



Timeline for Completion of the Mentoring DMin. Practical Research Project

Office of the Registrar

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1. **Pre-register for the D.Min. Colloquium course** - students will register at the end of the fall semester for the January Inter-term Research Colloquium (TIS 4005).
2. **By the last 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 January 31. 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. Practical Research Project Proposal (Form 2)** as a guide.
4. **January 31** – 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 **February 28**. Faculty will determine what revisions need to be made to the proposal before it will be accepted.
5. **March 1** 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.**
6. **December 1** – First draft of the Project is due. **Submit electronically 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.
7. **January 15** – First draft responses from faculty are due to students.
8. **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 faculty signatures.** A complete second draft includes an abstract, footnotes, and bibliography.
9. Students should schedule an oral presentation with their D.Min. Project Committee to occur no later than March 8.
10. **March 8** – Last day for oral presentation of the Practical Research Project. **The oral presentation form (Form 8), which signifies the completion of the oral presentation, 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.
11. **April 1** – Final draft of the D.Min. Project is due. **Submit electronically to the Registrar's Office with the Final Draft Approval form (Form 9) completed except for faculty signatures.**
12. **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.