

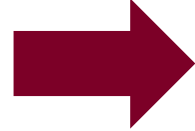
Thesis-Project Review Process

Doctor of Ministry Program

Thesis-Project Schedule

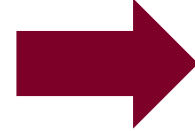
Attend Residency 3

- Write thesis-project proposal
- Receive approval for proposal from:
 - ✓ Supervisor
 - ✓ Reader
 - ✓ Dean
- Pass degree audit



Write Thesis-Project

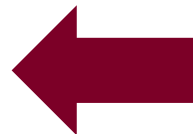
- Consider working with an editor



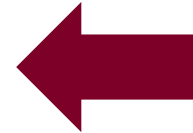
Set up Defense

- Schedule directly with supervisor & reader
 - ✓ Notify DMin office
- Send .pdf to supervisor, reader, DMin office

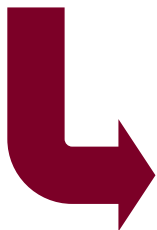
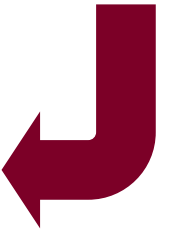
Work through
Post-Defense
Review Process



Edit Thesis-Project



Defend Thesis-Project



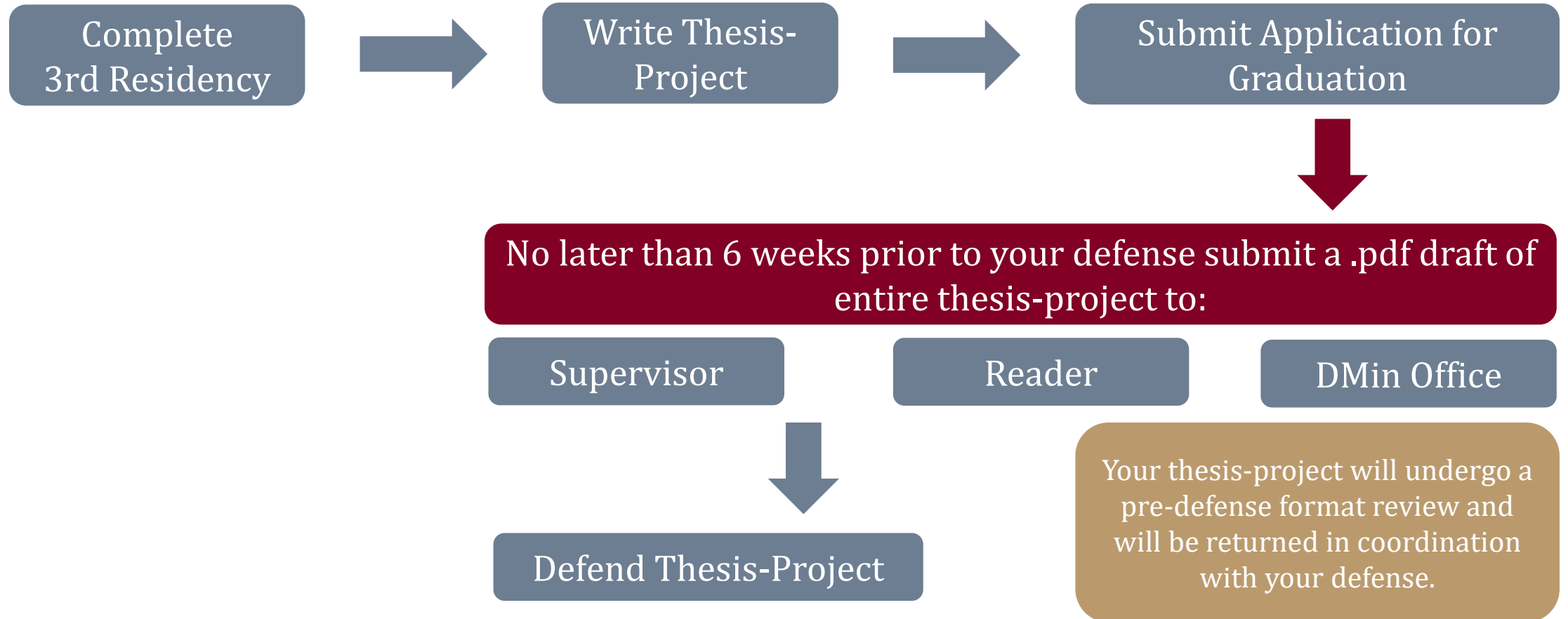
GRADUATE!



