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PURPOSE OF THE DOCTOR OF MINISTRY HANDBOOK

The Doctor of Ministry Handbook serves only as a guide for officially accepted and/or currently enrolled Doctor of Ministry (DMin) students and in no way functions as a contract. It also provides faculty with information necessary to fulfill their teaching and supervisory responsibilities for DMin students. The DMin student acknowledges that the requirements for the program and the evaluations of the student’s work lie solely with Southwestern Baptist Theological Seminary and its personnel. Moreover, the DMin Handbook is subject to periodic revision. DMin students must follow the guidelines of the DMin Handbook as it is revised and updated.
INTRODUCTION

Welcome to Southwestern Baptist Theological Seminary’s DMin Program. The DMin degree is designed to sharpen the skills of those already involved in ministry and to enhance their effectiveness in God’s service. Doctoral study assumes a high degree of originality and self-reliance. Independence, ingenuity in research, ability in analysis and evaluation, insight in arriving at the conclusions, and skill in articulating the findings are all necessary for doctoral study.

History of the Program

The genesis of the DMin degree can be traced to 1935, when leading deans of American theological schools began calling for a professional doctorate in pastoral ministry. After 1945, the idea gained momentum in the Association of Theological Schools (ATS), which in 1968 began investigating the possibility of replacing the BD with a four year DMin. When ATS recognized the degree in June 1970, most of its members were making plans to launch DMin programs.

On November 20–21, 1970, representatives of the Southern Baptist seminaries met in Memphis to discuss the issues. Southwestern Baptist Theological Seminary President Robert Naylor, Dean of Theology Jesse Northcutt, Robert Baker, Thomas Bennett, and Clyde Fant joined the sixteen representatives from the other Southern Baptist Seminaries in developing broad guidelines for a degree program. This program was adopted on February 23–24, 1971, in Nashville by officials of the six Southern Baptist Seminaries who decided to inaugurate programs simultaneously in the fall of 1972.

In the fall of 1972, forty-one students enrolled in Southwestern’s groundbreaking DMin degree. The first class, including Oscar Thompson, Morris Chapman, Ben Loring, John Sullivan and Ed Schmeltekopf, found a degree which combined the practicality of ministry needs with the high academic standards required for a doctoral degree. On December 14, 1973, Oscar Thompson, S. W. Bess, R. Gene Reynolds, John Sullivan, and Harvey D. Barber were the first students to receive a Southwestern DMin degree. Since 1973, over 800 Christian leaders have graduated with the DMin degree from Southwestern Baptist Theological Seminary, including Dr. Jack Graham, pastor of Prestonwood Baptist Church; Dr. Jeff Iorg, President of Golden Gate Theological Seminary; Dr. Ronnie Floyd, Pastor of First Baptist Church of Springdale Arkansas; and Dr. Robert Jeffress, pastor of First Baptist Church of Dallas.

Dr. Boyd Hunt (1972–1974) was the first chair of the Professional Studies Committee which provided oversight for the DMin Program during the first decade of the program. Dr. Hunt was followed as committee chair by Dr. David Garland (1974–1977) and Dr. Jimmie Nelson (1977–1981). In 1981, Dr. Nelson was given the title of Associate Dean for the DMin Program and served in this capacity until his retirement in 1996. Upon Dr. Nelson’s retirement Dr. Harry ATS (1996–1997), Dr. Paul Stevens (1997-2003), Dr. Larry Ashlock (2003-2004), Dr. Calvin Pearson (2005 - interim), Dr. Steven Smith (2006-2009), Dr. Calvin F. Pearson (2009-2011), Dr. Terry Wilder (2011-2012 - interim), and Dr. Deron J. Biles have served in the role of Associate Dean.
PURPOSE AND NATURE OF THE DEGREE

The purpose of the DMin Program at Southwestern Baptist Theological Seminary is to develop reflective practitioners in ministry who will grow not only in ministry comprehension and competence, but also in character. Because it is a doctoral degree program, the student is expected to pursue a high standard of expertise in ministry reflection and practice. Students will be challenged to think biblically and critically about practices of ministry and to articulate and demonstrate a biblical vision for ministry practice.

Accreditation

Southwestern Baptist Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award degrees at the Master and Doctoral levels. Additionally, both Southwestern Seminary and the DMin degree are accredited by the Association of Theological Schools (ATS) in the United States and Canada.

Supervision

Responsibility for implementing policy decisions and administering the DMin Program rests with the Associate Dean of the DMin Program. All decisions related to the entrance, discipline, and continuance of study is made by DMin Committee, in consultation with the Associate Dean. The DMin Committee reserves the right to decline any applicant or to dismiss any student or candidate for the degree who cannot qualify on the stated prerequisites or for any reason deemed valid.

Vocational Intent

The DMin degree is designed to sharpen the skills of those already involved in ministry and to enhance their effectiveness in God’s service. The degree offers training opportunities in both traditional and emerging ministries of the church. A student can focus his or her education into one of three major areas of vocational interest including Expository Preaching, Pastoral Leadership, and Cultural Engagement. The student declares a major when he or she applies to the program.

Doctor of Ministry Committee

The DMin Committee is responsible for making policy decisions and administering the DMin Program. The Committee is comprised of the Associate Dean (the committee chairman) and representatives from the School of Theology. The Dean of the School of Theology serves as an ex-officio member of the Committee.

The DMin Committee typically meets on the first Thursday of each month during the Fall and Spring semesters of the academic year. Any request, or petition, by a student should be presented in writing to the DMin office at least one week prior to a scheduled meeting to be considered on the agenda for that meeting. Any prospectus must be presented to the DMin office at least one month prior to being considered by the DMin Committee. All prospective student applications must be presented to the DMin Committee before a student will be accepted into the DMin Program.
FEATURES OF SOUTHWESTERN SEMINARY’S DOCTOR OF MINISTRY PROGRAM

Collegial Support

Southwestern Seminary’s program emphasizes the importance of a relational or cohort system of education. A student will be assigned to a cohort based upon the individual major to encourage interaction and mutual accountability throughout the program cycle.

Educational Mentoring

Each student will be assigned a faculty supervisor who also will serve as the student’s professional dissertation supervisor. The faculty supervisor’s role will include the evaluation of a student’s prospectus and professional dissertation, as well as providing additional consultation on various ministry issues as needed.

In addition, a second faculty reader will be assigned to the student upon the completion of his or her prospectus. The second faculty reader will assist the professional dissertation supervisor in advising the student throughout the dissertation stage.

Ministry Applications

One of the purposes of receiving a DMin degree is to enhance an individual’s skills and resources in the actual field of ministry. A student should utilize the lessons taught in the classroom and develop them into skills in his or her particular ministry assignment. Therefore, the DMin Program requires a student to remain in active ministry while he or she pursues his or her degree.

High Level of Academic Competence

The Southwestern Seminary DMin Program seeks to produce minister scholars who will lead churches and Christian organizations with high levels of competence. Therefore, students are challenged from entrance requirements through the professional dissertation with rigorous standards. Professors will help students attain the highest of standards in research, writing, and application to ministry. When students graduate, they can be confident that they have achieved a level of excellence in their area of study.
ADMISSION REQUIREMENTS FOR THE DOCTOR OF MINISTRY DEGREE

Admission to the Seminary

Applicants must be approved for general seminary admission prior to consideration by the DMin Committee. Current students or alumni of Southwestern Baptist Theological Seminary who have graduated within the last three years must complete a Former Student Enrollment Update Request form. That form is available from the Office of the Registrar. An applicant who has not previously attended Southwestern Seminary should comply with current admission standards.

Educational Foundations

All DMin applicants must have a Master of Divinity (MDiv) degree from a regionally-accredited college, university, or seminary or a degree which is equivalent to the MDiv from a regionally-accredited college, university, or seminary. A Master of Arts in Christian Education (MACE) may be considered if the student has completed the theological core requirements of the MDiv degree from an accredited seminary. Other Master’s degree graduates will be considered on an individual basis. All students not meeting the MDiv requirements are invited to submit their transcripts for evaluation and determination of any additional course work necessary to satisfy the requirements for admission.

Applicants must have a minimum grade point average of 3.00 on a scale of 4.00 in Master’s level studies in religion or theology. Applicants with less than a 3.00 may be admitted on probation, at the discretion of the DMin Committee. Applicants may request an exception to the required 3.00 GPA rule by submitting a letter to the DMin Committee asking for the exception and explaining any unusual circumstances that contributed to their failure to achieve the required GPA during their Master’s level work. The applicant will also need, in addition to the letter requesting an exception, to submit original copies of his or her MAT and/or GRE test scores to the DMin office. Applicants must score above a 400 on the MAT, or on the GRE, a minimum of 153 on the Verbal Reasoning section (500 on the old scale) and a minimum of 4.0 on the Analytical Writing section.

