

Policies and Procedures Manual

Associate Degree and Certificate of Credit Requirements
Policy No. 02:02:00
Appendix C
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REQUEST FOR REPLACEMENT DIPLOMA

This form is to be completed by:

Students who have previously received a diploma for an associate degree or academic/technical certificate, but are requesting a duplicate or replacement diploma. A \$10 FEE IS REQUIRED FOR EACH REPLACEMENT DIPLOMA.

1.	<u>Print</u> your name as you want it to appear on your diploma:			
	Last Name	First Name	(optional) Middle or Maiden Name	
2.	Student ID Number			
3.	Semester and year final class	mester and year final classes were taken		
4.	Degree or certificate awarde	ed:		
	A.A. degree, major in Tennessee Transfer Path, emphasis:			
	A.A. degree, major in General Transfer, emphasis, if applicable:			
	A.F.A. degree, major in Tennessee Transfer Path, emphasis: Music A.S. degree, major in Tennessee Transfer Path, emphasis:			
				A.S. degree, major in General Transfer, emphasis, if applicable:
	A.A.S. degree, majo	r in option	if applicable:	
	A.S.T. degree, major in Teaching: K-5			
	Technical Certificate, major in			
	5.	List your current address: _		
		street/p.o. box/apt. #	city	
-		state	zip code	

- 6. Mail or take this form and a \$10 fee to Business Services. You may also turn in the form and fee at any Columbia State campus location.
- 7. After this form has been stamped "paid," submit the form to the Records Office. You will receive your diploma by mail.