

Pacific School of Religion

**ACADEMIC PROGRAM MANUAL Part I (of II)
For the
DOCTOR OF MINISTRY**

Office of the Dean and Registrar

Effective August 2016

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WELCOME TO THE DOCTOR OF MINISTRY PROGRAM

Welcome to the Doctor of Ministry (DMin) program at Pacific School of Religion (PSR). As a DMin student, you have the opportunity to pursue a program of study that is cross-disciplinary in design, cross-cultural in content, and cross-communal in intention. We are glad to have you here. Your energy, interests and scholarship contribute to the school in valuable ways. We hope the DMin program enables you to achieve the intellectual and professional goals you bring to this work. The DMin program is an advanced professional degree that builds upon your primary training (M.Div. or its equivalent) and your ministerial experience. It is intended to help you strengthen the ministry of the community in which you are involved and your own leadership competencies.

The Doctor of Ministry student is a graduate student who is a professional involved in continuing education. You are no longer considered to be engaged in “general education.” You are considered a professional who is enhancing your ministerial skill in the context of the practice of ministry. The faculty are consultants or peers whose expertise is useful to you in your studies and who also serve as evaluators of your work. Through the admissions process, you have articulated the focus of interdisciplinary study you will pursue. You have been assigned an academic advisor from whom you are encouraged to seek guidance and advising throughout your program. You are responsible for initiating that guidance. Faculty presumptions of Doctor of Ministry students include intellectual motivation, competence in basic study skills, and self-discipline at a level of development generally expected of Doctoral students.

The Doctor of Ministry program enables you to reflect more deeply on your ministry context while honing skills of reflection and communication. It offers the advantages of the particular ethos of PSR and benefits from resources of the entire GTU. Working with your advisors, within the framework of the program, you will design a plan which serves your educational goals for the Doctor of Ministry. The Doctor of Ministry, unlike an undergraduate degree, is deliberately flexible and individually tailored to allow you to design a program which fits your own ministry context. You are urged to use the freedom of the program, under the close guidance of your advisors, to explore the academic opportunities of PSR, the GTU and taking advantage of courses offered by other schools near you.

The PSR DMin provides an opportunity for creative, focused, advanced professional studies in a variety of areas. This program attracts and encourages interaction among a diverse, multicultural and multinational group of students interested in the intersections of religion and progressive social change. The DMin is a professional degree in ministry that in which students will:

- Demonstrate critical, creative and constructive engagement with texts, traditions, social systems, and political structures.
- Apply contextually based approaches to social issues and the development of self-reflective leadership skills that are effective in the student’s particular ministry context. The student can present some evidence of social change in that context.
- Demonstrate partnership with people in other ministry settings; i. e. the knowledge of theological thinkers and schools of thought from contexts other than their own; work done

ecumenically, in an inter-faith relationship; work across lines of culture; or work in partnership with community organizations to address systemic oppression and work for the common good.

- Communicate a sense of direction for a faith community, choosing appropriate media.
- Produce and communicate new knowledge about the practice of ministry, focusing on a specific ministry issue.
- Give evidence of a self-reflective and engaged spirituality that can critically engage social location, and personal experience.
- Integrate new understanding and competencies into a theologically coherent analysis of a specific ministry issue

The PSR DMin is organized using a cohort model, where each student is assigned to a cohort of other students who share common interests in particular ministry issues or contexts for ministry. Students in the cohort are required to develop among themselves a means of being in regular conversation with each other between seminar meetings. During the first year they may share with each other what they learn in their coursework. As time goes on, they will consult with each other on the development and writing of their projects. Each cohort will prepare an annual report of their work together and submit it to the faculty member leading the DMin Continuing Seminar and to the Director of the DMin program.

Learning Outcomes for the cohorts include:

1. The ability to communicate new learning and insight effectively to colleagues and practice the application of research methods and theories
2. The ability to collaborate with colleagues in solving problems in research and ministry
3. The ability to analyze research findings and communicate insights to colleagues, understand the theological implications of these findings, recognize new patterns, and identify further questions
4. The ability to synthesize a wide range of information, look at evidence from more than one point of view, and draw conclusions or make proposals about new directions for and practices of ministry.
5. The ability to assess one's own work more accurately, recognize the consequences of context and privilege, and critically evaluate proposals for improvement in the practice of ministry

WHY AN ACADEMIC PROGRAM MANUAL FOR THE DOCTOR OF MINISTRY?

