

**IS IT OK IF I SEND TRINITY STUDENT-ISSUED OR COPIES OF MY TRANSCRIPTS?**

**NO.** *Student-issued or copies* of transcripts are only used for preliminary evaluation. They are not acceptable as official. We need official transcripts to validate previous education.

**HOW DO I KNOW IF MY TRANSCRIPTS ARE OFFICIAL TRANSCRIPTS?**

To be considered official, transcripts must be sent to Trinity via one of two methods:

- 1) The educational institution sends the official transcript to Trinity via postal mail, or
- 2) The educational institution sends the official transcript to you in a sealed envelope, and you send the sealed envelope to Trinity. (If the seal is broken before arriving at Trinity, the transcript will not be considered official.)

**WHAT SHOULD I DO TO REQUEST OFFICIAL TRANSCRIPTS?**

We have provided a form to aid you in requesting your official transcripts. (See *Request for Official Transcript* form.) Please make copies of the form and submit to all applicable educational institutions previously attended. This form has been designed to include all information that the institutions will need to process your official transcripts. *For your information, usually there is a processing fee involved to send official transcripts. Check with your applicable institutions for details.*

**WHERE SHOULD I HAVE MY OFFICIAL TRANSCRIPTS SENT?**

**REGISTRAR  
TRINITY  
4233 MEDWEL DRIVE  
NEWBURGH IN 47630-2528  
UNITED STATES OF AMERICA**

**WHAT SHOULD I DO IF I HAVE MORE QUESTIONS?**

For further assistance, you may contact us by email at [contact@trinitysem.edu](mailto:contact@trinitysem.edu), by fax at 812-858-6403, or by telephone at 812-853-0611. We will be happy to answer your questions and assist you in every way possible.

**OFFICIAL TRANSCRIPT REQUIREMENTS**

**Official transcripts** are required within 90 days of enrollment to validate **program prerequisites**. Additionally, official transcripts are required to validate **transfer credits** into a Trinity program. Official transcripts must be in English.

**PROGRAM PREREQUISITES**

Official transcripts are required to validate program prerequisites relating to a specific academic credential.

- **DIPLOMA, ADVANCED DIPLOMA, ASSOCIATE OF ARTS, BACHELOR OF THEOLOGY AND BACHELOR OF ARTS PROGRAMS**
  - For those who have not attended any college level institutions, Trinity requires an official high school transcript showing high school graduation or official test results showing completion of the General Educational Development (GED) test.
  - For those who have completed a college level course at an approved educational institution, an official transcript(s) may be sent to Trinity in lieu of the high school transcript or GED results.
- **MASTER OF ARTS, MASTER OF BUSINESS ADMINISTRATION, AND MASTER OF DIVINITY PROGRAMS**
  - An official transcript showing an earned bachelor's degree from an approved school is required.
- **DOCTOR OF PHILOSOPHY PROGRAMS REQUIRING 72 CREDITS**
  - An official transcript is required showing an earned bachelor's degree from an approved school.
- **DOCTOR OF PHILOSOPHY PROGRAMS REQUIRING 42 CREDITS & DOCTOR OF RELIGIOUS STUDIES PROGRAMS**
  - An official transcript is required showing an earned master's degree from an approved school.
- **DOCTOR OF MINISTRY PROGRAMS**
  - An official transcript is required showing an earned master of divinity degree from an approved school.



**TRINITY'S POLICIES AND PROCEDURES FOR DETERMINING TRANSFER CREDITS ARE ADMINISTERED IN ACCORDANCE WITH THE CRITERIA DETERMINED BY THE ACADEMIC FACULTY THROUGH THE FACULTY SENATE.**

## PROGRAM PREREQUISITES *(continued)*

- **DOCTOR OF ARTS: CONCENTRATION IN BIBLICAL COUNSELING**
  - An official transcript is required from an approved school showing an earned:
    - master's degree in biblical counseling or
    - master's degree in biblical or theological studies or
    - master's degree in social work, counseling, or psychology in addition to 18 semester credit hours (sch) in biblical or theological studies. (These 18 credits may be at the undergraduate level or above.)
- **DOCTOR OF ARTS: CONCENTRATION IN BIBLICAL STUDIES**
  - An official transcript is required from an approved school showing an earned master's degree in biblical or theological studies.
- **DOCTOR OF ARTS: CONCENTRATION IN THEOLOGY**
  - An official transcript is required from an approved school showing an earned master's degree in biblical or theological studies.

