



## Middle Georgia State University DIPLOMA PRINTING POLICY

Each student who completes an authorized program at Middle Georgia State University leading to 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, is entitled to one (1) diploma attesting to that accomplishment. The diploma is intended only as a symbolic recognition of academic achievement. The student's Middle Georgia State University transcript is, instead, the proper official document of record for the award.

**Graduation Holds:** A student who has a graduation hold will be certified for graduation by the Registrar; however, a diploma will not be mailed until the hold is satisfied. If the Office responsible for the hold concurs, and at the student's request, a letter may be prepared by the Office of the Registrar certifying that the student has completed the requirements of the program.

**Diploma Receipt:** Diplomas will be mailed at an announced date each term. In cases where mailed diplomas are not received, the student has up to 60 days after graduation to identify the non-receipt to the Office of the Registrar. A replacement diploma will be furnished free of charge however the student will be required to personally receipt the document.

**Diploma Errors:** While every effort is made to ensure that diplomas are printed correctly, students should carefully review the document upon receipt and 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 award document as given current graduates. Effective July 1, 2015, all duplicate diplomas will reference Middle Georgia State University.

Estella Dennard  
Interim University Registrar

Revised 3/11/23