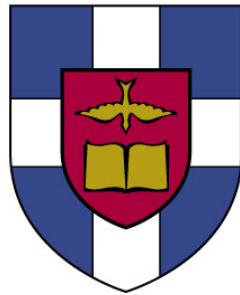


DOCTOR OF MINISTRY STUDENT HANDBOOK



The Southern Baptist Theological Seminary

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PREFACE

Disclaimer

The *Doctor of Ministry Student Handbook* serves only as a guide and in no way functions as a contract. The D.Min. student acknowledges that the requirements for the program and the evaluations of the student's work lie solely with The Southern Baptist Theological Seminary and its personnel. Moreover, the *Doctor of Ministry Student Handbook* is subject to periodic revision. D.Min. students must follow the guidelines of the *Doctor of Ministry Student Handbook* as it is revised and updated. A current copy of the *Handbook* is available at http://www.sbts.edu/academics/Degree_Programs/_Professional_Doctoral_Degrees/DMin_Resources.aspx.

Accreditation

The Southern Baptist Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master, and doctoral degrees. The seminary is also accredited by the Association of Theological Schools in the United States and Canada and is an accredited institutional member of the National Association of Schools of Music.

Overview of Doctor of Ministry Programs

The Doctor of Ministry (D.Min.) degree is an advanced professional doctoral degree in ministry. The purpose of this program is to equip persons who are committed to a Christian vocation for a high level of excellence in the practice of ministry.

The distinctive features of the Doctor of Ministry degree program include:

- Participation in interdisciplinary academic seminars
- Practical application of classroom learning to the student's ministry setting
- A written research project or thesis that is related to the student's ministry setting
- An oral defense of the written project

D.Min. Program Concentrations

All D.Min. applicants must declare their intended concentration at the time of application. Should the applicant or current student desire to change concentrations, he must request that change through the Office of Professional Doctoral Studies.

The School of Theology offers the following Doctor of Ministry concentrations:

D.Min. in Applied Theology – The Doctor of Ministry in Applied Theology is designed to equip pastors and church leaders to evaluate cutting edge issues in Christian theology and culture. The program prepares ministers to apply a comprehensive vision of the gospel to practical local church matters from preaching to discipleship to counseling to cultural engagement.

D.Min. in Expository Preaching—The Doctor of Ministry in Expository Preaching is designed to equip pastors and other church leaders in the skills of sermon preparation and public exposition of Scripture. This program of study will meet the needs of those persons who want to engage in the classical disciplines of biblical interpretation, theological reflection, and sermon preparation.

D.Min. in Biblical Counseling—The Doctor of Ministry in Biblical Counseling is designed to equip ministry professionals for leadership in ministering and counseling from a biblical foundation. Specifically, the degree is designed for congregational ministers and others who serve in counseling roles.

D.Min. in Biblical Spirituality—The Doctor of Ministry in Biblical Spirituality is designed to equip pastors and other ministry leaders in the theology and practice of biblical spirituality. The program of study emphasizes biblical spirituality in both its personal and interpersonal expressions, and examines this from both an historical and contemporary perspective.

The Billy Graham School of Missions, Evangelism and Church Growth offers the following Doctor of Ministry Concentrations:

D.Min. in Evangelism and Church Growth—The Doctor of Ministry in Evangelism and Church Growth is designed to equip ministers for a high level of excellence in the fields of evangelism and church growth. Three specific areas of focus are offered in the Evangelism and Church Growth degree program: 1) Pastor and Church Staff Leadership, 2) Church Consultation, and 3) Applied Apologetics.

D.Min. in Missions Leadership—The Doctor of Ministry in Missions Leadership is designed to equip ministers with a high level of excellence in missions and missions leadership. This program is especially designed for denominational and missions organization leaders.

D.Min. in Black Church Leadership—The Doctor of Ministry in Black Church Leadership is designed primarily to equip ministers who serve African-Americans and other racial minorities. The program of study emphasizes meeting needs through urban community ministries and focuses upon the unique concerns relative to ministering to people of color.

