



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

Doctor of Educational Ministry Handbook

Developing Excellence in Your Ministry

Table of Contents

I. GENERAL INFORMATION	5
A. Purpose of the Degree	5
B. Accreditation	6
C. Handbook for the Doctor of Educational Ministry Degree Program	6
II. ADMINISTRATION	6
A. Faculty	6
B. Academic Leadership/Curriculum Committee	7
C. Associate Dean of the Professional Doctoral Programs	7
D. Professional Doctoral Oversight Committee	7
E. Academic Divisions	8
F. Faculty Mentor	8
G. Field Mentor	9
H. Faculty Readers	10
I. Student Responsibilities	11
J. Graduate Catalog	11
K. Web Sites	11
III. POLICIES AND PROCEDURES	12
A. Application	12
1. Entrance Requirements	12
2. Application Process	13
3. Consideration Process	13
4. Ethical and Academic Concerns	14
B. Admissions	14
1. Unconditional Admission	14
2. Probational Admission	14
C. Enrollment Status	15
1. Continual Enrollment	15
2. Program Delay	15
3. Inactive	16
D. Registration	16
1. New Student Registration	16
2. Registration After First Trimester	16
3. Course Syllabi	16
4. Drop/Add Policy	16
5. Schedule	17
6. Pictures and Automobile Registration	17
E. Transfer of Credit for Seminars Taken at Other Institutions	17
1. Concurrent Enrollment at Another Institution	17

2. Prior Work	18
F. Program Length and Time Requirements	18
1. Program Time Limits	18
2. Time Extensions	18
G. Program Cost	18
1. Tuition	18
2. Housing/Food	19
3. Book/Materials	19
H. Withdrawal From the Program	19
I. Termination of Doctoral Program	19
1. Reasons for Termination	19
2. Procedures for Termination	19
J. Readmission to the Program	20
K. Change of Specialization	20
L. Minimum Enrollment	21
IV. PROGRAM COMPONENTS	21
A. Curriculum Requirements	21
1. Workshops	21
2. Seminars	21
3. Project in Ministry	21
B. Program Specializations	21
1. On-going Specializations	21
2. Customized Specializations	22
3. Generalist	22
C. Curriculum Description	22
1. Workshops	22
2. Seminars	23
3. Project in Ministry	24
D. Delivery System	25
E. Grading System	25
F. Workshop and Seminar Paper Standards	26
G. Graduation	27
1. Application	27
2. Cap and Gown Order	27
3. Practice	27
4. Ceremony	27

Abbreviation Key

ATS	Association of Theological Schools
CIV	Compressed Interactive Video
D.Ed.Min	Doctor of Educational Ministry
D.Min	Doctor of Ministry
GPA	Grade Point Average
GRE	Graduate Record Exam
I.D. Card	Identification Card
MACE	Master of Arts in Christian Education
M.Div.	Master of Divinity
MRE	Master of Religious Education
NOBTS	New Orleans Baptist Theological Seminary
ProDOC	Professional Doctoral Oversight Committee
TOEFL	Test of English as a Foreign Language

I. GENERAL INFORMATION

A. Purpose of the Degree

The D.Ed.Min. degree is a professional degree designed to enhance the practice of theological reflection on educational ministry for qualified students. The degree is built on a theological, ministerial or professional degree or equivalent. Students must have transcript hours in biblical and theological studies, organizational leadership/administration, instructional theory and practice, and educational foundations. Ministry experience is required.

The D.Ed.Min. program will provide advanced level study of the theological, educational, and administrative disciplines including:

- An advanced and critical study of Christian formation from theological and historical perspectives as well as behavioral and social science perspectives;
- An advanced and critical standard of organizational and leadership development, and the social contexts of ministry;
- An advanced and critical study of educational theory and practice as it relates to congregational and other ministry contexts;
- The development of skills and competencies necessary for research, planning, and evaluation of the practice of educational ministry in congregations or other settings.

The Program will provide a variety of learning opportunities, including:

- Peer learning and evaluation as well as self-directed learning experiences;
- Significant interdisciplinary learning experiences that provide integration of theological understanding and ministerial practice, require thoughtful use of the student's ministerial context as a learning environment, and cultivate reflective practice of educational ministry;
- Opportunities for personal and spiritual growth;
- Opportunities to learn how to engage in educational ministry in culturally and racially diverse contexts.

The D.Ed.Min. program can be completed in ~~less than~~ 3 and ½ years; however some students require four to five years of study beyond the Master's degree. Components of the program are a combination of workshops, seminars, and a ministry project designed to meet a major need in the student's ministry context. A formal written Project Report is required. Careful evaluation is made of the student's potential and motivation at all stages of the program. Factors considered in the evaluation are scholarship, level of commitment to the ministry, demonstrated effectiveness in the ministry, and Christian character.

The goals of the DEdMin program are:

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

B. Accreditation

The New Orleans Baptist Theological Seminary (hereafter NOBTS) is accredited by the Association of Theological Schools (hereafter ATS) and the Southern Association of Colleges and Schools (SACS). The DEdMin degree is approved by ATS and is supervised by the Professional Doctoral Oversight Committee (hereafter ProDOC) of NOBTS.

