

Div. Of Academic Affairs
OFFICE of the REGISTRAR
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MIDWAY COLLEGE
MIDWAY, KENTUCKY
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DIPLOMA REPLACEMENT / DUPLICATION

From time-to-time this office hears from Midway College graduates who have lost their diploma to a fire, a flood, or to misplacement. A number of calls come in annually from students who want information regarding the replacement of this document. Please be aware that diplomas can be replaced - but not necessarily duplicated. That is to say that replacements bear the student's name as it was when they originally graduated, their correct and proper degree (A.A., B.A., or B.S.) and correct date. The signatures will be those of the current President and/or Chair of the Board of Trustee.

This is not an inexpensive process however. The original date plates are located and used to replace the 'current year's' plates. There are separate charges from the engraver for the actual diploma insert, the mini-diploma, IF ANY, the cover and for shipping and handling from two separate plants.

In short, the cost of ordering a new, replacement diploma, and having it shipped to your address is \$65.00. Individuals wishing to order a replacement diploma should write to the Registrar's Office at the college (address above), provide full, complete identification, their major and degree, and the month and year of their graduation. Finally, provide your full, accurate, mailing address AND a phone number where you can be reached if we have questions.

To avoid delay, you must include a check or money order (made out to MIDWAY COLLEGE) in the amount of \$65.00. The Registrar's Office will forward the check to the Business Office to acknowledge receipt, order your replacement diploma and ship it to you as soon as it is received.

Thank You for your interest,

Registrar's Office

Complete the Following, if you prefer - and return it to the address above

YOUR NAME _____ DEGREE: _____
name as it was at the time of your graduation
ADDRESS: _____ MAJOR: _____
ADDRESS: _____ YEAR: _____
CITY: _____ MONTH: _____
STATE: _____
ZIP: _____ PHONE: _____

Payment of \$65.00 Enclosed -- []