D.Min. in Korean Church Leadership—The Doctor of Ministry in Korean Church Leadership is designed to support the work of Korean churches in the United States. The program provides instruction, for the most part, in Korean. Instruction is cross-cultural and entails a team-teaching approach. An adjunct professor from the Korean community is teamed with a professor from Southern Seminary. The Korean professor lectures in Korean and translates for the Southern Seminary professor.

D.Min. in Urban Ministry--The Doctor of Ministry in Urban Ministry is designed to equip ministers who serve in urban centers. The goal of this program is to produce ministers who seek to reach the major urban centers of the world.

Current courses required for each Doctor of Ministry concentration are listed in the current Southern Seminary catalog at www.sbts.edu/resources/catalog. Each student is expected to be familiar with the requirements for his particular degree program.

ADMISSION TO THE DOCTOR OF MINISTRY PROGRAM

Applicants to the Southern Seminary D.Min will be evaluated in light of their academic record, performance on entrance examinations, personal aptitude, and motivation for doctoral study. International applicants considering the D.Min. program should first contact the Supervisor of International and Disability Services to discuss the program's special visa requirements.

Admission Prerequisites

- A Master of Divinity (M.Div.) degree or its equivalent from a regionally accredited institution.
- A minimum master's level cumulative grade point average of "B" (3.0 on a 4.0 scale). D.Min. applicants with a cumulative grade point average between 2.75 and 2.99 may be admitted on academic probation if they successfully complete all other application requirements, including any required standardized exam. Students admitted on probation whose work is not doctoral level during the student's first seminar and AME will not be permitted to continue in the program.
- In most cases, a minimum of three years of full-time ministry experience after graduating with an accredited theological master's degree is required.

Additional Requirements

- A personal interview with the Director of Professional Doctoral Studies or a designated representative. The purpose of this interview is to provide insight into the applicant's motivation for pursuing the degree and the applicant's professional goals.
- An essay in response to a case calling for the application of biblical and theological insights into a ministry situation. The essay will help determine the applicant's quality and style of writing. Contact the Professional Doctoral Studies Office for more information.
- The Director of Professional Doctoral Studies may require the Miller Analogies Test (MAT) or other standardized test for any applicant whose master's level cumulative grade point average is below the required minimum.
- Additional writing samples may be required by the program director.
- Applicants for the D.Min. in Expository Preaching must have a minimum of one (preferably two) semesters each of graduate level study of Hebrew and Greek.
- Applicants for the D.Min. in Korean Church Leadership must submit a TOEFL score of 90 (internet-based) or 233 (computer-based).

Admission Deadlines

Admission deadlines are October 15 (winter term) and March 15 (summer term). Exceptions to these deadlines must be approved by the Director of Professional Doctoral Studies or his representative.

THE DOCTOR OF MINISTRY PROGRAM OF STUDY

The DMin program of study consists of:

Four foundational seminars in the area of study	16 hrs.
Four applied ministry experience seminars (AME)	8 hrs.
Project Methodology Seminar	2 hrs.
Ministry Research Project	6 hrs.

Total D.Min credit hours	32 hrs.

The four foundational seminars vary by concentration and may not be taken concurrently. The seminars meet for five days and are generally offered during the summer and winter terms. Each seminar requires a significant amount of preparation, including reading (an average of 2,500 pages) and the completion of written assignments.

An applied ministry experience seminar (AME) is offered in the semester immediately following each foundational seminar. Because the D.Min is a professional ministry degree, students are expected to incorporate classroom material and research into their own ministry context. Each AME requires one or more projects related directly to the course material covered in the foundational seminar in order to reinforce, expand, and provide practical experience relative to the seminar content.

The Project Methodology Seminar is held immediately preceding the student's third foundational seminar. Project Methodology (80600) provides preparation for the student's ministry research project.

