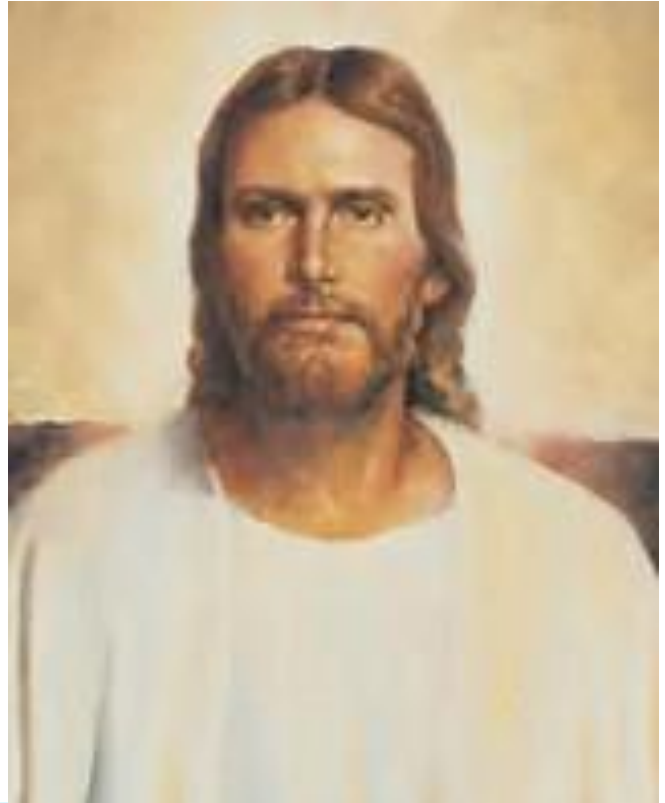


Religious Education



Graduate Handbook

Table of Contents

Religious Education Graduate School Organization	2
Introduction	3
Aims of a BYU Education	3
General Description of Program	3
Funding and Financial Assistance	4
Time Limits for Graduate Work	4
Required Courses and Course Schedule	5
Time Frame and Academic Progress	6
Graduate Time-Line	6
Mandatory Meeting with the Graduate Coordinator	7
Monitoring and Evaluating Student Progress	7
Comprehensive Examinations	7
Thesis Topic and Advisory Committee	8
Thesis Advisory Committee Selection	8
Role of Thesis Chair	9
Working with your committee	9
Faculty Specialists	10-13
Thesis Prospectus	13
Prospectus Approval and Appropriate Signatures	14
Prospectus and Thesis Format	14
Oral Defense of Thesis	15
The Final Vote	15
Applying for Graduation	16
Notifying S&I Supervisors	16
Graduation Ceremonies	16
Department Grievance Policy	17
Equal Opportunity Office Policy	17
Honor Code	17
Plagiarism	18
Examples of Plagiarism	18
Continuing Student Ecclesiastical Endorsement	19
University Resources	19-20
Appendix A, Religious Education M.A. Planning Calendar	20
Appendix B, Advisory Committee Form	22
Appendix C, Masters Thesis Prospectus Form	23

RELIGIOUS EDUCATION GRADUATE SCHOOL ORGANIZATION

Administration

Dean of Religious Education	Brent Top	370A JSB/422-2736
Associate Dean	Robert Freeman	370C JSB/422-3290
Associate Dean	Dana Pike	370D JSB/422-3290
Ancient Scripture Chair	Camille Olson	375A JSB/422-2067
Church History and Doctrine Chair	Richard Bennett	375B JSB/422-3691

Graduate Council

Dean of Religious Education	Brent Top	370A JSB/422-3290
Associate Dean over Graduate Studies	Dana Pike	370D JSB/422-3290
Graduate Coordinator	Terry Ball	210H JSB/422-3357
Ancient Scripture Department Chair	Camille Olson	375A JSB/422-2067
Church History Department Chair	Richard Bennett	375B JSB/422-3691

Graduate Secretary

Cheryl Snelgrove 370 JSB/422-3290

I. INTRODUCTION

Welcome to the Graduate Program in the College of Religious Education at Brigham Young University. Your pursuit of a masters degree in Religious Education will offer you graduate level courses from both the Department of Ancient Scripture and the Department of Church History and Doctrine. Together with these courses, you will also have the opportunity to research and write a master's thesis on an appropriate topic selected by you and approved by the Religious Education Graduate Program

Your graduate work will be a rewarding experience that benefits you as a full-time Seminary and Institute teacher and the College of Religious Education, as well. This graduate handbook contains instructions and guidelines for successfully completing the graduate program in Religious Education. Carefully read and familiarize yourself with this handbook, as well as the general handbook printed by Graduate Studies at BYU. As a graduate student, it is your responsibility to know and understand the policies and regulations governing the master's program in Religious Education and the general requirements of Brigham Young University Graduate Studies.

The faculties of Ancient Scripture and Church History and Doctrine welcome you to the graduate program and look forward to helping you successfully complete your degree.