Prior to admission into the DMin Program applicants must have completed the MDiv degree from an institution accredited by the Association of Theological Schools (ATS) or an affiliate of the council of regional accrediting groups or its educational equivalent. The DMin Committee has the right to prescribe any Master’s level courses that an applicant must take in order to apply for DMin studies.

The DMin Committee will examine the academic transcript(s) of applicants who have earned an MA and are seeking entrance to the program, in order to determine if the applicant has indeed attained MDiv equivalency. An applicant not meeting the MDiv equivalency requirement may take additional Master’s level coursework to achieve this equivalency. Such coursework will be considered leveling work. Students may not enroll in a doctoral seminar in a discipline in which leveling work is incomplete. An M.A. degree will be considered “equivalent” to the M.Div. when the following conditions are met:

1. The student has completed three years (72 semester hours minimum) of Master’s level work, and
2. The student has completed Master’s level course work in the following five areas:

- Biblical Studies: 15 hours
- Theological and Historical Studies: 15 hours
- Ethics and Philosophical Studies: 9 hours
- Evangelism and Mission Studies: 6 hours
- Preaching and Pastoral Studies: 6 hours

For the Expository Preaching cohort, one full year of Hebrew and one full year of Greek are also required. Applicants without the minimum language requirements must complete them before they may progress to the seminar stage. The language requirements must be completed in addition to the 72 hours of course work mentioned above.

Applicants with a BA degree in religious studies, Bible, or a similar field may submit a transcript of that coursework in order to provide the committee a more complete picture of their academic preparation, but in no instance may courses taken toward an undergraduate degree be counted toward the three years of Master’s work.

A transcript from an international institution will require certification to demonstrate its equivalency to graduate-level work in the United States. International applicants must contact and submit their transcripts to the World Education Services (www.wes.org; P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745; 800-937-3895; fax: 212-739-6100) for evaluation. The evaluation service sends evaluation results directly to the Office of Admissions.

**Vocational Competency**

Applicants must have demonstrated vocational competencies through work experiences acceptable to the DMin Committee. Applicants seeking admission must have served in a vocational ministry position acceptable to the DMin Committee for at least three years after graduation with an MDiv degree, or its equivalent.

**Church Relationship**

Applicants must be employed, or hold an official position, in vocational Christian ministry during the time they are enrolled in the degree. Exceptions can be made by the committee for special circumstances, such as missionaries on furlough or international students who will be returning to their home countries to complete the professional dissertation.

**International Students**

For admission, all non-USA citizens will be required to take the Internet-based Test of English as a Foreign Language (TOEFL) as an admission requirement. The minimum score for unconditional admission is 100 (those who score between 90–99 may enter the program conditionally; those who score below a 90 may not enter the DMin Program). The computer-based TOEFL will be accepted if it is less than two years old. The minimum score for unconditional admission is 250 (those who score between 233–249 may enter the program conditionally; those who score less than 233 may not enter the DMin Program). Citizens of the United Kingdom, Australia, and Canada and other non-USA citizens who have
successfully completed an accredited English-language based bachelor's degree from a North American institution may petition the DMin office to have this requirement waived.

In addition to a passing TOEFL score, the DMin Committee reserves the right to require additional English proficiency courses taken concurrently with the DMin work where deficiencies are found to exist, in order to assist students in achieving their potential and to contribute effectively to the seminars. These courses may be taken at Southwestern Seminary or in other designated institutions.

Applicants applying for the DMin Program must be citizens of the U.S., permanent residents, hold an R-1 visa, or plan to study on an F-1 visa.

An applicant from outside the United States must meet U.S. Department of Homeland Security (DHS) regulations to study at Southwestern Seminary in any program. Any approval of the applicant's admission to the DMin Program is contingent upon the applicant maintaining proper status. Southwestern Seminary’s International Student Services Office communicates regularly with the DMin Program to assure that all DHS regulations are followed.

Please note that all international students who are studying at Southwestern Seminary under an F-1 visa status may complete the Ministry Practicum Seminars for each year they are in the residency portion of their program requirements. These Ministry Practicum Seminars are designed to facilitate one’s growth as a minister and enable one to develop greater ministry skills which can be utilized both now and upon one’s return to the country of origin.

**Korean Doctor of Ministry Program**

Southwestern offers the entire Doctor of Ministry curriculum in the Korean language. Students in this program attend seminars in Fort Worth two different times throughout the year. One seminar occurs in the summer semester and the other in the fall/spring. Each seminar is two weeks in duration, meeting eight hours a day for ten days. Students are required to do both pre-seminar and post-seminar assignments. Students must also be present in Fort Worth for at least three cohort meetings per year. In between the seminars and cohort meetings, students complete research and assignments that are submitted to faculty for evaluation at regular intervals. All of this yearlong seminar work is registered as a single 12-hour doctoral seminar. For more details on the calendar of meetings, please see page 35 of this handbook.

**Ministry Practicum Seminar (DMNMP 6000)**

The Ministry Practicum is designed to further equip international students in their personal and spiritual growth as a minister of the gospel through practical experience and ministry outreach. All international DMin students under an F-1 visa status may register for a Ministry Practicum Seminar each academic year in which they are in the residency portion of their program (0 Hours).
APPLICATION PROCESSES

When to Apply

All materials must be received in the DMin office by February 1 of the year the applicant anticipates beginning the program. Applications are good for one year from the date received.

How to Apply

- Complete the online admissions application at www.swbts.edu/applynow. All applications must be entirely complete by February 1 in order to begin in July of the same year. Applications for the DMin Programs may be requested by contacting the Office of Admissions, P. O. Box 22740, Fort Worth, TX 76122, 817-923-1921 ext. 2700 or admissions@swbts.edu.

- The general admission application fee is $35.00. Applicants may pay by credit card during the online application process or may mail a check to the Office of Admissions, P.O. Box 22740, Fort Worth TX, 76122. Checks should be made out to Southwestern Baptist Theological Seminary. Please note: once the application has been submitted, the applicant may not go back and pay the application fee online.

- The DMin application fee is $20.00. Applicants must mail a check to the DMin office at P.O. Box 22720, Fort Worth, TX 76122. Checks should be made out to Southwestern Baptist Theological Seminary. Please note that the application fee for the DMin Program is separate from the $35 general admission application fee.

- Current students or alumni of Southwestern Baptist Theological Seminary who have graduated within the last three years must complete a Returning Student form. This form is available from the Office of the Registrar. An applicant who has not previously attended Southwestern Seminary should comply with current admission standards.

- Applicants who hold degrees from other regional or ATS accredited academic institutions are responsible for requesting and authorizing that official copies of the transcripts be sent to the Office of Admissions. Those applicants who have not completed an MDiv degree, but have completed another type of Master’s degree, must contact the DMin office to request a transcript evaluation. Some applicants may need to complete leveling work before their Master’s degree can be considered equivalent to the MDiv degree. Please note that all leveling work must be completed before students can begin seminars.

- Applicants must submit a research paper. Both a hard copy and an electronic copy of the paper (in Word or PDF format) should be submitted to the DMin office (see mailing address above; email electronic copy to dmin@swbts.edu). The research paper should meet the following criteria:

  - The paper must indicate the ability to do doctoral level research. Applicants may utilize a previously written paper. However, applicants should examine this paper for weaknesses
in argumentation or logic, as well as form and grammar and make appropriate corrections.

► In the research paper, applicants must articulate and defend a thesis statement. Do not send exegetical papers or other papers that are in outline/bullet form that do not demonstrate evidence of the student’s ability to conduct research.

► The paper must demonstrate clear and succinct skill in developing and proving a thesis argument.

► Where appropriate, applicants must demonstrate the ability to interact with the original biblical language(s).

► Applicants must use primary sources rather than secondary sources.

► The paper must be no less than ten (10) pages.

► In addition to the research paper, applicants must submit an autobiographical essay. Both a hard copy and an electronic copy of the essay (in Word or PDF format) should be submitted to the DMin office at (see mailing address above; email electronic copy to dmin@swbts.edu). The autobiographical essay should include the following criteria:

► Applicants’ primary life events;

► Significant persons to and influential relationships experienced by applicants (including role models, the impact of the family of origin, and the nuclear family);

► Applicants’ understanding of their own personal spiritual pilgrimage (particularly focusing on conversion, times of doubt or struggle, and growth experiences);

► Applicants’ understanding of motivation and call to ministry;

► A brief history of applicants’ secular and ministry-related experiences (significant difficulties, successes, and lessons learned about ministry);

► A demonstration of applicants’ personal authenticity, specifically including how life experiences have influenced applicants' theology;

► Writing from a first person perspective; and

► Consisting of approximately ten (10) pages.
• Applicants should ensure that the Confidential Academic Reference form is completed and submitted to the DMin Office. This form must be completed by a professor from whom applicants have completed a graduate level course. The professor must have an earned doctorate degree from an accredited institution. This form may be found online here: http://catalog.swbts.edu/school-of-theology/doctor-of-ministry/.

