

Return this form, along with the diploma, to the University Registrar's Office, Warner Hall A19

**CarnegieMellon**  
**UNIVERSITY REGISTRAR'S OFFICE**  
Warner Hall A19  
5000 Forbes Avenue  
Pittsburgh, PA 15213-3890  
Phone: 412-268-1903  
Fax: 412-268-6651  
commence@andrew.cmu.edu  
http://www.cmu.edu/hub

## Diploma Return Form

### INSTRUCTIONS

- Please fill out the information below. Use a separate form for *each* diploma being returned to the University Registrar's Office.
- All diplomas not handed out at Commencement *must* be returned to the University Registrar's Office. Academic departments are *not* to distribute diplomas after Commencement.
- Be sure to update AGOL appropriately.
- Either place this form under the diploma acetate (clear plastic sheet) for each diploma OR return the form(s) in a separate envelope with the diploma cover. DO NOT tape this form to the diploma cover or acetate.

### STUDENT INFORMATION

Student Name (as in SIS): \_\_\_\_\_  
*Last* *First* *MI*

Student Andrew ID or Card ID #: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ACTION

**This diploma is PENDING certification for the indicated graduation date.**  
The student's certification is pending due to an incomplete grade, additional major/minor, or other circumstances. A graduation certification form will be submitted by the department when the certification is complete. The University Registrar's Office will hold this diploma for three months, then destroy it.

**DESTROY this diploma.**  
This student will NOT be certified for the indicated graduation date. The expected graduation date was updated in AGOL to a future semester.

**RE-ORDER this diploma.**  
The diploma was not correct or has changed. Corrections to this diploma include (check all that apply):

<input type="checkbox"/> Diploma Name	<input type="checkbox"/> Additional major(s)	YES	NO
<input type="checkbox"/> Degree	<input type="checkbox"/> Minor(s)	Was AGOL updated with the correct information?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Major	<input type="checkbox"/> University Honors	Is the AGOL diploma prototype correct?	<input type="checkbox"/> <input type="checkbox"/>

Once the re-order arrives:

- Mail the diploma to the student. The AGOL address is correct.
- Mail to student at this new address: \_\_\_\_\_
- Student will pick up the diploma at The HUB. Student's current, valid e-mail: \_\_\_\_\_  
*We will contact the student for date/time of pickup.*

**MAIL / PICK UP this diploma.**

AGOL address is correct.  Use new address: \_\_\_\_\_

Student will pick up the diploma at The HUB. Student's current, valid e-mail: \_\_\_\_\_

### DEPARTMENT INFORMATION

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_