II. AIMS OF A BYU EDUCATION

The mission of Brigham Young University is "to assist individuals in their quest for perfection and eternal life" (The Mission Statement of Brigham Young University). To this end, BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. In sum, a BYU education should be (1) spiritually strengthening, (2) intellectually enlarging, and (3) character building, leading to (4) lifelong learning and service. (Taken from the BYU 2011-2012 Graduate Catalogue)

III. GENERAL DESCRIPTION OF PROGRAM

A. Objectives

The Master of Arts in Religious Education was designed in conjunction with the College of Religious Education at BYU, the Department of Seminaries and Institutes, and the Office of Graduate Studies at Brigham Young University. Students who complete the degree will be able to:

- 1) Demonstrate an increasing understanding of the scriptures, doctrine and history of The Church of Jesus Christ of Latter-day Saints.
- 2) Teach students the doctrine and principles of the Restored Gospel as found in the scriptures and the words of the modern prophets.
- 3) Demonstrate and teach how to study a scriptural, doctrinal or historical text, including the ability to critically evaluate source material in the search for answers and resolutions that build faith in the teachings, doctrine, practices and history of The Church of Jesus Christ of Latter-day Saints.

- 4) Demonstrate an increasing ability to research and write about the scriptures, doctrine and history of the Church of Jesus Christ of Latter-day Saints.
- 5) Evaluate approaches, methods, and philosophies for teaching and researching religion and scriptural texts.

Graduate classes are more advanced and rigorous than undergraduate courses in Religious Education. Professors will expect each graduate student to perform at a high level of preparation, critical thinking, writing, and sound scholarship. Teachers will also expect students to faithfully attend class and engage the course material through preparation, meaningful class discussion and critical thinking beyond what you did as an undergraduate student.

IV. FUNDING AND FINANCIAL ASSISTANCE

A. Tuition and Fees

Seminaries and Institutes will pay tuition up to 12 credit hours per academic year and six hours of thesis credits, while Religious Education will cover the costs of books. Seminaries and Institutes requires all graduate students to pay the tuition for each semester/term with out-of-pocket funds. Upon successful completion of each semester or term, Seminaries and Institutes will reimburse each graduate student up to a maximum of 12 credit hours per year. To be reimbursed each student will need to complete and submit the tuition reimbursement form found on the CES web page. Payment for additional credit hours beyond 12 per academic year is the responsibility of the student. Typically, there will be at least one year during which students will have to take more than 12 credit hours to complete the program on time, and thus students should plan on having some out-of-pocket tuition expense. All fees beyond the costs for course work and the six hours of thesis credit will be paid for by the student. Therefore, it is advantageous for each student to complete their thesis project within one year following the end of course work in order to avoid additional out-of-pocket expenses. An additional modest, taxable, stipend is also given to each student per semester or term during the time tuition is covered.

V. TIME LIMITS AND MINIMUM REGISTRATION REQUIREMENTS

A. Time Limits

The master's degree should be completed at the end of three years from the beginning of course work (two years of course work and one year for thesis completion). At the conclusion of three years, all funding (tuition, fees, books, and stipends) for the master's program will end.

If students require longer than three years to complete the master's degree, the maximum amount of time BYU Graduate Studies will allow is five years from the beginning of coursework. After the five years, students who have not completed their degree will be dropped from the program.

B. Minimum Registration for Thesis Credits (IMPORTANT - Please read carefully)

Once students have completed the mandatory course work, they must register for a minimum of two credit hours of 699R (thesis credits) each semester until their thesis is completed. They must also

register for a total of two credit hours of 699R (thesis credits) during the spring and summer terms until their thesis is completed, as well. **CLARIFICATION:** Students may register for one credit of 699R for spring term and one credit of 699R for summer term, or they may register for two credits of 699R for spring term and no credits of 699R during summer term. In other words, you can be flexible as to how you register for 699R credits during spring and summer terms, so long as you have a combined total of two credits. Students who fail to register for the required 699R credits during either the fall or winter semesters, or spring/summer terms will be dropped from the program and will need to reapply through the Graduate Studies Office for readmission to the program. See Part C (Resuming Graduate Study) below.

Additionally, students must also be enrolled in two hours of 699R thesis credit during the semester or term they defend their thesis. Religious Education does not hold thesis-defenses between the last day of class instruction of Summer Term and the first day of class instruction of Fall Semester.

C. Resuming Graduate Study

With the approval of the Associate Dean of Religious Education who oversees the Graduate Program and the Graduate Coordinator, students who are dropped from the program for failure to meet the minimum registration requirement may submit an Application to Resume Graduate Study Form and a Re-application Honor Code Commitment Form (GS Form 6 and 6a available online at <http://www.byu.edu.gradstudies>) and pay a \$600 out of pocket, non-refundable, non-reimbursed, processing fee.

VI. REQUIRED COURSES AND COURSE SCHEDULE

Courses in the Religious Education Graduate Program are structured according to the following list, with each student completing 31 credit hours of class work instruction, plus six hours of thesis credit.

Note: Courses numbered 500-599 are either graduate courses or advanced undergraduate courses, and courses numbered 600-799 are graduate courses. "E" courses are sponsored by the Religious Education Graduate Program, while "A" courses are sponsored by Ancient Scripture, and "C" courses sponsored by Church History and Doctrine.