Students are governed by the requirements of the catalog under which they were admitted. This Doctor of Ministry Manual is an official and necessary supplement to the catalog. The standards, requirements, policies, and procedures of the program presented here provide a common understanding of these elements of the program among PSR faculty and students enrolled in the Doctor of Ministry degree program.

Registration in a PSR degree or graduate certificate program assumes the registrant has read and agreed to the terms as outlined in the program manual appropriate to their year of entry. A Statement of Understanding must be signed and submitted by the second week of the first semester in the program in order to continue. The DMin Program Manual consists of two parts:

- 1) Part I: This portion of the program manual outlines academic standards, requirements, policies, and procedures that are particular to the DMin program.
- 2) Part II: This portion of the program manual outlines academic standards, requirements, policies, and procedures that are common to all PSR programs. It covers in more detail the following topics:

Academic & Administrative Calendars

PSR Extended Calendar

Academic Resources

ONLINE GTU Course Catalog

Degree & Certificate Programs [Click on your program]

Registrar

Registration

Registration Instructions

Transcripts

Registrar Services

Identification & Library Cards

Policies for Students

Academic Disputes Policy

Accessibility Accommodation & ADA

Advising

Buildings & Facilities Care Guidelines

Campus Security & Clery Act

Change of Program

Commitment to Equality

Common Academic Policies Chart

Community Covenant

Complaint Procedure

Credit Hour Policy

Dining

Drug Free Schools & Communities Policy

Email Account Policy, Contact & Profile Information Updates

English as a Second Language, (ESL Extension Policy – ESL Students only)

Extensions and Lapsed Time

Full-time or Part-time Status

Grades

Graduation

Grievance Policy

Health Insurance for Students

Housing Information

Information Technology (CITS)

Leave of Absence

Deferment

Plagiarism Policy

Policy Statement on the Use of Inclusive Language

Privacy Policy (FERPA)

Provisional Student Policy

Satisfactory Academic Progress and Academic Probation Policy

Sexual Harassment Policy

Student Conduct and Special Needs Policy

Transferring Credits & Advanced Standing

Tuition, Fees, & Refunds

Use of Technology in Classrooms Withdrawal and Termination

The manual was prepared by the Office of the PSR Dean and Registrar. It is our attempt to provide clear explanations of the structure of the program and to provide resources for you as you move through the program. We hope that you will use it frequently. Any questions of clarification should be directed to the Dean or Registrar, or the DMin Director.

Administrative procedures can be modified at any point in order to improve and clarify the program, so students and faculty are urged to be attentive to supplementary pages distributed during their course of study which may reflect changes in the program. **This manual reflects the details of the program as of August 2016.**

This is an academic program manual. Information on other aspects of student life at PSR can be obtained through the offices of Admissions, Community Life, Housing, and Financial Aid.

D.MIN.-SPECIFIC COURSE PLANNING INFORMATION

USING YOUR D.MIN. WORKSHEET

The DMin Worksheet, found online, in the appendix of this manual, and in front of the Office Academic Affairs, is your planning document. All the course distribution expectations are listed for you to follow. Using this worksheet will ensure that you meet the program's requirements. When consulting with your advisor about specific course planning or program review, bring this document with you.

Have plan of study approved by your advisor

Soon after you accept admission to the program, certainly before the semester begins (during Early Registration or General Registration), make an appointment to review your course work selections with your advisor. Students completing the program in a distance format are encouraged to email their advisor for videoconference or phone consultations at least once a semester.

