

Diploma distribution

We would like to inform you that the distribution of diplomas is managed by the Office of Academic Affairs, rather than the Registrar's Office.

After degrees are conferred, Graduates can expect to receive an email from Parchment to their GMercyU email inbox within 1-2 weeks of their graduation date. Below is the order of steps:

- The email will contain a link for Graduates to create an account and view the digital proof of their diploma.
- Graduates should review carefully and approve the diploma proof along with their home mailing address.
 - Graduates will only have 72 hours to review and approve; if not done so within the 72-hour window, Parchment automatically mails the diploma to the address the student provided to the University as part of their student profile.
- Parchment will mail the physical copy of your diploma to the approved mailing address directly.
- Graduates should expect to receive their physical diplomas within 1-3 weeks from approval date.

If you have any questions or need further assistance regarding your diploma, please feel free to reach out to the following members of Academic Affairs:

- **BACHELORS:** Mary Heil, ext. 21791 or heil.m@gmercyu.edu
- **MASTERS/DOCTORATE:** Olivia Gendron, ext. 21000 or gendron.o@gmercyu.edu

Thank you!

Replace your diploma

To request a new copy of your diploma, please click the appropriate link below depending on your degree level to proceed with the \$45 replacement fee:

- **BACHELORS:** [BACHELORS REPLACEMENT LINK](#)
- **MASTERS/DOCTORATE:** [MASTERS & DOCTORATE REPLACEMENT LINK](#)

Once payment is complete, the Office of Academic Affairs will be automatically notified. They will order your replacement diploma from Parchment. The same process will be followed as outlined above under “Diploma distribution”. After approval, please expect your replacement to arrive within 1-3 weeks.

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