REQUEST FOR A CHANGE IN GRADUATION HONORS WITH REPLACEMENT DIPLOMA

A student who has attained, at the end of his/her final semester, 45 hours of residence of which 33 hours are letter-graded credit and has attained a GPA that now qualifies him/her for honors or a higher honors classification may request this new honors classification.

This request must be made no later than the Friday prior to the next graduation date (May, August, December).

Please complete this form online, print and sign, and send to:

Diploma Clerk, Office of the Registrar  
Central Michigan University, Warriner Hall 212  
Mt. Pleasant, MI 48859

Or fax to: 989-774-3783, Attention: Diploma Clerk

Allow approximately 4 weeks processing time. For further questions please contact 989-774-3261.

1. Date of Graduation: Please select your graduation semester and year below:

<table>
<thead>
<tr>
<th>Graduation</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

2. Honors: Please indicate the honors for which you are now eligible:

<table>
<thead>
<tr>
<th>Honors</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUM LAUDE</td>
<td>3.50 – 3.74</td>
</tr>
<tr>
<td>MAGNA CUM LAUDE</td>
<td>3.75 – 3.89</td>
</tr>
<tr>
<td>SUMMA CUM LAUDE</td>
<td>3.90 – 4.00</td>
</tr>
</tbody>
</table>

3. Please complete the following diploma replacement information:

Name (last name must match current CMU record): __________________________________________________

Address: _______________________________________

City:______________________ State:_____ Zip:______

Student Global ID# __________ Phone: __________ Email: __________________________

4. Signature of Diploma Earner: _______________________________________________________________

Office use only:

Verified by ______________________ Date __________ New Honors

Previous GPA ______ New GPA ___________ Resident Hours __________ Academic History Updated __________

Date request received __________ Check number __________

Diploma reordered _____ Diploma received _____ Diploma sent _____ Comments added ___________________________________

Rev. 08/2016