REQUIRED COURSES

DMin Seminar

The first required classroom course is the Doctor of Ministry Seminar (DM 6000), offered in January Intersession in intensive format or in the Summer Session for Hawaii cohort DMin students. This seminar is required of all DMin students and is required the first year. The seminar is designed to assist Doctor of Ministry students in developing and focusing their DMin projects in preparation for the start of research before you submit a Request to Proceed with Project form. The seminar focuses on methodologies and project design. This seminar is where peers in the program cultivate conversation about their project and formulate a plan for research including the consideration of appropriate methodology. Class presentations and peer consultations are central features of this seminar. Seminar sessions are collegial discussions based upon the readings and student presentations of DMin project designs. The role of the faculty is to bring input to each student's project focus. Perspectives on various theological disciplines are introduced during the seminar, and students are asked to consider them in their studies and project plans. During the first week of the DMin seminar while the Continuing Seminar is in session, the cohort

groups will meet, incorporating the new DMin students into their groups. This DMin Seminar is graded on a letter grade basis.

D.Min Annual Continuing Seminar

The second required classroom course is the DMin Annual Continuing Seminar (DM 6021). After the first year of the program, students must register for and complete the DMin Annual Continuing Seminar every Intersession or summer for 1.5 credits for the second and third years, then for 0.0 units each subsequent year until graduation if extended time in the program is needed. This required seminar is facilitated by a faculty member and is designed to maintain peer conversation and development of student projects regularly for every year the student is active in the program. Students will have an opportunity to present on the progress of their project during this seminar to each other. Before the seminar meets each Intersession, each student is required to submit a written Progress Report online to the faculty person leading the seminar. Copies of these reports will remain in the student's academic file with the registrar but will be forwarded to the DMin director for determining recommendations on continuation in the program. In addition each cohort will submit a written report of its consultations during the year to the Director of the DMin Program. Unless the student is on a leave of absence, if the students fail to attend or register for this course each Intersession, their continuation in the program may be terminated. The different DMin cohorts will have a chance to meet together during the continuing seminar and incorporate the new students into their work together. This course is graded on a letter grade basis.

DMin Thesis

In addition to the two seminars, after completing their four elective courses, students must take the non-classroom course requirement DMin In Thesis (DM 6011) for 3 credits each in the final two semesters of the Doctor of Ministry program for a total of 6 required thesis units. A maximum of 6 thesis credits may be used toward the degree. This stage of the program can follow the completion of course work and approval from the DMin Committee to proceed with project. Students are not permitted to register for DM 6011 until they have filed their "Request to Proceed with Project" form with the Assistant Dean for Academic Programs. During the DMin program, you typically will be involved in a full-time position of leadership in ministry. You carry out your research project in that ministry setting, examining in critical detail your ministry specialty. Normally this project is completed in the equivalent of one academic year. Each of these 3.0 units courses is charged at the per course rate paid for the first six courses. If you plan to defend and graduate in the Spring Semester, for example, you would register for DM 6011 (3 units) in the Fall Semester and then again in the Spring Semester. Upon graduation, these credits will be given a grade of pass.

OTHER COURSEWORK

The DMin degree requires the completion of 24 credits: 18 are earned in courses (the equivalent of one year of full-time study which may be spread out over the length of the program); 6 are earned in a research project (usually completed in one year). You select course work, in consultation with your advisor and your DMin Committee.

Your DMin Committee

To deepen and enrich your understanding of your ministry focus and to enable you to utilize the special interests and academic areas of the DMin you will invite two other people to serve as committee members. These may be PSR professors or professors at other schools or practitioners with doctoral degrees. Your program may involve work at other GTU schools, the University of California, or other accredited institutions and you may invite people from these schools to be on your committee. The program requires you to be able to take semester-long courses which may be taken online or in other flexible formats.

Other Coursework Characteristics

- Course Instructor - Courses used toward the DMin program must have an instructor of record who possesses at minimum a doctoral degree.
- Course Level - Course numbers should be at advanced or doctorate level (4000-6999 level; or 8400-8699 level for online courses). Courses below this level will not count toward the degree. If you think a course that has a lower number will fit your program, you must negotiate that with your advisor and the instructor of the course and if approved, submit a Special Reading Course form for an upgrade and register for SRC 8888 01 in lieu of the lower-level course by the end of Late Registration.
- Course Criteria - PSR faculty have agreed upon a set of criteria for courses acceptable for the PSR DMin program. For your reference, this list of criteria is posted at the PSR DMin Criteria for Doctoral Level Work. Note that all elective courses must be taken for letter grade.
- Electives Learning Outcomes form - For Every course you take toward your Electives requirement, you must submit at the beginning of the term, the DMin Electives Course Learning Outcomes form to certify the course you are taking fulfills some of the program learning outcomes and is related/contributes to your project.

