



Doctor of Educational Ministry Handbook

Developing Excellence in Your Ministry

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Abbreviation Key

ATS	=	Association of Theological Schools
CIV	=	Compressed Interactive Video
D.Ed.Min.	=	Doctor of Educational Ministry
GPA	=	Grade Point Average
GRE	=	Graduate Record Exam
I. D. Card	=	Identification Card
M.Div.	=	Master of Divinity
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 and theological reflection on educational ministry for qualified students. The degree is built on the prerequisite of the MRE or MACE degree or equivalent theological preparation, high intellectual achievement and professional capability, and three years of substantial professional experience in ministry between the completion of the master's degree program and application for the D.Ed.Min. degree program.

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 normally requires four to six 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 this professional doctorate include the following:

- 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 D.Min. 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 Affairs Committee

The Academic Affairs 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 ProDOC.
- Certify applications and reports of doctoral progress.
- Present matters for consideration to the Academic Affairs Committee.
- Represent the doctoral program to the Academic Affairs Committee.
- Notify the Academic Affairs 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., and a representative from each of the academic divisions appointed by the Committee on Committees. It is a regular standing faculty committee and will meet at least monthly during the Fall and Spring semesters and during the Summer if necessary. It reports to the Academic Affairs 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 the Final Project Proposal.
- Assign a Faculty Reviewer to read and evaluate the Final Project Proposal for recommendation.
- Assign Faculty Readers to read and evaluate the Project Report.
- Assist students to 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 six divisions: Biblical Studies (BS), Church and Community Ministries (CC), Christian Education Ministries (CE), Church Music Ministries (CM), Pastoral Ministries (PM), and 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.
- Develop and support relevant specialization tracks.
- Schedule seminars in conjunction with the Office of Professional Doctoral Programs.

F. Faculty Mentor

Prior to the student registering for the Project in Ministry Design workshop, he or she will enlist a faculty member who will serve as a mentor, guiding the student through the project stage of the program. Students will not be allowed to register for the Project in Ministry Design Workshop if they have not enlisted a Faculty Mentor. The Faculty Mentor will:

- Provide the student with guidance, direction, and evaluation through the completion of the Project Phase.
- 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.
- 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.
- 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.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.

In consultation with the Faculty Mentor, the student will select and enlist a qualified Field Mentor upon the completion of the Project in Ministry Design workshop. The student will provide the Field Mentor/Student Contract (available on the program web site) to the prospective Field Mentor. The Field Mentor guidelines outlined in the D.Ed.Min handbook will be forwarded to the prospective mentor 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 insure 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 three 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 assigned 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 one hour 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 its binding for placement in NOBTS's library.

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.
- Take a writing equivalency course 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, 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 Religious Education (MRE, MARE, or MACE) or its equivalent from an ATS-accredited school.

- **Vocational Competency**

Applicants must have served in a vocational ministry position for at least three years after graduation with the Master of Religious Education degree and demonstrated vocational competency acceptable by the ProDOC.

D.Min. and D.Ed.Min. applicants who do not meet the requirement of three years of substantial ministerial experience after their first graduate theological degree may be considered for admission based on age and the number of years of service in ministry. The following chart will serve as a guide for potential exceptions for those applicants age thirty-two (32) and above:

Age	Years of Min. Exp.	Years post-theol. degree exp. required
32-39	5	2
32-39	10	1
32-39	15	0
40-44	5	1
40-44	10	0
45-49	3	1
45-49	5	0
50+	3	0

The above exceptions do not supersede the importance of the quality of the student’s previous academic performance and ministerial background as being of utmost concern in evaluating the student’s potential admission under this exception provision. In no case will a student be allowed to enter the program without three years of substantial ministry experience.

Potential students must be aware that the total program enrollment can be admitted under the exception provision. Final judgment in regard to exceptions will be made by the ProDoc Committee which will consider a number of factors as to what

constitutes an applicant to be qualified for the level of competence and reflection appropriate for advanced, professional doctoral studies.

- **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 a 3.0 out of a 4.0. Probational Admission may be granted to students with lower GPAs contingent upon satisfactory completion of the Graduate Record Exam (hereafter GRE). (See III., B. Probational Admission).

- **International Student Requirement**

International students are required to take the Test of English as a Foreign Language (hereafter TOEFL). The minimum score for admission into the D.Ed.Min. Program is 550. The ProDOC will reserve the right to require additional English proficiency courses taken concurrently with the D.EdMin. work

2. Application Process

Step #1: A prospective student should complete an Inquiry Form on the Seminary web site or on SelfServe reflecting:

- an MRE, MARE, or MACE from an ATS accredited school, or its equivalent
- a 3.0 out of 4.0 GPA (2.0 out of 3.0)
- 3 years of substantial post-Master's ministry experience
- an official transcript verifying the above requirements

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

- an autobiographical essay (2 copies)
- a statement of church support (Church Endorsement)
- a health certificate and immunization form
- personal, professional, and academic references
- verification of Internet/e-mail capability is required

- verification of English language requirements under certain circumstances as outlined in the previous section (foreign students only)
- a \$55 Application Fee

Step #3: Upon receiving notification of the completed application, an interview will be scheduled with the Director of D.Ed.Min.