Rel E 500 (2.0)	Educational Philosophy and Values in Religious Education
Rel E 501 (2.0)	Special Topics in Religious Education
Rel E 595 (3.0)	Research Methods in Religious Education
Rel E 610 (3.0)	Old Testament Graduate Seminar
Rel E 611 (3.0)	New Testament Graduate Seminar
Rel E 621 (3.0)	Book of Mormon Graduate Seminar
Rel E 624 (3.0)	Doctrine and Covenants Graduate Seminar
Rel E 625 (3.0)	LDS Church History Graduate Seminar
Rel E 632 (3.0)	World Religions Seminar
Rel E 640 (3.0)	History of the Christian Church
Rel E 650 (3.0)	Doctrinal Contributions of the Restoration
Rel 699R (6.0)	Masters Thesis

Course work Hours: 31

Thesis Hours: 6

Total Credit Hours: 37

SCHEDULE OF GRADUATE COURSES 2016-2018

All 'E' courses are offered by the Religious Education Graduate Program

Summer	Fall	Winter	Spring
2016 E 500 (2.0) E 595 (3.0) E 650 (3.0)	2016 E 610 (3.0)	2017 E 611 (3.0)	2017 E 501 (2.0)
2017 E 640 (3.0) E 621 (3.0) E 632 (3.0)	2017 E 624 (3.0)	2018 E 625 (3.0)	2018 E 699R (2.0) Written Exams *S&I will pay for 2 credits of 699R
2018 E 699R (2.0) *S&I will pay for 2 credits of 699R	2018 E 699R (2.0) S&I will pay for 2 credits of 699R	2019 E 699R (2.0) At this point students will need to pay for any and all 699R credits until their thesis is completed and defended.	2019 E 699R (2.0)

VII. ACADEMIC PROGRESS AND STUDENT EVALUATIONS

A. Graduate Time-line

Masters students beginning their course work in the Summer of 2016 should complete the following tasks no later than the listed dates:

By August 2017: Thesis topic approved by the Associate Dean of Religious Education and the Graduate Coordinator.

By November 2017: Thesis Chair and committee members selected

May/June 2018: Complete Written Comprehensive Exams

By August 2018: Prospectus written and approved by Thesis Committee, the Associate Dean of Religious Education and the Graduate Coordinator.

Between August 2018 and May/June 2019: Thesis chapters written, submitted and defended.

It is to your advantage to complete the thesis as soon as possible, since Seminary and Institutes will pay for a maximum of six credit hours of thesis work. Meaning: beginning with Winter Semester 2019, you will be responsible to pay for two credits of thesis hours each semester or term until you have completed and defended your thesis.

Students should also be aware of important dates/deadlines for application to graduate, thesis defense and thesis submission. These deadlines are found in the online BYU Graduate Studies Handbook.

B. Mandatory Meeting with the Graduate Coordinator

During the first two years of course work, students will be required to meet once a semester or term with the Graduate Coordinator. The purpose of this meeting is to review each student's progress and performance in the classroom, discuss any problem or concerns (if any), and answer questions. These meetings will also be an opportunity to discuss potential thesis topics, the selection of committee chairs, as well as ways to improve the graduate program in Religious Education. The Graduate Secretary will schedule these meetings between students and the Graduate Coordinator.

C. Monitoring and Evaluating Student Progress

Two times during the academic school year, the Associate Dean and the Graduate Coordinator will meet to evaluate each student's academic performance. The evaluations are based on classroom performance, grades, feedback from professors, and thesis work. These two evaluations are reported online to the Graduate Office at BYU.

Student performance is rated as "Satisfactory," "Marginal," or "Unsatisfactory." Students who do not receive satisfactory ratings will be notified in writing and will be required to meet with the Associate Dean and the Graduate Coordinator in order to determine the appropriate actions to achieve satisfactory ratings in the next evaluation. Students receiving two consecutive unsatisfactory or marginal evaluations will be terminated from the program.

VIII. COMPREHENSIVE EXAM

A. Final Written Examination

The written examination is required for all graduate students in the Religious Education Master of Arts Program. The purpose of the comprehensive examination is to assess and evaluate the student's understanding and knowledge of the core materials covered during their coursework. The comprehensive exam is to be taken during the Spring Term following the completion of coursework. The exam is an important part of the graduate program and allows students to review, synthesize, and

clarify important concepts, ideas, and key doctrines and teachings found in the Book of Mormon, the Bible, the Doctrine and Covenants, and from other classes taken during coursework.

Approximately three months before the final exam is administered, students will be given three broad essay questions from each course they have taken. These questions will reflect the key ideas and/or skills which should have been learned or mastered during their coursework. The final exam will consist of answering two of the three questions submitted from each course.

The comprehensive exam will be administered by the Graduate Coordinator. Notification of the exam schedule will be sent to each graduate student. The exam is divided into Part One and Part Two. Students can choose to take Part One and Part Two of the exam on the same day, or can take Part One and Part Two on separate days. The two parts of the exam do not need to be completed on consecutive days, but must be taken within the two weeks the exam is scheduled in the Testing Center (again, dates for the exam will be announced). Students who do not take the exam during the scheduled time will receive a failing grade. The exam is closed book with an essay answer format. Students will be allowed to use their laptop computers to type their answers.

The final exam is pass/fail and requires students to successfully pass each set of questions submitted by their graduate professors. Students who fail any of the exam questions will have one opportunity for a retake. Failure to pass the question(s) on the second attempt will result in dismissal from the program. Students will be notified in writing of the exam results.

