SOUTHWESTERN
BAPTIST THEOLOGICAL SEMINARY

DOCTOR OF MINISTRY
HANDBOOK
2012–2013

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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 Northcut, 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 four major areas of vocational interest including Expository Preaching, Pastoral Leadership, Christian Worldview, or Chaplaincy. 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. In some cases, the second reader could be an individual from outside the seminary who has received an earned doctorate in a ministry-related area. Such an individual is known as the “field supervisor.”

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.
ADMISISON 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 500 on the Verbal Reasoning section 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:

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<tr>
<td>Theological and Historical Studies</td>
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<tr>
<td>Ethics and Philosophical Studies</td>
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<tr>
<td>Evangelism and Mission Studies</td>
<td>6</td>
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<td>Preaching and Pastoral Studies</td>
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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.

**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 Former Student Enrollment Update Request 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 research paper digitally, in PDF format, to the DMin office at 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.

The paper may be a result of a previous Master’s level assignment; but, it should be revised, edited, and conformed to the latest edition of The Southwestern Seminary Manual of Style.

In addition to the research paper, applicants must submit an autobiographical essay digitally, in PDF format, to the DMin office at 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 must also complete the Confidential Academic Reference form and submit this form to the Office of Admissions. 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://www.swbts.edu/catalog/section3/documents/dmin_academic_reference2011.pdf.
As part of the online application, applicants will submit 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 and they will be automatically emailed a reference form by the DMin office.

DMin applicants may omit the church endorsement form on the online application, because a completed Statement of Ministry Endorsement form serves as a church’s endorsement. The purpose of this document is to demonstrate that applicants’ place of service/ministry is in support of their intention to enter the DMin Program. This form may be found online here: http://www.swbts.edu/catalog/section3/documents/dmin_ministry_endorsement2011.pdf.

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 third Wednesday 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)

All accepted students are approved provisionally into the DMin Program. Students’ provisional status is lifted after their successful completion of the Research and Writing Seminar that is conducted via the internet using Blackboard technology.

The Research and Writing Seminar is a required six (6) week internet seminar that is conducted before a student can begin his or her first year of seminars. The online seminar will be conducted the spring (usually in April) before the seminar year begins in July. The purpose of this seminar is both to strengthen a student’s writing skill and to facilitate growth in the area of doctoral research. The seminar is graded on a Pass/Fail basis. 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 a carrel only during the seminar time each semester.

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. Otherwise, the student will be removed from the program.

Grade Point Average Requirement (GPA)

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 faculty of the School of Theology 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 solely 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 solely 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 (i.e., cheating on examinations) 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.

Time Limit

All work for the DMin degree must be completed within a period of six (6) years. The six (6) years are calendar years, dating from the July that the student begins his or her seminar work.
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.

**Transient Student Classification**

Students from other accredited DMin Programs who are approved to take seminar(s) at Southwestern Seminary are classified as transient students.

**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 eight (8) hours 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. Transfer students should design a specific degree plan with the help of the DMin office, in order to minimize the need for additional courses.
TUITION COSTS AND CONTINUATION FEES

Students are billed by the Business Office prior to the beginning of each DMin academic year. Fees for the 2012-2013 DMin academic year are as follows:

| DMin Program Costs | 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. The Program Cost(s) are broken down in the following manner:  
⇒ A first-year DMin student (both Southern Baptist and non-Southern Baptist) will be charged a down payment of $1,000.00 – fees are due by July 1.  
⇒ Year 1: $2,425.00 is charged and due in its entirety by July 1 or divided into twelve monthly payments. NOTE: A 12-month installment payment plan is available through the FACTS Payment Plan. Additional information is available through the SWBTS Business Office.  
  o Non-Southern Baptist students will be charged a payment of $3,425.00 which can be paid in total or by monthly payments through FACTS.  
⇒ Year 2 and 3: $2,425.00 per year for Southern Baptist students or $3,425.00 per year for non-Southern Baptist students due by July 1. |

| Program Continuation Fee | 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. |

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 immediately after acceptance into the program. The supervisor will mentor and advise the student throughout the program.

2. The two years of seminars are designed to prepare a student for the actual task of preparing a Professional Dissertation prospectus.

