

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)

1. Students must submit a topic and outline, along with the name of the proposed thesis director and two readers to the Committee by **July 1** of the academic year one wishes to graduate. The purpose, rationale and intent 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 DeEtte Radant, Program Coordinator who will then distribute them to committee for review.
2. The Committee will respond to the individual **no later than August 1**. The topic will be approved, disapproved, or further explanation sought to ascertain the viability of the proposal. All students must register for THEO 512 no later than August 15 and THEO 513 no later than January 15, regardless of commencement participation. It is extremely important that you meet with your thesis director on a regular basis in order to complete your project in a timely manner.

Students who wish to graduate in May must have copies of the thesis in the hands of the director and readers sometime around February 1 as to give ample time for the readers to review prior to the thesis discussion appointment. The library must also review and approve the thesis formatting (per the Thesis Requirements Handout) prior to the discussion. The student must also provide a copy of the thesis directly to the readers. Please note that all three readers must sign off on all three signature (title) pages upon completion of the approved thesis. Students are also required to provide both readers an approved draft no later than December 31. This will allow the readers to review the thesis project early in the writing process and to provide the student with feedback and recommendations.

3. An appointment will be scheduled with all three readers for discussion of the thesis. The student initiates the scheduling of this appointment. The discussions are held on campus and a room must be reserved in advance. Please contact DeEtte Radant to make this reservation. The readers will approve the thesis or make suggestions for modifications or changes. The changes, unless substantial, may be approved after reading without an additional meeting. **If a student wishes to graduate in May, final copies of the approved version of the thesis must be submitted to the MTS office no later than March 1.** The thesis must be submitted to DeEtte Radant in triplicate (3 originals) and include a check for \$60 made payable to SNC Library. This covers the cost of binding the thesis projects. Two are kept at St. Norbert College 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.
4. The thesis director is paid a stipend of \$400 and the two additional readers each receive \$150.00. These stipends are paid by the program and are not a responsibility of the student. The director and readers are paid after the thesis discussion. If the director or any reader is not a member of the St. Norbert College faculty, an Independent Contractor form will need to be completed to process the payment. Every effort will be made to have any payroll forms to the director and readers at or before the thesis discussion.
5. Completion of the master thesis is typically completed at the end of the second semester during enrollment of THEO 513. If you foresee needing additional time to complete the thesis project you 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. Students submit the registration form indicating course number THEO 600 along with the \$100 fee to DeEtte Radant each semester. Students who require longer than one year to complete the project will need written permission from the director of the program.