



Replacement Diploma Policy

In case of loss, theft or destruction of an original Andover Newton Theological School diploma, replacement diplomas can be obtained by filing a request form with the Office of the Registrar. Replacement diplomas are reissued for a fee of \$200.00 (US). Requests should be sent to:

Andover Newton Theological School
Office of the Registrar
210 Herrick Road
Newton Centre, MA 02459

Damaged diplomas **MUST** be returned in order to process the request. For legal name changes the original diploma must be returned, a graduate cannot hold two diplomas.

Preparation of the document may take six to eight weeks. When the diploma is ready, it will be mailed via certified mail.