C. Handbook for the Doctor of Educational Ministry Degree Program

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

Students as well as faculty members will find this resource invaluable in understanding the format, policies, procedures, and related matters for the D.Ed.Min. program at NOBTS. Both students and faculty members are expected to master the contents of this handbook and abide by its stipulations. Each new student will need to download a copy of the handbook from the website.

II. ADMINISTRATION

A. Faculty

The NOBTS faculty has ultimate responsibility to determine policy matters related to the general program and curriculum for the degree. Specifically, the faculty is responsible for:

- Establishing standards for admission, candidacy, and graduation.
- Determining degree requirements.
- Recommending candidates for degrees.
- Reviewing the degree programs.
- Promoting the program and recruiting students.

B. Academic Leadership/Curriculum Committee

The Academic Leadership/Curriculum Committee has responsibility to consider and recommend to the faculty all matters involving the standards of instruction, the determination of requirements for degrees, testing programs, class schedules, and in general, the formulation of the educational policy regarding doctoral programs.

Also, the committee works with the Associate Dean of the Professional Doctoral Programs in administering the program as needed. Duties include the following:

- Review doctoral programs and policies and recommend changes to the faculty.
- Acknowledge withdrawals from the program.
- Acknowledge terminations from the program.
- Consider petitions and appeals from students as requested by the ProDOC.

C. Associate Dean of the Professional Doctoral Programs

The Associate Dean of the Professional Doctoral Programs is the chief administrator of the D.Ed.Min degree program. The Associate Dean is responsible for the administration and implementation of the academic policies and curricular programs related to this program as follows:

- Process applications for admission
- Chair the Professional Doctoral Committee
- Certify applications and reports of doctoral progress
- Present matters for consideration to the Academic Leadership/Curriculum Committee
- Represent the doctoral program to the Academic Leadership/Curriculum Committee
- Notify the Academic Leadership/Curriculum Committee of decisions concerning requests for changes in program status

The Associate Dean will be assisted by the Director of the Doctor of Educational Ministry Program and the Director of the Doctor of Ministry Program.

D. Professional Doctoral Oversight Committee

The Professional Doctoral Oversight Committee (ProDOC) is composed of the Associate Dean (chairperson), the Director of D.Ed.Min., the Director of D.Min., a representative from each of the academic divisions appointed by the Committee on Committees, and ex officio members from the Academic Leadership Council. The ProDOC is a regular standing faculty committee and meets at least monthly during the Fall and Spring semesters and during the Summer if necessary. It reports to the Academic Leadership/Curriculum Committee.

The ProDOC has the responsibility to:

- Provide administrative oversight for the doctoral programs.
- Provide comprehensive and cohesive management of the students in the doctoral program from recruitment through graduation.
- Approve students for admission to the professional doctoral degree programs (based on the admissions process), faculty for doctoral supervision, and doctoral candidates for graduation on the recommendation of the Faculty Mentor and readers.
- Adjudicate recommendations concerning time extensions, Program Delay status, Inactive status, transfer of credits, terminations, etc.
- Make programmatic and operational decisions relating to the professional doctoral degree programs.
- Recommend significant policy changes in the professional doctoral programs to the Academic Affairs Committee.
- Implement and interpret existing policies regarding the professional doctoral program.
- Approve or reject Final Project Proposals.
- Assign Faculty Readers to read and evaluate the Project Report.
- Help students determine a plan for completion of the doctoral program when their Project Reports are not approved.

E. Academic Divisions

The faculty of the New Orleans Baptist Theological Seminary is subdivided by specialty into four divisions: Biblical Studies (BS), Church Ministry (CM), Counseling (CC), Theological and Historical Studies (T/H). The academic division is composed of a division chairperson and all of the full-time faculty teaching in the division.

Academic divisions have the responsibility to:

- Develop and propose curriculum design.
- Provide faculty members to design and teach seminars at campus locations.
- Provide faculty members to design and teach Specialized Directed Study seminars.
- Provide faculty members to design and teach Special Event seminars.
- Provide faculty members to read, review, and/or administrate various components of the Project in Ministry report.
- Develop and support relevant specialization tracks.
- Schedule seminars in conjunction with the Office of Professional Doctoral Programs.

F. Faculty Mentor

Students should enlist a faculty member who will serve as a mentor, guiding the student through the project stage of the program prior to registration for the Project in Ministry Design workshop. If a Faculty Mentor Agreement is not in place, students will not be allowed to register for the Project in Ministry Design workshop.

The Faculty Mentor will:

- Provide the student with guidance, direction, and evaluation through the completion of the Project Phase.
- Evaluate and approve or reject the Final Project Proposal.
- Submit the Final Project Proposal to the ProDOC for final approval.
- Represent the student to the ProDOC.
- Assist the student in enlisting a qualified Field Mentor if necessary.
- Provide guidance and accountability during project implementation.
- Assist the student in analyzing and articulating implications for theological and ministerial leadership in the Project Report.
- Guide the student in writing a high quality Project Report, both in content and form.
- Evaluate and approve or reject the Final Project Report in conjunction with assigned Faculty Readers.
- Administer the Exit Interview in conjunction with assigned Faculty Readers.
- Submit the decision concerning evaluation of the Project Report to the ProDOC.
- Instruct the student to follow procedures for graduation and project binding.
- Provide guidance for the student if his or her project is rejected.

