



1. **Pre-register for the D.Min. Colloquium course** when all or most of the D.Min. coursework is completed. The Registrar will provide the *Timeline for Completion of the D.Min. Project* (Form 1) to students who pre-register.
2. **By the first day of the D.Min. Colloquium**, secure the agreement of two faculty persons to serve on the D.Min. Project Committee (the mentor, who will serve as chairperson, and another faculty member to serve as second reader). Discuss with faculty committee the general topic and particular focus the D.Min. Project will cover. ***Submit the Advisory Committee Selection form*** (Form 3) ***to the Registrar by the first day of the Colloquium class. This form requires signatures of the faculty Committee members.***
3. **Complete the D.Min. Colloquium**. This course assists students to develop a draft Project proposal, to be refined in consultation with a faculty committee. Students will receive the ***Working Outline for the D.Min. Project Proposal*** (Form 2) as a guide.
4. **September 1** – Schedule a meeting with D.Min. Project Committee to discuss the draft of the proposal and the methodologies that will be used in the Project. This meeting must take place before September 15. Faculty will determine what revisions need to be made to the proposal before it will be accepted.
5. **September 15** – Last date to submit the ***Report on Committee Conference*** form (Form 4) to the Registrar's Office. ***This form requires faculty signatures confirming that the Methodology Conference has taken place and the initial draft of the proposal has been submitted.***
6. **October 15** – Final version of the D.Min. Project Proposal is due. Submit one copy of the proposal, along with the ***D.Min. Project Proposal Approval*** form (Form 5), to the Project Committee chairperson. ***This form requires the signatures of the faculty on the Committee, indicating acceptance of the D.Min. Project Proposal, and is to be submitted to the Registrar's Office.***
7. Requests for extensions must be made through the Registrar's Office, using the Draft Deadline Extension form (Form E). The form should be submitted prior to the deadline for which the extension is being requested. Extensions must be approved by both the faculty on the D.Min. Project Committee and the Thesis Secretary.
8. **December 1** – First draft of the Project due. ***Submit three copies 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.
9. **January 15** – First draft responses from faculty and Thesis Secretary are due to students.
10. **February 15** – Second draft of the Project is due. ***Submit three copies to the Registrar's Office with the Second Draft Approval form*** (Form 7) ***completed except for faculty signatures.*** A complete second draft includes an abstract, footnotes, and bibliography.
11. Students should schedule an oral defense with their D.Min. Project Committee to occur no later than March 8.
12. **March 8** – Last day for oral defense. ***The Report of Oral Defense form*** (Form 8), ***which signifies the completion of the oral defense, requires the signatures of both faculty members on the D.Min Project Committee and must be submitted to the Registrar's Office.*** Faculty will inform the student of any final revisions that need to be made in order for the student to graduate in May.
13. **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.***
14. **April 15** – Last day for the faculty committee 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.