



Office of the Registrar – 545 Lane Avenue, Jackson, Tennessee 38301 (731) 426-7600 – email: registrar@lanecollege.edu

Degree Replacement Request Form

Instructions: Please complete all fields on the form along with a physical signature. Incomplete information could result in a delay in processing your degree.

1. Allow 6-8 weeks for delivery upon receipt of payment and request to process. This does not include mail time.
2. Replacement Degree fee is \$32.50 per copy. Check or money order made payable to Lane College.
3. **Replacement Degree cannot be sent if there are holds or outstanding financial obligations to the College.**

Student Information

Full Name	Name (s) used/Maiden Name	
Date of Graduation	Major	
Circle One: Mail OR Pick-Up	Email Address	
Lane ID Number or Social Security Number	Date of Birth	Phone ()
Name as it should appear on Degree		

Mailing Information (Leave blank if circled Pick-Up)

Name of Destination:
Attention (<i>Person, Department, etc.</i>):
Address:
City:
State, Zip Code:

Since the implementation of Section 438 of Public Law 93-380 (Family Educational Rights and Privacy Act of 1974), it has become necessary for this office to have the student's written consent in order to obtain any information concerning his or her educational training at an institution of higher learning.

Student Signature: (required) <div style="text-align: right;">Date: _____</div>	Mail completed form to: Lane College Attn: Office of the Registrar 545 Lane Avenue Jackson, TN 38301
Questions? Call 731.426.7600 or email registrar@lanecollege.edu	
Office Use: Payment Approval: _____ Date: _____ Decline Reason: _____ Date Ordered: _____ Date Received: _____ Date Mailed: _____	