

Gordon-Conwell Theological Seminary
Th.M. Writing Course Petition



Name: _____ **Date:** _____ **Box:** _____

ID#: _____ **Phone#:** _____

Semester and year (in which the course will be registered): _____

Course #*	Course Section	Course Title*	Professor
	HW		

NOTE: This course will automatically be elevated to Th.M. level.

*If this is a Directed Study course, then please use the department code and '960' for the course number and include a self-created course title for your Writing Course (i.e. OT960 – Theophany in the Pentateuch; TH960 – Trinitarian Theology of Augustine). If this is a classroom course, then simply include the course number and name as listed on the schedule.

Total number of pages to be written: _____

Student Signature: _____

Obtaining Approval:

The student should acquire the signature of the Th. M. Program Director and the course instructor and then submit the *top* page of this petition to the Registration Office for final approval. If this Writing Course is being done as a Directed Study, then the student must attach the following:

- 1) Details noting the number of times and approximate dates you will meet with the directing professor. A minimum of four hours is required.
- 2) A brief outline of topics to be covered stating how the course will progress.
- 3) Clearly stated course requirements, such as the number of pages to be read and a description of the paper(s), project(s), and/or exam(s) to be completed.
- 4) A detailed bibliography.

Approved by:

Course Instructor **Date**

Th.M. Program Director **Date**

Registrar **Date**

For Registration Office Use:

Date of final approval: _____

Comments:

The student and course instructor will receive a copy of this form once the final decision is made.



Gordon-Conwell Theological Seminary

Th.M. Writing Course Petition

Please read the *Student Handbook* sections on Th.M. Writing Course requirements and then note the following.

What is a Th. M. Writing Course?

One Th.M. Writing Course is required of all Th.M. students who do not write a thesis. This is either a standard Master's-level course that is elevated to the Th.M. (900) level or a Th.M.-level Directed Study course. Because Writing Courses are only taken by students who do not write theses, special emphasis is placed on the student's fulfillment of additional *written* requirements (i.e. extended research paper) as agreed upon by the student, the Th.M. Program Director, the course instructor, and the Registrar.

Policies pertaining to Writing Courses:

- ◆ The Writing Course must be taken in the student's area of concentration.
- ◆ The research paper must be a **minimum of 25 – 35 pages in length** (at least 10 - 15 pages more than the standard course requirement).

Additional Policies pertaining to Directed Study Writing Courses:

- ◆ The Directed Study Writing Courses are subject to all the policies, deadlines and procedures governing other 'standard' courses.
- ◆ Students are required to meet with the directing professor within ten days of the beginning of the semester. It is the student's responsibility to initiate the first meeting. The student and the directing professor must meet for at least four hours during the semester.
- ◆ Directed Study courses are normally only permitted during the Fall and Spring semesters. They may occasionally be permitted during the January and Full-Summer sessions by special permission. If a Directed Study course is approved for the Full-Summer, the course will be registered under Summer Session I but the student will have until the end of Summer Session III to complete the work.
- ◆ Requests to have an instructor other than a GCTS faculty member oversee a directed study course must be made in writing to the Registration Office and can either accompany or precede the course petition. Such requests require approval of the appropriate division as well as the academic dean and, therefore, must be submitted at least one month before the beginning of the semester in which the course is to be registered.
- ◆ All Directed Study courses require approval of the directing professor, the Th.M. Program Director, and the Registrar before they can be registered. *Be sure to give yourself enough time to negotiate course requirements and obtain the appropriate signatures. No Directed Study Writing Course petitions will be accepted after the add/drop period has ended.*

Procedure:

- ◆ Complete the reverse side of this form.
- ◆ Obtain all of the necessary signatures and attach any required paperwork; submit all of this to the Registration Office for final approval.