The Ministry Research Project

The final phase of the D.Min. process involves the development and implementation of a ministry project. This element of the program is intended to help the student apply skills acquired in a way that grounds ministry in sound biblical/theological principles. As the culmination of the Doctor of Ministry program of study, the completed project should demonstrate the student's ability to relate professional knowledge—documented in research—with professional functioning in reference to a particular situation, problem, challenge, or need in the student's area of ministry. It should demonstrate the student's ability to communicate clearly and effectively by means of the written word. The research for the ministry research project should ultimately be both a means of ministry and an experience of growth and development for the student.

A. General Information on the Ministry Project

The requirements for and evaluations of Ministry Research Projects stress the correlation of professional knowledge with performance. Because the project is conceived as making a contribution to the student and to others, the appropriate context for a Ministry Research Project is the student's own ministry setting.

The written text of the completed ministry research project must be a minimum of 100 and a maximum of 125 double-spaced pages, not including the table of contents, bibliography, and appendices. The bibliography and appendices may not exceed fifty pages. Students may exceed these page limits only if the faculty supervisor and the Director of Professional Doctoral Studies grant permission.

The written project must follow the current seminary style guide adopted for all programs. If the student is not typing the project, a skilled typist who is experienced in thesis, dissertation, or project typing may be engaged. The typist should be provided with *the current Southern Seminary Manual of Style* as well as the guidelines and specifications outlined in this section.

A Project Methodology supervisor will guide students in preparing the project proposal. In addition, each student will be assigned a faculty supervisor to guide the ministry project implementation and writing. See the “Supervision of Research” section below for more information.

B. Choosing an Appropriate Area for the Project

Many students have found that it is in the context of Applied Ministry Experience that an appropriate area for a project is discovered. The student should be alert for such possibilities. The student should consult with the faculty and project methodology supervisors frequently as he/she moves toward deciding on a topic for the project. A good area of research for a Ministry Research Project should be able to stand the test of the following questions:

1. Does the topic correlate professional knowledge and performance?
This question exposes extremes that must be avoided. On the one hand, some areas for research are too much oriented toward professional knowledge and could be written almost totally in a library. On the other hand, some topics so strongly emphasize the functioning of the minister that the intended project stands in danger of being simply a report of what has been accomplished without any need for substantial research. A good project is one in which there is an appropriate balance between “library” research and “on the field” research.
2. Is this project too broad or too narrow? A good topic is one that can be adequately researched and appropriately discussed in the amount of time and space allotted, without being too limited.
3. Does this area of ministry hold promise of a contribution to others and to the development of the minister? A good topic will involve both of these dimensions, even though one of them may be paramount.

4. Does this project involve the church or constituency served by the minister? A good topic involves the persons with whom the minister works and does not represent simply the single-handed undertaking of the minister.
5. Does this project go beyond the previous experiences or skills of the minister? A good area for research adds to the knowledge and skills already possessed by the minister and thus brings new dimensions to the previous routine job description for the minister. The student should not plan simply to “write up” what he/she is already expected to do routinely.

C. Preparing the Project Proposal

The proposal for a Ministry Research Project must be prepared carefully with attention to both content and form. Careful attention must be given to sentence structure, grammar, and punctuation. Proposals containing errors either in grammar or style will be unacceptable. The purpose of presenting a proposal for approval is to demonstrate that the student has reached a level of competence that qualifies him/her to move ahead in the research and writing phase of the Doctor of Ministry program. The final proposal for a Ministry Research Project (completed after Project Methodology Seminar) should be about twelve to twenty pages in length and must include the following eleven features in the order listed:

1. Title. A clear, concise title which communicates to the reader the exact nature of the project is essential.
2. Purpose. The Ministry Research Project should involve the solving of a problem, the meeting of a need, and/or the making of a contribution toward the resolution of an issue. The proposal must include a clear statement of the situation or problem which calls for and justifies the research. Generally, the purpose statement is a single sentence.
3. Goals. The proposal should indicate what the project intends to accomplish both in terms of the development of the minister and in terms of its contribution to others. Usually three to five goals are necessary to cover the scope of the project. Goals need to be measurable and should measure knowledge, attitude and values, skills, and/or ministry effectiveness.
4. Background and Context Information. This information should include reasons for the choice of project area, indicating something of the student’s previous interest in the area, and what he/she feels justifies pursuing the topic. Specific facts, rather than opinion, must support the validity of the project. In addition, this section provides basic information about the student’s place of ministry, offering history and background to show the need for the current project.