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

4. The 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 must be secured by the student and approved by the Associate Dean. 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. The field supervisor should be secured within one year of entrance into the program. 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 resume of the individual. In certain situations (particularly for missionaries who are on furlough in the beginning stages of developing their prospectus) it may be necessary to obtain one field supervisor for the seminar years and a different field supervisor for the professional dissertation phase.

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 every four months. 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 complement advisement of the student, along with the dissertation 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) 24 hours

COLLM 8000: Professional Dissertation Seminar 24 hours

PROFESSIONAL DISSERTATION STAGE

COLLM 8010 A: Prospectus Writing Stage 24 hours

COLLM 8020 A: Dissertation Writing Stage 24 hours

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

Chaplaincy

To equip chaplains to become effective Gospel ministers by developing a biblical, theological and contemporary understanding of key pastoral issues, preparing ministry strategies and designing and implementing effective ministry plans.

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<tr>
<th>Course Title</th>
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<tr>
<td>Research and Writing Seminar</td>
<td>DMINRW 6000</td>
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<tr>
<td>Chaplain Leadership - Foundation of Leadership Principles</td>
<td>DMNCH 6112</td>
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<tr>
<td>Chaplain Ministry and Counseling</td>
<td>DMNCH 6212</td>
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<tr>
<td>Professional Dissertation Seminar</td>
<td>COLLM 8000</td>
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<td>Professional Dissertation Stage</td>
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<td>• Professional Dissertation Prospectus</td>
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<td>• Professional Dissertation in Progress</td>
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Christian Worldview and Cultural Engagement

To equip Christian ministers to engage culture with the perspective of a biblical worldview. Students will receive foundational instruction in biblical, theological, historical, and philosophical studies that will enable them to develop effective ministry strategies for addressing key cultural issues.

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<th>Course Title</th>
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<tr>
<td>Research and Writing Seminar</td>
<td>DMINRW 6000</td>
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<tr>
<td>Developing the Biblical and Theological Foundations for a</td>
<td>DMNCW 6112</td>
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<td>Christian Worldview</td>
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<td>Christian Apologetics and Modern Culture: Engaging and</td>
<td>DMNCW 6212</td>
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<td>Responding 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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<th>Course Title</th>
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<td>Research and Writing Seminar</td>
<td>DMINRW 6000</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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<tr>
<td>Research and Writing Seminar</td>
<td>DMINRW 6000</td>
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<tr>
<td>Pastoral Leadership: Foundation of Leadership Principles</td>
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<tr>
<td>Pastoral Leadership and the Dynamics of Church Leadership</td>
<td>DMNPL 6212</td>
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<td>Professional Dissertation Seminar</td>
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<td>Professional Dissertation Stage</td>
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* Students completing the pastoral leadership major as an international cohort will follow an adjusted seminar schedule specifically designed for ministry in an international context.
## PROGRAM SCHEDULE

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THE PROSPECTUS

General Information

The student may submit a dissertation prospectus upon the approval of a topic and dissertation model with his or her supervisor. 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 student, under the supervision of the faculty and field (if applicable) supervisors, during the seminar stage will begin the formulation of the prospectus.

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

4. The maximum page limit for the body of the prospectus, exclusive of the bibliography, is 20 pages.

5. Required components of the prospectus must include:

   a. Introduction

   b. Thesis Statement: Articulation of a clear thesis idea
c. **Ministry Need/Plan**: Must include the justification and demonstration for uniqueness of the professional dissertation

1) Illustrating of the biblical view of the need, the practicality of the need, and nature and cause of the need
2) Describing of the methods that will be used to achieve the goals and/or determine the findings
3) Summarizing the anticipated obstacles that could be encountered in the fulfillment of the Professional Dissertation

d. **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

e. **Biblical/Theological Issues and Rationale for Professional Dissertation**: 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. **Methodology**: Must include:

1) Goals/Anticipated Findings that 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.
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. **Proposed Outline or Tentative Table of Contents**: Includes brief chapter summaries/explanations

h. **Bibliography**: Contain a minimum of 20 sources (including recent journal articles)

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**Submitting the Prospectus**

With the approval of the student’s supervisor (s), the student will submit both a hard copy and a digital copy of the prospectus to the DMin office at least one (1) month before a decision is expected to be rendered.

**Evaluation of the Prospectus**

Three members of the DMin Committee will consider the prospectus in the areas of content, form, and style. One (1) 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 faculty 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 by the end of the semester.

