Doctor of Educational Ministry Handbook

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I. General Information

Purpose of the Degree
The Doctor of Educational Ministry (D.Ed.Min.) degree is a professional degree designed to further equip the minister in all areas of church and denominational work. The degree is designed for those who have an ATS approved master’s degree and are engaged in educational ministry leadership. The degree is built on the prerequisite of the Master of Arts in Christian Education (MACE) degree or equivalent theological preparation, high intellectual achievement and professional capability, and three years of professional experience in ministry after the completion of the master’s degree program and application for the D.Ed.Min. degree program. The D.Ed.Min. program requires three to six years of study beyond the master’s degree.

The nature of the degree is to enhance the professional development of those engaged in educational ministry. The degree provides a focus on biblical leadership combined with theological reflection on the practice of ministry. Its goal of continued growth in spiritual maturity is to be accomplished by developing an advanced understanding of the nature of ministry, a refinement of skills and competencies for ministry, and an understanding of emerging models in educational ministry coupled with the critical ability to evaluate those models.

The D.Ed.Min. program will provide an advanced level of study of the theological, educational, and administrative disciplines including:
- Theology and practice of biblical disciple-making
- Biblical models for Christian Education
- Theological foundations in family ministry
- Biblical responses to issues in family ministry and educational leadership
- Organizational leadership in the local church
- Theological development of Christian leaders

The program will provide a variety of learning opportunities including:
- significant interdisciplinary learning experiences that provide integration of theological understanding and ministerial practice, require thoughtful use of the student’s ministerial context as a learning environment, and cultivate reflective practice of educational ministry
- peer learning as well as self-directed learning experiences
- opportunities for personal and spiritual growth
- opportunities to learn how to engage in educational ministry in culturally and racially diverse contexts.
The goals of this professional doctorate include the following:

- to facilitate an advanced understanding of the nature and purpose of educational ministry
- to develop an enhanced capacity to reflect theologically on issues and practices related to educational ministry
- to aid in the acquisition and refinement of skills and competencies for more effective ministry
- to facilitate an understanding of emerging models in educational ministry and the ability to evaluate from a biblical world view those models
- to foster continued growth in spiritual maturity.

**Accreditation**

Southwestern Baptist Theological Seminary (SWBTS) is accredited by the Association of Theological Schools (ATS) and the Southern Association of Colleges and Schools (SACS). The D.Ed.Min. degree is approved by ATS and is supervised by the Curriculum and Advanced Studies Committee and the Professional Doctoral Committee of SWBTS.

**History of the Program**

The Doctor of Educational Ministry degree was proposed to the Association of Theological Schools (ATS) by Southwestern Baptist Theological Seminary in the fall of 1997 to provide advanced professional training for educational ministers. The degree was patterned after the Doctor of Ministry degree. In January 1998, ATS rewrote the proposed standards and distributed them to its member schools for consideration. In June 1998, ATS approved the standards of the degree, and the process of approving schools to offer the degree was started. In February 2000, Southwestern received approval from ATS to offer the degree beginning in the fall 2000. Dr. William G. Caldwell was named Associate Dean for the degree in August 1998. Dr. Caldwell resigned this position and Dr. David Penley was appointed Associate Dean in January 2004. In August 2005, Dr. David Penley joined the faculty of the School of Theology, and Dr. Gary Waller was appointed to the position of Associate Dean. Upon Dr. Waller’s retirement in 2006, Dr. Robert Vaughan was appointed Associate Dean. In the summer of 2010, Dr. Vaughan resigned from his position to accept an Executive Pastor position at FBC Grapevine, and Dr. Frank Catanzaro joined the faculty of the School of Church and Family Ministry where he was appointed Associate Dean.

**Handbook for the Doctor of Educational Ministry Degree**

The *Doctor of Educational Ministry Handbook* is the official handbook for students enrolled in the program and for related faculty and administration. While this handbook intends to describe these programs and related procedures and policies, SWBTS retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of the curriculum at any time with proper notice.