5. Definitions and Limitations. In most cases, the proposal will include a statement of limitations (any unusual circumstances surrounding the project) and definitions (clarification of special terms that occur throughout the project).
6. Research Methodology. This section should indicate the student's proposed research plan, including the use of research instruments, surveys, and interviews.. Enough detail to describe the overall project should be given.
7. Chapter Outlines. A well-developed outline of the project, including chapter titles as well as the organization of the contents, is essential. Also included should be an estimation of the page length of each chapter. The chapters should be reasonably balanced both as to length and amount of material included. It is understood that further research may lead to modifying the outline and chapter titles. In most cases, chapter lengths and topics follow this pattern:
 - Chapter 1: Introduction 15 pages
 - Chapter 2: Biblical and Theological Issues 25-30 pages
 - Chapter 3: Theoretical and Practical Issues 25-30 pages
 - Chapter 4: Story of the Project 20 pages
 - Chapter 5: Evaluation of the Project 20 pages
8. Chapter Summaries. These summaries indicate briefly the basic thrust of each chapter and rationale for why chapters are constructed as they are.
9. Research Instruments. Questionnaires, interview schedules, or other forms for use in social research must be included. All research instruments must be approved by the Seminary Ethics Committee. More information on this committee will be provided during the Project Methodology seminar. Ethics Committee forms may be found at:[http://www.sbts.edu/academics/Degree_Programs/Professional Doctoral Degrees/DMin_Resources.aspx](http://www.sbts.edu/academics/Degree_Programs/Professional_Doctoral_Degrees/DMin_Resources.aspx).
10. Bibliography. The bibliography should include books, periodicals and unpublished materials which support and reference the work in the project. The student should be able to demonstrate that he/she knows the material in the bibliography. Also, the range of contribution should indicate that the student is an expert in the area of research. A minimum of 50-75 bibliographic entries is required for the proposal.
11. Calendar. An accompanying calendar should include both the D.Min. project completion schedule and the project activities. The goal here is to provide the student a general direction in setting personal deadlines to complete the project.

12. Resume/Vita. A personal vita written according to the current seminary style guide must be included.

D. Overview of the Research Project Process

Students are expected to follow an established process for preparing and submitting a ministry project. The basic steps are as follows:

1. Prior to the third seminar in his or her specific program, the student will enroll in the Project Methodology Seminar (80600). After the seminar the student will submit a project proposal to the Project Methodology Supervisor. Upon approval by the Project Methodology Supervisor, the proposal then goes to the faculty supervisor. The proposal must be fully approved by the assigned Project Methodology Professor and the student's faculty supervisor before the student begins work on project chapters. D.Min. proposals must meet the same requirements concerning print quality, style, and form as the final draft of the Ministry Research Project. Proposals may not be submitted by fax or e-mail. An approved proposal serves as a "contract" with the Supervisory Committee and provides the direction and guidance for the Ministry Research Project. Once approved, the title of the proposal is presented to the full faculty for formal approval. Students who feel they need to change their title to reflect their project accurately must submit that request along with a new outline and description of each chapter. All revisions in title must be approved by vote of the full faculty.
2. After the proposal is approved, the student will begin work on the project's background chapters as directed by the student's supervisor. Guidelines for chapters, submissions, deadlines, etc., will be provided during Project Methodology.
3. As the student completes chapters, he/she should submit each chapter directly to the Office of Professional Doctoral Studies. The faculty supervisor will review the chapter and return it for corrections, if needed. The student must make needed corrections and resubmit the chapter to the Office of Professional Doctoral Studies. Students should not assume that the chapter is approved until the supervisor grants his/her approval for that chapter. In addition, students should assume a minimum of four to six weeks duration between submitting a chapter and receiving feedback through the supervisor.
4. When the student has completed chapter 2, he/she will submit one copy of that chapter to the Professional Doctoral Studies office for review by the seminary style reader. She will read the chapter for style errors and send the student a report. It is assumed that the student will incorporate her corrections and guidelines into all of the subsequent project chapters. If a style reading is returned to a student with an "unacceptable" rating, the student will be

charged a \$100 chapter two style reading fee and required to submit a revised copy for the style reader's review. Once the student has submitted an "acceptable" style reading, he will then correct any mistakes mentioned by the style reader and send a clean copy of chapter two to the D.Min. office for the faculty supervisor's review.

