

Diploma Policy

Effective Date: April 4, 2001

Responsible Party: University of Alabama at Birmingham Marnix E. Heersink School of Medicine Registrar

Contacts: [Brandy Martin, EDD](#), UAB Heersink School of Medicine Registrar

POLICY ABSTRACT

This policy establishes that the UAB Heersink School of Medicine issues one original diploma in the legal name of the student as recorded in the school's database at the time of graduation. This policy outlines the requirements and procedure for reissue of a diploma.

SCOPE

The policy applies to all current and former students who graduate from the University of Alabama at Birmingham Marnix E. Heersink School of Medicine.

POLICY AND PROCEDURE

Original Diploma

The University of Alabama at Birmingham Marnix E. Heersink School of Medicine issues one original diploma upon completion of all requirements for the MD met by a specified diploma date, either in fall, spring, or summer of the academic year. The diploma is issued in the legal name of the student as recorded in the school's database at the time of graduation. Replacement diplomas may be requested and will be reissued under certain circumstances as outlined in procedures below.

PROCEDURE

Reissue

Graduates may request a replacement diploma be reissued when a sufficient reason is shown. Acceptable reasons for reissue would include loss due to natural events or other reasons beyond one's control. A reissue will require notarized documentation of the reason, identification of the requestor and return of the original issue if possible. The approval to issue a replacement diploma will be determined by the Registrar. Reissued diplomas will be ordered at the next scheduled fall, spring or summer order date following approval.

- Description

A replacement diploma will be reproduced in the same format and style as the most current diploma being issued. The replacement will be reissued in the same

name as the original. It will contain the appropriate school seal and signatures as the most current diploma. All replacement diplomas will contain an authorized reissue statement and date at the bottom.

- Delivery

The replacement diploma is mailed to the graduate upon receipt from the vendor producing the replacement.

- Fee

A diploma replacement fee will be assessed to cover reproduction and mailing expenses.

[Affidavit for Replacement Diploma](#)

HISTORY

Created: April 04, 2001

Approved: April 04, 2001 by the Dean of the UAB Heersink School of Medicine

Revised: 2/2024

University of Alabama at Birmingham Marnix E. Heersink School of Medicine policies shall be reviewed periodically to determine whether revisions are appropriate to address the needs of the medical school community.