Master of Liberal 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. Students may also participate in commencement if they will graduate at the end of the summer semester. December graduates participate in the following May’s commencement ceremony.)

I. Before August 31, 2015
   A. Fall Semester begins August 31, 2015 – Please register for LIST 596 Master’s Thesis Project I prior to August 31, 2015 (regardless of commencement participation)

II. By September 1, 2015
   A. Students must submit a written topic and outline, along with the name of the proposed Thesis Director and two readers to the Program Coordinator by September 1 of the academic year one wishes to graduate (This in addition to the Capstone presentation (if chosen), project will be reviewed based on written outline). The purpose and rationale of the thesis should be explained. The resources you 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 using the approved outline format to the MLS Program Coordinator who will then distribute them to committee for review.
   B. The Thesis Review Committee, a subcommittee of the MLS Advisory Committee and chaired by the Director of the MLS program, will meet on or before September 15th, 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 Outline Approval
   A. It is important for the student to communicate with their Thesis Director on a regular basis in order to complete the thesis in a timely manner.

IV. No later than December 31, 2015
   A. Draft to Thesis Director

V. Prior to January 25, 2016
   A. Spring semester begins January 25, 2016 – Please register for LIST 597 Master’s Thesis Project II prior to January 25, 2016 (regardless of commencement participation).

VI. No later than February 1, 2016
   A. After Director approval, student submits thesis to readers. Readers should be 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.
   B. After Director approval, student will submit thesis, using your SNC email, to Sally Hansen in the Mulva Library (sally.hansen@snc.edu). Sally will review the title page format, abstract, thesis format and works cited page. An example of a title page is listed on the website. Please copy the MLS Program Coordinator with your email to Sally. Sally should approve your title page prior to your discussion (see below).

VII. March 1, 2016
   A. Application for graduation due if student will be participating in the May 17, 2015 Commencement ceremony. An email will come later in the spring semester following the application for online cap and gown ordering and name spelling for diploma.

VIII. Discussion
   A. After the library, Thesis Director, and Thesis Readers have had time to review the thesis project, the student will work with the Thesis Director and readers to schedule a date and time to meet for the thesis discussion. The student needs to initiate the scheduling of the discussion by contacting the Director and readers to find a common date. The MTS Program Coordinator should then be notified and will reserve a room on campus for the discussion.
   B. At the discussion, the director and readers will approve the thesis or make suggestions for modifications. The changes, unless substantial, may be approved after reading without an additional meeting. Please note that all three panel members must sign off on all three signature
IX. Copying Thesis
A. Three copies of the thesis must be submitted to the MLS Program Coordinator including a check made payable to “SNC Library” for $60. This covers the cost of binding the thesis projects. Two copies are kept at the SNC Library (one copy is archived) and one is mailed to the student. If a student would like additional copies, each copy costs $20. Please note that the binding process takes 30-60 days. The library also stores thesis projects electronically; therefore an electronic copy of your final draft should be emailed to Sally Hansen for storage (included a scanned copy of the signed title page, please let the program coordinator know if you need the signed title page scanned.)
B. For a May graduation date, copied thesis must be turned in to program coordinator by May 13, 2016. For a summer graduation date, copied thesis must be turned in to the program coordinator by July 29, 2016.

X. Additional information
A. The Thesis Director must be a tenure track SNC faculty member at St. Norbert College. Requests for directors other than SNC faculty members must be approved in writing. One reader must be a member of the SNC community, and both readers must have their Master Degree. Readers must also be approved by the committee.
B. Please see the Thesis Library Requirements for further guidelines.
C. Completion of the Thesis is typically completed at the end of the spring semester during enrollment of LIST 597. If you foresee needing additional time to complete the thesis project you will be required to register for LIST 600 each semester thereafter. This is a -0- credit course, however, there is a $100 fee for each semester.