5. As the student submits project chapters, he/she will work with the faculty supervisor to determine a potential graduation date. The entire program will require a minimum of three years of study, including the project.
6. Students who are in the writing stage of the D.Min. program must enroll in the Project Writing course (80700) each semester during the writing, and payments must be kept current to remain in the program. Failure to pay fees may result in dismissal from the program.
7. Students must follow all guidelines and meet all deadlines for submitting oral examination copies as well as final approved copies.

E. Eligibility to Submit a Ministry Research Project

The authorization to prepare a Ministry Research Project is granted in the approval of the proposal for a project. In addition to an approved proposal, eligibility to submit a Ministry Research Project is governed by the following regulation: all course work requirements in the Doctor of Ministry degree program must be completed with a minimum grade for each individual component of B- before a student is eligible to complete a Ministry Research Project.

F. Supervision in Research for a Ministry Research Project

Each student will be assigned a faculty supervisor. The supervisor is responsible for:

1. in cooperation with the Project Methodology supervisor, guiding the student through the preparation of the ministry research proposal;
2. evaluating the student's written work in the Ministry Research Project, including submitting a grade each semester the student is in the writing stage;
3. monitoring the implementation of the project;
4. overseeing the final writing of the Ministry Research Project;
5. leading the student's oral examination on the Ministry Research Project.

Regular and intensive consultation with both the faculty and Project Methodology supervisors is necessary in order to receive the assistance necessary to do the research

and present it properly in written form. A good procedure to follow is to prepare each chapter in typed form for evaluation by the faculty supervisor. The student can then incorporate these revisions along with his/her own further reflections in the revised draft. The student should assume that faculty supervisors would require at least four to six weeks before returning a chapter.

G. Submission of the Completed Project Report for the Oral Examination

The seminary has adopted these specific guidelines for submitting completed project reports for the oral examination. The student is expected to be familiar with the guidelines and follow them accordingly.

1. Students who intend to graduate must submit to the Professional Doctoral Studies office four unbound copies of the completed project by September 1 for December graduation and March 1 for May graduation. *The project in its completed form must have been approved by the student's faculty supervisor before its submission to the office.* Place a colored sheet between each of the copies to separate them. These copies will be distributed as follows: faculty supervisor, a designated oral exam committee member, seminary style reader, and the Professional Doctoral Studies office.
2. Projects may not be submitted by fax or e-mail. The student is expected to send project copies early enough to meet the established deadlines. The student is responsible for all copying and mailing costs.
3. Though the first copies submitted are just that—first copies that will likely be revised—the student is to submit these copies as if they were final submissions. The submitted copies must include the pages indicated in the seminary style guide. Incomplete submissions will not be accepted.
4. The seminary style reader will review the student's entire completed project, and the Professional Doctoral Studies office will make her report available to the student. In most cases, the student will receive this report at the oral examination. If the style reader deems the project "unacceptable," the student will need to submit a revised copy of their project for a second style reading. A second style reading fee of \$250 will be billed to the student.
5. An oral exam is required for each ministry research project. The exam is given by the student's faculty supervisor and one other faculty reader. See section VI below for more information concerning the oral examination.
6. As indicated earlier, it is the student's responsibility to make certain that he/she is registered to graduate with the Academic Records office.
- 7.