IX. THESIS TOPIC AND ADVISORY COMMITTEE

A. Thesis Topic

The thesis is a substantial work (usually around 100 pages) that demonstrates your knowledge and understanding in a particular area of interest. (Copies of previous graduate students' theses can be found in the Harold B. Lee Library.)

Students should choose an appropriate thesis topic as early in their graduate studies as possible. Discussing possible thesis topics with the Graduate Coordinator or faculty specialists from your area of interest is especially important, since your research must be supported and guided by the resources of the university library and the expertise of the faculty. All thesis topics must be cleared through the Graduate Coordinator, the Associate Dean over the Graduate program, the Graduate Council and Seminary and Institutes. As soon as the thesis topic has been cleared, the student should meet with the graduate coordinator who will assist the student in selecting a thesis chair. To submit your proposed topic, write steps 1 and 2 from the prospectus instructions found on page 13 and submit the document to the graduate coordinator.

B. Thesis Advisory Committee Selection

A critical step in writing the thesis is selecting a thesis committee chair and two readers. The committee has the major responsibility of guiding the student in writing the prospectus and the thesis. Your committee will be comprised of faculty members who have strong backgrounds in your thesis area. The Associate Dean over the Graduate Program and the Graduate Coordinator will select the

thesis chairs. Thesis chairs must also be approved with the department chairs of Ancient Scripture or Church History and Doctrine.

Your thesis chair must be a full-time faculty member from either the Department of Ancient Scripture or Church History and Doctrine (see list of faculty specialists). You may, however, request one thesis reader from outside of Religious Education, or a retired faculty member from Religious Education, if your thesis topic requires their expertise and knowledge. Until the Thesis Committee is formed, the Graduate Coordinator will assist you.

C. The Role of the Thesis Chair

The chair of your thesis advisory committee has the final say in all matters pertaining to your thesis. While the input and recommendations of the two thesis readers are important and valuable, it is critical that students work directly with their thesis chair. It will be the thesis chair who determines when the prospectus is approved and when the thesis is completed and ready to be defended.

D. Working With Your Committee

Writing a thesis and working closely with the committee chair and the thesis readers can be a very rewarding experience. Indeed, some students create lasting friendships with the people who serve on their committees and learn a great deal from these mentoring relationships. Through the process of writing the thesis, receiving feedback from the committee, and implementing committee recommendations to the thesis, students develop both their writing and thinking skills.

To help create a continued, positive working environment with the thesis committee, the following recommendations should be carefully noted:

1. Stay in contact with your thesis chair. It is inexcusable for a graduate student to make their committee chair "chase after them," in order to receive updates on student progress. A short email or phone call to the committee chair at regular intervals (which can be determined by the chair and the graduate student) is critical in appraising the chair of any problems, concerns, and or questions the student may have. Please note, however, that committee chairs are full time faculty members and have classes to teach and research projects of their own. Do not drop by their offices unannounced or without an appointment.
2. Be patient with your committee and give them a reasonable amount of time to read, critique, and respond to the writing you have submitted. Generally speaking, committee members will take around two weeks to review and critique student submissions. If students have concerns about the length of time the committee is taking to review their writing, they should speak directly with the thesis chair, who in turn can speak to the thesis readers in order to resolve any problems.
3. Remember it is the thesis chair (with input from the thesis readers) who will determine when the thesis is completed and ready to defend. Do not pressure your committee to defend the thesis before it is completed and your chair is satisfied with the work.

E. Faculty Specialists

<i>Kenneth L. Alford</i>	Doctrine and Covenants; Family History.
<i>Terry B. Ball</i>	Writings of Isaiah, Biblical poetry, Minor Old Testament Prophets; Ancient Near East History, Archaeology, Holy Land studies.
<i>Alexander L. Baugh</i>	LDS Church History, 1805-1844; Specialization in Missouri period, 1831-1839.
<i>Daniel L. Belnap</i>	Ancient Near Eastern Studies.
<i>Richard E. Bennett</i>	Nineteenth Century LDS Church History: Nauvoo period, Exodus West, Brigham Young Era, John Taylor Era, Wilford Woodruff Era; 20 th Century Church.
<i>Lincoln Blumell</i>	New Testament Studies: History, Text, Language, and Manuscripts; Book of Mormon Studies.
<i>Blake Boatright</i>	Military Ministry, Suicide Prevention, Counseling.
<i>David Boone</i>	Early Church History, Southern States Church History, Doctrine and Covenants.
<i>Kent Brooks</i>	Marriage and Family, Doctrine and Covenants.
<i>Jeffrey Chadwick</i>	Holy Land Studies: Biblical Archaeology, Biblical Geography, Ancient History; Comparative World Religions (with emphasis on Judaism and Judaic Studies).
<i>Rachel Cope</i>	Nineteenth Century Church History: New York Period.
<i>Guy L. Dorius</i>	Kirtland Period Church History; The Doctrine and Covenants; Church Administration and Priesthood; Marriage, Family, and Parenting.
<i>Scott D. Esplin</i>	Doctrine and Covenants; History of Church Education; Twentieth century LDS Church history.
<i>Alonzo Gaskill</i>	World Religions; Early Christian History; Doctrine and Covenants; Scriptural Symbolism.
<i>Michael A. Goodman</i>	Marriage and Family; Mission Preparation.

