

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	04-0008				
Name of Policy:	Replacement Diploma Request				
Date of Last Revision:	August 2024	Initial Date of Approval:	Unknown	Initial Effective Date:	
Policy Owner	Office of Registrar				
Policy/Chapter Sections					
Date of Next Review:	August 2027				

1.0 PURPOSE

The purpose of the policy is to provide information on how former graduates can secure a copy of diploma or certificate of credentials previously earned. This policy is necessary to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

This policy applies to all former graduates interested in a replacement diploma or certificate.

2.0 POLICY

A hard copy replacement diploma or certificate is issued at a cost of \$50.00/per copy.

Digital replacement credentials awarded prior to December 2021: For those who graduated before December 2021, digital replacement diploma/certificate is issued at a cost of \$20.

Replacement diploma or certificate will be issued using the following criteria:

- Your name on the diploma will be as it was when first issued unless you have provided a legal change of name document. To submit a change of name, complete the [Name Change form](#)
- Diploma issued will be on the current stock of paper and display using the current means of issuing and delivery service.
- Diploma issued will use the current name of institution.
- Diploma will be signed by current signers of diplomas.
- Diploma will have a statement indicating it is a replacement copy, such as: "*Degree granted by Missouri Southern State University/College (original date awarded). This is a Replacement Diploma.*"

To request a replacement diploma, review and submit the request through the [Diploma Replacement/Reorder Request](#) page

4.0 HISTORY

First known reference was related to fee in 2012, but comment was made the practice predated 2012.

5.0 RELATED DOCUMENTS

- [Name Change](#)
- [Diploma Replacement/Reorder Request](#) webpage

Questions? Contact the Office of the Registrar at registrar@mssu.edu or 417-625-9389.