H. Submission of the Approved Ministry Research Project

The student's final corrected copy must be approved by the student's faculty supervisor before submission to the Professional Doctoral Studies office. When the student has secured final approval, the student will then submit five corrected, unbound project reports. Each of these submissions must be an original printing; photocopies are not acceptable. One of these copies must be on 100 percent cotton paper. This copy will be bound and placed in the library. The remaining copies will be bound and distributed to the members of the committee and to the student. Projects may not be submitted by fax or email.

Oral Examination of the Ministry Research Project

An oral examination is required on each Ministry Research Project. This examination and the subsequent corrections of the project complete the requirements for the Doctor of Ministry degree.

A. Composition of the Committee for the Oral Examination

Two persons constitute the oral examining committee:

- The Faculty Supervisor, who serves as Chairperson.
- A faculty member who serves as the external reader and is selected by the Director of Professional Doctoral Studies.

Exceptions to this practice must meet with the approval of the Faculty Supervisor and the Director of Professional Doctoral Studies.

B. Nature of the Oral Examination

The oral examination involves an intensive and critical examination of the research, contributions, conclusions, implications, presuppositions, and methodology of the Ministry Research Project. The examination is not necessarily limited, however, to the material included in the student's project and may, at the discretion of the committee, deal with the student's view of, commitment to, and involvement in ministry. The examination typically requires one to two hours. Students should consider the following when preparing for the oral examination:

- Know your project well.
- Talk with your supervisor about what he expects you to do in the examination.
- Bring a copy of the project with you.
- Wear a coat and tie.
- Do not be late for the examination.
- Defend your project, but do not be defensive. The examination is also considered a teaching opportunity, and you should always remain teachable.

C. Scheduling of the Oral Examination

The Professional Doctoral Studies office will schedule the examination at a mutually convenient time for all the participants. An examination should be scheduled to allow for each member of the examining committee to have at least two weeks for the reading of the project. In every case, an exam must be held and all corrections made so as to have the five copies of the approved Ministry Research Project in the Professional Doctoral Studies office by the established deadlines.

D. Results of the Oral Examination

The committee usually requires that the student make specified corrections, alterations, or revisions in the project before it is submitted to the Professional Doctoral Studies office. Normally, members of the examining committee will notice errors in typing, information, or style that need to be corrected before the Ministry Research Project is finally submitted. In addition to the matters noted by the members of the committee, the evaluation of the Ministry Research Project done by a form and style reader will frequently result in calling attention to matters that need correction. The student will be required to make these corrections before the faculty supervisor approves the Ministry Research Project. The oral exam committee will assign two grades: one for the written work and one for the oral defense. The student must pass both components with a minimum grade of B- in order to complete successfully the oral examination. If a student does not pass the oral examination, the committee has the option of (1) requiring the student to schedule a second examination *during the following semester* or (2) terminating the student from the program.

E. Final Submission of the Ministry Research Project

When the student has completed all the requirements stipulated by the committee for the oral examination, he/she should submit five copies of the Ministry Research Project to the Professional Doctoral Studies office, who will obtain the appropriate signatures on the Project Approval sheets. If final copies do not meet specifications, the Director of Professional Doctoral Studies may require further corrections or resubmissions.

After the copies have been approved and signatures have been secured, the Professional Doctoral Studies office will transmit the project to the library for microfilming and binding. The library will charge to the student's account in the Treasurer's office the cost of binding as well as the cost of the microfilming processing fee. The library will retain one copy of the project on its shelves for five years, and a copy of the microfilm of the project permanently. As indicated above, it is the student's responsibility to make sure that he/she is registered to graduate with Academic Records.

Graduation Requirements

Students planning on graduating should be sure to complete a graduation application while registering for their last semester. The application is located on E-campus, and must be completed before the semester of graduation begins.

DECEMBER GRADUATION PLANNING—Students planning on graduating in the fall should make note of the following dates:

September 1st—*Fully approved first submissions* of the DMin project are due in the Professional Doctoral Studies office by September 1st; one's faculty supervisor must have reviewed every chapter in sequence and granted permission to continue with the oral examination no later than this date.