Thesis-Project Writing

- Leading up to the Defense
 - ➔ Supervisor only needs to see chapters
 - ➔ One chapter at a time (4-6 weeks to review)
 - ➔ 2 opportunities to graduate/year (Jan. & May)
 - › One ceremony/year
 - › January grads – will receive diploma in May. (Graduation date on Diploma is January.)
 - › Walk at Hamilton or Charlotte Graduation

Process Overview



What to expect at your defense



Four Possible Outcomes

- “The best we’ve ever seen”
- “Good, but this would make it better...”
- **“Good, but we need to see...”**
- “We told you *Not* to defend”

OUTCOME OF DEFENSE¹

PARTICIPANT NAME:

THESIS-PROJECT TITLE:

SUPERVISOR:

READER:

On _____ we conducted an oral examination of the participant named above concerning his/her thesis-project. We recommend the following action:

Defense Acceptable

Defense Decision Delayed Pending Revisions
(add separate page(s) detailing revisions)

Participant's required deadline date for this final admission:

Final Determination: Acceptable Not Acceptable

Date _____

Defense Not Acceptable

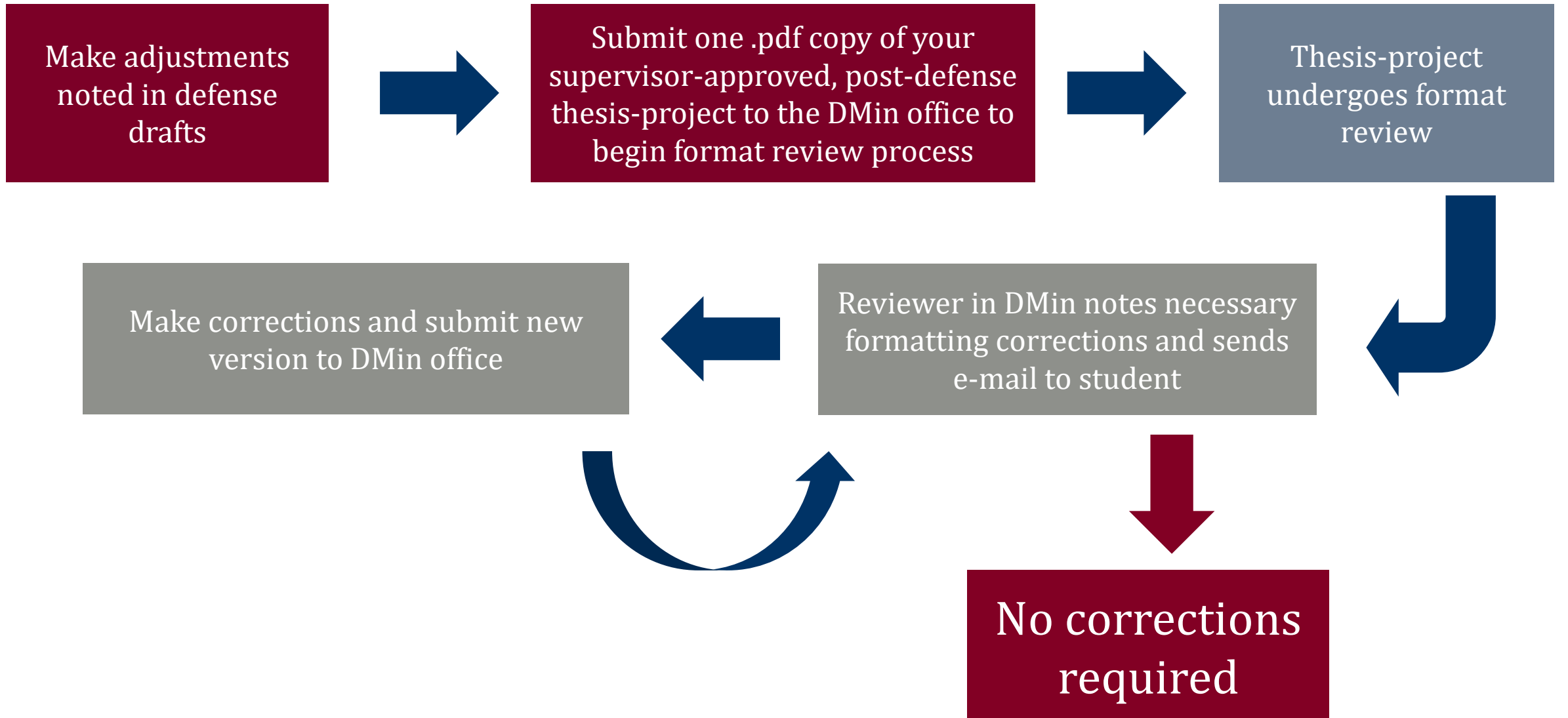
OR

We are unable to form a consensus regarding the participant's outcome, and therefore request the Dean of the Doctor of Ministry Program to join the thesis-project committee in making the final determination.

Final Determination: Acceptable Not Acceptable

Date _____

¹ Formerly Form J



Thesis Project Checklist

August 19

Thesis-Project Checklist
Doctor of Ministry – Gordon-Conwell Theological Seminary

This checklist must be completed, signed, and submitted with your thesis-project.

Name (used on cover page): _____ ID # _____

Thesis-Project Title: _____

Email: _____ Home: _____ Work: _____

Cell: _____ Fax: _____ Date Submitted: _____

For Office Use Only First Reviewer _____
 E-Copy Copyright TREN RIM

APPROVED STYLE GUIDES – Check Only One

- Turabian 9th ed. – Notes-Bibliography Style
- APA
- Other Mentor-approved Style – Please describe and include bibliographic information for the style guide:

