2016-17 MTh/PhD Thesis Preparation Instructions

Contact Jeni Mullenix with questions (jmullenix001@luthersem.edu, 651-523-1647)

* Language exam(s) and comprehensive exams (PhD) must be completed before thesis work can begin.
* Submit “Thesis Adviser Form” to GTE office.
* Consult with thesis adviser on preparing thesis proposal. See Catalog for thesis proposal content requirements.
* Work with thesis adviser to find 2 faculty readers who have expertise in your subject matter.
* Follow *Writing and Style Guide* requirements in writing proposal and thesis.
* Collect signatures of adviser and readers on “Thesis Proposal Form.”
* Submit printed form and electronic copy of proposal to the faculty chair of the thesis adviser’s division *one week and one day in advance of the division meeting*. Contact GTE office for dates.
* Submit electronic copy of proposal to GTE office at the same time.
* When thesis proposal is approved by the division and the GTE office, you are notified by email and the Candidacy fee is assessed.
* ***Deadline #1: February 1:***

Submit any 2 chapters of thesis and working bibliography to GTE for initial review of compliance with *Writing and Style Guide* requirements. The Graduation fee of $150 is assessed at this time.

* ***Deadline #2: March 1:***

Submit 3 printed copies of completed thesis to the GTE office for distribution to your adviser and readers. Submit the thesis via email to GTE as well. This is not a provisional draft; this is the final defense draft.

* ***Deadline #3: BEFORE April 1:***

MTh students should work directly with advisers and readers to schedule the oral defense. Please notify GTE of the agreed upon date and time.

Because the PhD oral defense is a public event, PhD students must arrange a date and time for the oral defense first with GTE. At least one week prior to the defense, PhD students must secure all signatures on the “Authorization for PhD Oral Exam.” The GTE office will promote the defense and make a copy of the defense draft available through Google Drive. *NOTE:* *The printed copy for the library is no longer needed*.

* ***Deadline #4: April 15:***

Submit a final, typographically perfect copy of the thesis via email to GTE for certification that your thesis meets style and format requirements from the *Writing and Style Guide.* The GTE office completes the “Inspection and Certification of Thesis” form.

* ***Deadline #5: May 1:***

All bills must be paid and all library books turned in by this date.

*NOTE:* The graduation fee includes printing and binding of the 2 required copies of the thesis. Both copies are ordered by the GTE office and sent directly to the library. You are responsible for printing, binding and paying for any extra copies you want for yourself.

See Luther Seminary Academic Catalog for additional details

**Graduation may be delayed if these deadlines are not met!**

**Important Link**

* Luther Seminary Writing and Style Guide
	+ <http://luthersem.libguides.com/wsg>

**Self Check-List**

* Language Exam(s) Passed.
	+ *MTh – 1 language; PhD – 2 languages.*
* PhD: Comprehensive Exams Passed.
* Thesis Adviser Form.
	+ *Signed by adviser; Submit to GTE office.*
* Two Thesis Readers approved by adviser.
* Download “Research Paper Template” to write Thesis Proposal.
	+ *Available on Writing and Style Guide.*
* Thesis Proposal Form signed.
	+ *Submit with electronic copy of proposal to faculty chair of your adviser’s division at least one week in advance of division meeting. Email the proposal to the GTE office as well.*
* Receive notice from GTE office that thesis proposal passed and candidacy fee assessed.
* Submit any 2 chapters and bibliography via email to GTE office for initial review of compliance with *Writing and Style Guide* requirements. DUE: February 1.
* Submit 3 printed copies of final defense draft to the GTE office for distribution to adviser and readers. Submit final thesis via email to GTE office. DUE: March 1.
* PhD: Organize oral defense with Jeni Mullenix in GTE office. DUE: Before April 1.
* MTh: Organize oral defense with adviser and readers and notify GTE office. DUE: Before April 1.
* PhD: Collect signatures on “Authorization for PhD Oral Exam” form. DUE: One week prior to defense.
* Typographically perfect thesis submitted to GTE office via email. DUE: April 15.
* Pay all bills and turn in all library books. DUE: May 1.