G. Field Mentor

In consultation with the Faculty Mentor, the student will enlist an appropriate Field Mentor upon the completion of the Project in Ministry Design workshop. **The Final Project Proposal will not be approved if the student has not enlisted a Field Mentor.** The Field Mentor serves as an important resource for the student during the project implementation. This person will provide guidance and support for the D.Ed.Min. student during this phase. His or her goal is to help the student succeed in quality project completion.

The Field Mentor must be qualified to advise the student on the field during the process of the project. This person could be a specialist in a particular area (e.g., gerontology, youth ministry, chaplaincy, etc.) or a generalist in ministry (e.g., Director of Missions for an association, state convention staff member, a local pastor, etc.). Significant educational training (at least a master's degree, and preferably an earned doctorate) and/or specialized expertise in the area of the project also are required.

Responsibilities of the Field Mentor include:

- Learn the purpose and design of the project.
- Meet with the student on a regular basis. This includes a minimum of: once prior to implementation, twice during implementation, and once after implementation is completed.
- Hold the student accountable for personal spiritual development.
- Examine the content of the project for quality control.
- Review the project work completed.
- Assist in careful analysis of the data.

- Help the student to assess the theological implications.
- Guide the student through introspection of personal ministry implications.
- Report monthly progress to the Faculty Mentor on forms provided by the Office of Professional Doctoral Programs.
- Communicate any concerns to the Faculty Mentor.
- Maintain a supportive role in the contract relationship.

The student will provide the Field Mentor/Student Contract (available on the program website) to the prospective Field Mentor. The Field Mentor guidelines outlined in the D.Ed.Min handbook will be forwarded to the prospective mentor upon contract approval from the Office of Professional Doctoral Programs. The Field Mentor/Student Contract is an agreement between the student and Field Mentor to engage in regular meetings for the purposes of review, discussion, and guidance during the project implementation.

The prospective mentor will sign the contract and return it to the student along with a copy of his or her personal vita. The student then will sign his or her part of the contract and forward it to the Office of Professional Doctoral Programs along with the prospective mentor's vita.

The Associate Dean of Professional Doctoral Programs will validate the proposed Field Mentor's eligibility upon reception of the completed contract and vita. Copies of the contract will be sent to the Faculty Mentor, Field Mentor, and the student.

The approved Field Mentor then will receive from the Office of Professional Doctoral Programs a packet of information concerning the student-mentor relationship.

If a problem or question emerges, the mentor is responsible for contacting the Associate Dean of Professional Doctoral Programs for guidance. All materials must be received in the Office of Professional Doctoral Programs before the student and mentor may begin their working relationship.

While the student has the responsibility of facilitating and maintaining the contract relationship, the Field Mentor should take the initiative to ensure accountability for the student. A breach in the student's contract would require the Field Mentor to report the matter to the Faculty Mentor in the monthly report. The Field Mentor will receive a stipend upon submission of his or her report to the Office of Professional Doctoral Programs and the student's subsequent graduation.

H. Faculty Readers

When a student submits his or her Project Report before graduation, two faculty members will be enlisted to assist the Faculty Mentor in evaluating the entire Project in Ministry. Responsibilities include:

- In consultation with respective Faculty Mentors, read and evaluate Project Reports as approved by the ProDOC.

- Determine grades of the Project Reports in consultation with the respective Faculty Mentors.
- In conjunction with respective Faculty Mentors, plan and conduct a Exit Interview for qualified D.Ed.Min. candidates.
- Report evaluations of the Project Report and the Exit Interview to the ProDOC.
- Recommend necessary changes (form and content) to be made in the Project Report before a final copy is submitted for publication.

I. Student Responsibilities

The student has final and ultimate responsibility for performance throughout the doctoral program. The student will:

- Adhere to the applicable dates published in the *Graduate Catalog* and the guidelines outlined in this handbook for registration and submission of various program documents.
- Be responsible and accountable for content, form, style, and editing of all written materials submitted to NOBTS. All written materials must be the work of the student.
- Maintain regular contact with the Faculty Mentor during the project process.
- Be put on probation due to writing skills if deemed necessary by the professors of the Program Overview and Research Writing workshop.

J. Graduate Catalog

NOBTS publishes a *Graduate Catalog* for each academic year. The student enrolled in a doctoral program is encouraged to read carefully through the *Graduate Catalog* each year. In particular, the student will find helpful information regarding the academic calendar, current fees, financial aid, etc.

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

K. Websites

The Office of Professional Doctoral Programs maintains a website on an ongoing basis at <http://www.nobts.edu/cme>. The student enrolled in a doctoral program is encouraged to visit the site regularly in order to stay abreast of current program information, policy changes, course offerings, and other important data. In addition, the student will find helpful information regarding the academic calendar, current fees, financial aid, writing resources and more on the NOBTS website at <http://www.nobts.edu>.

III. POLICIES AND PROCEDURES

A. Application

1. Entrance Requirements

Educational Foundations

Applicants must have earned a Master's degree in a ministry-related area or its equivalent from an accredited school. Students must have transcript hours in biblical and theological studies, organizational leadership/administration, instructional theory and practice, and educational foundations. Ministry experience is required.

Applicants must have at least a 3.0 out of 4.0 GPA and 3 years of substantial ministry experience.

Vocational Competency

Applicants must have served in a vocational ministry position and demonstrated vocational competency acceptable by the ProDOC.