DMin Supervision

In the case that you have fulfilled your coursework but do not complete your project in one year or are not yet ready to register for DM 6011, you should register for DM 6005 DMin In Supervision for 0 units and continue to work on your project by registering for Supervision status. Please note that you are expected to work as a student if you are registered in DM 6005, and this course does not take the place of a leave of absence. DM 6005 is taken for 0.0 units and requires a nominal supervision fee published on the PSR Tuition and Fees page. To maintain your registered status and access to your advisor and library while you are in Supervision, you must be registered for this course each Fall and Spring Semester if you are not on leave or registered for other course work or the final project units.

DISTANCE D.MIN. COURSEWORK

DMin students who are completing their coursework at a distance may take any eligible (4000+ level or upgraded course) PSR course, attending lecture sessions in real time synchronously via Skype or Zoom if the course is not offered online. However, distance DMin students are responsible for contacting the professor before the course begins to make sure such distance participation is appropriate for the course and that the technical details are worked out ahead of time. Note that this allowance applies only to PSR courses and may not necessarily apply to courses offered by other schools in the GTU

consortium or other educational institutions, even though distance students are encouraged to contact the instructors at other schools to determine if distance participation in a course is feasible.

Attention to differences in time zones must be considered, and students must possess the basic skills on how to participate in videoconferences, using videoconferencing software, and in general how to use a computer, email, and the internet. Distance students without these skills or knowledge are encouraged to take a basic computer/internet course at minimum before participating in the DMin via distance format. To assess your own readiness to do a distance DMin, contact PSR's Flexible Learning webpage <http://www.psr.edu/academics/flexible-learning/> has video tutorials discussing skills for successful distance learning and links to the GTU Library Moodle support desk and PSR's IT support desk. Tutorials about using Moodle and using the GTU Library online catalogue and research data bases are available at <http://moodle.gtu.edu> and <http://gtu.edu/library>.

D.MIN.-SPECIFIC ACADEMIC STIPULATIONS

Required Number of PSR Credits

In all certificate and degree programs, at least one-third of all credits earned toward the program, including transfer credits from within and outside the GTU, must be earned from PSR courses. In the DMin this totals a MINIMUM of 8 PSR credits. A PSR course is one in which the "School Course Ownership" field of the online course schedule is PSR. Usually at least one instructor of record for the course is PSR faculty. In addition to this minimum, at least nine of the units earned toward this degree must be paid as full tuition (no discount categories may be applied) to Pacific School of Religion. Each year a list of approved consortium courses that are 4000 level and higher will be published on the website. Courses not on this list will not be accepted for the DMin program without the written approval of the DMin Director.

Transfer Credits

Up to two-thirds of your program, or 16 credits, may be transferred if your petition is approved and credits follow guidelines in PSR's Transfer and Advanced Standing Policy. Especially for distance students whose area focus may be served by your local accredited university, this allowance may be helpful in fulfilling your coursework requirements. Transferred Credit courses must meet the PSR Criteria for Doctoral Level Work.

Expected Program Time

For the DMin to be awarded, the equivalent of 24 credits must be completed, which usually takes two to three years. Usually the program is completed in one full time academic year and two years spent in thesis. For others who wish to complete their coursework on a part time basis, they may complete two to three courses per year for three years, of which one to two of the years should concurrently be devoted to thesis. Students have up to 6 years to complete the program. Full-time status is counted as 9 credits or more for purposes related to housing and financial aid.

Lapsed Time Rule

While the DMin is a three-year program, you may take up to six years of part-time study to complete the DMin degree including semesters on leave and semesters of supervision. The beginning of the lapsed time period starts with the first course work applied to the degree, including transferred courses. If the degree is not completed at the end of three years, the student must request an extension. The student must request an extension each year beyond the three year limit to the Registrar, but no more than

three annual extensions may be granted (three years of expected time plus three years of extensions equal 6 total years, which is the maximum allotted time). If extensions beyond the initial three years are granted, a continuing extension fee on top of regular tuition or supervision fee will be charged for each semester beyond three years. This fee is published on the PSR Tuition and Fees page. Additionally, further tuition will be incurred for course credits earned beyond the required 24 credits.

