GTU ISLAMIC STUDIES QUICK GUIDE
A Quick Guide for Steps and Procedures

Program Requirements
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Coursework
- Forty-eight units of coursework, comprised of 14 three-unit courses and 6 units of capstone writing in the last two semesters in the program.
  - MA 1000 Research Methods is required in the first year in the program or before the student submits their capstone proposal.
  - One course must be in Interreligious Studies (IR or other approved courses) that engages with one or more religious traditions.
  - Only academic courses of three units or more, with a grade of B- or above will count towards the degree.
  - Courses in Functional Theology (FT) and Field Education (FE), courses taken as Pass/Fail and courses less than 3 units will not count towards the degree.
- Course Distribution Requirement: One course in each of the following departments.
  - Islamic Sacred Texts
  - Islamic Theology & Ethics
  - Islam & Practice
- Concentration Requirement: Four courses are required within the student’s concentration, including Introduction to Islam and Islam & Modernity and any two advanced courses, over 4000.
- Consortial Requirement: Two courses must be taken outside of the student’s School or Center of Affiliation.
- Online Course Restriction: No more than five 3-unit online courses (8000) may be used to fulfill MA requirements.

Language Requirement
MA students in Islamic Studies are expected to demonstrate competence in Arabic with two courses at the beginning, intermediate or advanced level. The course must be certified with the Language Proficiency Certification Petition and submitted to the GTU Academic Programs Coordinator 90 days prior to submitting their Capstone Proposal Form.

1 The GTU Common MA Program Handbook is the official source for navigating the GTU Common MA Program; this “Quick Guide” is meant only to provide a convenient reference for faculty advisors and students. It does not not replace the handbook as the definitive source for policies and procedures.
MA students are expected to fulfill this requirement no later than their third semester in the program. For coursework taken at another institution, students must first transfer the coursework into the MA program with the Petition to Transfer Coursework form and then submit the Language Proficiency Certification Petition to the Academic Programs Coordinator.

Program Checklist
Students and advisors can use the one-page program checklist as a guide to establish a game plan of what courses to take and when so the student can fulfill all of their program requirements. This one-page document lists all of the course designations, fulfillment of the Language Requirement and ensures the student has completed all of the relevant steps prior to submitting their capstone proposal. In the third semester of the program, the student will meet with the Assistant Dean for Academic Affairs to go over these requirements and the forms needed for the MA Capstone requirement.

MA Capstone
MA Students are required to present a 75-90-page capstone. All of the requirements – forming the committee, passing the oral defense, and filing the capstone – must be completed while the student is enrolled in the program.

- The student’s capstone topic must be in the student’s concentration and is drawn up in consultation with the Capstone Committee, which they form prior to writing their capstone proposal.
- The student must submit their MA Capstone Proposal Form with attached proposal 90 days before their defense date.
- The Capstone defense date should be scheduled at least eight weeks prior to when the student would like to defend but two weeks prior to the filing deadline to allow ample time for revisions and filing procedures.
- The Capstone Certification form will be taken to the defense and filled out by the Capstone Coordinator with the result.
- The capstone must be filed prior to the filing deadline in each term. The Academic Programs Coordinator has the necessary paperwork.