

**MTS EVALUATION AND ADVANCEMENT**  
**REGISTRAR'S OFFICE**

For those in the basic 2-year program

The MTS evaluation conference is held in the second semester of full-time registration, or after the completion of or in process with at least 28 semester hours, and scheduled in the academic calendar. The date for submission of materials for the conference is also noted in the academic calendar. The spring semester of the first year is when the evaluation materials are due to the registrar's office. The conference must be completed before January term of the final year. This conference is to be a demonstration of the student's ability to integrate material already covered and to include goal setting for the completion of the degree.

The evaluation committee shall be the student's first year advisor plus a second faculty member in the proposed area of specialization. The faculty team are assigned and the conference scheduled by the registrar. Upon successful completion of the evaluation conference, the student is recommended to the faculty for advancement in the degree program.

For those with advanced standing

The evaluation conference, with the same goals as noted above, is held within the first semester of full-time enrollment, or with at least 14 semester hours in process. The deadline for submission of materials is the end of October. Students must be in contact with their advisors. The date of the conference will be forwarded to the student. Faculty advisor and evaluating teams are assigned as noted above.

# MTS EVALUATION MATERIALS CHECKLIST

REGISTRAR'S OFFICE

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The MTS evaluation is to be a demonstration of the student's ability to integrate course materials with his/her goals for completion of the degree program.

**MATERIALS:** The following materials should be submitted to the registrar's office.

- 1. Complete the **MTS Graduation Requirements form**.
  - a. Fill in the course number and title for all courses taken and projected.
  - b. Circle the area of specialization.
  
- 2. Write a 5-7-page paper describing your vocational goals. Include life experiences that directed you, and show how your course selections and MTS thesis will help further your interests and vocational goals.
  
- 3. Submit two papers, with the faculty's comments, that you have recently written. Submit at least one from the current semester. If you are a transfer student, you may use a paper from another seminary.
  
- 4. Two faculty members will attend your conference. One will be your advisor. Please suggest two additional names, of which one will be selected:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  
- 5. Submit a statement of your thesis plans
  - a. Submit the proposed title
  - b. The proposed topic of research
  - c. Plans to proceed with thesis research and writing, especially plans for specialized coursework
  - d. Tentative title, research question, and bibliography of the thesis

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

*This signature signifies that the above items checked were submitted to the registrar's office.  
Please submit this form with your materials.*