

Form I Timeline and Instructions for Completing the Practical Research 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 • cstregistrar@cst.edu

28-month completion –

The following timeline is appropriate for people who want to graduate in the minimum amount of time. For those who plan on a longer timeline, adjust as appropriate in consultation with program coordinator. Students who extend their time to completion must register for Continuous Registration each semester they are not taking classes.

People

- **Project Advisor** – Assigned to each student during the first January intensive. The advisor gives guidance and feedback on the content and method of the Practical Research Project proposal and the project itself. The advisor must approve the proposal and all project drafts.
- **Proposal Process Coordinator** – Dr. Aizaiah Yong. Dr. Yong guides students on the process of completing a Practical Research Project proposal.
- **Project Process Coordinator** – Dr. Stephanie Butler. Dr. Butler guides students on the process of completing the Practical Research Project first draft.
- **Program Advisor** – Program Coordinators. Dr. Stephanie Butler or Dr. Aizaiah Yong advises all students on course selection, overall degree content and flow, and administrative matters – but not on content or process related to the Practical Research Project.
- **Institutional Review Board (IRB) Chairperson** – Prof. Roland Faber. Dr. Faber reviews plans for research involving human participants to make sure it conforms to ethical standards. IRB approval is required before research begins.
- **Thesis Secretary** – Dr. Kirianna Florez – Dr. Florez reviews the project thesis for correct form and style. Along with the advisor, she approves the project final draft.

Processes: Participate in the Research Seminar during all three January intensive sessions.

- First January – Orientation to Practical Research
- Second January – Discuss and develop Practical Research Project Proposal
- Third January – Present and refine Practical Research Project First Draft

Particulars: Follow the instructions below:

Year One (First January through the following December)

1. Participate in the January Research Workshop
2. Participate in the Proposal Process Sakai site activities throughout the year.
3. Consult with your Project Advisor on your project topic and design.
4. **All requests for Project Advisor input or feedback on your proposal must be made by Dec. 1.** You will be able to seek your project advisor's input/feedback during the intensive week.
5. Complete a proposal first draft by the first day of the second January intensive.

Year Two (Second January through the following December)

1. **January Research Workshop, first day** – Proposal first draft is due. Continue to refine your proposal during and after the intensive week as needed.
2. Participate in the Project Process Sakai site activities throughout the year.
3. Refine and revise proposal draft with input from Project Advisor.
4. **March 1** – Last date to submit approved proposal form to the registrar. Submit electronically, with your Project Advisor’s signature, on the D.Min. Proposal Approval Form (Form 5).
5. **April 1** – Last date to seek IRB approval. Complete IRB protocol and submit electronically to irb@cst.edu.
6. You may begin your research as soon as you receive IRB approval.
7. **Dec. 1** – Project first draft is due. Submit electronically to the registrar with the First Draft Approval Form completed except for your Project Advisor’s signature. A complete first draft includes abstract, footnotes, and bibliography.
8. With your peer review partner, prepare for your project presentation during the intensive week.

Year Three (Third January through Graduation in May)

1. Participate in the January Research Workshop, including peer consultation and project presentation to peers and faculty. **All students are required to present their projects on campus during the intensive week, date TBA. If project research is not complete, students may be required to defer graduation until the following year.**
2. **Feb. 15** – Project Second Draft is due. Submit electronically to the registrar with the Second Draft Approval Form completed except for your Project Advisor’s signature.
3. **April 1** – Project Final Draft is due. Submit electronically to the registrar with the Final Draft Approval Form completed except for your Project Advisor’s signature.
4. **April 15** – Last day for the Project Advisor and Thesis Secretary to notify the registrar of the acceptability of a project.

All D.Min. forms are available on the Registrar page of the CST website and on the Project Process Sakai site. The IRB Protocol is available on the Proposal Process and the Project Process Sakai sites.

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