



Gordon-Conwell Theological Seminary—Charlotte

# M.A. Thesis Course (891/892)

Please attach a copy of the thesis proposal to this form.

Name: \_\_\_\_\_ Box: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_ PH#: \_\_\_\_\_

Course Number and Title\*: \_\_\_\_\_

\*Please include the *department* and a *self-created* course title for your thesis (e.g. CH891 –The Impact of 19<sup>th</sup> & 20<sup>th</sup> Century Revivals on Today’s Church).

Semester and Year (in which the course will be registered): \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Obtaining Approval:**

The student should first secure the signature of the M.A. program director, then the supervisor, followed by the second reader(s), and finally the divisional chair. At that time, the petition should be submitted to the Registration Office for final approval.

**Approved by:**

\_\_\_\_\_  
M.A. Program Director Date

\_\_\_\_\_  
Thesis Supervisor Date

\_\_\_\_\_  
Second Reader(s) Date

\_\_\_\_\_  
Divisional Chair Date

\_\_\_\_\_  
Registrar Date

**For Registration Office Use**

Approved     Not Approved

Date of final approval: \_\_\_\_\_

Comments:

*The student and thesis supervisor will receive a copy of this form once the final decision is made.*

cc: Academic Dean



Gordon-Conwell Theological Seminary—Charlotte  
**MA Thesis Course (891/892)**

**Please read the catalog section on Thesis Courses and then note the following.**

***Can Anyone Write a Thesis?***

A student cannot choose to write a thesis, but must be invited to write one. Unless you have been invited to write a thesis, you should not attempt to begin this process, but should seek advice from the faculty member who serves as director of your particular degree program.

***What is a Thesis Course?***

A thesis is a major research paper done toward the end of a student's program to demonstrate their research and writing abilities. A thesis can be taken for one or two course credits depending on the student's particular program and research interests. The thesis must be done within the student's area of concentration; it generally develops from work done in other courses and, therefore, should be undertaken in the final year of study. These courses are subject to all policies and deadlines governing other 'standard' courses.

***Policies and Procedures pertaining to Thesis Courses:***

1. Those interested in writing a thesis may petition the division of their respective concentration and ask to be considered. The first step in completing this process is to meet with the director of the M.A. program to discuss a topic and secure approval to continue. Once the topic of research has been determined, the student must submit a thesis proposal to the appropriate division chair. The proposal, typed and 200-500 words in length, must be submitted for approval no later than April 1<sup>st</sup> for a Fall semester thesis and November 1<sup>st</sup> for a Spring semester thesis. It must provide a rationale for the thesis topic, outline the body of the thesis (tentatively), describe the chronology for completion and make preliminary suggestions for bibliographical resources where possible.
2. If the proposal is approved and the student is invited to write a thesis, the division will select the supervisor, who will also serve as the first reader. The supervisor, in consultation with the student, will choose the second reader and additional readers as necessary. These readers will form the thesis committee, who will later administer the oral defense. The choice of supervisor and reader(s) must meet with the approval of the appropriate division. Requests to have an instructor other than a GCTS faculty member serve as supervisor or second reader must be made in writing to the registrar no later than April 1<sup>st</sup> for a Fall course and November 1<sup>st</sup> for Spring. The appropriate divisional chair as well as the academic dean must approve such requests.
3. Upon approval, the student will register for the thesis using the attached petition form.
4. The numbers 891 and 892 will be used (i.e., NT 891 – Thesis I; NT 892 – Thesis II). The thesis will be scheduled within one major semester (Fall or Spring) or two consecutive major semesters. When carried over two semesters, it is the student's responsibility to ensure that the second section is registered during the standard registration process. The thesis must be 24,000 to 30,000 words (approximately 80-100 pages) in length for two course credits or 12,000 to 15,000 (40-50 pages) for a one-course credit.

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5. The student will be responsible to initiate meetings with the thesis supervisor as needed during the writing process. The first meeting must take place within 10 days of the semesters' beginning.
6. No later than three weeks prior to the end of the semester, the student must submit to the supervisor and second reader(s) copies of the completed thesis; it must be typed (double-spaced) and follow the most recent Turabian manual of style. Submitted copies may be photocopied. The student may request guidelines detailing proper thesis format from the Registration Office.
7. The student will be examined orally on the thesis at a date scheduled by the supervisor and at least two other readers, who will administer the oral thesis defense. The readers will each assign a grade. The average of the grades will constitute the final grade submitted for each of the thesis courses, 891 and 892.
8. Thesis examinations requiring extension beyond the standard deadline for written work in a given semester will require an approved extension from the registrar.
9. When the student has successfully completed the thesis, two unbound finished copies must be deposited with the registrar before a final grade is recorded on their transcript. The TREN registration form and the Copyright Release form attached to these instructions must also be completed, signed, and submitted with the final thesis copies. Further, any student who is graduating in May and receives a passing grade on the thesis but does not submit two final copies to the registrar by Wednesday of graduation week, will be allowed to graduate; however, his/her diploma will be withheld until the copies have been received. In such cases, final copies should be submitted no later than one month following graduation. A binding fee will be charged to the student's account when the two copies have been deposited with the registrar. Graduating seniors will be billed in early April. (Please check the *Special Fees* section of the catalogue for current fees.)