<i>Brian M. Hauglid</i>	New Testament Studies; Pearl of Great Price: Historical Background, Book of Abraham, Joseph Smith Papyri; Intertestamental Period: Apocrypha and Pseudepigrapha; Medieval Arabic and Islamic studies; World Religions.
<i>John Hilton</i>	Book of Mormon, Scriptural Textual Analysis (especially Book of Mormon), Teaching Pedagogy.
<i>Richard N. Holzapfel</i>	LDS Church History; New Testament Studies: the Gospels, Paul's Life and Letters, the Early Christian Church.
<i>Ray L. Huntington</i>	Old and New Testament Studies; Palestinian Studies: West Bank and Gaza Strip Palestinian Refugee Family; Contemporary Islamic Studies: Islam and the Arab Family, Islamic Movements.
<i>Eric D. Hunstman</i>	New Testament Studies: Johannine Writings, Pauline Epistles, and Luke-Acts; Koine and New Testament Greek; Greek and Roman History and Classical Literature; Early Christianity and the Roman World; Women in Classical Antiquity.
<i>Kent P. Jackson</i>	Old and New Testament; Intertestamental Period; Pearl of Great Price; Joseph Smith Translation.
<i>Daniel K Judd</i>	Book of Mormon; New Testament: Acts to Revelation; Religion and Mental Health; LDS Marriage and Family; Church Government.
<i>Frank F. Judd Jr.</i>	New Testament Studies: New Testament Textual Criticism, Formation of the New Testament.
<i>Dennis Largey</i>	Book of Mormon: Text, Doctrine, Themes, Purposes, Application.
<i>John P. Livingstone</i>	Missionary Preparation: Proselyting and Organizational Efforts Among Native and African Americans; LDS Marriage and Family.
<i>Jared W. Ludlow</i>	Old Testament Studies; New Testament Studies; Ancient Judaism; Early Christianity.
<i>Craig Manscill</i>	Doctrine and Covenants; Nineteenth Century Church History: Illinois Church History 1830-1846; South Pacific Church History.
<i>Jeffrey Marsh</i>	Book of Mormon: Doctrine, Translation, Publication, Ancient Origins; Teachings of the Prophet Joseph Smith; Joseph Smith Translation of the Bible; History of the English Bible.

<i>Byron R. Merrill</i>	Book of Mormon: Textual Analysis, Doctrine, Moroni; Old Testament: Administration and Keys of Elijah.
<i>Roger P. Minert</i>	Family History: German Family History Research, German and Latin Paleography, German language/dialects in Old Vital Records.
<i>Kerry M. Muhlestein</i>	Old Testament; Pearl of Great Price; Egyptian History: Egyptian Historiography; History of the Near Eastern Empires.
<i>Lloyd Newell</i>	Church History and Doctrine: Lives and Teachings of the Living Prophets; Marriage and Family Relations.
<i>D. Kelly Ogden</i>	History of Jerusalem; Historical Geography of the Holy Land; Old Testament: Isaiah; New Testament: Gospels, Acts to Revelation; Pearl of Great Price.
<i>Camille Olson</i>	New Testament: Gospels, Paul and Epistles, Cultural Background; Biblical Studies: Women in the Scriptures; Palestinian Studies: Palestinian Family, Education, Adolescent Expectation, Palestinian Women's Issues.
<i>Craig J. Ostler</i>	Doctrine and Covenants: Historical Background, Doctrine, Organization of the Church, Law of Consecration and Stewardship; Church History Sites.
<i>Dana M. Pike</i>	Old Testament: Canaanite Religious Practices, History, Culture, and Literature of Ancient Israel; Dead Sea Scrolls.
<i>Matthew O. Richardson</i>	Living Prophets: Doctrines, Teachings, and Contemporary Issues; Doctrine and Covenants: History, Doctrine; Church Government; Marriage and Family; Education: Curriculum, Pedagogy, and Technology.
<i>David R. Seely</i>	Old Testament: Pentateuch, Prophets, and Poetry; Intertestamental Period: Hellenism and Judaism; Dead Sea Scrolls; New Testament: Gospels.
<i>Andrew C. Skinner</i>	New Testament; Old Testament; Jerusalem: The Eternal City; Hebrew Bible; Dead Sea Scrolls; Ancient Near East History; U.S. Military History.
<i>Kip Sperry</i>	LDS Family History, United States and Canada Family History, Latter-day Saint Temples; American Family History, English Paleography.
<i>Gaye Strathearn</i>	New Testament Studies; Early Christian Origins: Gospel of Matthew; Valentinian Bridal Chamber.

<i>Charles Swift</i>	Book of Mormon; New Testament; Scripture as Sacred Literature; Christianity and Literature.
<i>Vance Theodore</i>	Military Ministry, Family Studies, World Religions.
<i>Brent L. Top</i>	Teachings of the Living Prophets; LDS Marriage and Family; Doctrine and Covenants; New Testament; Doctrine, Late Twentieth Century Church history.
<i>Thomas A. Wayment</i>	Book of Mormon; New Testament: Paul, History, Texts, Languages, Manuscripts; Early Christian Heretics.
<i>David Whitchurch</i>	New Testament; Old Testament: Biblical Geography; History of the English Bible; European Reformation history.
<i>Keith J. Wilson</i>	History of Religion and Higher Education; Reformation Through Enlightenment; LDS Higher Education: Academic freedom; the Church in Guatemala; History of the Community of Christ Church.
<i>Mary Jane Woodger</i>	Twentieth Century Church History; Teachings of the Living Prophets; LDS Biographies: David O. McKay Era, LDS Women's History, LDS Church Education.
<i>Fred E. Woods</i>	Old Testament Studies; Mormon migration in the Nineteenth Century.

