

Summit Bible College
Overview of Thesis/Dissertation Process

1. Submit Intent to Graduate Form
2. Enroll in Thesis/Dissertation Class (recommended)
3. Submit the Thesis-Dissertation Proposal Worksheet for approval
4. Submit the work in progress according to the checkpoint schedule
5. Submit work to independent editor for final editing.
6. Paper will be submitted for final review and approval
7. Exit Interview
8. Degree Awarded



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 Office: (661) 328-1151
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Intent to Graduate Master & Doctorate Programs

Form submission is required at the student's halfway point of the program.

Name: _____

Email: _____ Phone: _____

Street: _____

City: _____ State: _____ Zip: _____

Country: _____

Degree Expected: ___ Master ___ Doctorate
 ___ Theology - emphasis: _____

 ___ Divinity ___ Ministry – emphasis: _____

Expected date for completion of class requirements: _____

Expected Date of Graduation: _____

Thesis or Dissertation Due Date: _____

This date is two months prior to expected graduation date.

It is the desire of Summit Bible College that all of our students complete the Thesis-Dissertation process. Too many students get frustrated or sidetracked; however, we have found the process to be greatly used by God to inspire, stretch, and thereby transform the student in all areas of their life and ministry.

I am ready for the challenge of writing my thesis or dissertation. I understand and agree to the following terms:

1. I agree to abide by the Thesis-Dissertation process and format required by Summit.
2. With this form, I will pay the \$250 Thesis-Dissertation Fee, which includes 10 hours of advising. If more advising hours are needed, I agree to pay for additional time will be billed at the rate of \$30 per hour.
3. Advising includes: General direction; Input on ideas; Feasibility analysis; Help with additional resources; General Turabian formatting; Comments on overall formatting, development, contents, and arrangement. I understand that Advising begins with the submission of the Thesis-Dissertation Proposal Worksheet.
4. I understand that I must hire an independent editor to correct errors in grammar, spelling, structure, footnotes, bibliography, appendix and other formatting issues.
5. I understand that the Thesis-Dissertation class is available each term, and that I am encouraged to attend as often as necessary. There are no credits or grades issued for this class, and it is free help!
6. I will complete my Thesis or Dissertation in eighteen months. If not, I understand that I will be required to take two additional classes at SBC in the area of my major or paper topic. The class fees will be prorated.
7. I understand that my degree will not be awarded until the Thesis or Dissertation requirement is completed.

Signature: _____ Printed Name: _____ Date: _____

For Office Use: Bookkeeping: Payment Received Date: _____ Advisor Approval: _____ Thesis-Dissertation Advisor Approval: _____

Summit Bible College

Thesis or Dissertation Master and Doctorate Programs

Purpose and Scope

The student will complete a Thesis/Dissertation paper, which requires planning, research, and a level of thinking and writing that will demonstrate to Summit Bible College that the student is passionate and knowledgeable about the subject matter. The paper should broaden the student's perspective on life, as well as, demonstrate the student's ability to organize and manage the tasks of this paper in the manner needed to fulfill the requirements of the assignment.

The student will prayerfully identify a topic of interest about which they would like to or need to learn more about for better ministry skills. The student will develop questions concerning their topic, and then through gathering information (research), reading, and critical thinking, the student will focus on a particular aspect of the topic for their paper. This focus will be stated as a thesis statement.

Spiritual impact: The paper should be used by the Holy Spirit to lay a foundation on a unique area that needs discussion or future consideration for ministry for the student or others.

The two most important adjectives used to describe the paper are "original and "substantial."

- Original:
1. new; fresh; inventive; novel
 2. created, undertaken, or presented for the first time

- Substantial:
1. of considerable size or value; worthwhile; important
 2. solid or strong in quality or character

Paper Requirements:

