

Finalizing Transcripts for Graduating Students

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- When a student successfully completes 32 credit hours of study (divided evenly between Biblical Studies [8 credit hours], Theology and Ethics [8 credit hours], Christian Ministry [8 credit hours], and Urban Mission [8 credit hours]) they will have earned a Certificate. There is a possibility that they might have more than eight credits in one or more of these department areas, but the student needs to have at least eight credits in each department before they can graduate and receive a Certificate (a Diploma requires at least 16 credit hours in each department area).

CREDIT TOTALS BY AREA OF STUDY			
BS	Biblical Studies	8	
CM	Christian Ministry	11	
UM	Urban Mission	9	
TE	Theology & Ethics	9	
OFFICIAL TRANSCR			

- After the student has all the credits he/she needs to graduate, enter the appropriate Certificate to be conferred upon the student by typing one of the following into the course # column:
 - UCERT – if the student has earned a *Certificate in Urban Theological Studies*
 - CCERT – if the student has earned a *Certificate in Christian Leadership Studies*
 - MSD – if the student has earned a *Ministerial Studies Diploma*
- Tab to the bottom of the page. As you do, the appropriate title for the certificate or diploma you just entered will automatically fill in.

T2-106	Christian Theo HS (2)	MC	TE	2	A	4.00
C1-301	IS: COB: Establishing Urban Churches	MC	CM	1	P	Pass
T1-109	The Kingdom of God	MC	TE	1	B+	3.20
UCERT	Certificate in Urban Theological Studies					
C3-305	Perspectives in the World Christian Movement	Xfer Cr	CM	3	P	Pass

4. At the bottom of the transcript, change the words “Unofficial Transcript GPA” to “Official Transcript GPA”. Save the file.

AREA OF STUDY				
	8			
	11			
	9			
	9			
UNOFFICIAL TRANSCRIPT GPA: 3.56				
grad in BS, CM, UM, & TE				

	9			
	9			
OFFICIAL TRANSCRIPT GPA: 3.56				

5. Email a copy of the transcript(s) to the Satellite Director (Rev. Don Allsman) for final approval.
6. Once your transcript(s) approved, print 1 copy for yourself and 2 copies for your student (make sure to print on the Transcript letterhead).
7. After printing the transcripts, change “Official Transcript GPA” back to “Unofficial Transcript GPA.”
8. Once the student completes either the *Certificate in Urban Theological Studies* (32 credit hours) or the *Certificate in Christian Leadership Studies* (32 credit hours), they may continue on for their *Ministerial Studies Diploma* (64 credit hours total – including the previous 32 credit hours they earned from the Certificate). Continue to add courses to their current transcript (if it gets too full, create a second transcript for that student).
9. When the student earns enough credits to receive their *Ministerial Studies Diploma*, repeat steps 2-7 above.

10. BACK UP YOUR TRANSCRIPTS

We offer as a free service to our satellites the opportunity for you to save a backup of your students transcripts to our server. Your transcript files must be zipped and placed into a folder. You may uploaded these with your quarterly reports to TUMI (specific instructions for this are on the *Site Report Form* at www.tumi.org/gateway).