

3364-71-21 **Diploma replacement.****(A) Policy statement**

A diploma or certificate, issued by the university of Toledo, at the end of the successful completion of a program, may be replaced upon receipt of a valid replacement diploma application from the graduate.

(B) Purpose of policy

The purpose of the policy is to define the circumstances and process in which graduates may request a replacement diploma.

(C) Scope

This policy is applicable to any diploma or certificate issued as evidence of successful completion of an educational program within the colleges of the university of Toledo.

(D) Procedure

The provost designates the university registrar with primary responsibility for the oversight of these procedures:

- (1) The graduate completes an official application for replacement diploma. Applications will be available on the office of the registrar's website.
- (2) A fee as established by action of the board of trustees must accompany the replacement diploma application.
- (3) In the event of a name change, the graduate must return the original diploma or certificate before a replacement can be ordered. Documentation supporting the name change must accompany the replacement diploma application. This includes a name change application and a copy of the graduate's social security card reflecting the new name.

When a request for a replacement diploma is received, the replacement diploma will be issued as follows:

- (a) The current name of the institution and/or college at the time the replacement is issued.
 - (b) The current format of the diploma used by the institution at the time the replacement is issued.
 - (c) The replacement diploma will carry the titles and signatures of current university officials.
 - (d) A statement reading “replacement diploma” will be printed on the bottom of the diploma.
- (4) If there is an error on the original diploma, the diploma should be returned within thirty days from the date received by the graduate, and a new diploma or certificate will be issued at no charge.

Effective: 3/23/2018

CERTIFIED ELECTRONICALLY

Certification

03/13/2018

Date

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