• Applicants must also provide two personal references. A personal reference may not be anyone that is under the applicant’s leadership or authority. A space is provided on the online application to enter an email address for these references, or the references may be emailed a reference form by the DMin office for current/continuing students.

• DMin applicants must also submit a Statement of Ministry Endorsement form to the DMin office. Click here to obtain the "Statement of Ministry Endorsement" form.

• After submitting all of the application materials, contact the DMin office in order to schedule a personal interview with the Associate Dean, or a member of the DMin Committee. During this interview, applicants should be prepared to discuss the reasons why they seek to pursue the DMin degree, and how this particular degree will better equip them for the ministry to which God has called them.

Consideration Process

Upon receipt of the complete DMin application, the DMin office will distribute the essays to members of the DMin Committee for evaluation. After the transcript(s), reference information, standardized test scores, personal interview and essays have been evaluated, the application will be submitted to the DMin Committee for consideration at the regularly scheduled meeting (generally on the first Thursday of each month). The DMin Committee either will accept applicants by provisional status into the program or decline applicants from admission into the program.

All applicants will be notified of the DMin Committee’s decision in writing by the Associate Dean. This notification is usually sent by mail within two weeks of the DMin Committee’s decision. Applicants who are accepted into the program also will receive information regarding the Research and Writing Seminar and the registration process for the first year of seminars.

Entry Deferment

Those students who are approved to begin the DMin Program may delay initial seminars up to a maximum of one year by submitting a formal petition to the Associate Dean for approval. After this one-year period, students must submit a written request to begin the program, along with an explanation of the changes in circumstances which will permit the student to pursue the DMin degree.

Registration of New Students

Upon acceptance into the DMin Program, the DMin office sends the student a letter of acceptance which includes the summer when the student will be eligible to begin taking seminars. The DMin office
also sends registration materials to the student before the summer in which he or she will begin seminars.

Research and Writing Seminar (DMNRW 6000)

The Research and Writing Seminar is a required seminar that is conducted at the beginning of a student's first year of seminars. The purpose of the seminar is to both strengthen a student’s writing skill and to facilitate growth in the area of doctoral research. The seminar is graded upon a Pass/Fail basis and students will not be allowed to begin the first year of seminars unless the Research and Writing Seminar has been completed successfully.
PROGRAM POLICIES AND PROCEDURES

Library Carrel Reservation Procedure

Doctoral students will be eligible to apply for graduate library carrels at the beginning of each year. A student who desires to have a carrel for more than one year must resubmit a carrel application at the beginning of each fall semester. The carrel usage is free but requires responsible usage in accordance with the policies and procedures of Roberts Library. There are also temporary carrels available for students desiring the use of a carrel during the time when the seminars convene on campus.

Students interested in using the Roberts Library graduate carrels must complete an application in the AudioVisual Learning Center (AVLC) on the 2nd floor of the Library.

Academic Probation

Academic probation occurs if a student earns a grade lower than a B- on any seminar. Such a student is placed on academic probation until he or she makes a B- or above in the next seminar. Students may be removed from the program for failure to pass more than one seminar.

Grade Point Average Requirement

A grade point average of 3.00 (or B) must be maintained throughout the program. Any seminar in which a student receives a B- or lower will not count for credit and must be retaken.

Ethical and Academic Concerns

The DMin Committee and the Associate Dean reserve the right to admit or to decline applicants or to discontinue enrollment eligibility for any student in the program. Anyone who fails to meet any established qualification or who for any other reason conducts himself or herself in a manner deemed to be inconsistent with the qualifications or conduct becoming a Southern Baptist minister may be declined for admission or be removed from the program.

- Evidence of ethical and moral concerns, as determined by the Associate Dean and/or the DMin Committee, will be referred by the committee to the Vice President of Student Services.

- Academic concerns, as determined by the Associate Dean and/or the DMin Committee, will be addressed by the DMin Committee and a final decision made by the DMin Committee according to established protocol.

- Matters that are, in the judgment of the Associate Dean, neither solely ethical nor moral or solely academic will be addressed by the Associate Dean in consultation with any seminary officer(s) deemed appropriate.
Southwestern Seminary Policy on Plagiarism

- Plagiarism will be defined as “the misrepresentation of another’s work as one’s own.”
- When a professor concludes that a student has plagiarized an assignment, the student will receive the grade of zero (0) for the assignment, and the Vice President for Student Services will be notified about the incident.
- In addition to plagiarism, other examples of academic dishonesty also should receive the grade of zero (0), and the Vice President for Student Services will be notified.

Drop Policy and Fee

Submission of the registration form constitutes official registration for DMin seminars. Once registration is complete, the Associate Dean provides a roster for the instructor of each seminar. Once the instructor receives the roster, he or she begins to develop the syllabus to send to the students. After the registration deadline, any student desiring to drop a seminar must petition the Associate Dean. The Associate Dean will decline or approve petitions on an individual basis for students who have a documented medical excuse or otherwise unavoidable reasons.

Because instructors plan their seminars according to the number of students planning to attend, a $500.00 penalty for each seminar dropped after the drop deadline, as specified on the registration form. The Associate Dean will decline or approve any petition to have the drop fee waived, and if he approves this petition, he will make such a recommendation to the Business Office. The Associate Dean will also consult with the professor of the seminar to be affected if the student is allowed to drop the class. If a student fails to follow the proper steps for dropping a seminar, he or she will be subject to review by the DMin Committee. This review can result in the student earning an “F” for the seminar, thus placing the student on academic probation and requiring full annual tuition costs from the student.

Leave of Absence

A student, who because of extreme health, family, or church-related issues needs to take a Leave of Absence from the DMin Program first, must secure permission from the Associate Dean. The request for a leave of absence must be made in writing and sent to the attention of the Associate Dean. A designated period of time will be given if the request for a Leave of Absence is approved, and upon completion of this period of time, the student will be re-activated from automatically from his or her Leave of Absence status. The period of leave time will not count against the six (6) year limit for the student to complete his or her DMin requirements, thus the mandatory graduation time will be adjusted to reflect the period the student was on a Leave of Absence.

Termination from the Program

Students may be terminated from the DMin Program for the following reasons:

1. Failure to complete the program in the allotted time. The program is designed to be completed in four (4) years but the maximum time allotted is six (6) years. This time is calculated from the
first semester of enrollment in seminars and terminates the day of graduation for the same
calendar semester of the 6th year.

2. Failure to maintain a 3.00 GPA (on a 4.00 scale) throughout the course of the program. Each
student is required to maintain a 3.00 GPA (B average) in the DMin Program.

3. Failure to remain in good standing with the seminary at large. All students of Southwestern
Baptist Theological Seminary are required to adhere to ethical, financial, and academic standards
as set forth in the seminary catalog.

A student who has not completed his or her degree by the six (6) year time limit will be dropped from
the DMin Program, unless he or she submits a formal petition to the Associate Dean and the DMin
Committee for an extension and the petition is granted. An official petition for an extension must
include the following: 1) the reason(s) why the student has not completed the degree within the DMin
Program time limit; 2) documentation of the student’s effort to complete the degree within the time
limit; and 3) a timeline that outlines the student’s plan to complete the DMin Program in consultation
with his or her faculty and field (if applicable) supervisors. A student should not assume that his or her
petition for an extension will be granted automatically. Requests for Extension must be received in
the DMin office by March 31st. Extensions are granted on a one-year basis from July 1 to June 30.

Transfer of Credit Policy

Students requesting the transfer of credits from other programs of advanced studies are required to earn
at least twenty-two semester hours of credit in the DMin Program at Southwestern Baptist Theological
Seminary, in order to meet the minimal requirements for graduation with a DMin degree. Upon approval
by the Associate Dean and the DMin Committee, students with DMin credit at other institutions may
transfer up to a maximum of one year toward the Southwestern Seminary DMin Program, providing the
hours were taken for doctoral level credit in an ATS-accredited DMin Program. In some cases, transfer
students may need to take additional specific courses beyond the normal thirty (30) hour total to
complete the DMin core requirements and requirements for other various DMin concentrations.
PROGRAM FEE AND CONTINUATION FEES

Students are billed by the Business Office prior to the beginning of each DMin academic year. Fees are due by **July 1**. Students should contact the Business Office to discuss payment plans.

Fees for the 2014 DMin academic year are as follows:

<table>
<thead>
<tr>
<th>DMin Program Fee</th>
<th>Due to the Cooperative Program scholarship for Southern Baptist students, the total program cost for Southern Baptists is $8,275.00. The total program cost for non-Southern Baptist students is $11,275.00.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Continuation Fee</td>
<td>If a DMin student’s program exceeds four years, an additional program continuation 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.</td>
</tr>
<tr>
<td>Program Extension Fee</td>
<td>If a DMin student has NOT completed his or her dissertation by the end of six years, he or she may request a program extension. The Program Extension Fee is $1100 per year.</td>
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All fees and dates are provisional and may be subject to change by the administrative offices of Southwestern Baptist Theological Seminary.
PROGRAM REQUIREMENTS

Program Supervision

The Faculty Supervisor

1. The student will need to secure a faculty supervisor by the end of his or her second year in the program. The supervisor will mentor and advise the student throughout the program.

