



## **Policy for Requesting a Replacement Diploma with the New Name (Johnson University)**

1. Replacement Request must be completed and delivered to the Registrar's Office.
2. New diploma will use the name on the original diploma and be verified with what was printed in the Commencement Program.
3. New diploma will use the current signatures on file. Signatures will include current university president, chairman of board trustees, chief academic officer, and university registrar.
4. New diploma will be issued with the current format for diploma size. This could mean the new diploma is smaller than original size.
5. Diploma will contain a statement indicating that this is a replacement diploma with the date of replacement.