

Diploma Request

Shepherd University
Office of the Registrar
PO Box 5000
Shepherdstown WV 25443-5000

Diplomas are unique, one-time ceremonial documents that carry the student's name, the degree and date of award, and pertinent authorizing signatures. Some programs holding external accreditation also include the major program in the degree name. At Shepherd University diplomas are produced and shipped three times per year, approximately one month after each conferral date (August, December, May).

Because of their ceremonial nature, diplomas are reprinted only upon written confirmation of the loss or destruction of the original.

This form must be completed and signed by the graduate, confirming the graduates name, date and awarded degree, and must be accompanied by the \$20 reprinting fee made payable to Shepherd University. The reprinted diploma requires approximately one month minimum production time (more at conferral dates-see above). The reprinted diploma may be picked up at the Office of the Registrar by the graduate showing photo ID. For mailing, the graduate must provide a prepaid, self-addressed Fed Ex, USPS, or UPS label to affix to the mailing tube. Diploma tube dimensions are 13" long with a 1 1/2 circumference and weigh less than .5 lb.

Student ID:

First Name:

Middle Name:

Current Last Name:

Phone:

Reason for request of replacement diploma:

Lost

Destroyed

Other

Name on original diploma:

Honors Awarded:

Latin

University

McMurrin

Graduation Date:

Degree Awarded:

E-mail address:

Mail (complete address below) & provide pre-paid self-addressed mailing label

Student Pick Up (Photo ID Required)

Address:

City, State, & Zip:

Signature:

Date:

Graduate's original signature.