I. Registration Procedures for 2015
   A. Summer 2015: Register for THEO 510 Integrative Colloquium (regardless of commencement participation)
   B. Fall 2015: MUST register for THEO 000 Inactive status for the semester (needed to get back on track for a summer graduation as the Thesis project is a two-semester course and the THEO 000 cannot be satisfied with a grade for the final semester in the program, therefore the thesis will be a spring and summer course)

II. Proposals accepted between October 1 and November 15
   A. Students must submit a topic and outline, along with the name of the proposed Thesis Director and two readers to the Program Coordinator between October 1 and November 15 of the academic year one wishes to graduate. 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 using the approved format to the MTS Program Coordinator who will then distribute them to committee for review
   B. Within two weeks of reception of submission, the Thesis Review Committee will meet 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 three weeks after the reception of the thesis project proposal with the review committee’s decision and comments.

III. After Thesis Outline 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.

IV. Prior to January 25, 2016
   A. Spring semester begins January 25, 2016 – Please register for THEO 512 Master’s Thesis Project I prior to January 25, 2016 (regardless of commencement participation).

V. No later than May 1, 2016
   A. Draft to Thesis Director. As soon as the thesis director deems appropriate, a draft of the thesis project should be shared with the readers for their critical input.

VI. No later than May 16, 2016
   A. Summer semester begins May 16, 2016 – Please register for THEO 513 Master’s Thesis Project II prior to May 16, 2016 (regardless of commencement participation).

VII. No later than June 1, 2016
   A. After Director approval, that the paper is ready for discussion, copies of the approved thesis project should be given to the readers. Readers should be given reasonable amount of time to review the paper prior to the discussion. Readers should be in direct contact with the Thesis project Director with concerns. The Director will convey with the student and have the student make revisions if necessary.
   B. After Director approval, submit your thesis, using your SNC email, to Sally Hansen in the Mulva Library (sally.hansen@snc.edu). Sally will review your title page format, abstract, thesis format and works cited page. Be sure to be using the Chicago Style for your thesis. Examples of a title page are listed on the website. Please copy the MTS Program Coordinator with your email to Sally.

VIII. June 1, 2016 (The form will be emailed to students in March)
   A. Application for graduation is due if you will be participating in Commencement ceremony.

IX. Discussion
   A. After the Director and readers have had time to review the thesis project, the student will initiate scheduling a date and time to meet with readers and Director for the thesis discussion.
B. The 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 (title) pages upon completion of the approved thesis. This can be done at the time of the discussion, be sure to have the title page printed on the same paper that the final project will be copied on (make sure the library has approved the title page). **Do not** copy your entire thesis on your final paper until after the discussion.

C. Final approval of the thesis project is contingent upon library review and approval of the paper and its format.

X. **NO LATER THEN July 15, 2016:**

A. If a student wishes to participate in the August, 2015 Commencement Ceremony, final copies of the approved version of the thesis must be submitted to the MTS office no later than July 15, 2016. Please see the Library Requirements for correct paper.

B. Four copies of the thesis must be submitted to the MTS Program Coordinator including a check made payable to “SNC Library” for $80. This covers the cost of binding the thesis projects. One copy is kept in the MTS Office, one at the SNC Library, one to MTS office in Albuquerque, 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.

XI. **Additional information**

A. The two readers are required to have at least a Masters 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 summer semester during enrollment of THEO 513. If a student needs additional time to complete the thesis project the student 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.