

Th.M. (Standard) - Student Reference Sheet

THM8500 BIBLIOGRAPHICAL RESEARCH

- Discuss with Major Professor plans to register for this course
- Using syllabus contained in the ThM Handbook, the Major Professor and the student work out the details of meetings and submissions.
 - If the Major Professor wishes to customize the standard syllabus from the Handbook, this is prepared and attached to the THM8500 registration form prior to signing the form.
- Fill out and submit Master of Theology THM 8500 Bibliographical Research Registration Form
 - The Major Professor approves the form, attaching a customized syllabus **IF** the Major Professor wishes to use one.
 - Student sends form to ThM Office for Director's signature
 - The approved form is sent to the Registrar where registration for the course is entered

COURSEWORK (chosen in consultation with Major Professor)

- Complete 6 hrs. of Concentration Electives
- Complete 6 hrs. of Free Electives
- Complete THM8580 Guided Reading I (2,500-3,000 pages)
 - Prepare THM8580 Guided Reading I, Part I Registration Form (N-1)
 - In consultation with Major Professor specify "statement of course content and requirements, including the specific books to be read, dates for supervisory meetings between professor and student throughout the term, and other formal parts of the agreement" as required on form.
 - Attach the documentation explained above to the Approval Form (N-1) and obtain Major Professor and Th.M. Program Director's approvals.
 - After the Registrar receives the approved form, the student will be registered for the class.
- Complete THM8581 Guided Reading II (2,500-3,000 pages)
 - Prepare THM8581 Guided Reading II, Part II Registration Form (N-2)
 - Follow the same procedure as above for THM8580

GUIDED RESEARCH PROJECT

- Prepare THM8582 Guided Research Project Proposal Form (N-3)
 - In consultation with the Major Professor, provide and attach the following as specified on the form:
 - An explanation of the title and further explanation of the nature and importance of the specific topic for research.

- A brief statement of research methodology.
 - A detailed outline of the proposed final project and a comprehensive bibliography.
 - The Major Professor and the Th.M. Program Director approve the N-3 form.
 - After the Registrar receives the approved form, the student will be registered for the class.
- Submit drafts of the paper or its parts, as determined by the MP, for his review as you are working toward completion; there should be consultation of this type *well in advance* of the submission deadline (Nov. 1 or April 1) in the semester in which the student desires to graduate.
- Submit one complete final draft of the Guided Research Project to MP by submission deadline (see Academic Calendar; approximately Nov. 1 and April 1)
 - MP certifies that the GRP is ready to go to the 2nd Reader by signing Guided Research Project 2nd Reader Form (N-4)
 - Student submits one additional GRP copy along with the signed Guided Research Project 2nd Reader Form (N-4) to the ThM Office.
 - ThM Office sends GRP copy to 2nd Reader for evaluation.
 - 2nd Reader returns comments/requested corrections to ThM Office
 - ThM Office returns 2nd Reader comments to MP for sharing with student
 - MP informs student of any required corrections
- Student makes final corrections to Guided Research Project by deadline (see Academic Calendar; approximately Dec. 1 and May 1)
 - Major Professor approves final copy by signing Guided Research Project Approval Form (N-8) and sending to ThM Office
 - ThM Office sends Approval Form (N-8) to Registrar
 - Registrar enters Pass grade for THM8582
 - Student emails electronic copy (preferably PDF file) to ThM Office for archiving

OTHER REQUIREMENTS

- The student must clear obligations to all SEBTS offices prior to graduation