Introduction to the
Brite Divinity School
Th.M. Manual

The Brite Divinity School Th.M. Manual is designed to facilitate the admission process for the prospective student. Additionally, the Manual also serves to guide the Th.M. student through the process of earning a Master of Theology Degree in her or his chosen area.

The Manual begins with an introduction to the admission process, introduction to the four master degree areas offered by Brite Divinity School, guidelines for helping the student negotiate the journey of advanced master’s study, and forms that the student will need to employ to complete the Program.

To prospective students, we look forward to your joining the Brite community, and to current students we appreciate your efforts in securing a Th.M. The Brite Divinity School faculty and staff hope this Manual will help facilitate those efforts.
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I. ADMISSION TO THE MASTER OF THEOLOGY PROGRAM

Brite Divinity School offers the Master of Theology in four areas of study: Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism; New Testament and Literature of Early Christianity; Pastoral Theology and Pastoral Care; History and Theology.

A. General Application Information

In addition to area specific requirements (see B.), all Th.M. applications must include the following:

1. Application and Admission Fee

Applications are available from: Office of Admissions
Brite Divinity School
TCU Box 298130
Fort Worth, Texas 76129
Or online: www.brite.edu/admissions.

Each application must be accompanied by a non-refundable $50 application fee made payable to Brite Divinity School.

2. Statement of Purpose

As part of the application, the candidate must submit a statement of purpose. This is a very important part of the application. The candidate should prepare it carefully, being sure to specify the reasons for applying to the Th.M. Program of Brite Divinity School.

3. Three Letters of Recommendation

These should come from persons who are able to evaluate your academic and professional qualifications, such as undergraduate or graduate faculty familiar with your work. These letters must be in sealed envelopes and signed across the seal for security; however, you are responsible for seeing that the letters of recommendation are sent. If letters are faxed, they must be faxed to the attention of the Admissions Office and followed by mailed hardcopies to the Admissions Office.

4. Financial Certificate for International Students

In order to meet requirements for entry into the United States, international applicants must demonstrate that they have the financial resources to cover the cost of their education. Visa documents are issued only when all admission
procedures have been satisfied. Applications for financial awards to international students are considered in competition with all other applications received.

5. Transcripts

Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution.

6. Test Scores

Test of English as a Foreign Language (TOEFL). Applicants whose primary language is other than English and who have not received their education at an accredited English-speaking college or university will also submit TOEFL scores of normally not less than 600 (computer-based 250 or internet-based 100).

You may select either the computer-based or paper-based test format. Online information about the TOEFL is available at [http://www.ets.org/](http://www.ets.org/) or you may contact Educational Testing Service (ETS), P.O. Box 6000, Princeton, New Jersey 08541-6000. Please use Institutional Code 6803 when requesting that test scores be sent to Brite Divinity School.

B. Additional Area Application Requirements

1. Hebrew Bible & New Testament Specific Requirements for Admission

Hebrew Bible and New Testament applications must contain the following area specific requirements:

a. M.Div., M.T.S., or M.A. degree with courses in biblical studies and Biblical Hebrew and Greek;

b. Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During orientation, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament with the aid of a dictionary). Students who do not pass the tests or have not had one of the two languages may achieve competency by passing a one-semester / three hour graduate course in the language;

c. Provide a Writing sample (thesis, research paper, article, or essay) demonstrating the applicant’s area of interest in biblical studies, scholastic preparation, and intellectual ability.
2. **Pastoral Theology and Pastoral Care Specific Requirements for Admission**

Pastoral Theology and Pastoral Care applications must contain the following area specific requirements:

a. M.Div. degree or its equivalent. “Equivalent” means that the Pastoral Theology and Pastoral Care department may consider an applicant who has a theological degree other than the M.Div. from an accredited seminary or divinity school. The Pastoral Theology and Pastoral Care department will assess the applicant’s transcript and recommend course work necessary to achieve equivalency. At minimum, the applicant will be expected to have completed within the existing theological degree:

- 9 hours of pastoral care, pastoral theology, or pastoral counseling
- 3 hours of ethics
- 6 hours of theology
- 6 hours of Bible
- 6 hours of church history

The department may also require courses in other disciplines expected from an M.Div. program to prepare a student for ministry. Normally, and by ATS standards, equivalent work, plus the previous degree, would equal the number of hours required for an M.Div. degree.

b. Provide a document (thesis, research paper, article, lecture, writing project) in the applicant’s area of specialty that demonstrates abilities to conceptualize and communicate through the written word.

