



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Requesting A Replacement Diploma
Procedure Number: 07-2008-0001
Board Policy Reference: I.B.

Accountable Administrator: Associate VP, Enrollment Management
Position responsible for updating: Registrar
Original Date: 7-20-08
Date Approved by Cabinet: 11-08-11
Authorizing Signature: *Signed original on file*
Dated: 11-09-11
Date Posted on Web: 11-09-11
Revised: 01-12
Reviewed: 10-11

Principle:

Students have the option to request a replacement diploma should their original become lost or stolen. There will be a fee charged to students to replace a diploma and/or diploma cover. Fee's are recommended by the Registrar and are approved by the VP of Operations.

Guidelines:

Individuals who wish to request a replacement diploma and or diploma cover may do so by completing a Request for Replacement Diploma form and returning it to the Registrar's office for processing. A replacement diploma will include the student's legal name that was in effect when the original diploma was granted. Requests will not be processed if the student has a financial hold on his/her account.

Requests will be processed within two weeks of date of receipt.

Form: Request for Replacement Diploma

INSTRUCTIONS

Please complete, sign and return form, along with payment to any BMCC location.

By Mail: Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801

By Fax: (541) 278-5871

By Email: getinfo@bluecc.edu

**Note:**

- Your replacement diploma will include your legal name at the time you received your original diploma.
- If you would like to order a BMCC diploma cover you may do so online through the BMCC Bookstore at <http://www.bookstore.bluecc.edu/home.aspx>

PERSONAL INFORMATION

BMCC ID _____ - _____ OR SSN _____ - _____ - _____

Last Name _____ First Name _____ Date of Birth ____/____/____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Other Last Names Used: _____ Email Address _____ @ _____

Phone (____) _____ - _____ Year/s of Attendance: _____ Prior to 1982 _____ 1982 or after

Indicate Below which certificate and or diploma you would like a replacement for:

___ Certificate: _____ Term and Year of Graduation: _____

___ Degree: _____ Term and Year of Graduation: _____

COST

The fee for each replacement diploma is \$5.00

PAYMENT METHOD

___ Check ___ Cash
 ___ Credit Card # _____
 Credit Card Expiration Date: ____/____

STUDENT SIGNATURE - REQUIRED

Please process my request as indicated above.

Signature _____ Date ____/____/____

OFFICE USE

Student Records Date Received: ____/____/20____ Processed Date: ____/____/20____

Date Replacement Sent: ____/____/20____ Processed by: _____

REQUEST FOR REPLACEMENT DIPLOMA FORM