2. The student is expected to maintain regular contact with the faculty supervisor regarding his or her progress toward the completion of the degree requirements.

3. Faculty supervisors will advise the student on the formation, development and submission of the prospectus and professional dissertation. Faculty supervisors should be individuals who have expertise in the field and area in which the student intends to complete his or her professional dissertation.

The Field Supervisor

1. Field supervisors may be required for students choosing to the Dissertation Project Model at the discretion of the Associate Dean in consultation with the student’s faculty supervisor. Field supervisors should be secured by the student and must be approved by the Associate Dean. Requests for a field supervisor should be submitted to the DMin Office prior to contacting the potential field supervisor. Field supervisors must have received an earned doctorate from an accredited institution of higher learning. A field supervisor must also have experience and expertise in the area of ministry in which the student is presently engaged.

2. If the individual has not previously served as a field supervisor for the DMin Program at Southwestern Baptist Theological Seminary, the student should include a résumé of the individual. Field supervisors are only for dissertation stages.

3. The supervisor and student will meet for a minimum of four times a year, totaling a minimum of eight hours.

4. The field supervisor will send a summary report of these conferences to the Associate Dean twice a year. This report will be shared with the student’s faculty supervisor.

The Secondary Faculty Supervisor

1. An additional faculty supervisor will be assigned as a secondary reader to the student after the successful completion of his or her prospectus.

2. The secondary faculty supervisor will be responsible for complementing the advisement of the faculty supervisor throughout the dissertation process.
3. The secondary faculty supervisor should contact the student’s dissertation supervisor regarding any questions concerning the dissertation.

4. The secondary reader is required to read and evaluate the student’s dissertation and participate in the student’s oral examination of the professional dissertation.

**Overview of the DMin Program**

The DMin Program is a thirty (30) hour degree:

**DMIN SEMINARS**

* (two seminars, one per year, worth 12 hours each) 24 hours

- **DMNRW 6000: Research and Writing Seminar**
  
  *(completed before beginning seminars)*

- **COLLM 8000: Professional Dissertation Seminar**

**PROFESSIONAL DISSERTATION STAGE**

- **COLLM 8010 A: Prospectus Writing Stage**

- **COLLM 8020 A: Dissertation Writing Stage**

- **COLLM 8026: Successful Dissertation Defense** 6 hours

**TOTAL PROGRAM REQUIREMENTS**

30 hours

All information relating to the student’s progress toward the DMin degree is monitored by a DMin Information Database maintained by the DMin office. Each year students will update their personal information on their registration form and submit it to the DMin office as part of the registration process.

**Length of Seminar Study**

Each seminar is a continuous, year-long unit of study designed to provide the student with a comprehensive examination of a particular issue within the student’s concentration. Each student will complete two years of seminar study before progressing to the Professional Dissertation Stage.

**Professional Dissertation Seminar (COLLM 8000)**

Students will participate in the Professional Dissertation Seminar during the spring at the end of their second seminar year. The seminar is an online prospectus writing course composed of a series of webinars and online assignments. The intent of this course is to guide students through the prospectus writing process. Students must complete all prerequisites for this seminar.
Professional Dissertation Stage

Upon satisfactory completion of all seminar requirements and the Professional Dissertation Seminar, students enter the dissertation stage of the DMin Program. At this stage, students will be registered in COLLM 8010-A: Professional Dissertation Prospectus. Upon approval of their prospectus by the DMin Committee, students will be enrolled in COLLM 8020-A: Professional Dissertation in Progress as they write their professional dissertation. Upon satisfactory completion of the Professional Dissertation and the oral examination, students will receive six (6) hours of credit in class COLLM 8026: Successful Dissertation Defense. The DMin office will inform the Office of the Registrar that the student has passed the professional dissertation. Upon that notification, the Office of the Registrar will register the student retroactively for COLLM 8026.
MAJORS OF STUDY

Cultural Engagement

The focus of the Cultural Engagement major is to equip Christian ministers to engage culture with the perspective of a biblical worldview. Students will receive foundational instruction in biblical, theological, economical, and cultural studies that will enable them to develop effective ministry strategies for addressing key cultural issues.

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<td>Developing the Biblical and Theological Foundations for a</td>
<td>DMNCE 6112</td>
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<td>Christian Worldview</td>
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<td>Christian Apologetics and Modern Culture: Engaging and Responding</td>
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<td>to a Multicultural Society</td>
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Expositional Preaching

To train pastors to exegete Scripture accurately, applying biblical truths to culture, training them to communicate skillfully the glory of God.

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<td>Research and Writing Seminar</td>
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<td>Expository Preaching - Exegesis of New Testament Literature</td>
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<td>Expository Preaching - Exegesis of Old Testament Literature</td>
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Pastoral Leadership

To equip pastor-theologians to be more effective leader-servants by enlarging their understanding of biblical servant-leadership, analyzing classical and current organizational leadership theories, and developing a spiritual leadership plan for their ministry setting.

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<td>Pastoral Leadership: Foundation of Leadership Principles</td>
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<td>Pastoral Leadership and the Dynamics of Church Leadership</td>
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Professional Dissertation Stage

- Professional Dissertation Prospectus  COLLM 8010
- Professional Dissertation in Progress  COLLM 8020
- Successful Dissertation Defense  COLLM 8026  6

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## PROGRAM SCHEDULE

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THE PROSPECTUS

General Information

The student must submit a dissertation prospectus to the DMin Committee prior to beginning his or her dissertation. The student should obtain approval of a topic and dissertation model from his or her faculty supervisor prior to submission. The faculty supervisor directs the preparation of the prospectus. The student should discuss potential dissertation topics with the faculty throughout the seminar stage of the program. As soon as a viable topic is identified, the student should begin to conduct initial research to test its potential. The student should report the results of such research to the supervisor.

Dissertations must make original contributions to knowledge in their field. The student should determine that no other dissertation has been written about the proposed topic, has treated the topic in the same way, or has drawn similar conclusions. The student should complete a dissertation search using Dissertation Abstracts (ProQuest), TREN, WorldCat, ATLA, and JSTOR, in addition to the normal processes of building a bibliography using indexes, catalogs, and the bibliographies and footnotes of works consulted. These findings will be detailed in the Literature Review. The student may need to use other resources to discover dissertations completed abroad. For more information about researching dissertations, contact the reference librarians in Roberts Library.

After completing the seminar stage, the student will be registered in the Professional Dissertation Seminar while conducting research on a topic suitable for a dissertation. When the faculty supervisor approves the prospectus, the student submits the prospectus for evaluation by the DMin Committee.

Writing the Prospectus

1. The professional dissertation idea develops from self-examination, analysis of ministry needs, church or ministry group needs, and consultation with the faculty and field (if applicable) supervisor(s).

2. The prospectus must adhere to the latest edition of The Southwestern Seminary Manual of Style.

3. The maximum page limit for the body of the prospectus, excluding the title page and the bibliography, is 20 pages.

4. Required components of the prospectus must include:
   
   a. Introduction
   
   b. Thesis Statement: Articulation of a clear thesis idea
   
   c. Methodology: The methodology is the description of how the thesis of the dissertation will be proven.
d. **Ministry Need/Plan:** The section must include the justification and demonstration for uniqueness of the dissertation illustrating the biblical view of the need, the practicality of the need, and nature and cause of the need.

e. **Biblical/Theological Issues:** Must include:

1) An articulation of directly related, key theological questions and themes to be answered in the professional dissertation

2) Answers to the following suggested questions:
   - What biblical texts or themes are addressed in the professional dissertation?
   - What specific classical Christian doctrines are addressed in this professional dissertation?
   - What issues, thinkers, or movements in historical theology are addressed in the professional dissertation?
   - What are the theological presuppositions which underlie the professional dissertation?
   - How is the plan of ministry an expression of the student’s theology?

f. **Goals/Anticipated Findings**

1) Goals/Anticipated Findings must be:
   - Reflective of the expected conclusions of the professional dissertation.
   - Defined in terms of the work that must be done to meet the need and/or resolve the problem presented.
   - Ministry Project Professional Dissertation Models must be:
     - Reflective of personal or groups goals
     - Specific, measurable, and feasible
   - Research Professional Dissertation Models must:
     - Include well-documented sources
     - Indicate a high level of academic understanding of the material/subject

2) A description of the methods that will be used to achieve the goals and/or determine the findings.

