



## Timeline for Completing the D.Min. Project D.Min. in Spiritual Renewal, Contemplative Practice, and Strategic Leadership

Office of the Registrar

1325 N. College Avenue, Claremont, CA 91711 • Ph. (909)447-2502/2503 • Fax (909)447-6242/6241 • [cstregistrar@cst.edu](mailto:cstregistrar@cst.edu)

### **28-month completion (2-plus years) –**

The following timeline is appropriate for people who enter the program with a project idea already in mind, and who want to begin working on the project as they are taking their first courses and graduate in the minimum amount of time. For those who plan on a longer timeline, adjust as appropriate in consultation with advisors.

Note: If a student wants to move very quickly into doing the project, and if the research design suggests that a full IRB review will be needed, the proposal should be completed by Apr. 1 of the first spring semester.

**Participate in the Research Seminar** during all three January intensive sessions. The seminar will equip students with information and resources for all stages of designing and carrying out the project.

**Begin thinking about your research interests as soon as you begin the D.Min. program.** This will help students integrate coursework with their research interests.

**Each student will be assigned a project advisor during the first January intensive.** This faculty member will advise students on research focus and design and then serve as the primary reader for the completed project

**Participate in the D.Min Project group on Sakai every semester of enrollment in the program.** Students will be automatically enrolled in this site each semester and are expected to participate as specified by the Proposal Coordinator during the first phase of the program and later by the Project Coordinator. This may include participation during the summer. There are two different project groups and sites, one for the proposal-development phase and one for the project phase.

### **Year One (First January – Second January)**

1. **Participate in First January Research Seminar & continue work on Sakai during the Spring.** This will help students to complete the writing of their research proposal.
2. **September 15** – Last date to submit the final version of the D.Min. Project Proposal. Submit the completed proposal, along with the ***D.Min. Project Proposal Approval form*** (Form 5), to the Proposal Coordinator and the registrar. Electronic submission is fine.
3. **September 15** – Last date to submit the IRB Research Protocol to the IRB Chairperson, for projects involving research with human subjects.
4. **Participate in Second January Research Seminar** - Students will share their Research Proposals with their peer group.

### **Year Two (Second January – Third January)**

5. **January - November** – Students will (i) continue their research, (ii) conduct their project, and (iii) write the first draft of their project. They will continue to work with their advisor and participate in the project site on Sakai.
6. **December 1** - First draft of the Project is due. ***Submit three copies or an electronic copy to the Registrar's Office with the First Draft Approval form*** (Form 6) ***completed except for faculty signatures.*** A complete first draft includes an abstract, footnotes, and bibliography. The registrar will send this draft to the Project Advisor and the Thesis Secretary.
7. **Participate in Third January Research Seminar** – Students will share their Research Projects with their advisor and peer group.

8. **January 15** – First draft responses from project advisor and project coordinator are due to students.

**Spring Semester after Third January**

9. **February 15** – Second draft of the Project is due. **Submit electronically to the Registrar's Office with the Second Draft Approval form (Form 7) completed except for signatures from the Project Advisor and Thesis Secretary.** A complete second draft includes an abstract, footnotes, and bibliography.
10. **April 1** – Final draft of the D.Min. Project is due. **One copy is to be submitted to the Registrar's Office with the Final Draft Approval form (Form 9) completed except for faculty signatures.**
11. **April 15** – Last day for the project advisor and Thesis Secretary to notify the Registrar's Office of the acceptability of a Project.

**Note:** When the listed date falls on a weekend, the due date will be the following Monday.

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Project Advisor – Assigned to each student during the first January intensive  
Proposal Coordinator – Prof. Lincoln Galloway  
IRB Chairperson – Prof. Roland Faber  
Project Coordinator – Prof. Karen Dalton