

# COLLEGE of CHARLESTON

THE GRADUATE SCHOOL

## DIPLOMA REPLACEMENT FORM

*The College of Charleston will order a replacement diploma for our graduates. The cost of one replacement diploma is \$25.00\*. 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. Diplomas must exactly match your official academic record in regard to your name\*\*, degree, date, and major(s).*

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

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

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

**DEGREE AWARDED:** \_\_\_\_\_

**MAJOR:** \_\_\_\_\_

**ADDRESS DIPLOMA WILL BE MAILED:**

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

**Phone Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**SIGNATURE OF GRADUATE:** \_\_\_\_\_  
(Required)

**Date:** \_\_\_\_\_

\*Fee subject to change

\*\*If your name has changed, an  
Official Name Change Form is  
required.

Please return this completed form along with the \$25.00 replacement fee to:  
The College of Charleston  
The Graduate School  
66 George Street  
Charleston, SC 29424

Make checks payable to: College of Charleston

\*\*\*\*\*PLEASE NOTE: Diploma orders require 8-10 weeks for processing\*\*\*\*\*