3) A summary of the anticipated obstacles that could be encountered in the fulfillment of the professional dissertation.

g. **Literature Review:** Must include:

1) An examination of journal articles and books of related subject matter; evidence of familiarity with all the literature of the subject area
2) An overview of doctoral level dissertations/theses/projects that have dealt with similar needs/issues (this examination will involve the investigation of subjects that have a peripheral linkage to the subject)

3) Evidence of the uniqueness of this professional dissertation in relation to the above-mentioned works

4) An identification of the state of current research on the particular thesis argument, indicating specifically how this research will fit into the schema of the existing literature.

h. Proposed Outline or Tentative Table of Contents: Includes brief chapter summaries/explanations

i. Bibliography: While each project may vary, an appropriate target for the prospectus bibliography would be at least 100 sources. This bibliography should be comprised of resources (books, monographs, articles, etc.) the student expects to use for his or her dissertation.

Submitting the Prospectus

With the approval of the student’s supervisor(s), the student will submit both a hard copy and an electronic copy of the prospectus to the DMin office at least one month before a decision is expected to be rendered.

Evaluation of the Prospectus

The DMin Committee will consider the prospectus in the areas of content, form, and style. One copy will remain with the DMin office.

The prospectus evaluation will be discussed at a meeting of the DMin Committee. In this meeting, the committee members will determine the viability of the research topic and raise possible questions or concerns regarding the student’s prospectus. The potential decisions regarding the evaluation of the prospectus include:

**Approve with No Revisions**
A rare case. The topic is viable and the student may continue his research. No questions of concern are noted, nothing in the prospectus requires revision that would call for another submission.

**Approve with Minor Revisions**
The topic is viable and the student may continue his research. No major questions of concern are noted. However, minor errors in grammar, spelling, form or style need to be revised. The student must submit the revised copy to the supervisor and the DMin office.
**Approve with Major Revisions**  The topic is viable, the thesis is clear and the student may continue his research. However, serious questions of concern are noted that need further development or clarification. The student will work with the supervisor to revise the prospectus and resubmit it to the DMin Committee.

**Decline and Revise**  The topic is viable, but the paper presents too many questions or concerns for research to begin. By working diligently under the direction of the supervisor, the student must address all previous concerns and develop an insightful document. The student must resubmit it to the DMin Committee.

**Decline**  The topic is not viable. The student must submit a new prospectus.

The Administrative Assistant of the DMin office will take notes of the Committee members’ suggestions regarding form/style and content. The student will be provided a copy of the revisions that must be made to the professional dissertation.

The DMin office will notify the student in writing of the DMin Committee’s decision. The faculty and field (if applicable) supervisor(s) will be sent a copy of the letter and recommendations.

If the decision requires the student to revise and resubmit the prospectus, the student will be required to follow all the steps he or she did in the original prospectus evaluation. Students may submit revisions as many times as needed for approval.

The student may not begin professional dissertation until the prospectus has been approved and a clean revised copy has been submitted to the DMin office. Upon approval of the prospectus by the DMin Committee and the Associate Dean, the student may begin writing the dissertation.
THE PROFESSIONAL DISSERTATION

Academic Requirements during the Professional Dissertation Phase

Each student is required to maintain regular contact with the DMin office throughout the professional dissertation phase of the program. Contact must be maintained in three ways:

1. The student will be required to submit a brief Progress Report to the DMin office twice a year describing the progress which has been made during the intervening time periods.

2. The student will be required to communicate with the faculty supervisor on a regular basis. The faculty supervisor will submit a Progress Report twice a year detailing the faculty’s supervisor evaluation of the student’s progress.

3. The student will be required to communicate with the field supervisor on a regular basis. The field supervisor will submit a Progress Report twice a year evaluating of the student’s progress.

The Nature of the Professional Dissertation

The professional dissertation represents the apex of the DMin Program. It provides the student an opportunity to integrate theory and practice in the process of involvement in ministry. The professional dissertation process allows the student to meet specific spiritual, intellectual, and emotional needs related to his or her professional objectives. Each student is responsible for creating his or her own professional dissertation idea. The professional dissertation should address a real need in the student’s place of ministry and meets a need in the body of Christ.

1. The professional dissertation seeks to enhance a student’s ability to engage in independent and self-directed learning. The initiative to discover and develop the professional dissertation is the responsibility of the student. This process involves the ability to identify a problem or need in ministry, to discover and utilize appropriate resources, and to develop a strategy for meeting that need.

2. While the professional dissertation may focus on a traditional ministry, it should make some unique or innovative contribution. While most ministry settings for professional dissertation will be church related, other settings may be approved.

3. The professional dissertation is based on a competent academic foundation. The knowledge gained in academic pursuit is made functional in the writing of the professional dissertation.

4. The student is expected to demonstrate leadership by taking the initiative in the design and implementation of the professional dissertation.

The Purpose of the Professional Dissertation

The development, execution, and reporting of the professional dissertation require that the student:
1. Research and propose a unique and worthy doctoral level ministry professional dissertation that provides a significant contribution to the field of Christian ministry.

2. Research significant resources on the subject to provide a rich and creative foundation for the professional dissertation.

3. Integrate the coursework from the seminars with relevant research and practical application.

4. Demonstrate the ability to design creative approaches to ministry that meet the unique needs of a specific ministry.

5. Demonstrate the ability to write clearly, effectively, and professionally.

The Dissertation Options

Every professional dissertation should contain research, analysis, and evaluation. Some dissertations may employ a greater emphasis on implementation, while others may be thesis-driven. The student will work with his or her faculty advisor to develop the unique focus that he or she will present.

The professional dissertation is designed to integrate the student’s coursework with his or her current ministry practice. The rationale for choosing a particular professional dissertation idea must be sustainable. The professional dissertation should represent a significant, unique contribution to the student’s field of ministry. It involves a focused, disciplined, and closely supervised approach to the accomplishment of a specific ministry. The student’s major of study provides the basic subject area and primary insights for the professional dissertation. The professional dissertation process should assist the student in acquiring a deeper understanding of the theological foundations for ministry, greater expertise in a particular area of ministry and enhanced skills for ministry.

Ministry Project Professional Dissertation Model

Some dissertations may take the form of a ministry project. This model is intended to create an original or substantially enhance an existing ministry of a local church. The primary focus of the project should be upon the student’s place of ministry, but may be enhanced to include a broader context, as well. This professional dissertation model should research, outline, implement, and evaluate the project, as well as assess future potential uses and analyses of it.

Where appropriate, students choosing a ministry project-based option for their professional dissertation may be required to secure a field supervisor in addition to the faculty supervisor. Field supervisors may be required for students choosing to the Dissertation Project Model at the discretion of the Associate Dean in consultation with the student’s faculty supervisor. Field supervisors should be secured by the student and must be approved by the Associate Dean.

Students who select the ministry project option in order to write their professional dissertation must include the following sections:
Abstract: A one-page summary of the professional dissertation as developed in the prospectus, including a report of any preparation for the professional dissertation which was not included in the prospectus.

Introduction: The Introduction should lead smoothly into the thesis statement and body of the dissertation.

Thesis and Methodology: The student will articulate clearly a unique and viable thesis to be defended and/or investigated, as well as present the methodological development by which the thesis will be demonstrated and an explanation of how the thesis has specific application(s) to the his or her ministry.

Ministry Description: Include a description of the methods that were used to achieve the goals and/or determine the findings. In addition, include a summary of the obstacles that were encountered in the completion of the professional dissertation.

Theological Reflection and/or Foundation: The student will reevaluate the theological issues that inform the professional dissertation in the light of new insight through critical reflection. The theological reflection and/or foundation in the professional dissertation report should not be merely a recapitulation of the theological foundation in the prospectus, but should emphasize new insights discovered and personal growth experienced as a result of the professional dissertation.

Goals: Assess the extent to which the expected conclusions of the prospectus were achieved (and evaluate if the goals were not met). Define in terms the work that was required in order to meet the need and/or resolve the problem presented in the professional dissertation. The goals should be reflective of personal or group goals and evidenced by wording that is specific, measurable, and feasible.

Implementation: The student will write a perceptive and competent summary of the major activities of the professional dissertation performance in chronological sequence. The summary should be complete but not exhaustive, focusing on the significant events of the professional dissertation rather than on its minor details. The implementation section should relate how the project was accomplished and the evaluation of the methods used rather than mere reporting of the events. Where appropriate, the professional dissertation should articulate the strategy that will be considered for implementation.

Evaluation: The student will critically evaluate the performance of the professional dissertation in relation to the goals set forth in the prospectus. When data permits, the evaluation should be expressed in quantifiable terms. Emphasis should be placed on the extent to which the goals were achieved, and insights in ministry discovered in the course of the professional dissertation performance.

Future Plans: The student will suggest ways in which the ministry begun in the project may be adapted for continued ministry.