Students as well as faculty members will find this resource invaluable in understanding the format, policies, procedures, and related matters for the D.Ed.Min. program at SWBTS.
II. Administration

Associate Dean of the Doctor of Educational Ministry Program

The Associate Dean of the Doctor of Educational Ministry Program is the chief administrator of the D.Ed.Min. program. The Associate Dean is responsible for the administration and implementation of the academic policies and curricular programs related to this program as follows:

- provide administrative oversight for the D.Ed.Min. program
- provide comprehensive and cohesive management of the students in the D.Ed.Min. program from recruitment through graduation
- represent the D.Ed.Min. Program on the Professional Doctoral Committee
- represents the D.Ed.Min. Program on the Curriculum and Advanced Studies Committee
- present matters for consideration to the Curriculum and Advanced Studies Committee
- process applications for admission
- assists in the selection of Guidance Chairman

Curriculum and Advanced Studies Committee

The Curriculum and Advanced Studies Committee has ultimate responsibility in determining policy matters related to the general program and curriculum for the degree. Also, the committee works with the Associate Dean in administering the program as needed. The CASC will be responsible to:

- establish standards for admission, candidacy, and graduation
- determine degree requirements in accordance with Accreditation standards
- approve students for admission to the program, faculty for guidance, and candidates for graduation upon the recommendation of the Guidance Chairman, Field Advisor, and readers
- adjudicate recommendations concerning time extensions, leave of absence requests, transfer of credits, terminations, etc.
- acknowledge withdrawals from the program
- consider petitions and appeals from students
- make programmatic and operational decisions relating to the degree program
- implement and interpret existing policies regarding the degree program
- approve Field Advisor submitted by students
- take disciplinary action when necessary
**Guidance Chairman**

Once accepted into the D.Ed.Min. program the Associate Dean will assign the student a faculty member who will serve as the Guidance Chairman. This faculty member will serve as an advisor to the student and will assist in program progress and dissertation planning, to defense of the project.

The D.Ed.Min. office will provide the prospective Guidance Chairman a copy of the Guidance Chairman Contract and a Communication Agreement Contract. The Guidance Chairman responsibilities, as outlined in the D.Ed.Min. Handbook, will be forwarded to the prospective Guidance Chairman from the D.Ed.Min. Office. The student will sign his/her part of the contracts and then forward them to the prospective Guidance Chairman for signing. Once signed by the Guidance Chairman, the contracts will be returned to the D.Ed.Min. Office for approval by the Curriculum and Advanced Studies Committee.

Responsibilities of the Guidance Chairman include:

- providing the student with guidance, direction, and evaluation from the beginning of the degree program to defense of the dissertation.
- give input and guidance in the development of the prospectus toward final approval
- give input and guidance in the implementation of the approved prospectus and the writing of the professional dissertation
- provide guidance and accountability during project implementation
- assist the student in analyzing and articulating implications for biblical, theological, and ministerial leadership in the professional dissertation
- guide the student in writing a high quality professional dissertation, both in content and form
- approve the final professional dissertation before the student may submit an electronic copy to the D.Ed.Min. Office
- assist the student in scheduling the Oral Presentation and Defense
- help lead the Oral Presentation and Defense
- approve or reject the final professional dissertation in conjunction with the Field Advisor and assigned faculty readers
- providing guidance for the student if his or her professional dissertation is modified or rejected.
Second Reader
The Second Reader serves to assist the chairman and provide additional guidance and direction to the professional dissertation’s construction and implementation. The primary role of the Second Reader is to ensure conformity with the D.Ed.Min. policies and *Southwestern Manual of Style* formats. The student works with the Associate Dean in the selection of the Second Reader. A student may select this Reader after they have completed all coursework, but they must be selected by the time the student submits his or her Professional Dissertation Worksheet. Responsibilities include:

- in consultation with the respective Guidance Chairman, read and evaluate Professional Dissertation draft as assigned by the D.Ed.Min. Office
- in conjunction with the respective Guidance Chairman and the D.Ed.Min. Office, plan and conduct a one to two hour Oral Presentation and Defense for qualified D.Ed.Min. graduation candidates
- assess the written professional dissertation and recommend it pass, pass with conditions, resubmit, or fail.