Church Relationship

Applicants must be employed or hold an official position in vocational Christian ministry during the time they are enrolled in the degree. Applicants or current students not in a continuous ministry position for one year must take inactive status until a position is secured. Furthermore, the employer must approve the applicant's participation in the doctoral program.

Scholarship

Applicants must have a minimum grade point average (hereafter GPA) of 2.0 out of a 3.0 or 3.0 out of a 4.0. Probational Admission may be granted to students with lower GPAs. Please contact prodocasst@nobts.edu for more information.

International Student Requirement

International students are required to take the Test of English as a Foreign Language (hereafter TOEFL). The ProDOC will reserve the right to require additional English proficiency courses taken concurrently with the D.Min. work.

TEST OF ENGLISH AS FOREIGN LANGUAGE (TOEFL) for International Students			
	Paper-Based Test	Computer-Based Test	Internet-Based Test
Composite Score	550	213	80
Writing Score	3.5	3.5	22

2. Application Process

Step #1: A prospective student should complete an Application Request on the Seminary website.

Step #2: Upon receiving a formal application packet, the applicant should submit:

- Official Graduate Transcripts
- Autobiographical Essay (1 copy)
- Church Endorsement
- Health Certificate and Proof of Immunization Form
- Personal, Church, and Academic references
- Background Check and Authorization Form
- Verification of English language requirements under certain circumstances as outlined in the previous section (foreign students only)
- a \$40 Application Fee
- An up-to-date photo (headshot, does not need to be a professional photo)

Step #3: Upon receiving notification of the completed application, a phone interview will be scheduled with the Program Director of D.Ed.Min or another administrator of the Professional Doctoral Program.

Step #4: Upon receiving notification of acceptance into the program, the applicant should complete any additional requirements.

3. Consideration Process

The application process is monitored by the Office of Professional Doctoral Programs. If the applicant meets all of the requirements upon completion of the application process, the application will be presented to the ProDOC for consideration at its next regularly

scheduled meeting. The ProDOC will grant an applicant Unconditional Admission, Probational Admission, or Denial of Admission.

If granted Unconditional or Probational Admission, the applicant will be notified by the Office of Professional Doctoral Programs and given his/her student ID. The student will also be notified of any directions regarding any conditions. If admission is denied, the Office of Professional Doctoral Programs will not state, either in writing or orally, the reason for declining the applicant. Regardless of the decision, the applicant will be informed of the ProDOC's decision in writing by the Associate Dean of Professional Doctoral Programs.

4. Ethical and Academic Concerns

The ProDOC reserves the right to decline admission or continue enrollment of students who fail to meet any established qualification or who for any reason conduct themselves in a manner deemed to be inconsistent with qualifications or conduct unbecoming to a Southern Baptist minister. Ethical and moral concerns will be referred by the ProDOC to the Dean of Students for appropriate action. Academic concerns will be addressed by ProDOC. Strict adherence to academic policy will be followed.

B. Admissions

In addition to the following guidelines, students interested in the D.Ed.Min. program should review the general catalog guidelines regarding international students, immunizations, and divorce or estrangement. Policies and guidelines can be found in the current edition of the graduate catalog. The ProDOC grants applicants Unconditional Admission, Probational Admission, or Denial of Admission.

1. Unconditional Admission

Admission is granted based upon meeting the requirements for application and approval by the ProDOC. Following acceptance into the program, students should download a copy of the *Doctor of Educational Ministry Handbook* from the website. This handbook will serve as a guide for the student regarding specific policies and procedures throughout the entire program. Some students may be required to remove deficiencies in their preparation for particular specializations by taking courses from the master's level curriculum for credit. In any case, students are encouraged to audit master's level classes in their field. If the applicant for doctoral studies does not begin resident study within a year from the date of approval, a new application must be processed.

2. Probational Admission

At the discretion of the ProDOC, applicants having a 1.75 - 1.99 GPA on a 3.0 scale (or 2.75 - 2.99 GPA on a 4.0 scale) may be considered for probationary enrollment upon demonstrating academic potential by scoring 150 on the verbal section of the

Graduate Record Exam (GRE). In addition a 4.0 is required on the writing exam. Any exceptions to these probational admission standards will be considered primarily upon demonstration of evidence that the applicant's low GPA was due to extenuating circumstances. Probationary candidates must make at least a "B" in each of their first seminar to remain in the program.

C. Enrollment Status

Students who have been accepted into the program and who have enrolled in the first trimester of seminar work automatically attain active status. Active status is maintained by registering for at least one workshop or seminar per year and by paying the appropriate fees.

All active students are **required** to enroll in a course or workshop **every trimester**. If a student is unable to take a seminar or workshop during the trimester, the student must register for a placeholder class. Placeholder classes consist of: PDRS8001 Continual Enrollment, PDRS8002 Program Delay, or PDRS8003 Inactive Status (see below for further details for placeholder classes).

If the student fails to register, they will be enrolled automatically in either Continual Enrollment or Program Delay with a late registration fee.

Failure to register for any trimester by the drop/add deadline without communication to the ProDoc office may result in termination.

