

Complete Policy Title:  
**Duplicate and Replacement Parchments,  
Diplomas and Certificates Procedures**

Policy Number (if applicable):

Approved by:  
**Senate**

Date of Most Recent Approval:  
**March 14, 2007**

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Supersedes/Amends Policy dated:

Responsible Executive:  
[Office of the Registrar](#)

Enquiries:  
[University Secretariat](#)

***DISCLAIMER:*** *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

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## Duplicate and Replacement Parchments, Diplomas and Certificates Procedures

Graduates may request, with payment of the required fee, a duplicate or replacement degree parchment, diploma or certificate. A "duplicate copy" of the student's degree parchment, diploma or certificate will be issued when a student requires a second copy of a degree parchment, diploma or certificate. A degree parchment, diploma or certificate will be "reissued" (noting the date of reissue) when the original document has been lost, damaged or destroyed.

The words "duplicate copy" or "reissued" will be affixed to all degree parchments, diplomas or certificates requested in this manner. Degree parchments, diplomas or certificates will bear the signatures of the current Chancellor, President and Vice-Chancellor, and Registrar.