3. **History and Theology Specific Requirements for Admission**

a. M.Div., M.T.S., or M.A. degree with courses in historical studies, theology, and ethics.

b. Provide a writing sample (thesis, research paper, article, or essay) demonstrating the applicant’s area of interest, scholastic preparation, and intellectual ability.

C. **Th.M. Application Deadline**

Completed Th.M. applications must be received no later than April 15 (fall matriculation) and October 15 (spring matriculation). The Advanced Programs Admissions Committee, the Associate Dean for Academic Affairs, and the Dean make admission decisions. Admission is competitive and students are selected on the basis of a total profile of their scholastic preparation and intellectual ability.
Applicants are notified by May 31 of admission for the following fall semester/November 15 for the following spring semester.

D. Th.M. Admissions Timeline (Fall / Spring)

*February 1 / August 1*
Last date for applicants to take the paper-based GRE in order for Brite to receive the scores by April 15 / October 15.

*February 15 / August 15*
Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by April 15 / October 15.

*March 1 / September 1*
Last date for applicants to take the computer-based GRE or TOEFL in order for Brite to receive the scores by April 15 / October 15.

*April 15 / October 15*
Completed applications must be on file.

*May 15 / November 15*
Admission decisions will be mailed by this date to all applicants whose files are complete by April 15 / October 15.

*May 31 / December 7*
Deadline for response to offers of admission and financial award. If your reply is not received by May 31 / Dec. 7, Brite may rescind the offer of admission and financial award. An offer of admission is made for a specific entrance date. In some cases, admission may be deferred until the following semester.

E. Financial Awards

Tuition scholarships are available to candidates in the Master of Theology Program. Awards are based upon merit. If awarded, financial aid is limited to three hours beyond the degree requirements in the Th.M. program.

Brite Divinity School will pay audit fees for one course audited. The course must be related to the student’s Program. The Associate Dean for Academic Affairs must approve the course prior to registration.
II. MASTER OF THEOLOGY PROGRAM DESCRIPTION

The Master of Theology degree is an advanced masters degree program at Brite Divinity School. The twenty-four hour program leading to this degree is designed to provide students with a more complete mastery of a particular area of theological study than is normally provided at the M.Div. level. Students who enter the program may seek a variety of objectives: to prepare for further graduate study at the doctoral level, to prepare for some forms of teaching (in institutions, public or private, where masters preparation is expected for entry level positions), to use scholarly study to enhance ministerial practice, or to engage in disciplined and critical reflection upon a specialized form of ministry. By the end of the program, students will be expected to demonstrate an advanced understanding of their chosen area of study through the completion of a thesis project.

A. Degree Requirements

This degree requires the completion of twenty-four semester hours including a thesis. All courses require approval of the student’s advisor.

1. Areas of Study


   c. **Pastoral Theology and Pastoral Care.** The theory and practice of ministry in pastoral theology and pastoral care.

   d. **History and Theology.** Preparation in theological analysis and constructive formulation, including study in history, theology, historical theology, and ethics.

2. Language and Research Methodology

Work in the biblical areas will require knowledge of both biblical Hebrew and Greek. Students will take a diagnostic test in both languages upon matriculation. Students who do not pass the tests or have not had one of the two languages may achieve competency by passing a one-semester / three hour graduate course in the language. Knowledge of one modern language other than English is also required (typically French, German, Italian, Korean, or Spanish). The modern language requirement is met by passing a two hour exam normally prepared and graded by
a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Work in the area of History and Theology requires knowledge of one modern language other than English (typically French, German, Italian, Korean, or Spanish). The modern language requirement is met by passing a two-hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Brite occasionally offers BRLN 90000 to provide a foundation from which students can prepare for a modern language exam. This course, while beneficial, does not satisfy the modern language requirement. Students who have completed BRLN 90000 are encouraged to continue to develop their translation skills before taking an exam with a faculty member.

