

**Policy Title: Duplicate Diploma**

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	March 31, 2022	Effective date:	March 31, 2022
Policy Sponsor:	Vice President, Administration & Finance	Date last reviewed:	March 2023
Date of Mandatory Review (expiry date):	March 2028	Date of last revision of Procedures:	March 31, 2022

**1. POLICY**

CMCC offers graduates the opportunity to order up to three copies of their diploma at a cost determined annually by CMCC. A copy will be identical to the original except for the words "Duplicate Diploma" placed over the seal, and the signatures of current officers.

**2. PURPOSE**

To establish that graduates of CMCC may request additional copies of their graduation diploma.

**3. SCOPE**

All graduates.

**4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)**

N/A

**5. RELATED POLICIES (not a comprehensive list)**

- Graduation
- Student Names – Official Record

**6. DEFINITIONS**

N/A

<b>New Policy Approved (date):</b>	November 27, 2008
<b>Policy Revision History (dates):</b>	June 29, 2017 March 31, 2022

-----**END OF POLICY**-----

## 7. PROCEDURES

1. All requests for copies of a diploma are to be made to the Office of Student Services.
2. Copies of diplomas requested at the time students register for Convocation will be available at Convocation. Requests at any other time will be subject to additional fees and a wait time of up to three months.
3. Graduates may request a copy of a diploma be issued in a new name, subject to providing proof of a legal name change.

<b>New Procedure Approved (date):</b>	November 27, 2008
<b>Procedure Revision History (dates):</b>	June 29, 2017 March 31, 2022

## 8. ATTACHMENTS

None.