

## **DUPLICATE DIPLOMAS/CERTIFICATES POLICY**

Approved by Administrative Council 7/01/15

Effective date 7/1/15

Roseman University of Health Sciences issues only one diploma and/or certificate to each student. Graduates can request that the Registrar/Student Services Office reissue a diploma and/or certificate (e.g., name change). If a graduate requests a name change, the required documentation must be provided to the Registrar/Student Services Office. The reissued diploma/certificate will be printed exactly as the original except the current officers' signatures will appear. Students must complete the "Duplicate Diploma / Certificate Order Form" located on the website.

If the original diploma and/or certificate is not surrendered to the University, the diploma and/or certificate will be marked "Duplicate Diploma/Certificate."