1. Continual Enrollment

Students who are not registering for at least one workshop or seminar or who are not working on their Project in Ministry must register for Continual Enrollment. Students are allowed to register for Continual Enrollment status for no more than two consecutive trimesters before they either must register for a seminar or workshop, Program Delay Status or request Inactive status (see below) from the ProDOC. No fee is charged for Continual Enrollment status. Normally, all students will register for Continual Enrollment during the trimester after completing the Project in Ministry Design workshop while they are obtaining approval of their Final Project Proposal.

2. Program Delay

If a student plans not to register for at least one workshop or seminar per year and has registered for Continual Enrollment for the two previous, consecutive trimesters, he or she may register for Program Delay Status and pay the fee stated in the current catalog. If a student does not register for at least one workshop or seminar per calendar year, the fee stated in the current catalog will be charged to his or her account automatically. The student's program continues to be tracked during the Program Delay period. **Students must register and pay the associated fee each trimester for Program Delay during the period of time they are delaying their program.**

3. Inactive Status

Students who have extenuating circumstances which demand Program Delay for an indefinite period of time may appeal to the ProDOC for Inactive status. If the request is approved, the Program Delay fee will be waived for up to one year 3 consecutive trimesters). The student may reactivate his or her program any time within the one-year period. Inactive status must be taken consecutively and remains in effect for up to 3 trimesters. No fee is charged while on Inactive status. Trimesters on Inactive status do not count toward the student's five-year program limit. Students must register for Inactive Status every trimester during this time.

D. Registration

1. New Student Registration

New students will be emailed registration instructions and information from the Administrative Assistant for Program Coordination 2-3 weeks before registration. Students will submit full payment or set up a payment plan with the Business Office. Students registering after the deadline must pay a late fee as listed in the catalog. Registration will not be validated until all accounts are settled. Payment arrangements should be made with the business office

2. Registration After First Trimester

After the first trimester, all students will continue to register online. Payment of tuition and fees must be made to the business office by the student by the deadlines mentioned in the catalog. Students who register or pay tuition or fees late are subject to a substantial penalty as listed in the catalog. Problems with online registration should be addressed with the Administrative Assistant for Program Coordination at dminsec@nobts.edu.

3. Course Syllabi

In most cases, course syllabi will be posted on the Professional Doctoral Program website a month prior to the start of each trimester. Many assignments are often due before the workshop or seminar begins. Therefore, as soon as possible, the student should examine the syllabi and begin working on pre seminar assignments. Students are responsible for getting the assignments to the professors in the requested format on the due date listed in the syllabus.

4. Drop/Add Policy

Students may drop and/or add courses up to thirty (30) days after the registration deadline for the fee stated in the current Graduate Catalog. No courses may be added after that time.

Students may withdraw from courses thirty (30) after the registration deadline. Any changes made in registration status after thirty (30) days from the registration deadline will result in forfeiture of one hundred percent (100%) of tuition per course. All requests for changes in registration status must be made by completing and submitting the drop/add form, found on the CME website, to the Office of Professional Doctoral Programs and be received by the aforementioned deadlines. Students who are unable to attend seminars may request withdrawal (with a passing grade) or complete the work as a Directed Study with approval of the seminar faculty.

5. Schedule

	Winter Trimester	Spring Trimester	Fall Trimester
Registration Opens	October 1	February 1	June 1
Registration Deadline	October 22	February 22	June 22
Drop/Add Deadline	November 22	March 22	July 22
Tuition Due	October 22	February 22	June 22

6. Pictures and Automobile Registration

Students wishing to have their pictures and addresses in the Student Directory should check with the Office of Public Relations to be sure a photo and current address is on file. All new students attending the New Orleans campus must register their automobile(s) with campus police and get a student I. D. card from the Dean of Students Office during their first campus visit.

E. Transfer of Credit for Seminars Taken at Other Institutions

Credit for a doctoral seminar taken at another institution accredited by the Association of Theological Schools and/or a regional accrediting agency (such as the Southern Association of Colleges and Schools) may be considered for transfer to NOBTS in the following cases.

1. Concurrent Enrollment at Another Institution

A student enrolled in a doctoral program at NOBTS may take a doctoral seminar at another seminary or university to be applied toward the degree requirements at NOBTS.

Request for permission to take a doctoral course at another institution must be submitted in writing to the Associate Dean of Professional Doctoral Programs for consideration by the ProDOC. The Associate Dean of Professional Doctoral Programs

will notify the student in writing regarding the committee's decision. Request for permission may be submitted at any time during the program. Following the completion of the course work, the student must submit a copy of the grade report to the Associate Dean of Professional Doctoral Programs and request that a transcript from the institution be sent to the Registrar.

2. Prior Work

A student who has completed post-graduate courses at another accredited seminary, college, or university may request credit for courses completed at the former institution. Formal requests for consideration of transfer of credit should be made in writing to the Associate Dean of Professional Doctoral Programs. Transcripts will be evaluated on an individual basis by the Associate Dean in consultation with the Registrar and the ProDOC. The maximum number of transfer course credits must not exceed 12 hours (half of the seminars). Transcript credits may affect the flexibility of the remainder of a student's program. Any restrictions will be communicated to the student by the Associate Dean of ProDoc after the decision of the ProDoc Oversight Committee. The Associate Dean will notify the student in writing regarding the final decision.

F. Program Length and Time Requirements

1. Program Time Limits

Students may take no more than 8 hours per trimester (usually 1 workshop and 1 seminars). The period allowed for the completion of the D.Ed.Min. program is 6 years from initial registration.

