



TEXAS TECH™

Operating Policy and Procedure

OP 77.01: Diploma Reorder

DATE: September 10, 2024

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 every two years after publication by the Registrar with substantive revisions presented to the Vice Provost for Academic Innovation and Student Success.

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 current university President and Chairman of the Board of Regents and is supplemental to the academic transcript. The academic transcript identifies all work attempted and degrees awarded and is the official document certifying the completion of a university degree.

2. Process

Students may order unlimited copies of the diploma document but must agree to accept the document in the diploma format (including signatures of the President, dean, etc.) available at the time of order. Orders may be submitted on the Office of the Registrar website and will be subject to appropriate fee(s). Reissued diplomas will only be issued with a name on record or with a name supported by official documentation such as a marriage certificate, court order, passport, or social security card. All diploma orders will contain a statement of “reissued” with the date of the order. Students must clear any financial or transcript holds on record before the order will be processed.

3. 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.