

<b>Policy Title:</b>	Duplicate Diploma		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	June 29, 2017	<b>Effective date:</b>	June 29, 2017
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	June 29, 2017
<b>Date of Mandatory Review (expiry date)</b>	June 2022	<b>Date of last revision of Procedures</b>	November 27, 2008

## 1 POLICY

CMCC offers graduates the opportunity to order up to three duplicate diplomas at a cost determined annually by CMCC. A duplicate diploma 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

N/A

## 5 RELATED POLICIES (not a comprehensive list)

- Graduation

## 6 DEFINITIONS

N/A

**New Policy Approved (date):**

November 27, 2008

**Policy Revision History (dates):**

June 29, 2017

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

## 7 PROCEDURES

1. All requests for duplicate diplomas shall be made to the Office of Student Services.
2. Duplicate 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 duplicate diploma be issued in a new name, subject to providing proof of a legal name change.

**New Procedure (date):**

November 27, 2008

**Procedure Revision History (dates):**

June 29, 2017

## 8 ATTACHMENTS

None