

Master of Theological Studies Thesis Procedures

(The deadlines outlined below pertain to students participating in commencement. If you do not wish to participate in commencement, the requirements remain the same but the deadlines are not necessary)

I. Before August 29, 2011

- A. Fall Semester begins August 29, 2011 – Please register for THEO 512 Master’s Thesis Project I prior to August 29, 2011 (regardless of commencement participation)

II. By September 1, 2011

- A. Students must submit a 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. 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 outline format to the MTS Program Coordinator who will then distribute them to committee for review (See examples)
- B. The Thesis Review Committee 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 to meet with your Thesis Director on a regular basis in order to complete your project in a timely manner.

IV. No later than December 31, 2011

- A. Draft to Thesis Director

V. Prior to January 23, 2012

- A. Spring semester begins January 23, 2012 – Please register for THEO 513 Master’s Thesis Project II prior to January 23, 2012 (regardless of commencement participation).

VI. No later than February 1, 2012

- A. After Director approval, submit thesis to readers. 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.
- 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 *MLA Style Manual and Guide to Scholarly Publishing (Third Edition)* for your thesis. Examples of a title page are listed on the website. Please copy the MTS Program Coordinator with your email to Sally.

VII. March 1, 2012

- A. Application for graduation is due if you will be participating in the May 13, 2012 Commencement ceremony.

VIII. Discussion

- A. After the library, Director, and readers have had time to review the thesis project, the student in collaboration with the Program Coordinator, will schedule a date and time to meet with readers and Director for the thesis discussion. The MTS Program Coordinator will reserve a room on campus for the 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.

IX. NO LATER THEN MAY 11, 2011:

- A. If a student wishes to participate in the May 13, 2012 Commencement Ceremony, final copies of the approved version of the thesis must be submitted to the MTS office no later than May 11, 2011. Please see the Library Requirements for correct paper.
- B. Three copies of the thesis must be submitted to the MTS Program Coordinator including a check made payable to "SNC Library". This covers the cost of binding the thesis projects. One copy is kept in the MTS Office, one at the SNC Library 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.

X. Additional information

- A. The Thesis Director must be a tenure track Religious Studies faculty member at St. Norbert College. Requests for directors other than SNC faculty members, must be approved in writing. The two readers are not required to be a member of the St. Norbert College Religious Studies faculty, but 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 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.