Appendices (If Applicable)

Bibliography
Research Professional Dissertation Model

Students also may choose a research option which will articulate a unique and viable thesis to be defended and/or investigated. A research thesis is not merely descriptive in nature. A student’s thesis must incorporate a methodological development by which he or she seeks to demonstrate analytically his or her thesis, while drawing specific application to his or her ministry. The research dissertation must assess the relevance of the student’s research findings, in order to offer application to the student’s ministry.

Students who select the research option in order to write their professional dissertation must include the following sections:

**Abstract:** The student will compose a one page summary of the professional dissertation as it was approved in the prospectus.

**Introduction:** The Introduction should lead smoothly into the Thesis statement and body of the dissertation.

**Thesis and Methodology:** The student will articulate clearly a unique and viable thesis to be defended and/or investigated, as well as present the methodological development by which the thesis will be demonstrated and an explanation of how the thesis has specific application(s) to the his or her ministry.

**Thesis Demonstration and Defense:** The student will enact the proposed methodological development in order to demonstrate/to defend/to test the research thesis/hypothesis. Each section of the dissertation should support the demonstration/defense/testing of the research thesis/hypothesis.

**Conclusion:** The dissertation will include a conclusion that draws recommendations from the research findings which will equip and enable the student to be more effective in his or her current ministry. The conclusion should demonstrate how the thesis has been proven and not just provide a summary statement of all that was covered.

**Future Plans:** The student will suggest ways in which the research for this dissertation may be adapted for continued ministry.

**Appendices (If Applicable)**

**Bibliography**

The Form and Style of the Professional Dissertation

1. The professional dissertation should demonstrate the student’s communication skills in such areas as correct grammar, spelling, form, clear organization, and understandable sentences. The style guide for the professional dissertation is the latest edition of *The Southwestern Seminary Manual of Style*. Dissertation supervisors may choose not to read prospectuses or professional dissertations which are not in accordance with the style manual or contain an unacceptable number of form style errors.
2. The professional dissertation should be a minimum of 100 pages and a maximum of 200 pages in length for Times New Roman font 12 characters per inch (cpi), exclusive of the front matter, Appendices, and Bibliography. Professional dissertations exceeding this length will require special permission from the DMin office. **NOTE:** The font for footnotes may be less than Times New Roman 12 cpi, but no smaller than Times New Roman 10 cpi.

3. The left margin should be 1.5 inches to allow for binding. All other margins should be 1 inch, with the exception of a 2 inch top margin on the first page of each chapter. The right margin should be left ragged (not justified). The preliminary pages (front matter) of the professional dissertation must be numbered with lower case, small, Roman numerals. The body of the professional dissertation must be numbered with Arabic numerals.

4. The professional dissertation should be written in such a way that the nature of the professional dissertation may be understood without previously having read the prospectus.

5. No professional dissertation may be dedicated to any member of the faculty of Southwestern Baptist Theological Seminary. A professor may be cited as an authority by reference to a published work, chapel address, workshop, interview, or other source. Accepted practice allows for the title of “Doctor” or “Dr.” to be omitted in reference to individuals within the text of the report. This accepted practice is preferred by the DMin Program.

6. The order of the page arrangement for the professional dissertation must be as follows (examples of proper form are available in the Appendices section):

- Blank Sheet
- Title Page of the Professional Dissertation
- Copyright Page
- Signature Page
- Blank Sheet
- Dedication (if any)
- Abstract
- Table of Contents
- Introduction
- List of Tables (if any)
- Text
- Appendix (or appendices)
- Bibliography
- Blank Sheet

**Submission of the Professional Dissertation for Oral Examination**

With the approval of the student’s supervisors, the student must submit four (4) hard copies (unbound and boxed) and one (1) electronic copy (in Word or PDF format) of the professional dissertation to the DMin office by September 1 if anticipating a fall graduation, or February 1 if anticipating a spring graduation. The professional dissertation will be given to an Oral Examination Committee consisting of
the two faculty supervisors and either the field supervisor (if applicable), or a third faculty member. Each member of the Oral Examination Committee will read and evaluate the professional dissertation separately and without consulting one another.

The DMin office will inform the student in sufficient time before the oral exam regarding the decision of the Oral Examination Committee on the dissertation. The Oral Examination will be held only if the professional dissertation receives a passing grade.

The Oral Examination of the Professional Dissertation

At least thirty (30) days prior to the student’s anticipated graduation, the student will participate in an Oral Examination of the professional dissertation for no less than one (1) hour. The faculty supervisors (and the field supervisor, if applicable and possible) conduct the Oral Examination of the student’s professional dissertation. The DMin office will schedule the date, time, and place of the Oral Examination. The Oral Examination will seek to evaluate the following:

1. The student’s ability to orally present the dissertation in a manner that is clear, concise, scholarly, and engaging.
2. The student’s ability to answer questions related to the professional dissertation with expertise and accuracy.
3. The student’s learning which developed through the process of the professional dissertation, as indicated by improved skills for ministry, deeper understanding of issues, and the increase of knowledge.
4. The student’s readiness to make the dissertation available to scholars and practitioners through publication, conferences, or some other means.

If minor changes are necessary, the dissertation supervisor will be responsible for ascertaining and verifying in writing to the DMin office, that all required revisions have been completed in the final copies of the professional dissertation. After the Oral Examination, the student will receive a copy of the professional dissertation back with any comments marked on the professional dissertation. After successful completion of the oral examination, the student has the responsibility to correct any mistakes and make noted revisions. Upon the completion of these corrections and revisions and the written approval of the dissertation supervisor, the student will submit four (4) hard copies (unbound and boxed) on 24 lb. 100% cotton rag paper and one (1) electronic copy (in Word or PDF format) to the DMin office.

A student who fails either the Professional Dissertation or the Oral Examination may have a second opportunity to submit a Professional Dissertation to the Oral Examination Committee to attempt to pass the Oral Examination. Such an opportunity requires the consent of the Associate Dean. In such a case, the student may expect at least one semester’s delay in graduation. The student must continue to pay all applicable fees during the time of such a delay.
Guidelines for Submitting Dissertations

The following guidelines pertain to the processes involved in submitting one’s dissertation, from the first approval for submission to the final approval for submitting one’s final revised copies to the Doctor of Ministry Office, School of Theology. The first step assumes that the student’s dissertation has been read and approved by his Faculty and Field (if applicable) Supervisors.

1. **First approval submission**: The student submits (4) paper copies and (1) electronic copy (Word or PDF) of the Professional Dissertation to the DMin Office by September 1 (for fall graduation) or February 1 (for spring graduation).

2. Each paper copy must be brought to the D.Min. Office in dissertation boxes which can be purchased at Southwestern’s Copy Center or your local copy center (e.g., FedEx, Staples).

3. The Faculty Supervisor, 2nd and 3rd Readers, and Field Supervisor (if applicable) will evaluate the student’s dissertation. If the dissertation unanimously receives a passing grade, a date will be set for the student’s Oral Defense.

4. The reading committee will administrate the student’s Oral Defense. If the student successfully defends his/her dissertation and thereby receives a passing grade, the student will make any revisions and/or corrections that the reading committee has determined necessary.

5. **Final approval submission**. Upon the completion of these corrections and revisions and the written approval of the dissertation supervisor(s) (see Appendix K), the student will submit four hard copies on 24 lb. 100% cotton rag paper and one electronic copy in PDF format to the DMin office. (If the final copies of the dissertation are not properly submitted—i.e., in boxes, with Supervisor Approval forms, on 24 lb. 100% cotton rag paper, etc.—the dissertations will not be accepted and the student will not graduate.) Each paper copy must be brought to the D.Min. Office in dissertation boxes which can be purchased at Southwestern’s Copy Center or your local copy center.
THE PROFESSIONAL DISSERTATION TIMELINE

For a student anticipating a fall graduation date, the deadline for submitting the professional dissertation to the DMin office is **September 1**. For a student anticipating a spring graduation date, the deadline for submitting the professional dissertation to the DMin office is **February 1**.

