

Th.M. Thesis Course Instructions

Please read the *Student Handbook* section on Thesis Courses, the instructions below, and the attached *GCTS Thesis Guidelines* before completing this Th.M. Thesis Registration form.

What is a Thesis Course?

- A thesis is a major research paper done toward the end of a student's program to demonstrate 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.

What policies and procedures pertain to Thesis Courses?

- The first step in completing this process is to meet with the director of the Th.M. Program to discuss a topic and secure approval to continue. Once a student has been invited and the topic of research has been determined, he/she 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 1st for a Fall semester thesis and November 1st 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.
- Once approved, 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 examination. 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 1st for a Fall course and November 1st for Spring. The appropriate divisional chair as well as the academic dean must approve such requests.
- Upon approval, the student will register for the thesis using the attached petition form.
- The numbers 991 and 992 will be used (i.e., NT 991 – Thesis I; NT 992 – 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 by the standard registration deadlines. A one-course thesis must be 24,000 to 30,000 words (approximately 80-100 pages) in length. A two-course thesis must be 12,000 to 15,000 (40-50 pages) in length.
- 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 semester's beginning.
- 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.
- 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, 991 and 992.
- Thesis examinations requiring extension beyond the standard deadline for written work in a given semester will require an approved extension from the registrar.
- See the *Student Handbook* for more policies pertaining to theses.

What must I do when my thesis is completed and has been presented to the thesis committee?

- Provide the Registration Office with two unbound final copies of the thesis.
- Complete, sign, and submit to the Registration Office with your thesis Gordon-Conwell's *Copyright Release Form for Deposited Student Works* (found in final pages of *GCTS Thesis Guidelines* attached to this form, available online, or in the Registration Office).
- Complete and sign the *Distribution Agreement for TREN* (found in final pages of *GCTS Thesis Guidelines* attached to this form, available online, or in the Registration Office).
- Pay the appropriate binding fee (this fee will be billed to your student account; check the *Special Fees* section of the *Student Handbook* for current fees). Note: 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 the deadline in the Academic Calendar, will still 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.

Gordon-Conwell Theological Seminary

Th.M. Thesis Course (991/992)

Please read the accompanying information before completing this form.
Obtain the signature of the thesis supervisor, second reader(s), Th.M. program director, and divisional chair.
Then return this form to the Registration Office for final approval.

Name	GCTS ID #	Date	GCTS Box #
Degree(s)	Telephone	Term course(s) is/are to be registered (i.e., Fall 2008, Spring 2009, etc.)	

Course Number (Include the department code, i.e., CH, TH, etc. and either 991 [one-course thesis] or 991/992 [two-course thesis] for the course number.)	Course Title (This is a self-created course title, e.g., "The Impact of 19 th and 20 th Century Revivals on Today's Church.")
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Student, please check the appropriate box(es) below:

This is a one-course thesis (3.0 credit hours)
to be registered in the _____ term.

This is a two-course thesis (6.0 credit hours):

Register both parts (991 and 992) in the _____ term.

Register 991 in the _____ term and 992 in the _____ term.

The student should first secure the signature of the Th.M. program director, followed by the thesis supervisor, then the second reader, and finally the division chair. After that, the petition should be submitted to the Registration Office for final approval.

The student and the thesis supervisor will receive a copy of this form upon approval by the Registrar.

Student Signature (REQUIRED—ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.)

Required Approvals:

Thesis Supervisor (REQUIRED)	Date
Second Reader(s) (REQUIRED)	Date
Th.M. Program Director (REQUIRED)	Date
Divisional Chair (REQUIRED)	Date
Registration Official (REQUIRED)	Date

FOR REGISTRATION OFFICE USE ONLY:

Date of Final Approval: _____