X. THESIS PROSPECTUS

Once the thesis topic has been approved, you may begin work on a prospectus. The prospectus is a five to eight page (double spaced) paper, which should contain the following elements:

1. A clearly stated question or problem you are seeking an answer. This is a concise, succinct thesis statement and will give the reader a clear picture of what it is you intend to investigate.
2. Justification and relevance of the thesis topic. Where item one's intent is to give a clear statement of your intent, this section allows you to explain why the question or problem (and the answer) is important and relevant. It answers the questions, "Why is this study important," and "What contributions will this make?"
3. A statement of scope and limitations of the thesis. This part of the prospectus identifies the scope and the limits of the study. It informs the reader about the breadth of the research and locks in the parameters of the research, assuring that no additional demands will be made on the research.
4. Preliminary annotated bibliography. In this section of the prospectus, key sources to be used in the study are listed. This section does more than just list the primary and secondary sources pertinent to the thesis topic. It also evaluates the sources and explores their strengths and weaknesses. This portion is important, since it will show the thesis committee that students are aware of the major

sources/authors in the field, as well as the current trend of thought, theory, and critical analysis dealing with the thesis topic.

5. A statement of methodology. This section details the methodology which will be used in conducting the research (quantitative, qualitative, or a combination of both). It will also explain the critical methods to be used in evaluating and searching for those truths to explore and answer the questions posed about the research topic.

6. A statement of the working hypothesis. This section explains what answers you expect to find from the sources you have identified and from your own theoretical reasoning. Remember, you may need to modify or alter your thesis if the evidence does not support your earlier assumptions.

7. Outlined plan of development. This section lists the general outline of the thesis, consisting of the proposed chapter headings with a short explanation of the content of each chapter. In other words, it briefly lists and overviews the topics you intend to discuss in each chapter that are necessary to answer the questions you have proposed regarding your topic.

8. Time line. Attach a detailed time-line for completing the thesis, reflecting Graduate Studies deadlines, as well as your thesis committee deadlines.

A. Prospectus Approval and Appropriate Signatures

Once the prospectus receives the chair's approval, it is ready for the two thesis reader's evaluation and approval. Copies of the prospectus should be sent to the readers and a meeting scheduled with all three committee members in order to discuss the prospectus in detail and make changes, if necessary.

After the thesis committee has given their approval for the prospectus, students must take copies of the prospectus to the Associate Dean overseeing the graduate program and the Graduate Coordinator. These two individuals will read the prospectus and make recommendations (if necessary). Their approvals and signatures are also required.

In turn, the Associate Dean will take the prospectus to a meeting of the Religious Education Graduate Council for their review and approval. The graduate secretary for Religious Education will also send copies of the prospectus to the appropriate S&I Administrator for their approval.

In sum, students must have their prospectus approved by their thesis committee, the Associate Dean and Graduate Coordinator, the Religious Education Graduate Council, and Seminary and Institutes. Once these approvals have been given, students may begin work on their thesis. **Important:** Make two photocopies of your signed prospectus and give one to your thesis chair and one to the Religious Education Graduate Secretary, who will include the signed prospectus form in your file. **See appendix C for form.**

B. Prospectus and Thesis Format

Before beginning the prospectus or the thesis, familiarize yourself with the required format. The final thesis form must conform to both the Office of Graduate Studies requirements and the Religious

Education official style source (the Official Church Style Guide). Refer to the Graduate Studies home page <http://www.byu.edu/gradstudies/> then highlight *frequently asked questions* and next click on the *FAQ* box that drops down and then click on *Thesis and Dissertations*, here you will find instructions and several helpful links on the requirements and how to submit your Thesis. If you have further questions contact the Graduate Secretary.

XI. ORAL DEFENSE OF THESIS

After the thesis has been written and approved by the thesis committee (with the chair giving the final approval), an oral thesis defense will be scheduled (date, time, location to be determined by the thesis chair). Those required to attend the oral defense will be the student and all members of the thesis committee. While other people may be invited to attend the oral defense, only members of the thesis committee may ask questions and participate in the final vote.

The chair of the thesis committee will conduct the oral defense with the majority of the time devoted to examining the content of the thesis. Remember: the thesis defense must be scheduled with the Religious Education Graduate Secretary at least two weeks prior to the defense. The form for scheduling the defense (entitled: Departmental Scheduling of Final Oral Examination, ADV, Form 8c) is found under Forms on the BYU Graduate Studies Web Site at www.byu.edu/gradstudies/. The Graduate Secretary will schedule the thesis defense with the Graduate Studies Office. Failure to complete Form 8c and submit it to the Religious Education Graduate Secretary within the noted time constraints will delay the oral thesis defense.

Students are also required to provide their thesis committee with copies of their finished and defensible thesis at least three weeks prior to the defense date. Remember: the defensible copy is precisely that: defensible as is. You should, therefore, not plan to revise your thesis after you have given final copies to your committee. After the defense, students will be given a set time to make revisions to their thesis, as outlined by the thesis committee.

