



# Replacement Diploma Request

**Note** – Replacement diplomas are issued with the titles and college officials who were present during the graduation term. Please allow 2-3 weeks for delivery.

**Current Name (Please Print)** \_\_\_\_\_

**Previous Name** \_\_\_\_\_

**Student ID Number** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone Number** (\_\_\_\_) \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Print your name below exactly as you want it to appear on the diploma.**  
(If this section is not completed, the legal name in our records will be used)

**First Name** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Last** \_\_\_\_\_

## DEGREE INFORMATION

**Degree Awarded** \_\_\_\_\_

**Month/Year Degree Conferred** \_\_\_\_\_

**Honors Received** \_\_\_\_\_

(Note: Phi Theta Kappa, Latin Honors, etc.)

**Qty:** \_\_\_\_\_ Diploma (at \$10 per copy)    \_\_\_\_\_ Diploma Cover (at \$10 per cover)



\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Mail this form and payment (if applicable) to: Washington State College of Ohio – Records Office, 710 Colegate Drive, Marietta, Ohio 45750; via email to [recordsoffice@wscc.edu](mailto:recordsoffice@wscc.edu); or faxed to 740-568-1965.

Payment can be made by check, money order, or by credit card. If you wish to use a credit card, please contact the Business Office at 740-568-1905 to make the payment via the telephone.

Office Use Only: Request Completed by \_\_\_\_\_ Date \_\_\_\_\_