Students in the area of Pastoral Theology and Pastoral Care will need to demonstrate competence in both quantitative and qualitative research methodologies. This requirement can be met by passing an acceptable graduate level course, approved by the faculty, at an accredited college or university with a grade of “B” or better.

3. Curriculum

a. The program requires 24 hours of course work

b. Course work will typically include twelve hours at the 90000 level (courses intended for Master of Theology and Ph.D. students) in the area of one’s specialization, or related areas. The remaining nine hours of courses will be at the 70000 (courses that are more advanced masters level courses including some lecture courses, biblical language and biblical exegesis courses, and seminar courses) or 90000 level. Courses are to be planned in consultation with the student’s advisor.

c. Students may audit one course, the cost of which will be covered by Brite. Written permission of the instructor and the Associate Dean for Academic Affairs is required (see Form).

d. In the final semester of program, students must complete a three-hour independent research study course (****94013) including the writing of a thesis, normally 40-50 pages in length. Students must pass an oral
examination based upon the thesis project, which will be conducted by the student’s advisor and one additional faculty member chosen, in consultation with the student, by the student’s advisor.

e. Theses involving human participants must also receive approval from the Advanced Programs Committee and Texas Christian University’s Institutional Review Board. Proposals must conform to the policy and procedure, as stated in the Brite Governance Handbook (sections 3.5 and 3.6). Additional information can be found online at www.research.tcu.edu.

f. The Thesis Director in consultation with the Second Reader, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. For May graduation, the thesis must be approved, signed by the Thesis Director and Second Reader, and submitted to the Associate Dean for Academic Affairs no later than April 10. For December graduation, the thesis must be approved, signed by the Thesis Director and Second Reader and submitted to the Associate Dean for Academic Affairs no later than November 10.

g. When it has been determined that the thesis requires no further written revisions, the text must be sent electronically to UMI for filing. Instructions for submitting the text to UMI can be found online at http://www.lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

B. Women and Gender Studies Certificate for Th.M. Students

Brite Divinity School cooperates with TCU graduate departments and schools in offering a Women and Gender Studies Certificate Program. This program is currently open to Brite Th.M. and Ph.D. students and to others on a case-by-case basis. To earn the Certificate, students must complete twelve hours of course work: BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional Brite courses approved for the program. For further details, contact the Associate Dean for Academic Affairs.

C. Other Degree Requirements

1. Twenty-four semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four point grading system.

2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

4. Except for approved transfer credit, Th.M. students will normally fulfill all their course requirements through courses taught by Brite faculty.

5. The Th.M. requires at least two semesters of academic study. Transfer credit for the Th.M. is eligible for consideration under certain conditions: when the credit requested is for courses taken beyond a first masters program; when those courses are directly related to the student’s chosen Area of Study; and when the courses are deemed to be compatible with the purposes and curricular structure of this program. Transfer credit is not routinely granted for this program and, when approved, is limited to a maximum of nine hours. A student who transfers from another institution must complete the final fifteen semester hours at Brite Divinity School directly under the supervision of the Brite faculty.

6. Master of Theology students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in the program by enrolling in BRLB 90001 Dissertation or Thesis Research in Library. This fee will allow use of the Mary Couts Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses in the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course). This course will not count toward the twenty-four credit hours required by the degree.

7. All degree requirements must be completed within four years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Advanced Programs Committee.
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TH.M. PROGRAM
AUDIT APPLICATION

NAME: ________________________________________________________________

STUDENT ID# __________________________________________________________

1. Course you wish to audit (title, course number, semester/year):
   (Brite will pay audit fees for one course audited.)
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

2. Reason(s) for wanting to audit this course:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

3. This is: ____________________________________________________________
   Student’s Signature: ____________________________ Date: ________________
   1st class audited  class audit not paid by Brite

4. Signature of professor of record for the course and the Associate Dean for
   Academic Affairs:
   a. I consent to have this student audit my class:
      ________________________________________________________________ Date: __________
      Professor
   b. Concur:
      ________________________________________________________________ Date: __________
      Associate Dean for Academic Affairs

Note: This form is to be filed with the Associate Dean for Academic Affairs
REQUEST FORM
FOR EXTENSION OF Th.M. PROGRAM
BEYOND FOUR YEARS

STUDENT’S NAME: _____________________________________________________

STUDENT ID# __________________________________________________________

1. Please note (a) the specific reason(s) for requesting this extension; (b) indicate the status of your thesis
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

2. Time when you now plan to complete your program:________________________

3. Signatures: (a) Student (b) The Associate Dean for Academic Affairs, following consultation with the Thesis Director and the Advanced Programs Committee, grants the extension.

