

This form must accompany each diploma returned to the University Registrar's Office after Commencement.

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 S3 Degree Certification/Graduation Management 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 S3): _____

Student Andrew ID: _____

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. Please be sure the student's address is correct on S3 Degree Certification.

DESTROY this diploma.

This student will NOT be certified for the indicated graduation date. Expected graduation date was updated in S3 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 | <input type="checkbox"/> Additional major(s) |
| <input type="checkbox"/> Name Degree | |
| <input type="checkbox"/> Major | <input type="checkbox"/> University Honors |

Note: The URO will not make changes based on this form. Please verify that S3 Degree Certification and the diploma prototype are correct before submitting.

Once the re-order arrives, the University Registrar's Office will mail the diploma to the student's diploma delivery address on S3 Degree Certification. Please be sure this address is correct or has been updated prior to submitting this form.

Please note: We do not mail diplomas to academic departments or SMC boxes.

MAIL this diploma.

The University Registrar's Office will mail the diploma to the student's diploma delivery address on S3 Degree Certification.

Please be sure this address is correct or has been updated prior to submitting this form.

Pick-up at The HUB is no longer available.

Please note: We do not mail diplomas to academic departments or SMC boxes.

DEPARTMENT INFORMATION

Contact Name: _____ Phone: _____

Department: _____ Date: _____