

DEADLINE DATES FOR CTS TH.M. STUDENTS

Th.M. Theses

If you plan to graduate at the **2011** Commencement, please carefully note the deadline dates below.

November 1, 2010

Th.M. students must complete and submit the "Approval of Thesis Proposal" form to the Advanced Degrees Committee via the Director of the Th.M. Program. First and second readers approve the thesis topic and proposal by signing this form. The student must submit this form **no later than November 1st** for review by a designated thesis review subcommittee of the Advanced Degrees Committee. Acceptance of all approved proposals will be finalized by the Advanced Degrees Committee at its December meeting in the academic year of anticipated graduation.

January 1, 2011

Th.M. students must notify the Registrar's Office and the Advanced Professional Studies Office of their intention to graduate in May 2011. This is necessary in order to receive May 2011 graduation-related forms and information from the Academic Affairs Office.

March 15, 2011

Th.M. students must submit a final rough draft to the first and second readers for approval. This submission does not need to be in final form (it is a "rough draft"), but the content must be in such shape that it does not require major changes. If it does require major revision at this submission, the student will not be able to meet the deadlines for graduation in 2011.

April 1, 2011

First and second readers will return theses to students by this date. If the submission does not require major changes, the first and second reader will return it to the student for final revision and typing in its final form. If the submission does require major changes, it will need to go back to the first and second reader for another content reading, and the student **will not** be able to meet the deadlines for graduation in 2011. Once the content of the dissertation has been approved by the first and second readers, request that your first reader e-mail the Advanced Professional Studies Office to document content approval.

April 15, 2011

Th.M. students must submit a single paper copy, in final form, of the thesis to the Advanced Professional Studies Office to be checked for correctness of form and style. The Advanced Professional Studies Office returns the thesis to the student for corrections. The student then returns the corrected version to the Advanced Professional Studies Office for a second reading, if necessary.

May 1, 2011

Th.M. students must submit 2 ready-to-be-bound (content, form, and style-corrected) copies of their thesis to the Staff Associate/Binding at the CTS JBC Library on at least 25% cotton paper.

A minimum of 2 copies must be submitted:

Two for the CTS Library. These 2 copies will be sent to the bindery. You may choose to have additional copies bound. Th.M. graduates submit a check made payable to Columbia Theological Seminary for \$25 for each copy to be bound.

The Graduation Dates for Spring 2011 are Friday, May 13 - Saturday, May 14

Please keep these dates in mind when making your plans for completing your degree program. These dates **CANNOT** be changed for anyone. Your inability to meet them will mean you will have to wait another year before you can receive your degree. If you have any questions, please do not hesitate to call the Advanced Professional Studies Office. Please note the above dates are **DEADLINES**, but you are encouraged to submit your Th.M. Thesis **EARLIER** in order to avoid the rush.