

Th.M. THESIS - 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 THM8500 Bibliographical Research Registration Form
 - Student and Major Professor sign the form (add customized syllabus **IF** desired)
 - Student takes form to ThM Office for Director's signature
 - Student takes form to Registrar where registration for the course is entered

COURSEWORK (chosen in consultation with Major Professor)

- Complete 12 hrs. of Upper-level MDiv Electives/Ph.D. classes/seminars (see **Degree Requirements**)

PROSPECTUS

- Submit Prospectus to Major Professor for approval
- When MP is satisfied, submit Prospectus along with signed Th.M. Prospectus 2nd Reader Form (T-1) to ThM Office for 2nd Reader
- Receive corrections (if any) from 2nd Reader through Major Professor
- Submit corrected copy, if necessary, to MP and to ThM Program Director for approval
- Receive email from ThM Office stating permission given to begin Thesis work

THESIS SUBMISSION

- The student ordinarily registers for the 9-hour THM8590 course (using the paper registration form for that purpose) in the semester in which the student plans to graduate.
- Submit (as directed) chapters of Thesis as they are completed to MP for review. This should take place *well in advance* of the Thesis submission deadline in the semester in which the student desires to graduate.
- Submit a complete final draft of the Thesis to MP by submission deadline (usually by Nov. 1 for Fall semester and April 1 for Spring semester; see Academic Calendar)
 - MP certifies that the Thesis is ready to go to the other Readers by signing Th.M. Thesis Certification & 3rd Reader Form (T-8)

- Student submits two additional Thesis copies along with the signed Th.M. Thesis Certification & 3rd Reader Form (T-8) to the ThM Office.
- ThM Office sends Thesis copies to 2nd Reader and 3rd Reader for review

- ThM Office schedules Oral Defense
 - Student brings copy of Thesis to Oral Defense
 - MP and other Readers bring comments, evaluations
 - After Oral Defense, MP and Readers convey needed corrections to student

- Student makes final corrections to Thesis by deadline (usually by Dec. 1 for Fall semester and May 1 for Spring semester; **see Academic Calendar**)
 - Major Professor approves final copy by signing Thesis Final Revision Notification (T-15) and sending to ThM Office
 - ThM Office emails the student a copy of the ThM Thesis Approval form with italicized faculty signatures to be inserted as page iii in the electronic copy of the Thesis submitted to ProQuest

FINAL SUBMISSION OF THESIS TO PROQUEST

- The student will:
 - Review all formatting and submission guidelines and all information available through the FAQ library link.
 - Submit the approved final copy of the Thesis to ProQuest using the link provided by the Library AA, pay required fees, and order one bound copy of Thesis for MP as a courtesy

- The Library AA will send a Final Memo detailing the successful completion of the Thesis submission process to the Registrar; the Registrar will clear the Thesis requirement for graduation.

OTHER REQUIREMENTS

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