November 1st—All oral exams must be completed by this date unless otherwise approved. According to DMin program policy, the date of the oral defense is chosen by the Professional Doctoral Studies office in conjunction with each doctoral candidate's oral defense committee members. Once this date is selected, candidates will be informed of the day and time of the defense. *It is the student's responsibility to adjust his or her schedule to be on campus for the oral defense.*

December 1st—*Five fully corrected final copies (binding copies)* of the DMin project, along with the Binding Submission Form, must arrive in the Professional Doctoral Studies office *by this date* in order for students to graduate in December .

MAY GRADUATION PLANNING—Students planning on graduating in the spring should make note of the following dates:

February 1st—*Fully approved first submissions* of the DMin project are due in the Professional Doctoral Studies Office by February 1st; one's faculty supervisor must have reviewed every chapter in sequence and granted permission to continue with the oral examination no later than this date.

April 1st—All oral exams must be completed by this date unless otherwise approved. According to DMin program policy, the date of the oral defense is chosen by the Professional Doctoral Studies office in conjunction with each doctoral candidate's oral defense committee members. Once this date is selected, candidates will be informed of the day and time of the defense. *It is the student's responsibility to adjust his or her schedule to be on campus for the oral defense.*

May 1st—*Five fully corrected final copies (binding copies)* of the DMin project, along with the Binding Submission Form, must arrive in the Professional Doctoral Studies office *by this date* in order for students to graduate in May.

After you have successfully completed your oral exam with a passing grade, you will then do the following:

1. Make any and all corrections to your project as required by your oral examination committee.
2. Download, read carefully, and complete the Binding Submission Form for D.Min. Projects. This form is available from <http://library.sbts.edu>. Click on “Patron Services,” then “Binding Dissertations and Theses,” and then “D.Min. Binding Submission Form” under the Professional Doctoral Studies office header. Please note that you are required to submit at least five (5) copies of your complete ministry project, one (1) copy of which must be on 100% cotton and/or 20 lb. acid-free thesis paper. Your completed Binding Submission Form and final project drafts must be received by the Professional Doctoral Studies Office no later than May 1st for spring graduations, and December 1st for fall graduations.
3. Submit your project information to the Research in Ministry (RIM) group. *Research in Ministry: An Index to Doctor of Ministry Project Reports and Theses* is an abstracting and indexing service that provides a useful access tool for clergy, students, and others on practical aspects of parish ministry. To submit your project information, log on to <http://www.atla.com/products/rim/rimonlineform.html> and follow the instructions. Please note that you will need to enter a more concise version of your abstract than is in your project (100 words maximum for RIM).
4. Pay the \$200.00 graduation fee, and confirm with the seminary Accounting Services office that all of your accounts are paid in full before graduation (including your project binding and submission fees).
5. Make sure that any books checked out of the library have been returned.
6. Make sure that all necessary arrangements regarding your graduation have been made with the Academic Records and Student Resources Offices.
7. Give thanks to the Lord for bringing you through the program!

ACADEMIC POLICIES

Registration

Students accepted into the Doctor of Ministry program must register for their first seminar no later than one year after acceptance into the program. After initial registration, a student is expected to register for seminars every term and for Applied Ministry Experience or Ministry Research Project Writing every semester.

Unforeseen circumstances do at times require that students temporarily halt their studies. Any interruptions in study, however, are strongly discouraged for the following reasons. First, students who interrupt their studies must recognize that faculty supervision may be affected by prolonged interruptions. As a result, the student may not be readmitted into the program unless alternate and acceptable departmental supervision can be arranged. Second, programs with a cohort experience are disrupted, and progress toward graduation is delayed.

Students who must take off time from the program of study must request permission for “Interrupted Status” from the Director of Professional Doctoral Studies at least one month prior to the first day of classes in the semester. Any student on “Interrupted Status” must still register each semester for the course 80980 while he/she is on interruption.

Length of Time Allowed

Students in the program are expected to pursue their degree concurrently with full-time vocational involvement in ministry. Students should allow at least three years of study to complete their program. Students should take no more than four years to finish their degree. If a student officially takes time off from the program, that absence does not count toward the four-year limit. Students who take longer than four years will be assessed an additional fee for each semester of extension beyond the four-year limit. Under no circumstances shall a student extend the time of completion beyond six years.