<table>
<thead>
<tr>
<th>Professional Dissertation Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Deadlines</strong></td>
</tr>
<tr>
<td>Professional Dissertation due to the DMin office</td>
</tr>
<tr>
<td>Professional Dissertation Readers’ deadline</td>
</tr>
<tr>
<td>Oral Defense completed</td>
</tr>
<tr>
<td>Revisions completed by student</td>
</tr>
<tr>
<td>Dissertation Supervisor’s approval of revisions</td>
</tr>
<tr>
<td>Final version of the Professional Dissertation due to the Library</td>
</tr>
<tr>
<td>Graduation forms due and Graduation clearance completed</td>
</tr>
<tr>
<td>Graduation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Spring Deadlines</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Dissertation due to the DMin office</td>
</tr>
<tr>
<td>Professional Dissertation Readers’ Deadline</td>
</tr>
<tr>
<td>Oral Defense completed</td>
</tr>
<tr>
<td>Revisions completed by student</td>
</tr>
<tr>
<td>Dissertation Supervisor’s approval of revisions</td>
</tr>
<tr>
<td>Final version of the Professional Dissertation due to the Library</td>
</tr>
<tr>
<td>Graduation forms due and Graduation clearance completed</td>
</tr>
<tr>
<td>Graduation</td>
</tr>
</tbody>
</table>
## CALENDAR OF EVENTS AND IMPORTANT DATES

<table>
<thead>
<tr>
<th>2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>2014-2015 Seminar Year Begins</td>
</tr>
<tr>
<td>July 1</td>
<td>Tuition and/or Pay-plan is Due for All Students</td>
</tr>
<tr>
<td>July 21–August 1</td>
<td>2014-2015 D.Min. Seminars Meet on Campus (additional off-campus meetings are scheduled by the professor)</td>
</tr>
<tr>
<td>September 1</td>
<td>D.Min. Professional Dissertation Deadline for Fall 2014 Graduation</td>
</tr>
<tr>
<td>August 29</td>
<td>Fall Application for Graduation Due in Registrar’s Office</td>
</tr>
<tr>
<td>September 29–</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 3</td>
<td>Date for Off-Campus Meeting Sites for 2014-2015 D.Min. Seminars</td>
</tr>
<tr>
<td>December 5</td>
<td>Fall Professional Dissertation Student Progress Reports Due</td>
</tr>
<tr>
<td>December 10</td>
<td>D.Min. Professional Dissertation Final Submission Deadline</td>
</tr>
<tr>
<td>December 12</td>
<td>Fall 2013 Commencement (tentative)</td>
</tr>
<tr>
<td>2015</td>
<td></td>
</tr>
<tr>
<td>February 1</td>
<td>Application Deadline for 2015-2016 DMin</td>
</tr>
<tr>
<td>February 1</td>
<td>D.Min. Professional Dissertation Deadline for Spring 2015 Graduation</td>
</tr>
<tr>
<td>February 1</td>
<td>Spring Application for Graduation Due in Registrar’s Office</td>
</tr>
<tr>
<td>March–April</td>
<td>Dates for Off-Campus Meeting Sites for 2014-2015 D.Min. Seminars</td>
</tr>
<tr>
<td>March 9–13</td>
<td>Spring Break (Tentative)</td>
</tr>
<tr>
<td>May 1</td>
<td>Spring Professional Dissertation Student Progress Reports Due</td>
</tr>
<tr>
<td>May 6</td>
<td>D.Min. Professional Dissertation Final Submission Deadline</td>
</tr>
<tr>
<td>May 8</td>
<td>Spring 2014 Commencement (tentative)</td>
</tr>
<tr>
<td>May</td>
<td>Registration Materials for 2015-2016 due in the D.Min. Office</td>
</tr>
<tr>
<td>July 1</td>
<td>Tuition and/or Pay-plan is Due for All Students</td>
</tr>
<tr>
<td>July 1</td>
<td>2015-2016 Seminar Year Begins</td>
</tr>
<tr>
<td>July 20–31, 2015</td>
<td>2015-2016 D.Min. Seminars Meet on Campus (additional off-campus meetings are scheduled by the professor)</td>
</tr>
</tbody>
</table>

Please note that these dates are tentative and subject to change at any time by the appropriate SWBTS office. Please check with the D.Min. Office, Registrar's Office, 2013-2014 Catalog, D.Min. Handbook or other appropriate SWBTS office for changes.
<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>KOREAN DMIN CALENDAR OF EVENTS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2014–2015</strong></td>
<td></td>
</tr>
<tr>
<td>May 12–June 6, 2014</td>
<td>Korean Summer DMin Seminars</td>
</tr>
<tr>
<td>4th Week of August</td>
<td></td>
</tr>
<tr>
<td>1st Week of September</td>
<td></td>
</tr>
<tr>
<td>November 24–December 5</td>
<td></td>
</tr>
<tr>
<td>January 12–16, 2015</td>
<td>Korean Winter Seminars</td>
</tr>
<tr>
<td>3rd and 4th Week of January</td>
<td></td>
</tr>
<tr>
<td>4th Week of April</td>
<td></td>
</tr>
<tr>
<td>1st Week of December</td>
<td></td>
</tr>
<tr>
<td><strong>2015–2016</strong></td>
<td></td>
</tr>
<tr>
<td>May 18–June 12, 2015</td>
<td>Korean Summer DMin Seminars</td>
</tr>
<tr>
<td>1st and 2nd Week of August</td>
<td></td>
</tr>
<tr>
<td>4th Week of November</td>
<td></td>
</tr>
<tr>
<td>1st Week of December</td>
<td></td>
</tr>
<tr>
<td>January 4–15, 2016</td>
<td>Korean Winter Seminars</td>
</tr>
<tr>
<td>3rd and 4th Week of April</td>
<td></td>
</tr>
</tbody>
</table>

Please note that these dates are tentative and subject to change at any time by the appropriate SWBTS office. Please check with the D.Min. Office, Registrar's Office, 2013-2014 Catalog, D.Min. Handbook or other appropriate SWBTS office for changes.
GRADUATION

In the semester that a student anticipates graduation, the student should apply for graduation through the Office of the Registrar early in the semester (contact the Office of the Registrar for information regarding the application process for graduation). Once the student has received official notification from the office of the Associate Dean that all requirements for the DMin degree have been met, the student must contact the Office of the Registrar and request information regarding graduation clearance. **Do not take any of graduation clearances for granted. If a student has a balance or block in any campus related office on the day of graduation, the student will not graduate.** Caps and gowns must be ordered early in the semester the student plans to graduate. Between the completion of the Oral Examination and graduation, the student must complete the following procedures:

1. Review all copies of the final version of the professional dissertation to ensure that all pages are in order and facing the correct way for binding. Professional dissertations will be bound exactly as they are given to the library.

2. Complete the following six (6) forms by the following deadlines:
   
   a. **Supervisor Acknowledgement Form.** Return this form to the DMin office prior to the submission of your professional dissertation to the library. This form serves as the dissertation supervisor’s acknowledgement that all necessary revisions have been made to the professional dissertation.

   b. **Graduate Information Form.** Return this form to the DMin office by Monday before graduation.

   c. **Research in Ministry (RIM) Submission Form.** Return this form to the DMin office before graduation. **A copy of your abstract from the professional dissertation must be attached to this form.** This form is used in an online information retrieval systems used by the American Theological Library Association, Religious Indexes.

   d. **Microfilm Distribution Agreement for TREN (Theological Research Exchange Network).** Submit this form to the library when you submit the professional dissertation copies for binding. This form authorizes TREN to microfilm and distribute the professional dissertation. This form also includes an authorization for TREN to secure a copyright.

   e. **Professional Dissertation/Thesis Information Form.** This form accompanies your professional dissertation when it is submitted to the library for binding.

   f. **Graduate Evaluation Form of DMin Program.** This form must be submitted to the DMin office the week of graduation. This evaluation will allow the student to rate the effectiveness of the DMin Program. These evaluations will be used by the Associate Dean and the DMin Committee to determine changes which may be helpful or necessary for the DMin Program in the future.
The student will receive the above mentioned forms along with graduation instructions from the DMin Office after the oral exam. During the week of graduation, the student will take all four (4) copies of the professional dissertation, the Microfilm Distribution Agreement for TREN (Theological Research Exchange Network) Form and the Professional Dissertation/ Thesis Information Form to the library. The student may have a maximum of two (2) additional copies bound for an additional fee. The original four (4) bound copies will be bound in approximately six (6) to eight (8) weeks. Two (2) bound copies and the microfilmed copy remain in the library, one (1) copy is kept in the DMin office, and one (1) copy is sent to the student.
APPENDIX A

BORROWING BOOKS:
INFORMATION FOR DOCTORAL STUDENTS

On-Campus Use of Books. Books must be checked out at the first floor circulation desk before being taken to the doctoral carrels. You may have up to sixty books checked out at one time. Books taken from the shelves for short-term use (less than a day) need not to be checked out. Simply use them and return to a book truck outside the Faculty/Doctoral Study Area.

Off-Campus Reservation of Books. If you live out of town but are currently enrolled in Southwestern Seminary’s DMin Program, you may borrow books by mail. Write, call, fax, or email the first floor Circulation Desk in order to request books. The library sends books using the US PO Library Rate unless specifically requested to do otherwise. Roberts Library will send a student five (5) books a day until the student reaches his or her book limit. Students must pay the postage charges to return the items. Books returned by mail must be returned in a box or padded mailing bag. You may be liable for damage to the book if you do not package it properly.

Renewals. When on campus, renew books in person at the first floor Circulation Desk. If you live out of town, you may renew books by mail, fax, or email if your request includes the title and the circulation control number. Regretfully, Roberts Library staff cannot renew books by phone.