Please also note: students must be registered for 2 thesis credits during the semester or term they defend their thesis. The thesis defense are not scheduled during the interim time between semesters or terms and are not to be scheduled during the latter half of August.

A. The Final Vote

At the conclusion of the thesis defense, the thesis committee will vote on the quality of the student's thesis and their performance during the oral defense. One of four outcomes will be determined by the vote:

1. Pass. The candidate's thesis has met or exceeded the University and the Thesis Committee expectations, with no revisions required.
2. Pass with Qualifications. Revisions to the thesis are required before the thesis committee will give it's final approval (Pass). The thesis committee will determine the time allowed for the revisions to be completed and approved by the committee. The final decision for the approval of the revisions rests with the thesis chair.

3. Recess. The thesis needs significant work and/or the student needs more time to prepare for the oral defense. In the event of a vote to Recess, the oral defense will be postponed for a minimum of 30 days. Students will need to reschedule a second (and final defense) with the Department Secretary. If students do not pass the second oral defense, they are terminated from the program.

4. Fail. If two or more members of the thesis committee vote to fail the candidate, the student will be terminated from the program without receiving their degree.

XII. APPLYING FOR GRADUATION

During the semester or term of your defense, you must apply for graduation and complete the items listed below according to the following schedule:

Second Week of Semester (or earlier): Apply for graduation: Go to the **Route Y** menu; click on **School**; click on **Apply for Graduation**; The GRADAPP page will appear. Please read this page carefully.

You must have an active ecclesiastical endorsement on file to be eligible to apply for graduation. Click on the link to review your graduate Progress Report and make sure it is correct. Type in your diploma name exactly the way you would like it to appear on your diploma. Click **Submit Application** link.

Pay the graduation fee at the Cashier's Office (D-155 ASB). After paying the fee, return the Graduate Application Form to the Religious Education Graduate Secretary by the deadline (about two weeks into the semester you plan to graduate). The list of deadlines for application are available online at <http://www.byu.edu/gradstudies>, select graduation deadlines from the list or you can contact the Religious Education Graduate Secretary. This form must be filed before a thesis defense can be scheduled.

XIII. NOTIFYING S&I SUPERVISORS

As soon as all graduation requirements have been met, please request a letter from the Graduate Coordinator stating that you have completed your degree. This letter will be sent to the appropriate people in Seminary and Institutes.

XIV. GRADUATION CEREMONIES

Graduate students are officially included in graduation ceremonies by virtue of meeting all the deadlines for applying for graduation, completion of course work, thesis defense, etc. If you have questions, contact the Graduate Secretary who checks to make sure that all are cleared for graduation who have successfully defended their thesis and submitted their copies for binding to the library.

Any student who successfully defends AFTER the deadlines but before the end of a semester/term that has graduation ceremonies (Winter Semester or Summer Term), may petition to "walk" through

the ceremonies. The student's name will not be on the program at commencement.

If a successful defense has not been held, a student may not "walk" through graduation ceremonies.

Please note: Since Religious Education does not have a convocation for students completing a Masters of Religious Education, the College of Education has invited our graduates to participate in their convocation. If you have questions about your participation with the College of Education, please talk to the Rel. Ed. Graduate Coordinator.

XV. DEPARTMENT GRIEVANCE POLICY

If students have any grievances with their graduate instructors, they must first visit with them in order to seek a resolution. If no resolution can be reached, students may then meet with the Graduate Coordinator who acts as a liaison between the student and the instructor. If the grievance is still unresolved at that point, the Graduate Coordinator will arrange a meeting between the student and the Associate Dean over graduate work. The Associate Dean will review the case and meet with the student the instructor, and the Graduate Coordinator together. If resolution is still not possible, the Associate Dean will arrange a meeting between the Dean of Religious Education, student, and faculty member.

The Dean will review the case and meet with the student and instructor. He will make his decision which will then stand.

XVI. EQUAL OPPORTUNITY OFFICE

D-282 ASB
Provo, UT 84602-1220
(801) 422-5895

Brigham Young University does not allow unlawful discrimination based on race, gender, color, national origin, religion, age, veteran status, or disability in the academic or employment setting. This includes unlawful sexual harassment, which is a violation of university standards as well as state and federal laws, and may be considered grounds for discipline. Persons who believe they have been unlawfully discriminated against or unlawfully sexually harassed should contact the Equal Opportunity Office.

XVII. HONOR CODE

Brigham Young University exists to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU are selected and retained from among those who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment, admission, continued enrollment, and graduation. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except they are encouraged to attend the church of their choice. All who represent BYU are to maintain the highest standards of honor, integrity, morality, and consideration

of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees “at all times and . . .in all places” (Mosiah 18:9).

A. Honor Code Statement

We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men . . . If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things.

–THIRTEENTH ARTICLE OF FAITH

As a matter of personal commitment, students, faculty, and staff of Brigham Young University seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

Be honest

Live a chaste and virtuous life

Obey the law and all campus policies

Use clean language

Respect others

Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse

Observe the Dress and Grooming Standards

Participate regularly in church services

Encourage others in their commitment to comply with the BYU Honor Code

Specific policies embodied in the Honor Code include (1) the Academic Honesty Policy, (2) the Dress and Grooming Standards, (3) the Residential Living Standards, and (4) the Continuing Student Ecclesiastical Endorsement. (Refer to the current BYU Undergraduate Catalog for more detailed information.)