**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 by the end of the semester.

**Decline**

The topic is not viable. The student must submit a new prospectus by the end of the semester.

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 must not begin Professional Dissertation until the prospectus has been approved and a clean revised copy has been submitted to the DMin office. Approval of the prospectus by the DMin Committee and the Associate Dean moves the student into DMin candidacy.
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. Each semester (including summers), the student will be required to submit a brief report to the DMin office describing the progress which has been made during the semester.

2. Each semester (including summers), the student will be required to communicate with the faculty supervisor at least once a month. The faculty supervisor will submit at the conclusion of each semester a report detailing the faculty’s supervisor evaluation of the student’s progress.

3. Each semester (including summers), the student will be required to communicate with the field supervisor on a regular basis. The field supervisor will submit at the conclusion of each semester a report detailing the field supervisor’s evaluation of the student’s progress.

The Nature of the Professional Dissertation

The Professional Dissertation represents the ultimate 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. The field supervisor will be secured by the student and approved by the Associate Dean, in consultation with the faculty supervisor.
Students who select the ministry project option in order to write their Professional Dissertation must include the following sections in the prescribed order:

**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.

**Ministry Need**: Include the justification and demonstration for uniqueness of the Professional Dissertation. Also, illustrate the biblical view of the need, the practicality of the need, and nature and cause of the need.

**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.

**Literature Review**: The student will demonstrate and justify the uniqueness of the professional dissertation by conducting a thorough search of relevant terms or phrases that summarize the thesis in applicable research databases found in Southwestern Seminary’s Knowledge Portal (e.g., Dissertation Abstracts [ProQuest]; TREN; ATLA; JSTOR; WorldCat, etc). The student must articulate his or her findings in a diagram or chart. The literature review will identify the state of current research on the particular thesis argument, indicating specifically how this research will fit into the schema of the existing literature.

**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 can be adapted for continued ministry.

**Appendices**

**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 in the prescribed order:*

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

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

**Literature Review:** The student will demonstrate and justify the uniqueness of the professional dissertation by conducting a thorough search of relevant terms or phrases that summarize the thesis in applicable research databases found in Southwestern Seminary’s Knowledge Portal (e.g., *Dissertation Abstracts* [Proquest]; *TREN; ATLA; JSTOR; WorldCat*, etc). The student must articulate his or her findings in a diagram or chart. The literature review will identify the state of current research on the particular thesis argument, indicating specifically how this research will fit into the schema of the existing literature.

**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/Recommendations:** 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.
**Future Plans**: The student will suggest ways in which the ministry begun in the project can be adapted for continued ministry.

**Appendices**

**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.

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
Submission of the Professional Dissertation for Oral Examination

With the approval of the student’s supervisors, the student must submit four (4) paper copies and email one (1) digital copy in 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. The Oral Examination will be held only if the Professional Dissertation receives a passing grade.

The Oral Examination of the Professional Dissertation

The DMin office will request that the faculty supervisors (and the field supervisor, if applicable) to form an Oral Examination Committee, in order to evaluate the Professional Dissertation. The Oral Examination Committee will evaluate the Professional Dissertation as high, satisfactory, low, or fail.

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 five (5) hard copies on 24 lb. 100% cotton rag paper and email one (1) digital copy in 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 (1) semester’s delay in graduation. The student must continue to pay all applicable fees during the time of such a delay.
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>
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<tbody>
<tr>
<td><strong>Fall Deadlines</strong></td>
</tr>
<tr>
<td>Professional Dissertation draft due to the DMin office</td>
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<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>
<tr>
<td><strong>Spring Deadlines</strong></td>
</tr>
<tr>
<td>Professional Dissertation draft due to the DMin office</td>
</tr>
<tr>
<td>Professional Dissertation Readers’ Deadline</td>
</tr>
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</tr>
<tr>
<td>Graduation</td>
</tr>
</tbody>
</table>
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 in the mail after the oral exam. During the week of graduation, the student will take all five (5) 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 five (5) 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 sent to the dissertation supervisor, one (1) copy is sent to the field supervisor if one exists (or this 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

CONTACTING A. WEBB ROBERTS LIBRARY AT SOUTHWESTERN BAPTIST THEOLOGICAL SEMINARY

Information for Students at Off-Campus Centers and Doctoral Students Living at a Distance from Fort Worth

To View the Library Catalog Online:
The library catalog can be viewed from the following website: http://swbts.edu/ilink.

