



OFFICE OF THE SUPERINTENDENT
UNITED STATES MILITARY ACADEMY
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MAAG

Policy # MA-19-003

OCT 15 2018

MEMORANDUM FOR All United States Military Academy (USMA) Personnel

SUBJECT: Policy Memorandum for Requested Changes to the USMA Diploma

1. References.

- a. USMA Staff Judge Advocate legal opinion dated 5 April 2018.
- b. USMA Staff Judge Advocate legal opinion dated 19 November 2014.
- c. USMA Staff Judge Advocate legal opinion dated 22 March 2006.
- d. 5 U.S.C. § 552 and 10 U.S.C. § 1552.

2. Purpose. This memorandum provides policy guidance for processing requests from graduating Cadets and/or Alumni for duplicate or replacement USMA diplomas. Members of the command needing assistance with this topic should consult with the G1 and USMA Administrative Law office.

3. Background. The USMA G1 provides a service to graduating Cadets and Alumni wherein a duplicate or replacement diploma may be paid for by the graduate. Personnel requesting a diploma correspond with a G1 representative, fill out paperwork, and mail payment to the G1. After verification of graduation and biographical details, the G1 has the diploma reproduced by the USMA print plant, and it is then packaged and mailed to the graduate. The USMA diploma is considered a historical document and will only be reproduced with data as known at the time of graduation. No changes to gender, name, state of appointment, or graduation date are permitted, unless these changes are requested due to error in the original diploma issued.

4. Applicability. This memorandum applies to USMA Cadets and Alumni.

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SUBJECT: Policy Memorandum for Requested Changes to the USMA Diploma

5. Policy.

a. No changes to any information on the diploma are authorized. This includes gender, name, state of appointment, and/or graduation date. Diplomas will not be issued to reflect changes in gender, including gender changes that have been officially recognized by a state or court. Diplomas will not be issued to reflect changes in name, including name changes that have been officially recognized by a state or court, such as name changes based on marriage or divorce.

b. Errors identified in the originally issued diploma will be corrected at no cost to the graduate.

6. Expiration. This policy may be impacted by ongoing litigation or evolving policy considerations. It remains in effect until superseded or rescinded.

7. The point of contact for administrative aspects of this policy is COL Jennifer K. Hicks McGowan, Assistant Chief of Staff, G1, at jenniferhicksmcgowan@usma.edu.



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