

**ADMINISTRATIVE RULE NO: 4020-14**  
**RELATED TO POLICY SERIES NO: 4020**

**TITLE: DUPLICATE DIPLOMAS AND CERTIFICATES**

Students are generally awarded one diploma when receiving multiple degrees of the same type in the same term; however, they will receive two diplomas if the degree or certificate carries a distinction, i.e., Associate of Applied Science.

Linn-Benton Community College generally does not replace certificates and diplomas that were previously issued. Documentation of a certificate or diploma issued, including the date, is recorded on the student's permanent record. A transcript of this record is available by request.

A replacement certificate or diploma may be ordered in the event the original was destroyed or lost. A fee will be charged for replacement certificate or diploma.

DATE OF ADOPTION: 08/13/84  
DATE(S) OF REVISION(S): 02/21/95; 06/14/05