

Policy Procedure: Diplomas

Procedure Number: 216P

Contact Information: AsktheCRO@nvcc.edu

Forms:

Last Reviewed Date: 07/01/2021

1. Diplomas and certificates are ordered after all degree awarding has been completed for the semester. Diplomas should arrive within three months after degree awarding is completed.
2. Diplomas will be mailed to the address in the student information system. Students should ensure that their address information is current and correct when they apply for graduation.
3. International students' diplomas will be mailed to their international addresses if one is provided or to a designated embassy.
4. Returned/undeliverable diplomas are returned to the College Records Office via mail.
5. Requests for replacement of lost/destroyed diploma should be sent to AsktheCRO@nvcc.edu. If the diploma is damaged, the damaged diploma must be returned to the College Records Office before a re-order is submitted to the vendor.
6. Students who have had a legal name change due to gender reassignment must submit a name change request to a campus Student Services Center or to registrars@nvcc.edu. Upon completing a name change request, the student must wait at least 48 hours before requesting a diploma to be reissued.
7. For students who complete additional coursework after the awarding of a degree, the cumulative and plan grade point averages (GPAs) will be affected, but not the GPAs entered when the degree was awarded. The updated grades and GPAs will be reflected on the student's transcript but will not have any bearing on the diploma.

Definitions

CRO: College Records Office.