FRONT MATTER – All elements are required unless otherwise specified. All elements are paginated with lower-case Roman numerals except where otherwise specified.

Title Page

- Matches D.Min. sample as posted in the student portal
- One font and one point size, consistent with the rest of the thesis
- All words in all caps
- Proper line spacing
- Centered horizontally and vertically on the page
- Titles will be read as you receive your hood at graduation. Keep this in mind when constructing the length and wording of your title. The Doctor of Ministry Office reserves the right to request changes.
- No page number displayed on this page (page is still counted in Roman numeral front matter pagination)

Copyright Page

- Wording: Copyright ©20xx by John F. Doe. All Rights Reserved.
- Centered, bottom of page, single line
- Must list the year of actual graduation
- No page number displayed on this page (page is still counted in Roman numeral front matter pagination)

- Order and Style of Front Matter
- Headings
- Pagination
- Consistency between the Table of Contents and the content
- Footnotes, Block Quotes and Epigraphs
- Bibliography
- Vita

The Thesis-Project Checklist outlines every format detail that we require. This must be submitted with the first post-defense draft of your thesis-project.

To Complete the Process

Forms:

- [Copyright Release](#)
- [TREN](#)
- [RIM](#)

Final .pdf version of format-approved thesis-project

Other Important Links:

- [DMin Defenses Webpage](#)
- [Graduation Application](#)
- [Graduation Schedule](#) – *currently for January & May 2024 Graduates*

Very Important Note

Thesis-Project Formatting Requirements must be met
in order to graduate.

If you have not completed the Thesis-Project Review Process by the
slated deadline, your graduation will be delayed.

Some Advice

- Plan your Timeline
- Work with a Style-Guide
- Use the Thesis-Project Checklist
- Be Consistent
- Be Supported

Thesis-Project Review Process

Doctor of Ministry Program