Field Advisor
Prior to or immediately following the “Research and Project Methodology” seminar (2nd year—final seminar), the student will enlist a Field Advisor with academic and ministry credentials relating to the project focus. The Field Advisor should be a worker in the ministry field, not a faculty member. The Field Advisor will work in conjunction with the Guidance Chairman to guide the student through the Project Phase of the program. Responsibilities for the Field Advisor include:

- give input and guidance in the development of the Project Prospectus
- give input and guidance in the implementation of the approved Prospectus
- learn the purpose and design of the project
- engage in quarterly meetings with the student for the purposes of review, discussion, and guidance during the project phase
- sign the quarterly progress reports
- hold the student accountable for personal spiritual development
- examine the content of the professional dissertation for quality control
- review the completed professional dissertation
- assist in careful analysis of the data
- help the student to assess the theological implications
- guide the student through the introspection of personal ministry implications
- communicate any concerns to the Guidance Chairman and/or D.Ed.Min. Office
- maintain a supportive role in the contract relationship
- approve the final professional dissertation draft before submission to the Guidance Chairman for approval
- attend the Oral Defense

The student will provide the prospective Field Advisor with the Field Advisor Contract. The prospective Field Advisor will sign his or her part of the Field Advisor Contract and return it to the student. The student will then sign his or her part of the contract and forward it to the D.Ed.Min. office along with the prospective Field Advisor’s vita.
The Curriculum and Advanced Studies Committee will validate the proposed Field Advisor’s eligibility upon reception of the completed contract and vita. Copies of the contract will be sent to the Guidance Chairman, Field Advisor, and the student.

If a problem or question emerges, the Field Advisor is responsible for contacting the Associate Dean for guidance. All materials must be approved by the Associate Dean before the student and consultant may begin their working relationship.

While the student has the responsibility of facilitating and maintaining the contract relationship, the Field Advisor should take the initiative to insure accountability for the student. A breach in the student’s contract would require the Field Advisor to report the matter to the D.Ed.Min. Office.

**Student Responsibilities**
The student has final and ultimate responsibility for performance throughout the doctoral program. The student will:
- adhere to the applicable dates published in the SWBTS Catalog and the guidelines outlined in this handbook for registration and submission of various degree program documents
- read all forms given to the student by the D.Ed.Min. Office (especially this handbook)
- set aside time for study and research needed for seminars
- learn to write clearly and well
- deliver high quality work in doctoral seminars
- be responsible and accountable for content, form, style, and editing of all written materials submitted to SWBTS. All written materials must be the work of the student.
- select a Field Advisor (with the help of the Associate Dean) and submit the appropriate forms to the D.Ed.Min. Office by the established deadlines
- maintain regular contact with the Guidance Chairman and Field Advisor
- submit *quarterly* Field Advisor progress reports
- work with Guidance Chairman in planning and implementing a prospectus defense
- submit an electronic copy of the final written professional dissertation along with the *Dissertation Approval Form* signed by the Guidance Chairman, Second Reader, and Field Advisor to the D.Ed.Min. Office by the established deadline
- work with the Guidance Chairman and D.Ed.Min. Office to schedule the Oral Presentation and Defense of the dissertation
- upon successful completion of the Oral Presentation and Defense, submit at least *four final copies* of the professional dissertation on 100% cotton bond paper to the Roberts Library by the established deadline
- complete all forms for graduation and return them to the appropriate offices by the established deadlines
- attend graduation rehearsal and the graduation ceremony.
**SWBTS Catalog**

SWBTS publishes a catalog for each academic year (available online at www.swbts.edu). The student enrolled in a doctoral program is *expected* to read carefully through the catalog each year. In particular, the student will find helpful information regarding the academic calendar, current fees, financial aid, etc.

