

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 31, 2022
Date of Mandatory Review (expiry date)	March 2027	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

N/A

5 RELATED POLICIES (not a comprehensive list)

- Graduation
- Student Names – Official Record

6 DEFINITIONS

N/A

New Policy Approved (date): November 27, 2008 Policy Revision History (dates): 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.

New Procedure (date):

November 27, 2008

Procedure Revision History (dates):

June 29, 2017

March 31, 2022

8 ATTACHMENTS

None