



INFORMATION REGARDING DIPLOMAS

Original Diplomas

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 are presented at Commencement to candidates for graduation who have completed their coursework, whose Intent to Graduate Form has been finalized in the Office of the Registrar, and who have reconciled all obligations to Aquinas College.

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.

Diplomas will not be mailed or released to those with an outstanding financial obligation to the College. Diplomas are held for one year after the conferral date. After that time, the graduate will need to purchase a replacement diploma.

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 one 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.