

Diploma Return Form

INSTRUCTIONS

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

- 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 or store unclaimed diplomas in department offices.
- Be sure to update S3 Degree Certification/Graduation Management with appropriate tracking codes (see Tracking Guide for details).
- If the diploma is being re-ordered because the information printed on it was incorrect, be sure to enter the correct information into S3 before submitting this form; S3 must be updated before the diploma can be re-ordered.
- 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): _____
Last First MI

Student Andrew ID: _____

ACTION

Mail/pick up this diploma.

S3 Degree Declaration Address is correct. Use new address: _____

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

Student will pick up the diploma at The HUB. Student's personal (non-CMU) email: _____
We will contact the student with date/time of pick-up.

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. Expected graduation date was updated in S3 to a future semester.

This was an extra diploma.

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"/> University Honors	Was S3 updated with the correct information?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Major		Is the S3 diploma prototype correct?	<input type="checkbox"/> <input type="checkbox"/>

Once the re-order arrives:

Mail the diploma to the student. The address on S3 Degree Certificaton is correct.

Mail to student at this new address: _____
Please note: We do not mail diplomas to academic departments or SMC boxes.

Student will pick up the diploma at The HUB. Student's personal (non-CMU) e-mail: _____
We will contact the student with date/time of pickup.

DEPARTMENT INFORMATION

Contact Name: _____

Phone: _____

Department: _____

Date: ____/____/____