Extensions will be considered and granted on a case by case basis. Additional extensions beyond the initial 3 years are unusual, and all extensions as well as eligibility to continue in the program are subject to the willingness of the advisor to continue to work with the student.

Students in the PSR DMin program have no more than six years total to complete the program including all semesters on leave, all semesters in which transferred courses apply to the degree, in thesis, or in supervision status. No extensions will be granted after this point. Students who are not finished at the end of the sixth year of study may have the option of receiving a Certificate of Advanced Professional Studies, and/or they will be either terminated or withdrawn from the DMin program.

International Student Full-Time Status

For international students, being registered for DM 6011 for 3.0 units or DM 6005 0.0 units is reported as full-time status for Student and Exchange Visitor Information system (SEVIS) reporting purposes only, but international students should register for at least 9.0 units per semester if not in Thesis or Supervision status in order to keep their F-1 status valid.

Special Reading Courses

No more than nine of the credits required for your degree may be SRC 9999 (independent study) credits. There is no limit on the number of SRC 8888 (upgraded level) credits you may apply to your program.

Summer Session Credits

There is no limit on the number of summer session credits applied to the DMin

Online Credits

The DMin is approved as a distance degree program by the Western Association of Schools and Colleges (WASC), and PSR has approval to offer distance programs through the Association of Theological Schools (ATS). There is no limit to how many online credits (usually 8000-level course or any course that does not require physical presence on campus) you can use toward your program. The required DMin Seminar (DM 6000) and DMin Annual Continuing Seminar (DM 6021) are face-to-face required courses. This usually allows students to take up to 18 credits as distance students, online or by video conference in synchronous in classroom courses or as independent study.

Cross Registration

DMin students are allowed to cross-register for at most one course at UCB, Dominican University, Mills, or Holy Names per semester (Summer and Intersession excluded) if they are concurrently registered for at least one GTU consortium class within the same semester, assuming that the instructor of the cross registered course has approved your enrollment in that course. PSR DMin students may take courses at other accredited universities by following those schools' procedures for enrolling in a course as a special student and transferring the credit earned into the PSR degree program.

Required GPA

D. Min. students must have a B (3.0) average to graduate. Additionally, a B- or better is required in all letter graded courses.

Incompletes/Extensions in Courses

No more than 3 incompletes may be taken during your entire program.

Letter Grade vs. Pass/Fail

Students in the D. Min. program are expected to take all courses for letter grades except Thesis (DM 6011), and Supervision (DM 6005). If any other courses are taken for pass/fail, they will not count toward your degree.

D.MIN. ADVISING AND COMMITTEE INFORMATION

Advisors

The relationship of student to the advisor is normally initiated by the student and it is your responsibility to ensure that your primary advisor is kept up-to-date on your progress. Your faculty advisor is an excellent resource to you in planning and making your way through your program. The DMin Director is also available for assistance. Randi Walker is the current DMin Director. Your faculty advisor is a core faculty member of PSR who is assigned to you during the Admissions process.

All faculty members at PSR hold regular office hours and are usually available at other times to consult with students. Email the faculty member or follow the faculty member's preferred appointment sign-up method to set up any meetings you might need throughout each year. For distance/flexible students faculty members will be willing to meet with you by Skype, schedule a phone conversation, or meet with you virtually by some other means online. Each faculty member serves as advisor to an average of twenty students in the Doctorate, Masters, and Certificate programs each year. Be sure to meet your advisor early in the semester and sign up well in advance of times you need your advisor's guidance on issues arising or approval for the various deadlines which come up during your program.

Your faculty advisor guides and evaluates your progress and chairs your DMin Committee. He or she is selected when you are admitted into the program and is appointed by the Dean. Advisor appointments are based on the stated focus of study and the availability of faculty. In general, no faculty member is expected to serve as primary advisor on more than two committees and as secondary advisor on more than two other committees (a total of four committees) in any one year without the explicit agreement of that faculty member. You should consult with your primary advisor about the selection of your other two required committee members.