_____________________________________________________________________
Date ______________________
Student

_____________________________________________________________________
Date
Associate Dean for Academic Affairs

Note: This form is to be filed with the Associate Dean for Academic Affairs
Name: _____________________________________________

Advisor: ________________________  Semester Admitted: ______________

Major Area: _____________________  Healthy Boundaries: ______________

• The degree requires 24 semester hours including a thesis.
• All courses must be selected in discussion between the student and advisor.
• Independent Study courses require permission of the professor and the Associate Dean.

Language
• Modern Languages (One of French, German, Italian, Korean, or Spanish)  Date
Does not count toward Th.M. credit hours
The requirement was met by examination. __________________________

• Ancient Languages
______________________________________________
______________________________________________

Graduate Seminars and Courses
(12 Hours selected from 90000 HEBI, NETE, CHHI, CHTH, RECU courses; 3 Hours of HEBI 95713
Critical Introduction to the Hebrew Bible or NETE 95713 Critical Introduction to the New
Testament are recommended)  Date
______________________________________________
______________________________________________
______________________________________________
______________________________________________

(9 Hours selected from 70000 or 90000 HEBI, NETE, JWST, CHHI, CHTH, RECU courses)
______________________________________________
______________________________________________
______________________________________________
______________________________________________

(3 hours HEBI 94013 or NETE 94013 Independent Research Study and Thesis)
______________________________________________

Projected Date of Completion: ________________  Advisor: ________________

Topic: _____________________________________________

BThM-3
Revised 06/10/15
The degree requires twenty-four semester hours including a thesis. Decisions about courses must be made in conversation with the faculty advisor. Independent Study courses require permission of the professor and the Associate Dean.

Quantitative and Qualitative Research Methodologies (to be completed prior to entry or during first year of coursework; does not count toward Th.M. credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
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<tbody>
<tr>
<td>Four Classroom Seminars in PTPC at the 90000 level (12 cr. hours)</td>
<td>Date</td>
</tr>
<tr>
<td>1. PTPC</td>
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<td>2. PTPC</td>
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<td>3. PTPC</td>
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<td>4. PTPC</td>
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<tr>
<td>Three Other Classroom Seminars in 70000 or 90000 level courses (CHHI, CHTH, CHET, JWST, HEBI, NETE, PTPC, RECU) (9 hours)</td>
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<td>5.</td>
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<td>6.</td>
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<td>7.</td>
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<tr>
<td>PTPC 94013 Independent Research Study and Thesis (3 hours.)</td>
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</table>
**ADVISING FORM**
**MASTER OF THEOLOGY**
**IN HISTORY AND THEOLOGY**

Name: _____________________________________________  __________________

Last  First  Middle  Student ID#

Advisor: ________________________  Semester Admitted: _________________

Major Area: _____________________  Healthy Boundaries: _________________

The Areas for the degree include: History of Christianity, Christian Theology, Christian Ethics, and Church in Society.
- The degree requires 24 semester hours including a thesis.
- All courses must be selected in discussion between the student and advisor.
- Independent Study courses require permission of the professor and the Associate Dean.

**Language**
- Modern Languages (One of French, German, Italian, Korean, or Spanish)  Date

Does not count toward Th.M. credit hours
The requirement was met by examination.

**Graduate Seminars and Courses**
(12 Hours selected from 90000 CHHI, CHTH, CHET, RECU)

<table>
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<th>Date</th>
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(9 Hours selected from 70000 or 90000 courses in CHHI, CHTH, CHET, JWST, HEBI, NETE, RECU)

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(3 Hours CHHI 94013, CHTH 94013, CHET 94013, RECU 94013 Independent Research Study and Thesis)

<table>
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<th>Date</th>
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Projected Date of Completion: _________________  Advisor: ________________________

Topic: _________________________________________________

BThM-5
Revised 06/10/15
Th.M. LANGUAGE REQUIREMENT (BIIN & History and Theology)

MODERN LANGUAGE

STUDENT’S NAME: ____________________________________________________________

STUDENT ID#: _____________________________________________________________

passed the modern language requirement by passing a two hour exam normally prepared and graded by a Brite faculty member.