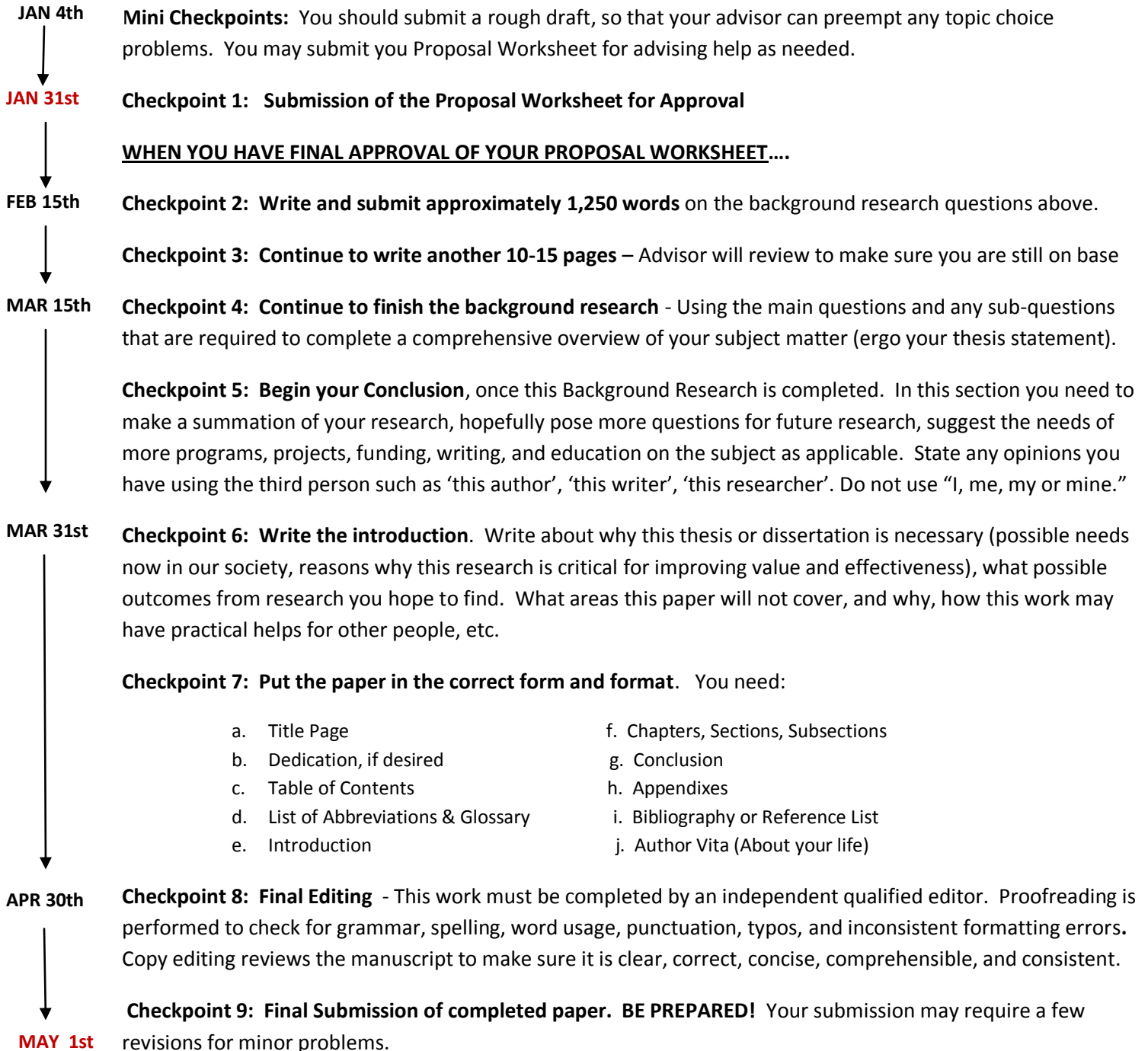
1. Perfect spelling, grammar, punctuation, style, format and organization
2. Chicago Style:
 - a. Source Citation – Notes-Bibliography
 - b. Paper Format – Margins; Typeface; Spacing/Indentation; Pagination; Titles
3. Thesis: > 65 pages Sources: > 30
4. Dissertation: > 100 Sources: > 60
 - a. These are only suggestions, and they should not be relied upon as the sole element with which to judge the quality of the paper.
5. Due for final review and approval two months before the student's expected graduation date.

Topic Requirements:

1. Current and relevant issue, trend, or need in society.
2. Not Theology Directly: Systematic Theology; Faith; Prayer; Discipleship; Apologetics; Hermeneutics, etc. If the student chooses to do a paper on Theology, it would have to be specific and detailed oriented. For example: Discipleship and the Laos People

Summit Bible College
Thesis-Dissertation Checkpoint Schedule
JUNE 2012 GRADUATION

Working with your Advisor: You will communicate with your advisor via email and/or phone. You are charged for this service, and therefore it is important to respond in a timely manner to your Advisor's communication and to have your questions or concerns ready. The advisor helps with General direction; Input on ideas; Feasibility analysis; Help with additional resources; General Turabian formatting; Comments on overall formatting, development, contents, and arrangement.



Summit Bible College

Thesis/Dissertation Proposal Worksheet

Purpose: To help students work through the process of choosing a topic and submitting a Thesis/Dissertation proposal.

Working Topic (Main Question): (See Textbook Section 1 – 1.2.1, 1.2.4 & 1.2.5 pgs 5 – 8, 10, & 11)

1. I am working on the topic of “X”
2. Because I want to find out “Y”
3. So I can help others understand “Z”
4. So What? Why should people care about your topic?

Research Questions: What do you and your readers want to know about your topic? (See Textbook Section 2 – 2.2.3 pgs 12-20)

1. Submit seven (Thesis) or ten (Dissertation) insightful questions about your topic.
2. **For each question:**
 - a. Submit three sources that contribute to understanding or answering the question.
 - b. Include bibliographic information (not footnotes) for each source. (See Textbook Section 16.1 pgs 142-145)
 - c. Summarize/paraphrase the relevant information from each source.

Thesis Statement: A preliminary answer to the main research question.

1. What is your main research question?
2. What is the preliminary answer to your main research question? This is called a Working Hypothesis. (See Textbook Section 2.2.1 pgs 19-20)
3. Restate the question and the answer into one or two sentences.