



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 77.01: Diploma Reorder

DATE: August 31, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures for reordering official diplomas.

REVIEW: This OP will be reviewed in August of odd-numbered years by the registrar with recommended revisions presented to the vice provost for undergraduate education and student affairs.

POLICY/PROCEDURE

1. Definition

The issuing of a diploma is the symbolic action of conferring a degree to an individual by the governing board of an institution. The diploma carries the official seal of the university as well as the signature of the university president and chairman of the Board of Regents. Unlike the academic transcript, which identifies all work attempted, the diploma is the official document certifying the completion of a university degree.

2. Lost or Destroyed Diploma

In the event an individual's diploma is lost or destroyed, a replacement may be ordered by completing the *Diploma Reorder Form* (Attachment A). When the form and the appropriate fee have been received in the student's academic dean's office, the replacement diploma will be ordered.

3. Revised Diploma

Occasionally, diploma formats are modified in size, style, etc., to improve the appearance and quality of the document. Any graduate wishing to exchange his or her diploma for a revised diploma may do so by submitting a *Diploma Reorder Form* and the appropriate fee to the student's academic dean. Under no circumstances will a graduate be allowed to have more than one official diploma for each degree awarded.

4. School of Law

Students in the School of Law who wish to replace destroyed, lost, or revised diplomas will need to contact the School of Law.

[Attachment A: *Diploma Reorder Form*](#)

[Attachment B: Academic Dean's Office Information](#)