

Guide to
Dallas Theological Seminary. Admissions Department Records

1957-1992 and undated., bulk 1957-1977

.69 linear feet

Accession Number: 2005-04
Collection Number: CN 008

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Restrictions: The minutes are closed for 75 years from their date of creation, to satisfy requirements of the Federal Educational Rights and Privacy Act.

Abstract: Records of decisions made about admitting potential students or allowing students to change degree programs.

Preferred Citation:

[Identification of the Item], Dallas Theological Seminary Admissions Committee, CN 008, Box [number], Folder [number], Archives, Dallas Theological Seminary.

Archives, Dallas Theological Seminary, 3909 Swiss Ave., Dallas, TX 75204

Historical Sketch: Applications from prospective students were processed by the Registrar's Office until about 1972 when the catalog instructed applicants to file with the Admissions Office. The Admissions Committee often met monthly to consider applications, which frequently exceeded the number the Seminary could accept.

References:

Catalog for 1971-1972. *Bulletin of Dallas Theological Seminary* 48, no. 3 (1972): 36.

Catalog for 1972-1973. *Bulletin of Dallas Theological Seminary* 49, no. 3 (1973): 36.

System of Arrangement: The Admissions Department Records are arranged in four series.

Series I. Memoranda, 1973-1975, 1977-1978 .01 linear ft. (1 folder)

Arranged chronologically.

Series II. Committee Minutes, 1957-1992 .29 linear ft. (12 folders)

Arranged chronologically.

Series III. Reports, 1957-1985 and undated. .37 linear ft. (11 folders)

Arranged chronologically.

Series IV. Ratings, undated .02 linear ft. (1 folder)

Scope and Content Note: The collection, housed in one half-size box and one gray document box two and one-half inches wide, is composed primarily of minutes of the Admissions Committee and mainly concerns the acceptance or denial of applicants. The materials within each series are arranged chronologically.

The collection is divided in four series: Memoranda, Committee Minutes, Reports, and Ratings. The Memoranda only include three years, but the Committee Minutes span thirty-five years and the Reports range across twenty-eight years. The Ratings are undated. The bulk of the minutes are from the main Admissions Committee, 1957-1980, and also include admission committees for specific degree programs between 1981 and 1983. Most of the documents identify individual applicants, but in 1971 the Reports begin having summary pages which do not list any names.

These records provide some insight into the procedures and decisions made in the admissions process.

Selected Search Terms:

Dallas Theological Seminary – Admission

Donor/Source: Dallas Theological Seminary. Admissions Department
Dallas Theological Seminary. President's Office

Custodial History: The majority of files were transferred to the Archives by the Admissions Department, but some reports were in the records from the President’s Office. To help consolidate the admission records and also to make it easier to restrict the confidential information, the files were combined.

Literary Rights: Copyright restrictions may apply.

Related Material: Dallas Theological Seminary. President’s Office Records
 Dallas Theological Seminary. Registrar’s Office Records

Processing Information: Contents of folders that were received in reverse chronological order were refiled in chronological order. Undated items were placed at the back of each folder. Duplicate copies were discarded.

CN 008 Dallas Theological Seminary Admissions 1957-1992 and undated.

Container List

Series I. Memoranda 1973-1978

<u>Box#</u>	<u>Folder#</u>	<u>Title, Dates, Description</u>
1	1	Memoranda 1973-1975, 1977-1978 Regarding procedures and actions of the Committee.

Series II. Minutes 1957-1992

<u>Box#</u>	<u>Folder#</u>	<u>Title, Dates, Description</u>
1	2	Minutes, General Sept., 1957-August, 1960 Primarily record decisions to admit or decline applicants to DTS, including the reasons.
1	3	Minutes, General Nov., 1960-August, 1963
1	4	Minutes, General Sept., 1963-August, 1966
1	5	Minutes, General Oct., 1966-Dec., 1967
1	6	Minutes, General Jan., 1968-Oct., 1969
1	7	Minutes, General Sept., 1973-August, 1975
1	8	Minutes, General Sept., 1975-June, 1980
1	9	Minutes, General Jan.-March, 1992 Minutes for two meetings and letter of acceptance to applicant admitted under an English proficiency probation.
1	10	Minutes, M.A. Feb.-June, 1983 Minutes for six meetings regarding admittance for an M. A. degree.

Container List

Series II.	Minutes (continued)	1957-1992
1	11	Minutes, M.A.B.S. Sept., 1981-Dec., 1982 Minutes for six meetings; concerning applications to the M.A.B.S. program and transfers to it from other programs.
1	12	Minutes, M.A.C.E. Jan., 1983 Minutes for one meeting regarding admittance to the M.A.C.E. program.
1	13	Minutes, Th.M. Sept., 1982-June, 1983 Minutes recording decisions about admitting new students or allowing students to transfer from other programs.

Series III. Reports **1957-1985 and undated**

<u>Box#</u>	<u>Folder#</u>	<u>Title, Dates, Description</u>
1	14	Reports Sept., 1957-Nov., 1961 and undated. Monthly summaries of decisions made. Summary pages of the Reports do not include names of applicants.
1	15	Reports May, 1968-August, 1969
1	16	Reports Oct., 1969-August, 1970
1	17	Reports Jan., 1971-August, 1972
1	18	Reports August, 1972-August, 1973 and undated. Includes undated lists of students on probation, applications carried over, applications withdrawn or declared inactive, and re-entries.
1	19	Reports August, 1973-August, 1974 and undated. Includes undated lists of applications carried over, and applications withdrawn or declared inactive; undated chart compares applications for 1971/72, 1972/73, & 1973/74.
1	20	Reports Sept., 1974-August, 1975 and undated. Includes undated lists of students on probation, applications withdrawn or declared inactive, and applications carried over; undated graph compares applications for 1972/73, 1973/74, & 1974/75.
1	21	Reports Sept., 1975-August, 1976 and undated. Includes undated lists of students on probation, applications carried over, applications withdrawn or declared inactive, and applications pending.
2	1	Reports Sept., 1976-August, 1977 Almost monthly reports.

Series III. Reports

1957-1985 and undated

Box# Folder# Title, Dates, Description

2	2	Reports	Sept.-Oct., 1982
		Three reports.	
2	3	Reports	Oct., 1983-August, 1985

Series IV. Ratings

undated

Box# Folder# Title, Dates, Description

2	4	Ratings	c. 1978
		Sheets recording ratings assigned by members of the Admissions Committee.	