

Master of Theological Studies Thesis Procedures – New Mexico

The dates outlined below are **guidelines** to help students keep on track in writing their thesis. These guidelines are important to follow if the student wishes to have a summer graduation date and participate in commencement for that year.

- 1 Before January 29, 2018:** The Spring Semester begins January 29, 2018. Please register for THEO 512, Master's Thesis Project I, prior to January 29, 2018, regardless of commencement participation.
- 2 Proposal Accepted between December 20, 2017 and January 29, 2018**
 - After receiving feedback from the proposal submitted, reviewed and graded for the Integrative Colloquium, students must resubmit the proposal, along with the name of the proposed Thesis Director and two Readers to the MTS Associate Director before December 20. The purpose and rationale of the thesis should be clearly explained. The resources students will use should be listed as an aid to determining the feasibility of the thesis. Resources to be listed include a partial bibliography. All thesis proposals are reviewed by Albuquerque faculty and then sent with a recommendation for final review to the MTS Director and SNC faculty.
 - The review period for NM is 2 weeks; a second 2 weeks period is needed for the SNC review. The decision to approve, disapprove or request further explanation is made in conversation with Albuquerque faculty and staff. A letter will follow no later than three weeks after the reception of the thesis proposal at Saint Norbert College with the SNC Review Committee's decision and comments.
- 3 After Thesis Proposal Approval:** It is important to meet with your Thesis Director on a regular basis in order to complete your thesis in a timely manner. It is the responsibility of the student to initially contact the Thesis Director. The first meeting (face to face, phone call or email exchange) with your Director should be to discuss the approval letter and the suggestions made by the SNC Thesis Review Committee. The MTS Program Coordinator will send copies of the proposal, thesis rubric, thesis guidelines and procedures to the Thesis Director. Readers must also be approved by the SNC MTS committee. The Readers' names must be forwarded to the Associate Director and SNC MTS Program Coordinator with email and physical addresses. The SNC MTS Program Coordinator will contact the Readers, supplying them with the thesis proposal, guidelines, rubric, and procedures. Upon completion of the Thesis process, the SNC MTS Program Coordinator initiates the stipend payment for the Thesis Director and Readers.
- 4 Prior to May 21, 2018**
 - Please register for THEO 513 Master's Thesis Project II, for the summer semester (regardless of commencement participation).
 - The application for graduation is due if you will be participating in the commencement ceremony. The SNC Program Coordinator will send the application and exact information regarding this.
- 5 No Later Than June 15, 2018:** It is suggested that the first draft should be in the hands of the Thesis Director no later than June 15. Drafts should not have grammatical and spelling errors. Drafts also include a title page, abstract, working bibliography and any appendices.
- 6 No later Than July 15, 2018**
 - Once the Director approves the final draft, the thesis is emailed to the Readers and SNC MTS Program Coordinator. If a Reader wishes to have a hard copy, the MTS Program Coordinator will supply that copy to the Reader. During this review period the Readers should not be in direct contact with the student but express any concerns to the Thesis Director. The Director will relay information to the student. The rationale is to keep the Director informed but also to lessen the chance of confusion for the student.
 - At the time of submitting the thesis to the Readers, the student should include possible dates and times for the thesis discussion in the email. Please give the Readers ample time to critically read the thesis.
- 7 Thesis Discussion**
 - The student initiates the scheduling of the discussion by working with the Thesis Director and Thesis Readers to find a common date. The discussion can be held at the Abbey; please reserve a room through

the MTS Associate Director.

- A hard copy of the thesis title page should be brought to the discussion. The Director and Readers will either 1) approve the thesis as is, 2) approve with minor changes, 3) approve with significant revisions needed, or 4) fail the thesis. In the case of revisions, if the Readers are comfortable signing the title page without seeing the revisions, they should do so. The Thesis Director should not sign the title page until all revisions are seen and approved. If the Readers sign the title page at the discussion, the Thesis Director should take the title page after the discussion. Otherwise, the student should take the title page and obtain signatures after approval. After the changes are made to the thesis, the thesis should be emailed to the Thesis Director (and Readers if they wish to see them). With the Thesis Director's final approval, the Director signs the title page and sends it to the SNC MTS Program Coordinator along with an electronic copy of the final approved thesis.
- The SNC MTS Program Coordinator receives the final copy, scans the signed title page and emails the entire packet to the student for their records.
- The final approved thesis is submitted to the SNC library for electronic archiving by the SNC MTS Program Coordinator.
- Three copies of the thesis are bound for New Mexico graduates: one is placed in the Norbertine Ecumenical Library, one in the Library of the Archdiocese of Santa Fe and one is presented to the student (Students may order additional copies as cost from the Archdiocese by individual arrangement.)

8 Additional Information

- In Albuquerque the Thesis Director must be an adjunct 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 adjunct faculty, but they must have their Master Degree in a field related to the thesis topic.
- Please see Guidelines for thesis formatting instructions
- Completion of the master thesis is typically completed at the end of the second semester during enrollment of THEO 513. Students requiring additional time to complete the thesis project are 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. Thesis students are not allowed to register for THEO 000, Inactive Status, for any semester during their Thesis process.
- Reminder: students must complete the MTS degree within 8 summers of starting classes.