<table>
<thead>
<tr>
<th>Language</th>
<th>Test Date</th>
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______________________________________________________/__________________________

Passed/No Pass  Signed by Faculty Member or Date
Attested by Associate Dean for Academic Affairs
Th.M. RESEARCH METHODOLOGIES (PTPC)

STUDENT’S NAME: _____________________________________________________

STUDENT ID#: ______________________________________________________

passed the research methodologies requirement in the following way:

A. By passing prior to matriculation a graduate level course with a grade of “B” or better.

<table>
<thead>
<tr>
<th>College or University</th>
<th>Name of Course</th>
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<tr>
<th>Date of Course</th>
<th>Grade</th>
<th>Transcript or Other Form of Verification</th>
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Attested by Associate Dean for Academic Affairs Date

B. By successful completion of a course during Th.M. Program study:

<table>
<thead>
<tr>
<th>College or University</th>
<th>Name of Course</th>
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<table>
<thead>
<tr>
<th>Date of Course</th>
<th>Grade</th>
<th>Transcript or Other Form of Verification</th>
</tr>
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</table>

Attested by Associate Dean for Academic Affairs Date
Th.M. (BIIN) ANCIENT LANGUAGE REQUIREMENTS
DIAGNOSTIC TEST

STUDENT’S NAME: ________________________________________________________

STUDENT ID#: __________________________________________________________

☐ BIBLICAL HEBREW ☐ BIBLICAL GREEK

A. Student took the diagnostic exam on ________________________________ (Date)
   with the following result:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

   (Signed)                                                                   (Date)

B. Student demonstrated competence in ☐ Biblical Hebrew ☐ Biblical Greek through
course work in ______________________ taken in ________________________.
   (Course Number)                                                        (Semester and Year)

   (Signed)                                                                   (Date)
TITLE OF THE THESIS
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS
by
Jane Marie Doe

THESIS PROPOSAL APPROVAL FORM

Th.M. in Biblical Interpretation
Th.M. in Pastoral Theology and Pastoral Care
Th.M. in History and Theology
Brite Divinity School

Approved by Thesis Committee:
Date: ________________________________

____________________________________
Thesis Director

____________________________________
Thesis Committee Reader
TITLE OF THE THESIS
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS

by

Jane Marie Doe

Bachelor of _____, 2004
Texas Christian University
Fort Worth, TX

Master of Divinity, 2008
Brite Divinity School
Fort Worth, TX

Thesis

Presented to the Faculty of the
Brite Divinity School

in partial fulfillment of the requirements
for the degree of

Master of Theology in Biblical Interpretation
Master of Theology in Pastoral Theology and Pastoral Care
Master of Theology in History and Theology

Fort Worth, TX

May 2011
TITLE OF THE THESIS
CENTERED AND DOUBLE-SPACED

APPROVED BY

THESIS COMMITTEE:

(NAME) ______________________________________
Thesis Director

(NAME) ______________________________________
Reader

Jeffrey Williams __________________________________
Associate Dean for Academic Affairs

Joretta Marshall _____________________________
Dean
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.
RESULTS OF ORAL EXAMINATION
OF TH.M. THESIS

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The above shown student’s oral examination of his/her Th.M. Thesis entitled:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

resulted in a grade of ☐ Pass with Distinction ☐ Pass ☐ Conditional Pass ☐ No Pass

If the result was conditional pass, the candidate is required to either provide (1) written
revisions and/or (2) a second oral defense.

After conferencing, the Thesis Committee has chosen that this student do option:

☐ Written revisions ☐ Second oral defense

The deadline for meeting these criteria is: ____________________________ (Date)

IN AGREEMENT THESIS COMMITTEE:

_________________________________
Thesis Director

_________________________________
Thesis Reader

ATTEST:

_________________________________
Associate Dean for Academic Affairs Date