

Diploma Ordering/Re-Ordering Policy

Policy Statement & Purpose

Point Park University will be instituting a Diploma Ordering/Re-Ordering policy starting at the completion of the Spring 2021 semester. The goal of the Diploma Ordering/Re-Ordering policy is a consistent process for placing the initial diploma order upon degree conferral to ensure consistency and accuracy to minimize the necessity of reordering a replacement diploma due to administrative error.

Policy/Procedure

Students apply for graduation through Point Web within a year from their expected final semester. As part of the application process, students are required to approve their name on record, which is the name that will appear on the diploma. The second step in the application process is to enter the address where they'd like the diploma sent.

Diploma Name:

- If a student finds that the name on record is inaccurate or they wish to amend the name in some way, such as to include a middle name or suffix, the student must email the Registrar's Office letting them know of the change. The Registrar's Office will update the student's Diploma Name.
- If the graduate wants a replacement, they will do so at their own expense through the vendor (Diplomatic) ordering site provided on the Point Park University website.
- If a student requests a middle initial be used as part of the name printed on the diploma, the middle initial will be followed by a (.) period. For example, Steven C. Winsor as opposed to Steven C Winsor.

Diploma Mailing Address

- During the graduation application process, the student will enter the mailing address they want the diploma delivered to. The diploma will be delivered to the Diploma Address provided by the student. If there is no Diploma Address entered at the time of degree conferral, the Legal/Home/Permanent Address will be given to the Diplomatic.
- If the graduate later states the address the diploma was sent to was incorrect, the Registrar's Office will forward the diploma to the new address if it is returned to the office by mail.
- However, should the graduate require a replacement diploma be sent to the new address, they will do so at their own expense through the DIPL ordering site provided on the Point Park University website.