

For Students Taking Project in Ministry Design Workshop Fall 2025 Semester

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

Spring 2026 registration: PDPM8010 Project Proposal

For Proposal approval:

A Field Mentor must be enlisted **BEFORE** the Final Project Proposal will be approved.

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 10, 2025 ProDoc meeting, it has to be ready for the committee by December 3. To be ready by December 3, it is recommended to send your Proposal to the Project Coordinator by October 1. October 1 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.)

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)**. During the graduating semester, you will revise your Final Project Report, according to the corrections directed by the Project Coordinator, her team, your Project Mentor and 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.

October 27- November 21, 2025 – Spring 2026 Semester Registration

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

***Beginning January 2026, new fees on tuition and fees page for ProDoc students.**

Spring 2026 registration: PDPM8010 Project Proposal

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January 15, 2026 – Deadline to submit Final Project Report to Project Coordinator for **May 2026** graduation. (Report reviewed by reader and returned for corrections.)

March 30- April 24, 2026 – Summer and Fall 2026 Registration

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

***Beginning January 2026, new fees on tuition and fees page for ProDoc students.**

No summer registration required. Select one of the following -- Three Options:

- (1) If you have submitted but are waiting for committee approval, register for PDPM8010 *Project Proposal**. (You would have formerly registered for Continual Enrollment.)
- (2) If Final Project Proposal has been approved, register for PDPM8601 *Project in Ministry** for the fall. (You would have formerly registered for Project in Ministry I.)
- (3) If you are in the implementation and writing stage and have completed PDPM8601 *Project in Ministry*, register for PDPM 8030 *Project Writing** for the fall.

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August 15, 2026 – Deadline to submit Final Project Report to Project Coordinator for **December 2026** graduation. (Report reviewed by reader and returned for corrections.)

October 22- November 14, 2026 – Spring 2027 Semester Registration.

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

***Beginning January 2026, New fees on tuition and fees page for ProDoc students.**

Select one of the following for spring- Five Options:

- (1) If you have not submitted your Final Project Proposal, Audit PDWS8203 Project in Ministry Design for summer or fall. (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 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**.
- (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 PDRS8002 *Program Delay*.

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January 15, 2027 – Deadline to submit Final Project Report to Project Coordinator for **May 2027** graduation. (Report reviewed by reader and returned for corrections.)

March 22-April 14, 2027– Summer and Fall Semester Registration

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

No summer registration required. Select one of the following for spring- 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 you do not have an approved Proposal and 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 PDPM8601 *Project in Ministry*, register for PDPM8030 *Project Writing*.*
- (5) If you have completed PDPM8601 *Project in Ministry* and PDPM8030 *Project Writing*, but still need another semester to continue to edit, register for PDRS8002 *Program Delay*.

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August 15, 2027 – Deadline to submit Final Project Report for **December 2027** Graduation. (Report reviewed by reader and returned for corrections.)

Special Notes:

*Anticipated adjustment in program procedures and names will begin in January 2026.

*PDPM8010 *Project Proposal* to be 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

1. The ProDOC Committee meets every month except June.
2. Registration PDPM8010 *Project Proposal** only for two consecutive Semesters following completion of the Project in Ministry Design Workshop.
3. The Final Project Proposal and the Final Project Report **MUST** be evaluated by the ProDoc Style Reader, the Project Coordinator, and the Project Mentor **BEFORE** submission to the ProDoc Committee.
4. 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 or Christmas break), we can move you from PDPM8010 *Project Proposal* to PDPM8601 *Project In Ministry*.