If for any reason your advisor no longer is available to work with you permanently, the PSR Dean will assign you to another advisor. If this should happen, you may communicate with the Dean about any preference you have for a new advisor. If no other primary advisor can be secured, your status in the program may be terminated. In the case of advisor sabbatical, please meet with the DMin Director for discussing a plan for the sabbatical period.

DMin Committee

Your DMin Committee is made up of your faculty advisor who serves as chairperson, and two other members. The remaining two committee members are selected by you in consultation with your faculty advisor. The second member will normally be a PSR or GTU faculty person whose interests are

compatible with your academic interests. The third member of the committee can be either a non-faculty ministry professional or a member of the PSR, GTU, or other area faculties, such as a member of the candidate's home community. Additional relevant members may join any DMin Committee as deemed appropriate and desirable by the student and committee members. However, there are no institutional funds set aside to pay outside committee members, nor to bring them to campus. The committee is formed as early as possible after you begin your course work.

Committee members signal their approval of the student's project design and human subject's protocol by signing the Request to Proceed with Project form. When it is time for the Defense of the Project, committee members may participate by phone or videoconference if not able to attend in person.

Your Doctor of Ministry committee directs your progress through the degree program and administers and evaluates your final Ministry Project Defense. In the event of any disagreement about your work, the committee may request that the Dean assist in adjudicating the situation.

D.MIN. PROJECT PLANNING INFORMATION

As you complete course work, you will prepare and submit the following documents to your committee for approval:

- “Request to Proceed with Project” form which will include a draft of the proposal of your Ministry Project along with a proposed project title, hypothesis or questions you wish to investigate, descriptions of project, methods of research, and anticipated learning goals of project, projected timeline
- Human Subjects Protocol (if applicable) to your primary advisor in preparation for review by your committee. Most DMin research includes work with human subjects, e.g., interviews, group observation, working with a group, survey questionnaires. It is very important to do this work in a way that respects the dignity of the persons involved and protects their anonymity. The very nature of many DMin Projects, which often involves pastors working with their own congregations or seeking personal information from those with whom the researcher has a direct or indirect relationship, makes this both difficult and imperative. Clergy exercise some authority over their parishioners, which could color the way these human subjects respond. Seeking personal information from others always leaves these informants vulnerable. Maintaining anonymity in a congregation can be difficult because parishioners know each other or sometimes have privileged information about others. Thus, it is critically important for students to study and use PSR's Guidelines for Research Involving Human Subjects, available online, in the appendix to this manual, and in front of the Office of Academic Affairs. Scrupulous attention to these guidelines will shape or limit a DMin Project and the research plan. Permission to start research will not be granted until your Human Subject proposal is approved by your committee. You may not use any information in your thesis that was gathered from human subjects before you submit your protocol.

After approval by your advisor, the project proposal and human subjects protocols are sent to your committee for further approval. After reviewing the materials and making any recommended revisions from your committee, if all components of your Request are approved, you may proceed with your Project.

If Doctor of Ministry committee members have difficulty reaching agreement on the Project at this stage, any member of the committee may request that the Dean appoint an additional reader to assist in the process.

The Request to Proceed with Project form must be signed by all committee members and submitted to the Assistant Dean for Academic Programs for your academic files which will also be forwarded to the DMin Director.

Ministry Focus

On your application for admission to the program you indicated a topic of interest with a definite context of investigation which you propose to pursue in the Doctor of Ministry program. Your advisor has been selected for the resources they bring to your ministry focus. The work you do in the Doctor of Ministry program will enable you to approach your study in a cross-disciplinary or multi-disciplinary fashion. Your course work in your focus area will prepare you to demonstrate your competence in the field of your study through the development of your final Ministry Project.

Choose your courses in the focus area of study in consultation with your advisor or committee who will help you to determine courses which will provide necessary background, method, or in depth study of your focus area. The ministry focus must fall within the faculty and library resources of PSR with supplementary assistance from other GTU schools.

