

Office Use Only	
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DM or DPU	_____
Processed by	_____

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, date, and major(s). For detailed information about College of Charleston diplomas, please visit our website:

http://www.cofc.edu/~register/GRADUATION_DIPLOMA.htm

You may also obtain a Degree Verification here: <http://www.studentclearinghouse.org/dvev/dv.htm>

NAME:** _____

STUDENT ID NUMBER: _____

DATE OF GRADUATION: _____

DEGREE(S) AWARDED (BA, BS OR AB): _____

MAJOR(S): _____ **LATIN HONORS (if applicable)** _____

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 may be required for expedited shipping or rush orders.

**If your name has changed or you wish to add a middle name or suffix, 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 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 ID or social security number on checks; for additional payment options, contact the Treasurer's Office at: 843-953-5572

*****PLEASE ALLOW 6-8 WEEKS FOR PROCESSING*****

Revised 10/16/2008 tj