Students should be aware that the catalog is intended to describe the seminary, its programs, and its life. The catalog is not an offer to make a contract. *The seminary retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of its ministry at any time.*

**Websites**

The D.Ed.Min. students are encouraged to visit three websites regularly in order to stay abreast of current program information, policy changes, course offerings, and other important data including billing. Those websites are Blackboard, Web Advisor, and student email account. In particular, the student will find helpful information regarding the academic calendar, current fees, financial aid, and more on the SWBTS website at www.swbts.edu.

Students should use Blackboard located at [www.swbts.edu/Blackboard](http://www.swbts.edu/Blackboard) to access class information, syllabus, and assignments at least once a week and use [www.swbts.edu/webadvisor](http://www.swbts.edu/webadvisor) to access unofficial transcripts, grades, bills, and more.

Students have a student email account located at [https://login.microsoftonline.com/](https://login.microsoftonline.com/). The student email accounts are the primary means of communication between SWBTS and students. Students should check their account on a regular basis for important information such as class assignments and SWBTS events. *It is the responsibility of the student to stay informed.*
III. POLICIES AND PROCEDURES

Academic Status Categories

Inquirer
An inquirer refers to a person who has contacted the D.Ed.Min. Office about the possibility of entering the D.Ed.Min. program and who has begun to complete the necessary provisions to make application (transcripts, recommendations, etc.).

Applicant
An applicant refers to a person who has submitted an application for consideration with most if not all necessary attachments (recommendations, paper, etc.). The application process is conducted year round and the approved applicant may begin studies in October, January, or May.

Seminar Phase Student
A seminar phase student refers to a student who has completed all requirements for entering the D.Ed.Min. program and has two leveling courses, or less, to complete.

Continuous Enrollment Student
A continuous enrollment student refers to student who has completed all seminar work and is actively working on his/her prospectus in the degree program.

Project Phase Student
A project phase student refers to a student who has completed all seminars, has submitted an approved project prospectus, and is currently working toward the professional dissertation.

Interrupted
Interrupted status refers to the status of a student who has been granted permission by the Curriculum and Advanced Studies Committee to suspend all studies or professional dissertation for up to a one-year period of time. The student requesting interrupted status must submit a written petition outlining their medical or otherwise unavoidable conflict. If the Curriculum and Advanced Studies Committee approves the student’s request, a recommendation for a waiver of tuition or extension fees will be sent, by the D.Ed.Min. Office, to the Business Administration office for final determination. If the petition is denied or does not meet the criteria for an interrupted status, the student must continue in the program or withdraw (See SWBTS Withdrawal Policy.) Interrupted status can be granted only once.
Inactive
Inactive status refers to a student who is a missionary and is automatically granted leave of absence when the student fulfills an appointment by the International Mission Board or the North American Mission Board of the Southern Baptist Convention, or other missionary agencies. Individuals in this status are exempt from paying continuous enrollment fees for any semester they are not actively pursuing the degree. If, however, they are on the mission field and are actively working on the degree (taking seminars, creating a prospectus or working on professional dissertation research and writing with their Guidance Chairman and/or Field Advisor), they will be expected to pay enrollment fees.

Degree Content
The degree is focused on the development of doctoral scholarship in the content of practical ministry. There are three concentration areas:

- Educational Leadership Ministry
- Family Ministry
- Biblical Counseling

Components of the Program

Seminar Requirements
- Orientation seminar
- 12 hours of general seminars
- 12 hours of concentration seminars
- 8 hours of reading seminars (Reading Seminar I will be offered during the Fall seminar dates and Reading Seminar II will be offered during the Winter seminar dates. These seminars may be taken out of order, but must be completed within the two year seminar phase.)
- 4 hours of DEDMN 6934 “Research & Project Methodology” (Online)
- 8 hours of project/dissertation writing, professional dissertation, and defending of the dissertation
- All seminars are four hours and meet once a year
- The seminar phase can be completed in two years

Project Requirements
Upon satisfactory completion of all seminar requirements, students are considered in the project phase of the D.Ed.Min. program. Eight hours of credit will be given for satisfactory completion of the project, professional dissertation, and the Oral Presentation and Defense.

