

SOUTH PLAINS COLLEGE

Diploma Replacement Order Form

South Plains College reorders diplomas once per semester. The replacement fee is \$25.00. We will process your request when payment is received and your graduation is verified. Make checks payable to South Plains College. Requests cannot be honored from those students whose financial and academic records at the college are not in good standing. Please complete this form and return with a copy of your driver's license to:

South Plains College
Admissions & Records Office – Box C
Attention: Graduation Clerk
1401 S College Avenue
Levelland TX 79336

I authorize South Plains College Admissions and Records Office to reorder a diploma for me. I understand that my request will be processed when payment is received and verification of my graduation is completed. If I declare my diploma to be mailed, South Plains College has authorization to send my diploma to the address below.

Date

Signature

PRINT YOUR NAME **EXACTLY** AS IT IS TO APPEAR ON THE DIPLOMA:

NAME: _____

MAILING
ADDRESS: _____

STUDENT ID: _____

SSN: _____

(Your social security number (SSN) is being requested because it is a unique identification number that is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements.)

E-MAIL
ADDRESS: _____

DEGREE
RECEIVED: _____

GRADUATION DATE: MONTH _____ DAY _____ YEAR _____

MAJOR: _____

WOULD YOU LIKE THE DIPLOMA MAILED TO YOU?

YES _____

NO, I WILL PICK IT UP _____

FOR OFFICE USE ONLY

DATE PROCESSED: _____ DATE MAILED: _____

BY: _____