B. Plagiarism

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, although not in violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others that is included in one’s own work. In some cases, plagiarism may also involve violations of copyright law.

Examples of Plagiarism:

Direct plagiarism – The verbatim copying of an original source without acknowledging the source.

Paraphrased Plagiarism – The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.

Plagiarism Mosaic – The borrowing of words, ideas, or data from an original source and blending the original material with one’s own without acknowledging the source.

Insufficient Acknowledgment – The partial or incomplete attribution of words, ideas, or data from and original source.

Plagiarism may occur with respect to unpublished as well as published material. Acts of copying another student’s work and submitting it as one’s own individual work without proper attribution is a serious form of plagiarism.

XVIII. CONTINUING STUDENT ECCLESIASTICAL ENDORSEMENT

For each academic year in which students wish to register for any university credit, including thesis hours, internships, or off-campus programs, they are required to have obtained a Continuing Student Ecclesiastical Endorsement. LDS students must be endorsed by the bishop of the ward in which they live and which holds their current Church membership records. Non-LDS students may be endorsed by the local leader of their preferred religious denomination, the bishop of the LDS ward in which they live, or the nondenominational BYU chaplain.

XIX. UNIVERSITY RESOURCES

The following is a brief description of several campus resources that you may find helpful. For further details regarding BYU facilities, please refer to the BYU home page online. There are drop down menus virtually all of the services and departments at BYU. Here you will also find other information guides include the BYU Class Schedule and the BYU Graduate Studies Catalogue.

Harold B. Lee Library

As the HBLL will probably be your main resource in research, you should familiarize yourself with the special features offered. The Humanities Reference Office, (5224 HBLL, 801/422-4006), which specializes in research assistance, will be especially helpful to you. The Mormon Studies Librarian is Michael Hunter (2249 HBLL 801/422-4090). He can provide significant help on research resources. You may also find it helpful to contact the religion and family history reference desk to get additional help (2250 HBLL, 801/422-6200).

The following is a list of library and other resources available to you:

L. Tom Perry Special Collections

Contains rare books and other special collections such as Whitman, Wordsworth, and Melville, Victorian, Edwardian, Mormon-related materials, and Utah collection. Primary sources for historical research, including diaries, journals, literary manuscripts, research files, photographs, etc. are also located here. (Level 1, 1130 HBLL, 801/422-3514).

Interlibrary Loan

The library provides this service, borrowing copies of materials not found in the HBLL from other libraries (Level 3, 801/422-6344).

Learning Resource Center

Provides audiovisual materials including, but not limited to, videos, tapes, television programming, etc. for student use (Level 4, 801-422-4582).

Lockers and Desks

Graduate students have first priority in renting lockers and choosing carrels located in the HBLL. There is a small fee per semester. Check with the front desk for sign-up deadlines.

Parking Stickers

A valid parking sticker is required to park on BYU campus. Graduate students may pick up a sticker for G-lots, which allow you to park in additional lots besides the regular student locations. Parking permits are obtained at the Traffic Office located in 2120 JKB (422-3906).

APPENDIX A

Religious Education M.A. Planning Calendar

CANDIDATE: _____

ENTRY DATE: _____ EXIT DATE: _____

Summer 2016

Class No. _____

Class No. _____

Class No. _____

Fall 2016

Class No. _____

Winter 2017

Class No. _____

Spring 2017

Class No. _____

Summer 2017

Class No. ____

Class No. _____

Fall 2017

Class No. _____

Winter 2018

Class No. _____

Spring 2018

699R (2 Thesis Credits, tuition paid by Seminary and Institutes) _____

Summer 2018

699R (2 Thesis Credits, tuition paid by Seminary and Institutes)

Fall 2018

699R (2 Thesis Credits, tuition paid by Seminary and Institutes)

Winter 2019

699R (2 Thesis Credits, tuition paid by student)

Spring 2019

699R (2 Thesis Credits, tuition paid by student)

Summer 2019

699R (2 Thesis Credits, tuition paid by student)

Graduation

Note: Students may finish their thesis earlier than the Summer of 2019. However, students must be enrolled for two credit hours during the semester or term they plan to graduate.

APPENDIX B

THESIS COMMITTEE

Chair _____
(Name)

Reader _____
(Name)

Reader _____
(Name)

Approval Signatures

Associate Dean _____

Grad Coordinator _____

Thesis Defense Date: _____
(Transfer information to Program of Study form.)

APPENDIX C

Religious Education Masters Thesis Prospectus

You should follow this format in preparing your prospectus. Your proposal itself, a narrative of approximately 3-4 pages, should follow. Finally, append a preliminary bibliography. Generally speaking, you should submit your prospectus after 20 hours of course work in order to allow sufficient time for writing your thesis and graduating in a timely manner.

Your first page should look like this.

CANDIDATE _____ DATE _____

TITLE: _____

APPROVALS:

Committee Chair _____ Date _____

Reader _____ Date _____

Reader _____ Date _____

Grad Coordinator _____ Date _____

Associate Dean _____ Date _____

THE FOLLOWING PAGES OF YOUR PROSPECTUS SHOULD CONTAIN THE
ELEMENTS DESCRIBED IN SECTION X OF THE HANDBOOK