2. Time Extensions

Time extensions and/or accelerations, as well as course load exceptions, may be granted for students with extenuating circumstances. Students should make requests for program extensions and other exceptions to the ProDOC through the Associate Dean of Professional Doctoral Programs. Approval for extensions and exceptions will be given by the Professional Doctoral Oversight Committee and the student will be notified in writing. Time extensions are granted only with an approved Final Project Proposal.

G. Program Cost

1. Tuition

Tuition costs are posted in the seminary graduate catalog.

2. Housing/Food

Housing and food during workshop and seminar meetings are available on the New Orleans campus and at near-by locations at minimal cost. Students may inquire about housing by calling the Providence Guest House at (504) 944-4455 or (888) 886-7276.

All seminars and workshops are available through NOLA2U, a synchronous meeting experience via Blue Jeans (virtual learning platform) which reduces individual travel costs.

3. Books/Materials

The cost of books and/or other materials for each workshop or seminar will vary. After acquiring the syllabus for each workshop and seminar, students may acquire resources through online or local bookstores.

H. Withdrawal From the Program

A student desiring to withdraw from the doctoral program first should seek counsel from the Director of the D.Ed.Min. Program. Withdrawal requests from the D.Ed.Min program should be submitted through the Withdrawal Request form on the CME website to the Office of Professional Doctoral Programs. The Director will present the request to the ProDoc Committee for approval.

I. Termination of Doctoral Program

In consultation with the Associate Dean of Professional Doctoral Programs, the Dean of Students, and the ProDOC, a student's program may be terminated before completion when circumstances dictate such action.

1. Reasons for Termination

- Failure to maintain proper GPA.
- Failure to register and/or pay fees.
- Students in Program Delay status who fail to register and pay the appropriate fees for two consecutive trimesters will be terminated automatically from the program.
- Failure to be actively engaged in doctoral work.
- Failure to stay within program time limits.
- Failure to maintain ethical standards of NOBTS.
- Separation or divorce.
- Plagiarism (see NOBTS Student Handbook)

2. Procedures for Termination

A recommendation for termination of a student's doctoral program may be initiated by the Dean of Students, the Associate Dean of Professional Doctoral Programs, any faculty member, or a member of the ProDOC. The ProDOC will make the final decision. The Administrative Assistant for Program Coordination will notify the student in writing.

J. Readmission to the Program

Upon termination of a student's program, readmission will be determined according to the following guidelines:

1. A student whose doctoral program has ended before completion and who desires to resume doctoral studies must submit a new application and complete the admission process. Any new admission requirements instituted since the original enrollment must be fulfilled. At least one year must elapse between termination and readmission. An application will not be accepted from an applicant whose professional doctoral program was terminated at the initiative of the institution and who was subsequently denied readmission to the program.
2. In an interview with the Associate Dean of the Professional Doctoral Programs, the applicant will be questioned concerning the circumstances of withdrawal or termination, the desire for readmission and continuation, the academic pursuits during the period of absence, and other pertinent information necessary in determining the acceptability for readmission of the student.
3. Depending on the length of time since withdrawal or termination and other factors considered in the interview, the Associate Dean may recommend one of the following:
 - Admission at the status achieved prior to withdrawal.
 - Admission with the recommendation that additional seminars, qualifying examination, and/or other degree requirements be complete.
 - Admission to the program without credit for previous work.
 - Recommendation against readmission.
4. The final decision concerning the recommendation will be determined by the ProDOC. The Associate Dean will inform the student of the decision in writing.

K. Change of Specialization

Students may change their specialization any time prior to the submission of the Preliminary Project Proposal. When a change is granted all program requirements must be met in view of the new specialization.(i.e. Completed course work may not fulfill the specialization requirements.)

Students desiring a change in specialization must first consult the Associate Dean of Professional Doctoral Programs or Program Directors. Prerequisites for admission into the new specialization must have been completed before a change can be considered. A written request for a change shall be submitted to the Associate Dean of Professional Doctoral Programs. The request should include the rationale for the proposed change. The Associate Dean of Professional Doctoral Programs will make the decision and inform the student of the decision in writing via email.

L. Minimum Enrollment

If enrollment in a seminar or workshop is below the minimum established by the ProDOC, students who have registered for the course will be notified by the Office of Professional Doctoral Programs regarding alternatives. Every effort will be made in such cases to accommodate each student's specialization, interests and program schedule. The current standards for course enrollment can be obtained from the Office of Professional Doctoral Programs.

IV. PROGRAM COMPONENTS

A. Curriculum Requirements (Total of 36 hours)

1. Workshops: (Total of 6 hours)

- Program Overview and Research Writing (2 hours)
- Mid-Career Assessment (2 hours)
- Project in Ministry Design (2 hours)

2. Seminars: (Total of 24 hours)

- 3 Christian Education Guided Elective* seminars (9 hours)
- 2 Christian Education Elective Seminars (6 hours)
- 3 General Elective Seminars (may be used for a specialization) (9 hours)

*Chosen from CEEF8300, CEEF8301, CEAM8303, CEAM8305, CEDI8305/PMEV8305, CEDI8301/ THCH8301

4. Project in Ministry: (Total of 6 hours)

Project implementation, Project Report, and Exit Interview

B. Program Specializations

DEdMin students are allowed but not required to select a specialization. If a specialization is chosen, the 3 elective seminars would be chosen from the specialization list on the CME website.

