

Thesis Project

Deadline Checklist *(for all students; students may work ahead of deadlines, but these are final dates in the thesis timeline)*

- Attend the Thesis Proposal Workshop
- 2 months** after workshop: formal approval of the thesis project proposal by Thesis Advisor and Second Reader
- Prior to or by November 1** of intended graduation year: First three chapters, title page, table of contents and bibliography due for review by Thesis Advisor and Technical Reader
- Between November 1 and January 15:** Provide Thesis Advisor with chapter-by-chapter submission of thesis work for review. Students should receive general approval of their work from the Thesis Advisor prior to the February 1 submission deadline.

The above items can be completed any time *prior to* the listed dates.

- January 15** of intended graduation year: Final copy of thesis due to student's Thesis Advisor. Submitting to the broader committee on February 1 will not be permitted unless this January 15th deadline is met. If a Thesis Advisor does not feel the document is ready for final review by the Technical Reader and the Thesis Examining Committee, the student's Thesis Advisor may notify the D.Min. office that the student is not ready to proceed through the graduation cycle this year.
- February 1** of intended graduation year: Final copy due for review by Thesis Advisor, Second Reader, Technical Reader, Research Design Reader, and D.Min. Office
- Mid/Late February** (TBD each year) of intended graduation year: Oral defense of thesis with the Thesis Examining Committee

If the final copy of the thesis project or the oral defense is not satisfactory, the program director reserves the right to remove the student's name from the graduation list until the following year.

- March 1** of intended graduation year: Readers will return final copy of thesis project to student with mandatory corrections to be made
- April 1** of intended graduation year: final thesis project due to Thesis Advisor and Library Reader with ALL corrections made for technical examination
- May 1**, send the Thesis Executive Summary to program coordinator by e-mail for the colloquium and distribution to other graduates; send the completed thesis project to Thesis Advisor for a final grade
- May 15** of intended graduation year: Three corrected hard copies of thesis due to Program Coordinator, ready for library binding
- Day prior to graduation: Thesis Project Colloquium

The above deadlines should be taken VERY seriously by students. Failure to meet these deadlines may result in a student having to wait to graduate the following year.

Thesis Expectations

It is important for Doctor of Ministry students to be fully aware that admission into the program does not in any way guarantee graduation from the program with the Doctor of Ministry degree. Because the thesis project is the culmination of the Doctor of Ministry program, it is possible for a student to successfully complete all classes in the program and still not graduate with the Doctor of Ministry degree due to an incomplete or unsatisfactory performance in the final thesis research and writing. Successful graduation from the program requires that students complete an acceptable, doctoral-level research project as described in the Integral Research and Writing course, the Thesis Proposal Workshop, and the student manual. Some students may not be able to finish the thesis process after completing all required course work and obtaining an approved thesis proposal. In these cases, a Certificate of Advanced Graduate Studies will be granted to these students in order to recognize the hard work they've put into the program even though they were unable to complete the journey.

Special Note: Students should note that attendance at Commencement does not equal official Graduation from the program; the Registrar's Office is responsible for granting the Doctor of Ministry degree to students after all requirements of the program and university are met.