



**MEMORANDUM**

**To: AD Students, AD Directors, AD Faculty and Registrars**  
**From:** Jaroslav Skira, TST AD Director  
**Date:** August 7, 2014  
**RE: CORRECTIONS TO THE 2013-2014 AD HANDBOOKS**

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TST recently made some corrections to previously released 2013-2014 AD Handbooks. The revised Handbooks, as well as this memo, can be found on the TST website (<http://tst.edu/content/handbooks>). The revised Handbooks have the following dates on the covers: "Last Updated: September 2013. Revised: August 2014."

The following Handbooks and policies are affected by these corrections:

**i. MA Handbook (2013-2014) & ThM Handbook (2013-2014).**

Parts of Sec. 8.0, 8.25 and 8.37, on the "Thesis" and "Thesis Evaluation" were re-inserted to the MA and ThM Handbooks since these constitute approved policies for the transition to the thesis stage; the thesis proposal; and thesis evaluation. Parts of these sections were unintentionally omitted from these Handbooks. Please see the attached Addendum for the corrected regulations.

**iii. ThD/PhD Handbook (2013-2014).**

"6.7. Terminal Reinstatement" was revised in the handbook to reflect the approved policy in effect since the 2012-2013 academic year. Terminal reinstatement is no longer possible for doctoral students admitted in the academic years 2012-13 and onwards. A clarifying statement was added to indicate that students admitted prior to the 2012-2013 academic year are bound by the Handbook policy of the academic year of their first registration. Please see the Addendum for the corrected regulation.

## ADDENDUM

### i. & ii. MA & THM Handbooks Corrections (2013-2014)

Note: The re-inserted and corrected text is indicated in italics.

#### **“8 The Thesis.**

*Following the satisfactory completion of required coursework and language study, M.A. students research and write a thesis. Students are advised to meet with the AD Director at their college of registration to ensure that they have completed all requirements and to consult about the thesis stage of the program.*

...

**8.2.5 Evaluation.** Once the thesis proposal is completed to the satisfaction of the thesis director, the thesis director will forward the proposal to the other members of the thesis examination committee. The other readers will report their findings to the thesis director as soon as possible. In the Biblical Department, once the proposal has been approved by the thesis committee, it is sent to all members in Old Testament, if the thesis is in Old Testament, and to all members in New Testament, if the thesis is in the New Testament, and considered at the next meeting of the department. *If revisions are advised by the readers (or the department, in the case of students in the Biblical Department), the student must submit a revised version of that proposal on the same subject area within three months from the date that the original proposal was declined. Failure of the revised proposal to meet the approval of the committee (or department) will result in the student’s withdrawal from the program. The director will report the acceptance or non-acceptance of the thesis proposal, using the Thesis Proposal Approval Form, to the TST AD Office, the department, and the student’s school of registration, and will forward a copy of the final version of the thesis proposal to the TST AD Office. The thesis director is responsible for informing the student of the decision on the proposal within the week following the meeting in which it was considered.*

...

**8.3.7 Examination.** The completed thesis is examined by the thesis examination committee (see. Sec. 8.1). The examiners shall report within one month of their receiving the thesis. *Each examiner will submit a written report and, on a separate page, a number and letter grade for the thesis to the TST AD Director, who will average the grades reported and assign that grade to the thesis. In order for the thesis to merit a pass, the three assigned grades each need to be at least B- (70%) and the average of the three grades needs to be at least B (73%). The examiner should also provide a list of any minor corrections (e.g., typographical errors, stylistic changes) that should be made before a student submits the bound copies. If an examiner feels that there are revisions that need to be made before a grade can be assigned, he or she should provide the AD office with a written description. If there are problems with the reports (e.g., a disparity in the assigned grades), the TST AD Director may call the examiners together for consultation. The consultation may include the student, if the TST AD Director feels that this is appropriate. The examiners may pass the thesis, fail it, or ask that it be revised as a result of the consultation. If revisions are to be made before a grade can be assigned, the student should submit a written indication of the changes that have been made (normally a general description plus a list of pages, though a highlighted version might also be acceptable).”*

### iii. ThD/PhD Handbook Corrections (2013-2014)

The approved policy reads:

#### **“6.7 Terminal reinstatement.**

Terminal reinstatement to defend a completed thesis, after a student’s registration lapses, is no longer permitted. (Notwithstanding, students first registered in the program in academic years prior to 2012/13 shall be bound by the terminal reinstatement policy in effect at the time of their initial registration).”