

Master of Theological Studies Thesis Procedures – New Mexico

(The deadlines below assume a one year thesis project from August/successful completion of THEO 510, Integrative Colloquium to MTS Graduation/scheduled in mid-August)

1. All students must register for THEO 512 for the fall semester following the completion of THEO 510 and before August 31)
2. Students must submit a topic and outline, along with the name of the proposed thesis director and two readers to the Associate Director by **September 15** 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 the Associate Director who will facilitate the New Mexico Faculty review.
3. The New Mexico Faculty Committee will respond to the individual no later than **September 30; for proposals requiring rewriting will be extended by two weeks.** Following the evaluation of the New Mexico faculty, the proposals are submitted to the Director of the MTS Program at St. Norbert College. The topic will be approved, disapproved, or further explanation sought to ascertain the viability of the proposal. Ordinarily, proposals are approved within three weeks or by **October 31**. 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.
4. All students must register for THEO 513 for the spring semester no later than **January 15**; students are not required to register for the summer semester during the first calendar year of their thesis work. See [Additional Information](#) for extension of project timeline.
5. Students are required to provide both readers a director-approved thesis draft no later than **March 1** to allow the readers to review the thesis project early in the writing process and to provide the student with feedback and recommendations. Please review the “Library Thesis Requirements” document for proper formatting.
6. **Students who wish to partake in the August commencement ceremony must have copies of the thesis in the hands of the director and readers sometime around June 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. It is strongly advisable to have the library review the thesis before distribution of a final copy to the readers.
7. After the library, director, and readers have had time to read and give suggestions/changes to the thesis project, the student initiates scheduling an appointment with all three readers for discussion of the thesis at a place and time convenient for all. 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. Please note that all three panel members must sign off on all four 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 your final project will be copied on. Please see the “Sample Title Page” for proper formatting.
8. **If a student wishes to partake in the August commencement ceremony, final copies of the approved version of the thesis must be submitted to the MTS office no later than July 1.** Four original copies of the thesis must be submitted to MTS Program Coordinator and include a check for \$80 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, one at Norbertine Library (NM) 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.

Additional Information:

1. 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.
2. 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, beginning in the fall (and continuing through spring, summer, fall of the following year) 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 each semester. Students who require longer than one year to complete the project will need written permission from the Associate (NM) and Director of the program.

(Last Revised 09/10/2009 KEH)