To Fax Requests for Photocopies of Articles or To Request Books:
Direct Dial: 817-921-8765. Include your name, address, and phone number with any faxed request. Normally articles will be mailed as soon as they can be photocopied. Each student receives the first 50 pages free each semester. There is a $.10 fee for each page beyond 50 per semester.)

To Contact the Reference Department or To Request Photocopies:
Direct Dial: 817-923-1921, ext. 2750
Email: rphillips@swbts.edu

To Contact the Circulation Department or To Request Books:
Direct Dial: 817-923-1921, ext. 2741
Email: rlcirc@swbts.edu

To Contact the Bowld Music Library Circulation Desk:
Direct Dial: 817-923-1921, ext. 2071
Email: jrunnels@swbts.edu

To contact the Dean of Libraries:
Direct Dial: 817-923-1921, ext. 2770

To Leave an After Hours Voicemail Message:
Direct Dial: 817-9230-1921, ext. 2741
APPENDIX C

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 D

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 semester progress report
   (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 E

PROFESSIONAL DISSERTATION TOPIC APPROVAL FORM

Student Name: ___________________________________ Faculty Supervisor: ________________________________

1. Professional Dissertation Seminar

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. In order to be eligible to participate in the seminar, the following requirements must have been met:

- You must have an approved dissertation topic.
- You must have completed a preliminary bibliography and outline for your prospectus.

2. Professional Dissertation Topic

Please state your topic below in terms of a research question or sentence:

3. Professional Dissertation Outline

Please sketch out below how you plan to develop your topic:

Faculty Supervisor ___________________________________________ Date ______________________

Student ___________________________________________________ Date ______________________

Associate Dean _____________________________________________ Date ______________________
APPENDIX F

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 ________________________________

This Student Progress Report is to be submitted to the DMin office at the conclusion of every semester. Please mail and/or email this form to the DMin office at P. O. Box 22720, Fort Worth, TX 76122 or dmin@swbts.edu.
APPENDIX G

FIELD SUPERVISOR REPORT

Field Supervisor: ____________________________________________________________

Student Name: ____________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

ISSUES OF CONCERN AND/OR PROBLEMS ENCOUNTERED :

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

__________________________________________
Field Supervisor

__________________________________________
Date

This Field Supervisor Report is to be submitted to the DMin office at the conclusion of every semester. Please mail and/or email this form to the DMin office at P. O. Box 22720, Fort Worth, TX 76122 or dmin@swbts.edu.
APPENDIX H

FACULTY SUPERVISOR REPORT

Faculty Supervisor: ________________________________________________

Student Name: ________________________________________________

**Summary of Progress Accomplished during ______________________ (semester/year):**

________________________________________________________________________

________________________________________________________________________

**Issues of Concern and/or Problems Encountered:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

____________________________________

Faculty Supervisor

____________________________________

Date

This Faculty Supervisor Report is to be submitted to the DMin office at the conclusion of every semester. Please mail and/or email this form to the DMin office at P. O. Box 22720, Fort Worth, TX 76122 or dmin@swbts.edu.
## APPENDIX I

### 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><strong>1</strong></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><strong>2</strong></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>Demonstrates above average ability to evaluate and communicate the assigned topic</td>
</tr>
<tr>
<td><strong>3</strong></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><strong>4</strong></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: _________________________________________________________________________
APPENDIX J

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______________

3. This prospectus has been approved by the Doctor of Ministry Committee.

   Signed_________________________   Date______________
APPENDIX K

PROFESSIONAL DISSERTATION DRAFT APPROVAL SHEET

PROFESSIONAL DISSERTATION TITLE

STUDENT’S NAME

__________________________________________________
Faculty Supervisor

__________________________________________________
Field Supervisor (if applicable) or Secondary Faculty Reader

__________________________________________________
Date
APPENDIX L

APPROVAL SHEET

PROFESSIONAL DISSERTATION TITLE

STUDENT’S NAME

________________________________________________________________________
Dissertation Supervisor

________________________________________________________________________
Secondary Dissertation Supervisor

________________________________________________________________________
Field Supervisor (if applicable) or Third Dissertation Supervisor

________________________________________________________________________
Date