

D.Min. Practical Research Project Timelines
D.Min. in Contemplative Practice, Spiritual Renewal, and Strategic Leadership
Claremont School of Theology

The schedule below will allow you to complete your program in 28 months, the minimum amount of time possible for this program. Deadlines are firm. Make sure to submit the proposal and all project drafts using the proper forms, available on the Registrar page of the CST website. **Your Project Advisor is the one who must approve your proposal and all project drafts.** Continuing dialogue with your advisor during the process is essential.

If you extend your time to completion, you must register for Continuous Registration each semester you are not taking classes.

Keep in mind that it is always a good option to submit materials AHEAD of deadlines!

	<p>First January Research Class</p> <ul style="list-style-type: none"> - Orientation to the process of designing and completing a Practical Research Project - Explore project interests - Meet with your Project Advisor 	<p>First Spring Semester –</p> <ul style="list-style-type: none"> - Continue to explore and refine project interests - Participate on Sakai Proposal Process site - Maintain contact with your Project Advisor about project content and methodology
<p>First Fall Semester –</p> <ul style="list-style-type: none"> - Participate on Sakai Proposal Process site - Work with your Project Advisor and the Proposal Process Coordinator (Dr. Galloway) to complete a proposal draft. - Begin literature research, continue to develop research bibliography - Follow correct form and style beginning with the proposal and through all project drafts. - All requests for Project Advisor input or feedback on your proposal must be made by Dec. 1. 	<p>Second January Research Class</p> <ul style="list-style-type: none"> - Proposal first draft is due the first day of class - Meet with Project Advisor about proposal and project plans - Refine and revise proposal draft, with input from Project Advisor and student colleagues - Review expectations about form and style, bibliography, other expectations 	<p>Second Spring Semester</p> <ul style="list-style-type: none"> - Participate on Sakai Project Process site - March 1 – Final approved version of proposal is due. Submit to the registrar with the Proposal Form, signed by your Project Advisor. - April 1 - IRB protocol due to the IRB chairperson (irb@cst.edu) - Continue literature research, continue to develop research bibliography - Begin research – continue through the summer
<p>Second Fall Semester</p> <ul style="list-style-type: none"> - Participate on Sakai Project Process site - Dec. 1 – First draft of project is due. Submit to the registrar with the First Draft Form. - Follow correct form and style with this and all drafts 	<p>Third January Research Class</p> <ul style="list-style-type: none"> - Work with peer reviewer, begin revisions - Present your work to student and faculty colleagues. - Participate in presentation day and other research class activities 	<p>Third Spring Semester</p> <ul style="list-style-type: none"> - Feb. 15 – Second draft due. Submit to the registrar with the Second Draft Form. - Apr. 1 – Final draft due. Submit to the registrar with the Final Draft Form.

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