



Diploma Replacement Order Form

Complete reorder form and submit your request with the \$25.00 replacement fee **(cashier's check or money order only)**. Requests cannot be honored from those students whose financial and academic records at the college are not in good standing. Return completed form, along with payment and 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

PRINT YOUR NAME EXACTLY AS YOU WISH FOR IT TO APPEAR ON YOUR DIPLOMA.

Name: _____

Mailing Address: _____
Street City State Zip Code

Home Phone Number: _____ Cell Number: _____

Social Security Number: _____ Student ID Number: _____

(Your social security number 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.)

Email Address: _____

Use above information to update my contact information at South Plains College.

Degree Received: _____

Graduation Date: Month: _____ Day: _____ Year: _____

Major: _____

Select one: ☐ Mail my diploma. ☐ I will pick up my diploma.

Student's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Processed: _____ Date Mailed/Picked Up: _____

Processed By: _____ Paid: _____ Cashier's Check/Money Order