- 1. On-going Specializations:** Selected divisional and inter-divisional emphases are offered on a regular basis. A list of current offerings may be obtained from the Office of Professional Doctoral Programs or viewed on the CME web site.
- 2. Customized Specializations:** Students may request a user-driven specialization not listed among the regular offerings. The request must be approved by the program director and then presented to the division(s) relevant to the designated area of interest. Every effort will be made to offer seminars germane to the request.
- 3. Generalist:** Students preferring a more flexible program may choose not to designate a specialization. In such cases, the student's specialization seminars may be taken from any division.

C. Curriculum Description

Each workshop and seminar will have advanced assignments which are communicated to the student in the syllabus. Syllabi are posted on the website 1 month prior to the start of the trimester. Assignments are practical and ministry-oriented, reflecting the practice of ministry in the respective field. Seminars are designed to be practical, ministry-oriented, and interactive. All research writing during the student's program, including the Project Report, must be prepared according to the NOBTS style guide and the latest edition of the handbook, *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian, and *A Manual of Style* (University of Chicago Press). Exceptions may be made for selected assignments in a particular seminar as directed by the professor(s).

1. Workshops

The three workshops are designed to provide students with selected ministry assessment opportunities and personalized guidance in their D.Ed.Min. programs. Workshops are led by elected or adjunct faculty members and involve students in independent study, group discussions, presentations, and one-on-one dialogue. All workshops are encouraged to be taken at the New Orleans Campus, however NOLA2U/bluejeans is available for those that can not attend in person. All workshops must be completed in the order listed below. The three workshops include:

- ***Program Overview and Research Writing workshop*** is designed to provide students with an overview of the Professional Doctoral program and an introduction to research writing. This workshop must be taken during the student's first trimester in the program. If for any reason a new student does not take Program Overview and Research Writing in the first

trimester, they will not be allowed to take any seminar until they have successfully completed Program Overview and Research Writing Workshop. If after two consecutive trimesters a new student has not completed Program Overview and Research Writing Workshop, the student will be automatically withdrawn from the Doctoral of Ministry Program.

- ***Mid-Career Assessment workshop*** provides an assessment of the minister's leadership style, personality, interpersonal relationship skills, spiritual vitality, family relationships, and character utilizing psychometric tools and classroom activities for the purpose of affirming strengths and improving weaknesses. **A student must have successfully completed at least 3 and no more than five seminars before taking this workshop.**
- ***Project in Ministry Design workshop*** offers the student guidance in designing a defensible final proposal for a worthy D.Ed.Min. project. This workshop is offered at least once each trimester and is concerned principally with conceptualizing and designing the project, discovering resources, and determining methods and evaluative procedures. Because of the significant work involved in writing a project proposal, **students are not permitted to take more than one on-campus seminar in addition to this workshop in the same trimester. All students are encouraged to take this workshop at the New Orleans campus and should plan to remain on campus for all workshop sessions** in order to fulfill requirements, utilize the library, and receive personal guidance from professors. The project experience aims to enhance both the student's personal ministry skills as well as those germane to his or her specific ministry context. Consequently, the student must have been in his or her current ministry position **at least one year prior** to taking the Project in Ministry Design Workshop, and the student must remain in that position throughout the duration of the project. The student must obtain approval from the Administrative Assistant for Program Coordination before registering for this workshop.

2. Seminars

Seminars are designed to lead students to develop new skills, critically think about contemporary ministry issues and apply various theological disciplines. Most seminars are taken concurrent with the workshops and may be completed in any order. All seminars must be completed prior to or concurrent with the completion of the Project in Ministry Design workshop. In addition to regularly scheduled seminars, a variety of seminar types may inform the student's program:

- **Regularly Schedule Seminars.** Many seminars are scheduled in a two year rotation. High enrollment seminars are scheduled annually and other seminars every two years.
- **Directed Studies** Students unable to attend a regular seminar at the scheduled time and date, may request a directed study paralleling on-campus seminars. In addition to the syllabus requirements for on-campus seminars will have an additional component for students taking the seminar as a Directed Study. No more than half of a student's seminars can be taken as Special Events or Directed Studies.
- **Specialized Directed Studies** allow students to petition a professor to design a Directed Study which addresses some specific area related to their specialization or project in ministry. In addition to assigned readings and research, these Directed Studies may require participation in and reflection on a conference, training event, or ministry experience (e.g., mission trip, CPE, etc.). E-mail, phone conversations and video calls are utilized to enrich the experience. When several students are studying the same subject, interaction and integration will be encouraged. All Specialized Directed Studies must be approved by the cooperating professor and the Associate Dean of Professional Doctoral Programs prior to registration for the trimester in which the seminar is to be completed. The form used for requesting and obtaining approval for a Specialized Directed Study is available on the CME website. The student is responsible for initiating this process and checking to be sure that an approval form is on file in the Office of Professional Doctoral Programs by the time registration begins. No more than half of a student's seminars can be taken as Special Events or Directed Studies.
- Periodic *Special Event seminars* may be offered in conjunction with selected campus and off-campus events. Special Event seminars will involve substantial contact hours with a professor at the site of the Special Event. No more than half of a student's seminars can be taken as Special Events or Directed Studies. A list of Special Event seminars offered for each upcoming trimester can be obtained from the Office of Professional Doctoral Programs or the CME web site.