## TRANSFER CREDITS

### OFFICIAL TRANSCRIPTS FROM APPROVED SCHOOLS ARE REQUIRED TO VALIDATE TRANSFER CREDITS.

Eligible quarter hours earned at another institution will be multiplied by .67 to calculate the equivalent semester credit hours for transfer. Transfer credits will be considered only for courses with a grade of "C" or above for undergraduate credits and "B" or above for graduate and doctoral credits. Any non-core transfer credits must meet one of two criteria: (1) comparable to a course taught at Trinity or (2) connectivity to Trinity's program as demonstrated by fulfillment of one of Trinity's Core Competencies. Any request for a course substitution will be evaluated to determine if the proposed substitute course meets program requirements. Doctoral transfer credit and All But Dissertation status (ABD) must be approved by the Department Chair.

**IMPORTANT NOTE:** A minimum of 33 core credits must be earned at Trinity not including any Graduate Portfolio for any degree awarded with the following exceptions:

- A minimum of 36 core credits must be earned at Trinity for the Advanced Diploma program requiring 36 total core credits.
- A minimum of 24 core credits must be earned at Trinity for the master of arts degrees requiring a total of 33 core credits.
- A minimum of 27 core credits must be earned at Trinity for the master of arts degrees requiring a total of 36 core credits.
- A minimum of 30 core credits must be earned at Trinity for the master of arts degree requiring a total of 39 core credits.
- A minimum of 27 core credits must be earned at Trinity for Ph.D. programs requiring a total of 42 core credits.
- A minimum of 45 core credits must be earned at Trinity for the D.A. programs requiring a total of 54 core credits.

- **DIPLOMA AND ADVANCED DIPLOMA PROGRAMS – TOTAL CREDITS REQUIRED = 33 AND 36** *See Catalog.*
  - No transfer credit is allowed.
- **ASSOCIATE OF ARTS PROGRAMS – TOTAL CREDITS REQUIRED = 64**
  - A maximum of 15 semester credits hours (sch) of general education in specific areas and 16 sch of non-core credits may be transferred via official transcripts. *See Catalog.*
- **BACHELOR'S PROGRAMS – TOTAL CREDITS REQUIRED = 126**
  - A maximum of 93 non-core credits may be transferred via official transcripts. *See Catalog.*
- **BACHELOR OF ARTS PROGRAMS – TOTAL CREDITS REQUIRED = 128**
  - A maximum of 30 sch of general education including 15 sch in specific areas and 59 sch of non-core credits may be transferred via official transcripts. *See Catalog.*
  - A maximum of 6 core credits (above the 33 minimum) may be transferred via official transcripts.
- **M.A. AND M.B.A. PROGRAMS – TOTAL CREDITS REQUIRED = 33, 36, 39, OR 42** *See Catalog.*
  - A maximum of 9 core credits may be validated via any combination of transfer or Graduate Portfolio.
- **MASTER OF DIVINITY PROGRAMS – TOTAL CREDITS REQUIRED = 90**
  - A maximum of 57 core credits may be validated as transfer; the transfer may be reduced by up to 9 credits of Graduate Portfolio.
- **DOCTOR OF RELIGIOUS STUDIES PROGRAM – TOTAL CREDITS REQUIRED = 42**
  - A maximum of 9 core credits may be transferred via official transcripts.
- **DOCTOR OF MINISTRY PROGRAMS – TOTAL CREDITS REQUIRED = 36**
  - A maximum of 3 core credits may be transferred via official transcripts.
- **DOCTOR OF ARTS PROGRAMS – TOTAL CREDITS REQUIRED = 54**
  - A maximum of 9 core credits may be transferred via official transcripts.
- **DOCTOR OF PHILOSOPHY PROGRAMS – TOTAL CREDITS REQUIRED = 42 & 72\***
  - \*A maximum of 30 non-core credits may be satisfied via master's level transfer.\*\*
    - \*\*The 30 sch of non-core credits may include a maximum of 9 sch of Graduate Portfolio.
  - A maximum of 6 core credits may be satisfied via master's level transfer validated via official transcripts.
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