

Step 2 - Entering Your Graduate Information

Click the orange “Provide Details” button to enter your graduate information.

Education Total Hours 0

For instructions on how to complete this section, please click the "show more" link >>> [\(show more\)](#) Add Additional Education

Item	Institution	Hours	
Qualifying Graduate Degree			

Step 2 - Entering Your Graduate Information

Fill in the requested fields (1), then click the “upload” button (2) to attach a copy of your transcript(s). Please make sure the transcript file(s) includes the front and back of your transcript. Once you have loaded your file(s), please click the orange “Submit” button (3).

Qualifying Graduate Degree: Documentation

Please provide the Education documentation as outlined below.

These are the section/tab level instructions.

Description: A qualifying Graduate Degree must be awarded by a CHEA accredited institution in the academic disciplines of Theology, Philosophy, or Psychology. The qualifying degree must contain a minimum of 30 graduate semester hours.

NOTE: BCC and ACC applicants that do not possess the qualifying Graduate Degree may request Equivalency. If you have not yet requested Equivalency, you may do so by editing your application path response.

1

Institution Name*:

Is the institution accredited?*

Note: Select the month and year of the Date Conferred. The numeric day can be approximate.

Completion Date*:

Conferred Degree*:

Note: All CPE units must be converted to semester hours. 1 CPE unit = 5 semester hours.

Total Semesters Hours*:

Note: When uploading transcripts, make sure to include the key on the backside of the document.

Transcripts*: [Choose from library](#) or

2 **3**

Step 2 - Entering Your Graduate Information

If you are submitting more than one transcript, please click the “Add Additional Education” button and follow the same instructions used for entering your initial graduate information.



Education Total Hours 0 

For instructions on how to complete this section, please click the "show more" link >>> [\(show more\)](#)  

If you do not have additional transcripts, please continue to the next section.