3. Project in Ministry

Project in Ministry is designated for students who have completed the Project in Ministry Design Workshop and have an approved Final Project Proposal (FPP). Project in Ministry is made up of 3 components: Project in Ministry 1, 2 and 3 (PM 1, 2, 3). The student will be registered for PM 1 only after receiving approval of the Final Project Proposal (FPP) from the Faculty Mentor and the Professional Doctoral Committee. Once a FPP has been approved, the student

may begin implementing the Project. When implementation is completed, the Project Report can then be written. **The student has 1 year to complete the Project in Ministry and Project Report from the time of registering for Project in Ministry 1.** All tuition and fees for Project in Ministry (6 hours) must be paid at the time of registration for Project in Ministry

Registration for Project in Ministry

- If a student has completed 2 consecutive trimesters of Continual Enrollment and does not have an approved FPP, the only option for registration is Program Delay, until the FPP has been approved. The student must register for Program Delay.
- Once a FPP has been approved, the student will be allowed to register for Project in Ministry 1. After successful completion of Project in Ministry 1, the student must register for Project in Ministry 2, unless a Report has been submitted for graduation. After successful completion of Project in Ministry 2, the student must register for Project in Ministry 3 through Self-Serve, unless a Report has been submitted for graduation.
- If the student fails to submit the Final Report for graduation after completing PM 1-3, the student must register for Program Delay until the Final Report is submitted.

D. Delivery System

The DEdMin program involves three trimesters per year. The Winter Trimester runs from December 1st- March 31st. The Spring Trimester runs from April 1st- July 31st. The Fall Trimester runs from August 1st-November 30th.

Workshops are offered at the New Orleans Campus and via NOLA2U (bluejeans). NOLA2U is a virtual option where the student can interact with the professor and fellow classmates. NOLA2U requires internet access and a computer with video and microphone capability. Students may register for courses entitled NOLA2U.

Seminars may also be offered at other NOBTS Extension centers. Periodically Special Event Seminars are offered in conjunction with selected campus and off-campus events. The delivery format for each seminar is noted on the Course Schedule.

E. Grading System

Evaluations for workshops are granted on a “Pass/Fail” basis. Letter grades are given for seminars. No seminar grade below “B” (3.0) will count toward degree requirements. Students making a grade of “C” or below must consult with program coordinators. Two grades of “C” or

below will result in the student's dismissal from the doctoral program. The grading scale for seminars is:

A = 93-100

B = 85-92

C=77-84

D=70-76

F=75 or below

Grades are posted on Self-Serve. Grades will be posted no later than two months after the end of the trimester. NOBTS may withhold a grade report or a transcript of any present or former student if financial obligations are outstanding. Problems in receiving grades should initially be reported to the professor.

F. Workshop and Seminar Paper Standards

- The specific nature of the workshop or seminar paper is designed by the professor, taking into consideration the purpose and design of the courses. Thus, seminar papers may vary in content and approach from one course to another.
- Papers should be written in formal English.
- Unless otherwise noted, papers should adhere to the official NOBTS style guide and Turabian latest edition. Individual professors may allow for some variations (such as single-spacing for copy cost reduction) according to the needs of the course.
- Alternate form and style may be required by the professor in the case of non-formal research presentations and projects in special technical disciplines.
- In preparing papers, students should use primary sources wherever those sources are available. Papers should reflect careful and complete research in the field.
- Copies of papers normally should be prepared for the professor and other members of the seminar. Submission of papers generally is required, via Blackboard in advance of the session in which the paper is to be presented in order to allow ample time for reading and critique of the research. Thus, the student's presentation will not be a reading of the paper to the seminar; rather the student will be a leader of the dialogue. Professors are free to set due dates for paper submissions and specific guidelines concerning presentations. Failure to comply with the stipulations set forth by the seminar professor may result in the delay of the presentation and/or grade penalty.
- Book reviews should contain the following elements (unless otherwise authorized by the professor):
 - bibliographic entry
 - information concerning the author
 - the author's thesis and purpose
 - analysis of the contents
 - critique of the book as a whole including the author's style and the presentation and reasoning of the thesis.

Book reports, on the other hand, generally include the first three components listed above followed by:

- a synopsis of each chapter or part
- a summation of contributions to ministry

G. Graduation

1. Application

When the student's initial submission of the Project Report (see guidelines in Section V, "Project in Ministry") is received in the Office of Professional Doctoral Programs, the student will be sent an email about the application for graduation that must be filled out and submitted to the Professional Doctoral Program Office. The student will also be notified of binding, copyright, diploma, and any other graduation related fees.

2. Cap and Gown Order

The doctoral cap and gown should be ordered early in the student's anticipated final trimester as a writing candidate. These may be ordered through the registrar's page: <https://www.nobts.edu/registrar/Graduation.html>.

Students desiring an alternative supplier should contact the Registrar's Office for the proper colors for gown trim, hood, and tassel.

3. Practice

Attendance is required at graduation practice, and students should bring their hoods to the Registrar's Office prior to practice.

4. Ceremony

Participation in graduation exercises is determined by the graduate. If the graduate decides not to attend the ceremony, a shipment fee will be assessed for the diploma.