Doctor of Ministry Project

The Doctor of Ministry project is expected to show the competence of the student to fulfill the learning outcomes of the degree:

- Demonstrate critical, creative and constructive engagement with texts, traditions, social systems, and political structures.
- Apply contextually based approaches to social issues and the development of self-reflective leadership skills that are effective in the student's particular ministry context. Student can present some evidence of social change in that context.
- Demonstrate partnership with people in other ministry settings; i. e. the knowledge of theological thinkers and schools of thought from contexts other than their own; work done ecumenically, in an inter-faith relationship; work across lines of culture; or work in partnership with community organizations to address systemic oppression and work for the common good.
- Communicate a sense of direction for a faith community, choosing appropriate media.
- Produce and communicate new knowledge about the practice of ministry, focusing on a specific ministry issue.
- Give evidence of a self-reflective and engaged spirituality that can critically engage social location, and personal experience.
- Integrate new understanding and competencies into a theologically coherent analysis of a specific ministry issue

The project is normally completed in the equivalent two calendar years. Students must continue to enroll each semester for supervision (DM 6005) until the project is successfully defended and completed to the satisfaction of the DMin Committee. Students must also enroll in the Annual Continuation Seminar each year they are active in the program as part of their graduation requirement. In each of your final two semesters, you must register for 3.0 credits of Doctor of Ministry 6011 (DMin in Thesis).

DMin projects must be typed according to the guideline stipulated in GTU Master's Thesis and Doctoral Dissertation Guidelines. The recommended page limits for a thesis are between 150-175 pages, including an adequate bibliography. Guidelines for formatting your paper are online available on the.

Projects will also be published online on the PSR website. Guidelines for this electronic format are found in the DMin Project Electronic Format Submission Guidelines.

All students must have proficiency in English to do graduate level reading and writing for course work. In certain circumstances, when the major faculty advisor is proficient in the student's language, it may be possible for the final DMin Project to be written in that language.

Non-print ministry projects are accepted as long as the alternative format is:

1. Agreed to by the committee.
 2. Supported by sufficient written material to show knowledge of the literature and a rationale for the design.
 3. Evaluated by standards appropriate to the medium and related to the areas of ministry being explored. Under certain circumstances consultants may be used to help evaluate the project.
- Once you have defined your project and obtained approval from your committee, you are ready to begin research and writing.

Project Defense

A project defense is required for the DMin. To graduate in May you must submit your project to the Assistant Dean for Academic Programs and to your committee members by March 15th. You may schedule your defense before this date or shortly thereafter. In either case, your committee must receive your thesis/dissertation at least two weeks before the scheduled defense. It is important to schedule your defense so that you allow enough time afterwards to make final revisions before the final submission. PSR defenses are closed sessions.

In all cases, the student must submit copies of the project to the members of their committee at least two weeks prior to the defense. The project defense must be held within one month after it is submitted. Final approval by the student's committee needs to be made by April 15th. This approval should be noted on the Doctor of Ministry Project Defense Certification form. If, however, the project is **not approved** as it stands, you will be required to make revisions or re-write. All projects are evaluated against a general project evaluation rubric called the DMin Project/Thesis Assessment Rubric as well as the committees own specific standards.

The possible outcomes of your project defense are as follows:

Pass with distinction: requires a unanimous vote of the committee

Pass, no revisions necessary

Pass with minor revisions: graduation approved pending receipt of revised project.

Pass with major revisions: graduation not approved but delayed until the next year; student must re-enroll in DM 6005 the next semester and resubmit project, but a new defense is not necessary. If this is completed by the end of the semester, the degree will be awarded the next May.

Fail* with recommendations: Major Revision and rescheduling of defense in the future or Award with Certificate of Advanced Professional Studies (CAPS)

Fail* terminal: failure of defense with no option to continue in the program

*If the result of the defense is fail, the committee and student should develop a process to, in person, debrief the exam and clarify the reasons for the failure. The process should be developed at the end of the examination period, and the debriefing should occur reasonably

soon after the exam. At least two members of the committee should be present for the debriefing.

