



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 77.01: Diploma Reorder**

**DATE:** September 10, 2020

**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 even-numbered years by the Registrar with substantive revisions presented to the Vice Provost for 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 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). Diplomas will only be issued in the official name on record. All diploma orders will contain a statement of “reissued” with the date of the order. Student 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.