

## **THESIS PREPARATION**

- Thesis topic and length is subject to approval and/or adjustment by the Director of Academics.
- Typed, double-spaced, with standard top, bottom, and side margins.
- Cover sheet should contain college name and address; from: student's name, date, thesis subject, and the degree for which credit is requested.
- Properly designated footnotes at the bottom of each page or at the end of each section/chapter.
- The strength of the thesis will be determined by the content, research evidence, development of thesis, and mechanics (i.e., spelling, grammar, paragraphing, footnoting, transitions, punctuation, etc.)
- Deliberate, uncorrected plagiarism (i.e., a quote from or use of someone's materials or ideas without giving credit) will result in the lowering of the grade by one or two points.)
- Titles of books and articles should be under lined.
- A properly constructed bibliography of references used should follow the conclusion of the thesis on separate page (s).
- Submit your thesis in a "slip" or "spiral" binding.
- Make two (2) copies -- one to keep and one to submit to the College. The college reserves the right to retain this thesis in the Faith Bible College Library.

### **Doctorate Degree Certification:**

Upon completion of all Doctorate Degree Courses you will be given the opportunity to receive the highest certification in your field. To receive this you will go before the Academic Certification Board of Faith Bible College. This will consist of five to seven members who are experts in the field of study you have completed. Upon favorable completion of this oral exam Faith Bible College will certify you with the highest endorsement in your field of study. The cost for this certification is **\$199.00**.

**Please note:** Those of you who complete your Bachelor, Master or Doctorate by Correspondence must go before the Academic Certification Board.