

DEADLINE DATES FOR CTS ADVANCED DEGREE STUDENTS

D.Min. Project Reports, D.Ed.Min. Project Reports and Th.D. Dissertations

If you plan to graduate at the **2011** Commencement, please carefully note the deadline dates below.

January 1, 2011

D.Min., D.Ed.Min. and Th.D. students must notify the Advanced Professional Studies Office and the Registrar's Office, preferably by email, of their intention to graduate in May 2011. This is necessary in order to receive May 2011 graduation-related forms and information from the Academic Affairs Office.

January 15, 2011

D.Min., D.Ed.Min. and Th.D. students must submit a final rough draft to their first and second readers for approval. This submission does not need to be in final form (it is a "rough draft"), but the content must be in such shape that it does not require major changes. If it does require major revision at this submission, the student will not be able to meet the deadlines for graduation in 2011.

February 15, 2011

First and second readers will return project reports/dissertations to students by this date. If the submission does not require major changes, the first and second readers will return it to the student for final revision and typing in its final form. If the submission does require major changes, it will need to go back to the first and second readers for another content reading, and the student will not be able to meet the deadlines for graduation in 2011. Once the content of the project report/dissertation has been approved by the first and second readers, request that your first reader email the Advanced Professional Studies Office to document content approval.

March 1, 2011

Once content approval is achieved, D.Min., D.Ed.Min. and Th.D. students must submit a single paper copy, in final form, of the project report/dissertation to the Advanced Professional Studies Office to be checked for correctness of form and style. The Advanced Professional Studies Office returns the project report/dissertation to the student for corrections. The student then returns the corrected version to the Advanced Professional Studies Office for a second reading, if necessary.

April 15, 2011

D.Min., D.Ed.Min. and Th.D. students must submit 2 ready-to-be-bound (content, form, and style-corrected) copies of their project report/dissertation to the Staff Associate/Binding at the CTS JBC Library on at least 25% cotton paper. These 2 copies will be sent to the bindery for binding in book form, and will then be cataloged in the CTS Library. You may choose to have additional copies bound for your personal use. Submit a check made payable to Columbia Theological Seminary for \$25 for each copy to be bound.

The Graduation Dates for Spring 2011 are Friday, May 13 - Saturday, May 14

Please keep these dates in mind when making your plans for completing your degree program. These dates **CANNOT** be changed for anyone. Your inability to meet them will mean you will have to wait another year before you can receive your degree. If you have any questions, please do not hesitate to call the Advanced Professional Studies Office or the Registrar's Office. Please note the above dates are **DEADLINES**, but you are encouraged to submit your D.Min. Project Report, D.Ed.Min. Project Report or Th.D. Dissertation **EARLIER** in order to avoid the rush.