Minimum Grade Point

For each individual component of the program, a student must receive a minimum grade of “B-” (2.7 on a 4.0 scale). If a student receives a grade that is lower than a “B-” on any individual component, that component must be repeated. Furthermore, that student is placed on probation. If a student receives two successive grades that are lower than a “B-,” the student will be terminated from the program.

Attendance

Because the foundational seminars are accelerated, attendance is required at every session for the entire duration of these seminars. Absence from any portion of any foundational seminar will necessitate retaking that seminar. Class participation will affect the student’s final grade.

Assignments

The accelerated plan for foundational seminars and Applied Ministry Experience mandates that all assignments be completed on time, including reading and book critiques that are to be done before the seminar and any papers that are to be done after the seminar. Faculty will work with students to maintain a submission schedule for all assignments.

E-campus and Student Email Accounts

Upon acceptance into the D.Min. program, students will be assigned an sbtsstudents.net email address and given a username and password for E-campus. Students are expected to regularly check their sbtsstudents.net email account, as it is the primary means of communication between the seminary and the student. Students who do not check their sbtsstudents.net email account will still be accountable for all information distributed through that means.

Registration Instructions

Registration for all D.Min coursework (including seminars, AMEs, writing, and interrupted status) is held through e-campus, the seminary's online portal. Approximately two months before the beginning of each semester, students will receive an email announcing the opening and closing dates of registration. Students are expected to register during that period or be assessed a late registration fee.

To register, go first to www.sbts.edu. Click on the hyper-link at the bottom of the page marked "E-Campus"

Type in your user ID and password.

Click on the "My E-Campus" tab. Scroll down and fill out the "Student Information Form." E-Campus will not let you register until you fill this form out. Until this form has been completed, you will encounter a "registration closed" red dot in the right hand corner of your screen. This form is to be filled out every semester that you register.

Once your student information form is completed, click on the tab "Student Registration." Click on the link that says "click link below to enter EX-Web." Once you are on the "academics" tab, click on "course search and then on the appropriate term. Make sure to hit "change" after you have done this step.

Scroll down until you see the gray box noted "Detailed Search." From here you will input "all" for location, and "doctoral" for division. Leave everything else inside this box blank.

Underneath the gray box, click on "all" where it says "Return... Courses per page" and then hit "search". Scroll down until you see the course in which you want to enroll, and click on the

course number. From here you will click on “add course.” You will now be successfully registered.

Lodging and Meals Expenses

Program fees do not include costs for lodging and meals. On-campus housing may be available through the Legacy Center on the campus of Southern Seminary. To arrange reservations, contact the Center at 502-736-0600.

FINANCIAL INFORMATION

Each D.Min. student is required to pay a flat program fee established by the seminary administration. This fee covers tuition only and does not include miscellaneous fees acquired during the program, such as late registration fees, project binding and microfilming fees, and the graduation fee. The student is also responsible for all travel, lodging, and food expenses.

For the 2008-2009 academic year, the fee schedule is as follows:

*Program fee—Southern Baptist student	\$9,850.00
*Program fee—Non-Southern Baptist student	\$12,515.00

Each student must pay a \$250 non-refundable deposit upon acceptance into the D.Min program to reserve a space in the first seminar. An additional \$750 is due on the first day of the seminar.

Non-refundable deposit	\$250.00
Balance	<u>\$750.00</u>
Total	\$1,000.00

After matriculation, each student is placed on monthly payment plan for 36 months.

SBC student	\$245.83
Non-SBC student	\$319.86

These payments are interest free as long as they are paid on time. The entire program must be paid prior to graduation, even if the student completes the program in less than three years. Students who do not complete the program within four years will be charged an additional \$750 each semester until they graduate.

Fee Due Dates

Winter Matriculation

\$1000.00 deposit	Due January
1 st monthly payment	Due February

Summer Matriculation

\$1000.00 deposit	Due July
1 st monthly payment	Due August