



## **AA-13: REPLACEMENT DIPLOMAS**

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Revised:

Reviewed:

Monitoring Unit: Registrar's Office

**I. PURPOSE:** This policy provides guidelines for the design of replacement diplomas.

### **II. DEFINITIONS:**

**Replacement Diploma** – Any official diploma issued at any time to a graduate of LSUHSC-NO that is not the original diploma issued upon graduation.

### **III. GENERAL POLICY GUIDELINES**

All replacement diplomas will utilize the design and authorized signatures for the degree earned by the alumnus that are in effect at the time the replacement diploma is ordered. The award date will remain the date on which the student was originally conferred the degree.

### **IV. PROCEDURES**

1. Alums may request a replacement diploma online from the Registrar's authorized vendor.
2. After degree verification, the vendor will produce the diploma utilizing the current design and authorized signature, but the original conferral date.
3. The vendor will ship the replacement diploma directly to the alumnus.