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OFFICE OF THE REGISTRAR

## UNDERGRADUATE DIPLOMA REPLACEMENT FORM

The College of Charleston will order a replacement diploma for our graduates. The cost of one replacement diploma is **\$8.00\***. Diplomas will be produced on the engraver's current stock, using current faculty signatures. This may result in the diploma not being an exact duplicate of the original diploma. Replacement diplomas are full size—20”Lx16”W--we do not offer smaller sized diplomas. Diplomas must exactly match your official academic record in regard to your name\*\*, degree, conferral date, and major(s). For detailed information about College of Charleston diplomas, please visit our website: [http://www.cofc.edu/~register/GRADUATION\\_DIPLOMA.htm](http://www.cofc.edu/~register/GRADUATION_DIPLOMA.htm)

If you need verification of your degree immediately, you may obtain a Degree Verification here: <http://www.studentclearinghouse.org/ddev/dv.htm>

**NAME\*\*:** \_\_\_\_\_

**STUDENT CW ID NUMBER:** \_\_\_\_\_

**DATE OF GRADUATION:** \_\_\_\_\_

**DEGREE(S) AWARDED (BA, BS OR AB):** \_\_\_\_\_

**MAJOR(S):** \_\_\_\_\_ **LATIN HONORS (if applicable)** \_\_\_\_\_

**>>>minors, concentrations, etc. are not printed on the diploma but will be on your transcript<<<**

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(You may contact the Graduation Assistant to make arrangements to pickup your diploma instead of having it mailed)

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGNATURE OF GRADUATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*(Required)*

\*Fee subject to change without notice--\$8.00 fee includes (1) one diploma; additional fees required for rush orders. Contact our office for information on rush orders. Next day air shipping service is available but fees vary depending upon destination.

**NOTE:** We can only accept payment by check through the mail. If you want to pay with cash or credit card, you will need to contact the Treasurer's Office at (843)953-5572 for payment options. Credit Card information sent via mail can no longer be accepted. We apologize for any inconvenience.

\*\*If your name has changed or you wish to add a middle name or suffix not currently on your record, an Official Name Change is required. You can check the name listed on your record for accuracy by viewing your Unofficial Transcript via Cougar Trail. Contact the Graduation Assistant for help at [Graduation@CofC.edu](mailto:Graduation@CofC.edu) or (843)953-5231.

Please return this completed form along with the \$8.00 (per diploma) replacement fee\* and other applicable fees to:  
The College of Charleston  
Registrar's Office -- Graduation Area  
66 George Street  
Charleston, SC 29424-0001

**Make checks payable to: College of Charleston**  
Please Include your student campus-wide identification number on checks

\*\*\*\*\*PLEASE ALLOW 4-8 WEEKS FOR PROCESSING\*\*\*\*\*

Revised 08/21/2009 tj