

Replacement Diploma Policy and Instructions

Creighton University provides a diploma to each student at the time of his or her degree completion (*Creighton University confers degrees three times per year: May, August, and December*), having met all financial obligations to the University. The diploma is a one-time offering to the student and becomes the possession of the student. Creighton keeps on file an unofficial copy of the diploma for professional degrees (Medicine, Dental, Law, Pharmacy and Health Professions).

In the case that a diploma is lost or destroyed, the student may, for a fee (currently \$50), submit a signed, notarized request for a replacement diploma. A replacement diploma will bear the look of Creighton's current diploma and current officials' signatures, and will state that it is a replacement.

To request a replacement diploma, please include the following:

- Name under which you graduated
- SSN (last 4 digits) or NetID
- Date of birth
- Degree received
- Year of graduation
- Current phone number or email where you may be reached should there be a question regarding your request
- Address for where to send the diploma

Submit the signed, notarized request along with \$50 (check made payable to Creighton University) to:

Teresa Udron, Registrar's Office
Creighton University
Creighton Hall, Room 226
2500 California Plaza
Omaha, NE 68178

Please allow up to eight weeks for processing. Questions may be directed to Teresa Udron (402-280-4020 or tudron@creighton.edu).

Note: A diploma should not be used as the standard for verifying a degree earned. A transcript or verification from our office [via phone, letter, or the Student Clearinghouse verification] are the official means of providing proof of graduation. If an organization has a question about verifying your degree, please have them contact our office at 402-280-2702.