



Master of Arts in Theology Thesis or Research Papers Instructions

General. The MA degree requires the student to complete either a thesis or two (2) research papers. Each option is designed to reflect the student's enriched theological understanding of the chosen area of concentration.

Requirements for Thesis Option

- Length of thesis should be no less than fifty (50) pages and no more than one hundred (100) pages of text, excluding preliminary pages, bibliography, appendices, etc.
- Should reflect the student's ability to utilize source material responsibly, to grasp theological concepts, methods and implications, and to express these clearly and concisely.
- Should use the **latest edition** of the Manual for Writers of Term Papers, Theses and Dissertations by Kate L. Turabian (University of Chicago Press).

Requirements for Research Papers Option

- Length of each paper should be about thirty (30) pages in length.
- Should complete one research paper in the second year of study and the other in the third of study.
- Should use the **latest edition** of the Manual for Writers of Term Papers, Theses and Dissertations by Kate L. Turabian (University of Chicago Press).

Process

- Check calendar due dates for registration and submission of approvals and completion of thesis/paper and associated degree examinations in time for the May graduation.
- Consult with the academic advisor to select the topic(s) and the regular faculty members who will serve as the director and reader of the thesis or research papers.
- Contact and obtain agreement of the selected faculty members to serve as director and reader, preferably faculty from the area of concentration.
- Prepare the special Topic Approval/Registration form and obtain the approval signatures of the director, reader and Department Chair. **Submit completed, signed form directly to the Registrar.** Form is available on the Forms and Instructions webpage. NOTE: Registrar will confirm topic approval/registration by email.
- Prepare the special final Approval form and obtain the signatures of the director, reader and the Department Chair. Form is available on the Forms and Instructions webpage.
- Submit the following to the Academic Dean's office no later than the date established in the Official Academic calendar: 1) an electronic copy of the paper, 2) a printed and completely unbound copy (no hard cover or plastic binding combs); 3) the signed approval form.

Official Record of Approval. Upon approval of thesis or research papers, the approval will be posted by the Registrar on the student's official academic record and a copy will be stored electronically in the WTU library. **Note:** Students desiring a hard cover copy should obtain it from a commercial source.

Registration Fee. At the time of registration for topic approval, a non-refundable fee will be charged to the student's account for the completion and approval of the thesis (papers). The fee will be valid for one academic year. If the thesis (papers) is not completed at the end of one year, a renewal of one year may be obtained for which another fee will be assessed. Only one renewal may be granted. Renewal request should be submitted by email to the Registrar.