Length of Study
All work for the degree must be completed within a period of six years. The six years are calendar years, dating from the end of the semester when the student begins seminar work. Appointed missionaries are given consideration due to stateside assignment schedules but have no longer than ten (10) years to complete the degree.
Location
All seminars will be offered on the main Southwestern campus in Fort Worth in three one-week formats.

Costs
A flat program cost will be set each year. If a student completes the degree within four years, there will be no increase in the seminar and project cost. Other fees include a program entry fee, graduation fee, and program extension fee (if needed). Other appropriate fees may be charged. Contact the Business Office for the current rate.

Due to the Cooperative Program scholarship for Southern Baptist students, the total program cost for Southern Baptists is $10,300. The total program cost for non-Southern Baptist students is $13,300.

The Program Cost(s) are broken down in the following manner:

- A D.Ed.Min. student (both Southern Baptist and non-Southern Baptist) will be charged a down payment of $1,000 due by July 1
- $3,100 per year paid in its entirety by July 1 or divided into twelve monthly payments. Monthly payments are processed through the FACTS Payment Plan. Additional information is available through the Business Office. (Non-SBC students will be charged an annual amount of $4,100.)
- Years 2 and 3: $3,100 per year for Southern Baptist students due by July 1. (Non-SBC students will be charged $4,100 per year.)

If a D.Ed.Min. student’s program exceeds four years, an additional extension fee of $1,100 per year will be charged to the student. Please note that a student’s program may not exceed six years in total.

Vocational Ministry
All D.Ed.Min. students are encouraged to be involved in vocational Christian educational ministry during the time they are enrolled in the degree. International students attending seminars on a Visa will be required to maintain an adequate involvement in a church/ministry setting, as determined by the Curriculum and Advanced Studies Committee, during the tenure of the degree. In order to document their ministry position, each student is responsible to submit a church/ministry endorsement on official letterhead and a copy of their job description.

Writing Style
Seminar papers follow the most recent edition of the Southwestern Seminary Manual of Style. A copy of the manual is available on Blackboard. Appendix 3 of the Style Manual discusses style issues that are applicable to all formal papers at Southwestern Seminary.
**Academic Coursework**

**Registration**

Seminars are offered in October, January, and May. All D.Ed.Min. students will complete their registration through the D.Ed.Min. Office. Information regarding registration will be sent to student email account in the time leading up to each registration period. It is the responsibility of the student to continuously check their student email account for updated information.

Students must be enrolled for every D.Ed.Min. term throughout the entirety of the program. If a student does not intend to register for classes for a term, they must notify the D.Ed.Min. Office and file for a Leave of Absence. The CASC will then approve or deny the Leave of Absence. Students who fail to register for two consecutive D.Ed.Min. terms without requesting a Leave of Absence from the Associate Dean will be considered as withdrawn. If the student would like to re-enter into the D.Ed.Min. program, they must fill out a Returning Student Form from the Registrar Office and be granted permission by the Associate Dean to continue their studies. Students who do not successfully complete and defend their Dissertation by the six-year time limit without requesting an extension will time out of the program. If the timed-out student desires to continue in the program, they must be granted permission by the Associate Dean.

**Seminars**

All seminars consist of 4 hours academic credit and meet for one week at the Fort Worth Campus. The last seminar (DEDMN 6934 “Research and Project Methodology”) will be offered in an online format. Syllabi for all seminars will be provided one to two months in advance of the seminar beginning date. If special arrangements are needed to locate books, please contact the professor directly. Please note that any temporary seminar syllabi or book lists can be changed or modified by the professor and is not binding. This list is only provided as a guide to assist the student.

