


<p><b>Name of Policy:</b> Diploma replacement</p> <p><b>Policy Number:</b> 3364-81-04-010-00</p> <p><b>Approving Officer:</b> Dean, College of Medicine</p> <p><b>Responsible Agent:</b> Vice Provost for Student Affairs, Health Science Campus</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Effective date:</b> 08/20/07</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

A diploma issued by the University of Toledo HSC at the end of the successful completion of its programs may be replaced for the following reasons:

- The diploma no longer exists
- Stolen
- Destroyed by act of God - fire, tornado, snow, etc.
- Mislaid and cannot be located
- The diploma exists but it is not presentable in current state
- Diploma is mutilated and cannot be displayed as evidence of graduation from an accredited institution of higher education
- Error of some type on the diploma
- A legal change of name either through marriage or through court action

Diploma Form

If a request for a replacement diploma is approved, the replacement diploma will be issued as follows:

- The current name of the institution at the time the replacement is issued.
- The current format of the diploma used by the institution at the time the replacement is issued will be used.
- The current members of the Board of Trustees and appropriate administrators of the University of Toledo, whose signatures are called for on the diploma, will be the persons who will sign the replacement diploma.
- The replacement diploma will indicate that it is a replacement. The Dean of the College of Medicine will establish the manner in which the diploma will reflect that it is a replacement copy.

The alumnus' student file must clearly reveal that a replacement diploma was issued and all pertinent date relating to such issuance. If the diploma is issued because of a legal name change, then that name change will necessitate that the alumnus' permanent records also be changed accordingly.

(B) Purpose of policy

Established policies and procedures are important for graduates to follow in the event they require replacement of a diploma.

This policy is applicable to any diploma, certificate or other official document originally issued as evidence of successful completion of any formal educational program within the Colleges of the University of Toledo Health Science Campus or via the HSC Registrar's Office while enrolled on the HSC.

(D) Procedure

Method of Applying for Replacement of Diploma

1. Alumnus completes an official application of duplication of diploma. Application will be available in the Registrar's Office.
2. The application must be returned to the Registrar's Office.
3. The application must be accompanied by:

A fee as established by action of the Board of Trustees; currently set at \$30 per application, and any other documentation considered necessary by the Registrar to establish validity of application. For example, a change of name must be certified by a copy of an official document such as a marriage certificate.

4. Upon receipt of completed application and its accompanying items, the Registrar will review the application for validity. If the application is valid and the reason for the request falls within one of the acceptable categories, the Registrar will order the replacement diploma.

If there is an error on the original diploma, the diploma should be returned within 30 days from the date received by the student, and the replacement document will be issued at no charge to the alumnus.

Diploma Form

The replacement diploma will be issued as follows:

- The current format of the diploma used by the institution at the time the replacement is requested will be used.
- The replacement diploma will indicate that it is a replacement. The Vice President for Student Affairs will establish the manner in which the diploma will reflect that it is a replacement copy.

- The current members of the Board of Trustees and appropriate administrators of The University of Toledo, whose signatures are called for on the diploma, will be the persons who will sign the replacement diploma.

The alumnus' student file must clearly reveal that a replacement diploma was issued and all pertinent dates relating to such issuance. If the diploma is issued because of a legal name change, then that name change will necessitate that the alumnus' permanent records also be changed accordingly.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name</p> <p>Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p><b>Policies Superseded by This Policy:</b> None</p> <p><b>Initial effective date: 01/28/91</b></p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"> <li>• 07/01/95</li> <li>• 08/01/96</li> <li>• 04/01/98</li> <li>• 03/02/99</li> <li>• 08/22/00</li> <li>• 08/17/01</li> <li>• 07/23/03</li> <li>• 09/17/04</li> <li>• 08/20/07</li> </ul> <p><b>Next review date: 08/20/10</b> (three years from most recent revision/review date)</p>
---	---