The outcome of the defense is recorded by the project/thesis advisor and submitted online on the Doctor of Ministry Project Defense Certification form to the Assistant Dean for Academic Programs. In addition the project/thesis advisor submits the Assessment Rubric for DMin Theses to the DMin Program Director and to the Assistant Dean for Academic Programs through the online form sent to the advisor, for program assessment purposes.

Approval of the final form of the project by the student's committee needs to be made by April 15th. Once a project has been approved, The Doctor of Ministry Defense Certification form, signed by all members of the committee, is due on April 15th to the Assistant Dean for Academic Programs. At this time, if not yet obtained, the student should also obtain original signatures from the committee on each copy of the title page printed on the proper paper with the proper formatting that follows the Master's Thesis and Doctoral Dissertation Guidelines. The GTU library will not accept your project for binding if it does not have original signatures on the proper paper with the proper format.

After a successful defense and final revisions are made and approved, you must take two complete sets of your project to the GTU Library along with the completed Doctor of Ministry Publishing and Binding form. Your project cannot be accepted for binding without this form. There they will check the formatting and paper for both sets, and if approved will sign the "Completed Project Approved by Library" field on the form. Make sure that all other information and signatures are filled in above that field before taking it to the Library.

After obtaining the Library signature on your form, take the form as well as the two sets of your completed project to the Assistant Dean for Academic Programs no later than 5:00 pm on April 30th. If April 30th falls on a weekend, the deadline is 5:00 p.m. on the following Monday in order to be included in the graduation list for the year.

PSR will pay the binding costs for two required GTU Library copies of your project. For additional copies of your project to be sent to you, please order these through the PSR website.

Starting in 2014-2015, all final projects must also be submitted electronically in a format that may be posted for publication on the PSR website in addition to the required two paper copies. Former students who graduated before 2014-2015 have the option of submitting their projects electronically but are not required to.

A FINAL WORD

It is the sincere intention and desire of the faculty and staff of PSR that you complete your Doctor of Ministry program successfully. It is your program and its design gives you a lot of freedom in how you fulfill requirements. However, we want to offer you any assistance you need to make it an experience you will remember positively and complete efficiently. You will learn that we cannot anticipate all your questions, but encourage you to ask any that arise. We would like to know if there are ways in which this handbook could be more helpful to you. Any comments, suggestions or questions would be very much appreciated. Send them to the DMin Program Director.

Thank you and very best wishes for a productive time at PSR.

APPENDIX

<u>DMin Program FORM</u>	<u>WHO SUBMITS</u>	<u>WHEN FORM IS SUBMITTED/USED</u>
DMin Elective Learning Outcomes in Relation to Program & Thesis/Project form	Student (who entered 2015 and after)	By the end of Late Registration for any term in which electives are taken.
DMin Progress Report form	Student	before every Intersession DM 6021 Annual Continuing Seminar course
DMin Request to Proceed with Project form	Student	submit before registering for your two semesters of DM 6011 and after you have a thorough Project Proposal with Human Subjects approved and committee assembled
Human Subjects Protocol Guidelines	Student	with Permission to Proceed form
DMin Project Project/Thesis Assessment Rubric & Defense Certification form	Advisor	after project/thesis defense (ideally by April 15th)
DMin Publishing and Binding form (needed for binding and publishing)	Student	After the defense has passed and final format and printing of two copies has been made
Physical Format for Thesis or Dissertation for the GTU	not submitted; for mostly student reference only	before printing final two copies of project/thesis after successful defense
DMin Criteria for Doctoral level work	not submitted; for mostly faculty reference only	when faculty are approving SRC-9999 (independent study) or SRC-8888 (upgrades) courses for DMin students
TO UPGRADE LEVEL: Special Reading Course (SRC) 9999 or 8888 form	Student	before semester in which you wish to arrange a special reading course with a PSR professor or upgrade a course with level lower than 4000
DMin Program Assessment Rubric 2012-16	Program Director and Faculty	Submitted Annually for use in periodic program review

Please visit the link to the DMin List of Approved Elective courses here:

<http://www.psr.edu/dmin>

CONTINUE ON TO PART II ONLINE ONLY

Part II covers the following topics you are required to read as part of your program manual: