

The University of Tennessee System

REVISION OF POLICY ON ISSUANCE OF REPLACEMENT DIPLOMAS

Approved by the UT Board of Trustees at its meeting of 2 February 1968

At its meeting on February 2, 1968, the Board of Trustees adopted a policy whereby any graduate of the University of Tennessee may receive an extra or duplicate copy of his or her diploma upon application to the Dean of Admissions and Records, certification by the Dean of Admissions and Records that the graduate for the expense of the preparation of the extra or duplicate copy. Recently the University has received a request from a graduate, whose name was legally changed subsequent to the receipt of the degree, to issue a replacement diploma bearing the student's new legal name, rather than the name at the time of graduation. Accordingly the President and his staff recommended that the policy concerning the issuance of additional or duplicate diplomas, as adopted by the Board of Trustees on February 2, 1968, be rescinded and replaced by the following policy:

1. A graduate of the University of Tennessee may obtain an extra or duplicate copy of his or her diploma provided that the graduate makes application to the Dean of Admissions and Records* for the extra or duplicate copy, is certified by the Dean of Admissions and Records as having fully qualified for the degree, and pays for the expense of preparing and issuing the extra or duplicate copy.
2. A graduate whose name has been legally changed subsequent to the date of graduation may receive a replacement diploma bearing his or her new legal name by fulfilling the conditions specified in Part 1 above and, in addition, furnishing verification that the legal name change has occurred. In such cases the Dean of Admissions and Records* will provide a written statement to the Secretary of the Board of Trustees including the date on which the degree was conferred, the title of the degree, the date on which the replacement diploma was issued, the legal name of the graduate at the time the degree was conferred, and the new legal name of the graduate appearing on the replacement diploma.
3. A replacement diploma reflecting a legal name change will not be issued for the following degrees: Doctor of Dental Science, Doctor of Jurisprudence, Doctor of Medicine, or Doctor of Veterinary Medicine, unless the graduate returns the original diploma to the Dean of Admissions and Records* or provides affidavit that the original diploma has been lost or destroyed.

*Registrar at those campuses without a Dean of Admissions and Records