

Master of Theological Studies Thesis Procedures

(The dates outlined below are *guidelines* to keep students on track with writing the thesis. These guidelines are important to follow if the student wishes to have a May graduation date and participate in commencement. Summer and December graduates participate in the following May's commencement ceremony.)

I. Before August 28, 2017

- A. Fall Semester begins August 28, 2017 – Please register for THEO 512 Master's Thesis Project I prior to August 28, 2017 (regardless of commencement participation).

II. By September 8, 2017

- A. After receiving feedback from the proposal due on August 22, 2017 in the Integrative Colloquium, students must resubmit the proposal, along with the name of the proposed Thesis Director and readers to the MTS Program Coordinator by **September 8, 2017**. The purpose and rationale of the thesis should be explained. The resources students will use should be listed so that you can demonstrate the feasibility of doing this particular thesis. Resources would include, among other things, a partial bibliography. Submit these proposals to the MTS Program Coordinator who will then distribute them to committee for review.
- B. The Thesis Review Committee will meet on or before September 23rd, to discuss thesis proposals, at which time they will be approved, disapproved or request further explanation to ascertain the viability of the proposal. A letter will follow no later than September 30th with their decision and comments.

III. After Thesis Proposal Approval

- A. It is important to meet with your Thesis Director on a regular basis in order to complete your project in a timely manner. It is the responsibility of the student to initially contact the Thesis Director. The first meeting/phone call/email with your director should be to discuss the approval letter and the suggestions made by the Thesis review committee. The MTS Program Coordinator will send the approved Thesis Director with copies of the proposal, thesis rubric, thesis guidelines and procedures no later than September 30th.

IV. No later than December 31, 2017

- A. It is suggested the first draft should be to the Thesis Director no later than December 31st. Drafts should not have grammatical and spelling errors. Drafts also include a title page, abstract, working bibliography and any appendices. It is the responsibility of the student to follow the proper writing style (including the proper format for the working bibliography) and thesis guidelines. The Thesis Director will review the style and guidelines.

V. Prior to January 29, 2018

- A. Spring semester begins January 29, 2018 – Please register for THEO 513 Master's Thesis Project II prior to January 29, 2018 (regardless of commencement participation).

VI. No later than February 1, 2018

- A. Thesis directors must approve the thesis before it is distributed to the thesis readers. The student will distribute via email the thesis to the readers and, at that time, suggest several dates and times for the thesis discussion. When choosing dates for the discussion, please give the readers at least three weeks to read the thesis. Include the thesis director and program coordinator in the email to the readers. When the date and time for the discussion is agreed upon, contact the program coordinator who will reserve a room for the discussion.
- B. Readers should not be in direct contact with the student but express any concerns with the Thesis Director. The Director will then relay information to the student. Rationale: to keep the Director informed, but also to lessen the chance of confusion for the student.

VII. Prior to March 1, 2018

- A. Application for graduation is due if you will be participating in the May 20, 2018 Commencement ceremony. Only students who have their thesis discussion scheduled by March 1 will be allowed to participate in the May 20, 2018 commencement ceremony. The MTS program coordinator will send out the application via email.

VIII. Discussion

- A. The student initiates scheduling the discussion by contacting the Director and readers to find a common date (see VI above). The MTS Program Coordinator will reserve a room on campus for the discussion.
- B. A hard copy of the thesis title page should be brought to the discussion. The director and readers will either, 1) approve the thesis as is, 2) approve with minor changes, 3) approve with significant revisions needed, or 4) fail the thesis. In the case of revisions, if the readers are comfortable signing the title page at the discussion and without seeing the revisions, they should do so. The Thesis Director should not sign the title page until all revisions are seen and approved. The Thesis Director should take the title page after the discussion, signed or unsigned. After the changes are made to the thesis, the student should email the thesis to the Thesis Director (and readers if they wish to see them.) If the Thesis Director gives final approval, the director should sign the title page, and submit it the MTS Program Coordinator along with an electronic copy of the final approved thesis. If the readers need to sign the title page, either the Thesis Director or program coordinator will obtain these signatures.
- C. The MTS Program Coordinator will scan the signed Title page and email it to the student for your records.
- D. The final approved thesis will be submitted to the library for electronic archiving. No hard copies for binding are required. Students may bind their own copy at a binder of their choice.

IX. Additional information

- A. The Thesis Director must be a tenure track Theology and Religious Studies faculty member at St. Norbert College. The two readers but must have their Master Degree, one reader ideally has a connection to the college.
- B. Please see the Thesis Guidelines for thesis formatting instructions.
- C. Completion of the Thesis is typically completed at the end of the spring semester during enrollment of THEO 513. If students need additional time to complete the thesis project students will be required to register for THEO 600 each semester thereafter. This is a -0- credit course. However, there is a \$100 fee for each semester. Student are required to register for THEO 512, 513, and/or 600 consecutively after completion of THEO 510 Integrative Colloquium. Students will not be allowed to register for THEO 000 Inactive Status for Semester during the thesis process.
- D. Reminder, students must complete the MTS degree within 8 summers of starting classes.