

# INFORMATION REGARDING DIPLOMAS

## Original Diplomas

Aquinas College confers degrees three times per year – December, May, and August. Commencement is held once per year, in May. Diplomas are distributed at Commencement to the candidates that have completed all required coursework, have reconciled all obligations to Aquinas College, and has had their *Intent To Graduate Form* finalized by the Office of the Registrar.

After Commencement, diplomas may be picked-up in the Office of Academics on an appointment basis or mailed to the address provided on the candidate's *Intent To Graduate Form*.

Unclaimed diplomas will be kept for one year from the date of conferral, after which they will be destroyed. Graduates who request an unclaimed diploma after it has been destroyed will have to order a replacement diploma and pay the fee in effect at the time of the request. (See *Replacement Diplomas below*).

The name to appear on the diploma is exactly as stated on the student's *Intent to Graduate Form* unless the name being requested for the diploma differs from the name on the official student record. In which case, the student must bring the proper documentation to the Office of the Registrar to request a name change prior to placement of the diploma order. (Click [here](#) for *name change information*.)

Diplomas issued with errors will be replaced free of charge provided that the Office of Academics is notified of the error within one year of the conferral date. The original diploma must be returned before the reprinted diploma will be sent out.

As, diplomas are mailed via the United States Postal Service and do not contain tracking information, Aquinas College is not responsible for diplomas lost in the mail.

## Replacement Diplomas

Aquinas College will not issue duplicate or electronic copies of diplomas under any circumstances. This measure is taken to protect Alumni from identity theft. Only Alumni may order a replacement diploma. The [Diploma Replacement Request Form](#) must be completed, signed by a Notary Public, and sent with a check or money order for the fee amount listed on the form. It may take 8 - 10 weeks from the time of receipt of the form to issuance of the replacement diploma.

Each replacement diploma follows the current diploma format and includes a notation stating that the diploma is a replacement of the original and listing date of its preparation. All replacement diplomas bear the signatures of the current Chair of the Board of Directors, President, Vice President for Academics, and School Dean.

The name printed on the replacement will be the same as the name on the original diploma. Those who prefer their legally changed name on the replacement must follow the same procedures regarding name changes for original diplomas.