Fines and Other Charges. Roberts Library calculates the fines for overdue books returned to the library based on the due date. Fines for books returned or renewed by mail are based on the postmark date. If the package is postmarked on or before the due date, there is no fine. All accumulated fines, postage charges, or other library charges must be paid before the student may graduate or register for the next semester.

Holds. Books on hold (i.e., reserved for use by another student) may not be renewed. Also, books on hold which are checked out to doctoral students who renew by mail must be returned immediately to avoid overdue fines.

Permanent Reserves. Books on permanent reserve (i.e., books with orange or yellow labels—usually commentaries) may be checked out by mail for two (2) weeks if there is at least one other copy of the book available in Roberts Library. These books may not be renewed.

Reference Books and Periodicals. Reference books and periodicals may be checked out to a doctoral carrel, but not for use outside the library. Inquire at the reference desk or the serials desk for details.

Interlibrary Loan. Books and articles not available in Roberts Library may usually be borrowed through the Reference Department’s interlibrary loan service. If you live out of town, you should use your local library’s interlibrary loan service to obtain books. For more information, contact the Reference Desk or call 817-923-1921, ext. 2750.
APPENDIX B
FACULTY SUPERVISOR CONTRACT

1. The Learning Contract

This contract provides the relationship and process for the educational supervision of __________________________ Student (Print name)

by __________________________ Faculty Supervisor (Print name)

Its purpose is for the supervisor to guide the student during the student’s program tenure and the writing of the DMin Professional Dissertation.

The contract begins __________ (Date of signing) and continues through the Professional Dissertation completion, writing of the dissertation, and completion of the oral examination.

2. The Professional Dissertation

The Title/Description of the Professional Dissertation: __________________________

The writing of the Professional Dissertation prospectus shall be under supervision of the faculty supervisor and the final copy of it should bear his/her signature before it is submitted for approval by the DMin Committee.

3. The Faculty Supervisor’s Responsibility

- To maintain an open, candid relationship, an “up-front” contract, for the mutual development of both the supervisor and the student.
- To provide times for consultation with the student regarding form, style, and content of the prospectus and the Professional Dissertation.
- To refer the student to other resources (i.e., materials and/or persons) as necessary to enhance the Professional Dissertation’s effectiveness.
- To read the prospectus and the final professional dissertation report and approve each before final submission to the DMin Committee for approval.

4. The Student’s Responsibility

- To be faithful in meeting with the faculty supervisor at agreed upon times.
- To respond to suggestions made by the faculty supervisor.
- To inform the faculty supervisor either by phone, correspondence, or email regarding the status of the writing of the prospectus or Professional Dissertation, as well as any problems encountered, questions, changes, etc.
- To realize that failure to implement suggestions from the faculty supervisor will likely result in failure of the Professional Dissertation.
- To provide the supervisor with sufficient time to read the dissertation as the student is writing.

Faculty Supervisor __________________________ Date ________

Student __________________________ Date ________

Associate Dean __________________________ Date ________
APPENDIX C

FIELD SUPERVISOR CONTRACT

Field Supervisor: ___________________________  Student: ___________________________
Address: ___________________________________  Address: ___________________________
Phone: _____________________________________  Phone: ___________________________

FIELD SUPERVISOR
I have established a learning agreement with the above named candidate for the DMin degree. It is my understanding that my responsibilities include:

1. Supervising the Professional Dissertation:
   (1) The Field Supervisor is a resource person for development of the prospectus.
   (2) All DMin students must have a faculty supervisor secured and a contract on file in the DMin office for the faculty supervisor (see handbook Appendix C). You may also be required to have a field supervisor if you have chosen to use the project model. If so, the field supervisor must be approved by the Associate Dean and a contract must be on file in the DMin office. You must submit a resume for your field supervisor to assist the Associate Dean in verifying this supervisor's ministerial and educational qualifications for supervision.
   (2) Supervisory sessions (minimum of 8 hours) with the student during the course of the Professional Dissertation. The seminary is not able to pay travel expenses incurred in the supervisory sessions. Specify the agreement with the student regarding frequency and length of supervisory sessions.
   (3) Working with and through the faculty supervisor on every issue related to the writing and completion of the DMin Professional Dissertation.
   (4) In these sessions, the student and the supervisor will explore such areas in ministry as administration, counseling, communication, and self-identity. These conferences may identify strengths and weaknesses of the minister, which may be addressed in the Professional Dissertation.

2. Submitting the Following Evaluation Reports to the Associate Dean:
   (1) A progress report twice a year
   (2) A final evaluation of the student's competence in ministry

____________________________________  Field Supervisor Signature
____________________________________  Date

This agreement is to be mailed to the DMin office. Please retain one copy for your files.

After fulfilling the above agreements Southwestern Baptist Theological Seminary will pay the Field Supervisor $250.00 upon: 1) the DMin office receiving all completed paperwork, forms, and reports from the field supervisor, and 2) the student’s graduation from the DMin Degree Program.
APPENDIX D

STUDENT PROGRESS REPORT

Student Name: _____________________________________________________________

Professional Dissertation Title: _____________________________________________

__________________________________________________________

Professional Dissertation Completion Date: _________________________________

Faculty Supervisor: ______________________________________________________

Field Supervisor: _________________________________________________________

SUMMARY OF PROGRESS ACCOMPLISHED DURING ________________________ (semester/year):

__________________________________________________________

__________________________________________________________

______________________________

 ISSUES OF CONCERN AND/OR PROBLEMS ENCOUNTERED:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

______________________________

DMin Student Signature

______________________________

Date
APPENDIX E

FIELD SUPERVISOR REPORT

Field Supervisor: __________________________________________________________

Student Name: __________________________________________________________

SUMMARY OF PROGRESS ACCOMPLISHED DURING ________________________ (semester/year):

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

ISSUES OF CONCERN AND/OR PROBLEMS ENCOUNTERED:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

__________________________________________________________
Field Supervisor

__________________________________________________________
Date
APPENDIX F
FACULTY SUPERVISOR REPORT

Faculty Supervisor: ____________________________________________

Student Name: ________________________________________________

SUMMARY OF PROGRESS ACCOMPLISHED DURING ________________ (semester/year):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

ISSUES OF CONCERN AND/OR PROBLEMS ENCOUNTERED:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_____________________________________
Faculty Supervisor

_____________________________________
Date
APPENDIX G

INSTITUTIONAL ASSESSMENT RUBRIC
FOR DMIN SEMINAR PAPER
SCHOOL OF THEOLOGY

Student: ___________________________  Seminar: ___________________________

Professor: __________________________  Date: ______________________________

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Demonstrates ability to understand and apply biblical and theological perspectives to the field of study</td>
<td>Unable to understand and apply biblical and theological perspectives to the field of study</td>
<td>Demonstrates minimal ability to understand and apply biblical and theological perspectives to the field of study</td>
<td>Demonstrates average ability to understand and apply biblical and theological perspectives to the field of study</td>
<td>Demonstrates above average ability to understand and apply biblical and theological perspectives to the field of study</td>
</tr>
<tr>
<td>2</td>
<td>Enhanced ability to evaluate critically and communicate significant assigned seminar topics</td>
<td>Unable to evaluate critically and communicate the assigned topic</td>
<td>Demonstrates minimal ability to evaluate and communicate the assigned topic</td>
<td>Demonstrates average ability to evaluate and communicate the assigned topic</td>
<td>Critically evaluates and communicates the assigned topic with enhanced ability</td>
</tr>
<tr>
<td>3</td>
<td>Specific application to the student's present ministry</td>
<td>No application</td>
<td>Application too broad</td>
<td>Application present, but not specific</td>
<td>Solid application</td>
</tr>
<tr>
<td>4</td>
<td>Preparedness to Write the Dissertation</td>
<td>Exhibits no ability to write a dissertation</td>
<td>Exhibits minimal ability to write a dissertation</td>
<td>Exhibits some ability to write a dissertation</td>
<td>Exhibits good research and writing skills</td>
</tr>
</tbody>
</table>

Comments: __________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Professor: __________________________________________________________________________________________

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APPENDIX H

APPROVAL OF PROSPECTUS
as Submitted by

________________________________________
Student’s Name

1. This prospectus has been approved by the faculty supervisor.

Signed_________________________  Date_______________

2. This prospectus has been approved by the field supervisor.

Signed_________________________  Date_______________
APPENDIX I

PROFESSIONAL DISSERTATION APPROVAL SHEET FOR FIRST SUBMISSION

__________________________________________________
PROFESSIONAL DISSERTATION TITLE

__________________________________________________
STUDENT’S NAME

Faculty Supervisor

Field Supervisor (if applicable) or Secondary Faculty Reader

Date
APPENDIX J

PROFESSIONAL DISSERTATION APPROVAL SHEET FOR FINAL SUBMISSION

PROFESSIONAL DISSERTATION TITLE

STUDENT’S NAME

Faculty Supervisor

Secondary Faculty Supervisor

Field Supervisor (if applicable) or Third Faculty Supervisor

Date