



OFFICE OF THE SUPERINTENDENT
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

APR 02 2025

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MEMORANDUM FOR All Personnel Assigned to the West Point Military Reservation

SUBJECT: POLICY # MA-23-001 MEMORANDUM FOR REQUESTED CHANGES TO
THE UNITED STATES MILITARY ACADEMY DIPLOMA

1. Reference 10 United States Code § 7453 (Cadets: Degree and Commission on Graduation).
2. Purpose. This memorandum provides policy guidance for processing requests from graduating Cadets and/or Alumni for duplicate or replacement United States Military Academy (USMA) diplomas.
3. Background. The USMA Diploma is considered a historical document and will only be reproduced with data as known at the time of graduation. 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.
4. Applicability. This memorandum applies to USMA Cadets, Alumni, and members of the Command. For assistance, please consult with the USMA G1 and Office of the Staff Judge Advocate Administrative Law office.
5. Policy.
 - a. With the exception of corrections, no changes to any information on previously issued and accepted diplomas are authorized. This includes sex, name, state of appointment, or graduation date.
 - b. Diplomas will not be issued or replaced 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.
 - c. Cadet Name Changes. All legally authorized cadet name changes must be completed by the first day of classes of their First-Class year. Court documentation

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must be submitted to United States Corps of Cadets S1, so that the Academy Management System and Army Personnel Systems can be accurately updated in a timely manner.

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

6. Expiration. This policy memorandum remains in effect until superseded or rescinded.

7. The point of contact for administrative aspects of this policy is LTC William J. Day, Assistant Chief of Staff, G1, at William.day@westpoint.edu.

A handwritten signature in black ink, appearing to read 'Stew Gilland', with a large, sweeping flourish at the end.

STEVEN W. GILLAND
Lieutenant General, U.S. Army
Superintendent