Students desiring a replacement must make a request in writing by completing the Replacement Diploma Order Form. Students should recognize that the replaced diploma most likely will not replicate their previous awarded document as the signature of the responsible officials may have changed, or perhaps even the name of the University. The diploma issued will be the same awarded document as given current graduates. Effective July 1, 2015, all duplicate diplomas will reference Middle Georgia State University.

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Interim University Registrar

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