

For Students Taking Project in Ministry Design Workshop Fall 2026 Semester

Timeline and Helpful Hints for Completing the Final Project Proposal and Final Project Report

Spring 2027 registration: PDPM8010 Project Proposal

For Proposal approval:

A Field Mentor must be enlisted **BEFORE** the Final Project Proposal will be approved. Your Field Mentor contract and vita should be submitted to the ProDoc office no later than two weeks after PDWS8203 Project in Ministry Design workshop.

The link for Proposal template is found in the Project in Ministry Handbook.

According to the Project In Ministry Handbook (p13), students are encouraged to submit proposals to the Project Coordinator and ProDoc office sixty days before the desired approval date.

To be eligible for review for Proposal approval by the ProDoc committee, your finalized Proposal must be sent, in cooperation with your Project Mentor and the Project Coordinator, to the ProDoc committee at least a week before the ProDoc meeting. (For example, to have the Project Proposal approved at the December 9 ProDoc meeting, it has to be ready for the committee by December 2. To be ready by December 2, it is recommended to send your Proposal to the Project Coordinator by October 2. October 2 should give the Project Coordinator and her team enough time for review for corrections and you enough time to resubmit before the Proposal is ready for the committee. Please note, your Project Mentor will likely want to see your Final Proposal before you send it to the Project Coordinator.) The Project Coordinator will send your Final Project Proposal to the ProDoc committee when it is eligible for review.

Final Project Report:

The link for Final Project Report template is found in the Project in Ministry Handbook.

After your Proposal is approved, you may implement your project and write your Final Project Report. See the Project in Ministry Handbook for the templates and requirements for your Final Report.

Graduating Semester:

You will need to register for a course in your graduating semester. See the following schedule for details.

Your Final Project Report must be completed and approved by your Project Mentor and is due to the Project Coordinator by **August 15 (for December graduation) or January 15 (for May graduation)**. Note: You are not writing during the graduating semester. Rather, you will revise your Final Project Report, according to the corrections directed by your Project Mentor, the Project Coordinator and her team, Field Mentor (when applicable), and readers at the Exit Interview. (Exit Interview readers are assigned by the ProDoc office.) All corrections must be made and submitted to the Project Coordinator and Project Mentor before you may receive your diploma at graduation.

Spring 2027 registration: PDPM8010 Project Proposal

October 29 - November 20, 2026 – Spring 2027 Semester Registration.

***Watch NOBTS student email for exact registration dates.**

Select one of the following for spring- Two Options:

- (1) If you do not have an approved Proposal but are awaiting Final Project Proposal approval, register for PDPM8010 Project Proposal.
- (2) If Final Project Proposal has been approved, register for PDPM8601 Project in Ministry.

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January 15, 2027 – Deadline to submit Final Project Report to Project Coordinator for **May 2027** graduation. (Further graduation steps will be needed and will be explained during your graduating semester.)

March 29-April 16, 2027– Summer and Fall 2027 Semester Registration.

No summer registration required.

***Watch NOBTS student email for exact registration dates.**

Select one of the following for summer or fall- Three Options:

- (1) If you have not submitted your Final Project Proposal, Audit PDWS8203 Project in Ministry Design for summer or fall. (You have a **year** to submit a Project Proposal, before you must retake/audit Project in Ministry Design.)
- (2) If Final Project Proposal has been approved, register for PDPM8601 Project In Ministry for the fall semester.
- (3) If you are in the implementation and writing stage and have completed PDPM8601 Project in Ministry, register for PDPM8030 Project Writing for the fall semester.

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August 15, 2027 – Deadline to submit Final Project Report for **December 2027** Graduation. (Further graduation steps will be needed and will be explained during your graduating semester.)

October 22- November 14, 2027 – Spring 2028 Semester Registration.

***Watch NOBTS student email for exact registration dates.**

Select one of the following for spring- Four Options:

- (1) If you have not submitted your Final Project Proposal, Audit PDWS8203 Project in Ministry Design for spring. (You have one calendar **year** to submit a Project Proposal, before you must retake/audit PDWS8203 Project in Ministry Design.)
- (2) If you do not have an approved Proposal and are either awaiting Project Proposal approval *or* have retaken PDWS8203 Project in Ministry Design, register for PDPM8010 Project Proposal.
- (3) If Final Project Proposal has been approved, register for PDPM8601 Project In Ministry.
- (4) If you are in the implementation and writing stage and have completed PDPM 8601 Project in Ministry, register for PDPM8030 Project Writing.

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January 15, 2028 – Deadline to submit Final Project Report to Project Coordinator for **May 2028** graduation. (Further graduation steps will be needed and will be explained during your graduating semester.)

March 29-April 16, 2028– Summer and Fall 2028 Semester Registration.

No summer registration required.

***Watch NOBTS student email for exact registration dates.**

Select one of the following for summer or fall- Five Options:

- (1) If you have not submitted your Final Project Proposal, Audit PDWS8203 Project in Ministry Design for summer or fall. (You have a **year** to submit a Project Proposal, before you must retake/audit Project in Ministry Design.)
- (2) If Final Project Proposal has been approved, register for PDPM8601 Project In Ministry for the fall semester.
- (3) If you are in the implementation and writing stage and have completed PDPM8601 Project in Ministry, register for PDPM8030 Project Writing for the fall semester.
- (4) If you have completed PDPM8601 Project in Ministry and PDPM8030 Project Writing, but still need another semester to continue to edit, register for PDRS8030 Project Writing for the fall semester.
- (5) If you have completed PDPM8601 Project in Ministry and PDPM8030 Project Writing, but still need another semester to continue to edit your Final Project Report, register for PDPM8030 Project Writing.

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August 15, 2028 – Deadline to submit Final Project Report for **December 2028** Graduation. (Further graduation steps will be needed and will be explained during your graduating semester.)

Special Notes:

1. The ProDOC Committee meets every month except June.
2. Make sure you are checking your NOBTS institutional email address, even if you have forwarded your email to your personal or professional email address. Students told me not everything is being forwarded as it should.
3. Registration PDPM8010 Project Proposal only for two consecutive semesters following completion of the Project in Ministry Design Workshop.
4. The Final Project Proposal **MUST** be evaluated by your Project Mentor, the Project Coordinator, and a ProDoc Style Reader **BEFORE** submission to the ProDoc Committee.
5. The Registrar will not move you to PDPM8601 Project in Ministry mid-semester. You will remain in PDPM8010 Project Proposal until the next semester. However, if your proposal is approved in between semesters (for example, over the summer), we can move you from PDPM8010 Project Proposal to PDPM8601 Project In Ministry.
6. PDPM8010, PDPM8601, PDPM8030 are only available in the fall and spring semesters.
7. To remain active in the ProDoc Program, you must register for Fall and Spring semesters. Summer registration is optional.

* Adjustment in program procedures and names began January 2026.

PDPM8010 Project Proposal to be registered for/taken the semester right after Project In Ministry Design Workshop, up to two semesters, excluding summers

PDPM8020 Project Approval -not a course, but will be added to your program after your Proposal is approved

PDPM8601 Project In Ministry the 6-hour credit course while you implement and write your Final Project Report

PDPM8030 Project Writing use this course if you need to continue to edit your Final Project Report