**Transfer of Credit**

In addition to the seminars offered at/by Southwestern, students may transfer a maximum of 12 credit hours from an accredited doctoral program upon review and approval of the Curriculum and Advanced Studies Committee. Doctoral work taken prior to acceptance in the Southwestern Doctor of Educational Ministry Program will be evaluated and credit applied on a case by case basis. Before enrolling in a course to be transferred, the student shall submit a Transfer Credit Request form and submit it to the D.Ed.Min. Office for approval. Seminar content must be equivalent to a D.Ed.Min. Seminar offered by Southwestern.
**Procedure**

After completing the approved course(s) with a grade no lower than a “B”:

- The student shall request that an official transcript from the institution be sent directly to the D.Ed.Min. Office.
- The student shall pay a transfer fee to the Registrar’s Office.
- The Associate Dean shall evaluate the transcript and complete the transfer form for the Dean’s approval.
- After approval by the Dean of the School of Church and Family Ministries, the D.Ed.Min. Office shall forward the transfer form to the Registrar’s Office. The transferred credit becomes a permanent part of the student’s doctoral transcript.

**Grades**

The following grade scale is used for each instructional model. A+, A, A-, B+, B, B-, C+, C, C- and F. A student receiving a grade lower than a B- in any course shall be reviewed by the Curriculum and Advanced Studies Committee and may be placed on probation. The following is an explanation of each grade:

*Grade of A*: True excellence will be recognized by a grade of A. The student displays exceptional ability to master the subject area. The student actively participates in the seminar session, presents creative and lucid presentations, and writes perfectly formatted, thorough, and insightful research papers. Additionally, the student demonstrates a positive attitude, shows initiative and curiosity in seminar preparation, demonstrates leadership during the seminar, and is punctual at all seminar activities. Only students who demonstrate honors level work will be assigned this grade.

*Grade of B*: The grade of B will be considered normative performance for the student. The student’s work meets expectations. The student’s work is adequate and appropriate and seminar participation is that which is expected.

*Grade of C*: The grade of C is assigned to a student who displays sub-standard performance in the seminar. The student needs remediation or closer positive direction if they are to be successful in the program. The grade of C does not necessarily terminate a student’s participation in the program; however, the grade will be reported to the Curriculum and Advanced Studies Committee to review the student’s poor academic performance or attitude problems. This grade is assigned to a student who seldom participates in seminar discussions, thereby failing to contribute to the body of scholars assembled. A grade of C is appropriate for work that does not meet all established expectations for research content, writing style, or for timely submission. Weak, incomplete, or non-current research and writing, poor presentations, weak leadership in discussions, or absenteeism merits a grade of C.
Grade of F: The student has failed to consistently meet the minimum standards of professionalism, academic excellence or scholarly participation. The student needs remediation or closer positive direction if they are to be successful in the program. The grade of F does not necessarily terminate a student’s participation in the program; however, the grade will be reported to the Curriculum and Advanced Studies Committee and the student will be put on Academic probation unable to attend additional seminars until corrected. The Committee will review the student’s poor academic performance and/or attitude problems and submit corrective measures. A second “F” or failure to remedy a prior failing grade will result in termination.

Probation
Students who receive grades less than B- or who demonstrate any tendency or activity that would fail to fulfill the high standards of the D.Ed.Min. program shall be reviewed and may be placed on probation by the Curriculum and Advanced Studies Committee. Individuals who are placed on probation will be reviewed after each seminar and may be removed from probation by the Curriculum and Advanced Studies Committee. Failure to remedy the conditions that placed the resident on probation will be grounds for termination from the program.

Ethical and Academic Concerns
The Curriculum and Advanced Studies Committee and the faculty of the School of Church and Family Ministries reserve the right to decline to admit, or to continue as a student, a person who fails to meet any established qualification or for any other reason deemed to be inconsistent with the qualifications or conduct becoming a minister.

Moral concerns, as determined solely by the Committee, will be referred to the SWBTS Ethical Conduct committee. Academic concerns, as determined by the Committee, will be addressed and a final decision will be made by the Committee according to established, publicized protocol. Matters that are, in the judgment of the Committee, neither solely moral nor solely academic will be addressed by the Committee in consultation with any appropriate seminary office and the final decision will be made by the Committee.