Step #4: Upon receiving notification of acceptance into the program, the applicant should complete additional requirements specifically related to his or her specialization (if any).

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 Unconditional or Probational Admission, the applicant will be notified by the Office of Professional Doctoral Programs and given his/her student ID. 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 becoming 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 the 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. Those 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 three seminars to remain in the program.

3. Denial of Admission

An applicant who is denied admission to the D.Ed.Min. degree program must wait at least one year to reapply and must meet all requirements which have been implemented in the intervening time period.

D. Registration

1. New Student Registration

New students will be emailed registration forms for their first trimester. The student will return the forms along with the appropriate payment to the Office of Professional Doctoral Programs. Students registering after the deadline must pay a substantial late fee as listed in the catalog. Registration will not be validated until all accounts are settled. Checks are to be made out to New Orleans Baptist Theological Seminary.

2. Registration After First Trimester

After the first trimester, all students will 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 to the registrar's office.

3. 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. New pictures for male students require a coat and tie. All new students attending the New Orleans campus must register their automobile(s) with campus security and get a student I. D. card from the recreation center during their first campus visit.

4. Course Syllabi

In most cases, course syllabi will be posted on the web site by the beginning of each trimester. Many assignments are often due before the 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 a hard copy form on the due date listed in the syllabus.

5. 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) to sixty (60) days after the registration deadline with a forfeiture of fifty percent (50%) of tuition per course. Any changes made in registration status after sixty (60) 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.

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.

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 some component of their program or must request a Program Delay or 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 fails to apply for such status and 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 each trimester for Program Delay during the period of time they are delaying their program.**

3. Inactive

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. The ProDOC will review the student's status on an annual basis. As long as the ProDOC determines the Inactive status is justified, the student may reactivate his or her program as circumstances permit. No fee is charged during the Inactive period. 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.**

4. Non-degree

Students who hold a Master's Degree from a theological institution accredited by the Association of Theological Schools in the United States and Canada, but who do not wish to apply for admission to a doctoral program, may apply to take one seminar as a Non-degree student. Non-degree students may be admitted to one D.Ed.Min. seminar provided they have met the following requirements: (1) a GPA of at least 2.0 (on a 3.0 scale) on all previous seminary work and (2) the completion of all prerequisites for the seminar. Non-degree students may not take workshops or Directed Study seminars. NOBTS is under no obligation to accept the credit earned by a Non-degree student as credit toward any doctoral program should the student decide to apply for doctoral work at a later time. Masters hours earned for equivalency by taking D.Ed.Min. seminars can never be used to meet doctoral requirements. Students should request Non-degree enrollment in writing through the Office of Professional Doctoral Programs.

5. Schedule

	Winter Trimester	Spring Trimester	Fall Trimester
Registration Opens	October 1	February 1	June 1
Registration Deadline	October 15	February 15	June 15
Drop/Add Deadline	November 15	March 15	July 15

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 one half of the total hours required for the degree. 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 2 seminars). The period allowed for the completion of the D.Ed.Min. program is 7 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 request 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 ProDOC and the student will be notified in writing.

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. Housing information at extension center sites may be obtained through the Office of Professional Doctoral Programs. Students are encouraged to cooperate with one another in sharing housing costs in order to minimize expenses during the program.

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 their local bookstores or through the Lifeway Christian Store on the NOBTS campus by calling (504)282-2626 or 800-570-0250.

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. Requests for withdrawal from the D.Ed.Min program should be submitted in writing to the Office of Professional Doctoral Programs. The Director will notify the ProDOC.

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 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 Associate Dean of Professional Doctoral Programs 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.

Students desiring a change in specialization must first consult the Associate Dean of Professional Doctoral Programs. 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.

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 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 44 hours)

1. **Workshops:** (Total of 6 hours) (Must be taken on New Orleans campus)
 - Program Overview and Research Writing (2 hours)
 - Mid-Career Assessment (2 hours)
 - Project in Ministry Design (2 hours)

2. **Seminars:** (Total of 30 hours)
 - 4 Divisional seminars (12 hours)¹
 - 6 Christian Education seminars (18 hours)²
 - 4 Specialization Seminars (12 hours)
 - 2 Christian Education Elective seminars (6hours)

3. **Professional Development:** (Total of 2 hours)
Choose one of the following:
 - Conference Attendance or Report (2hours)
 - Reading List (2 hours)
 - Mission Trip (2 hours)

4. **Project in Ministry:** (Total of 6 hours)
 - Project implementation, Project Report, and Exit Interview

B. Program Specializations

At the beginning of the program, each student will select a specialization area.

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 Seminary web site.

2. **User-driven Specializations:** Students may request a user-driven specialization not listed among the regular offerings. The request must be approved by the ProDOC and then presented to the division(s) relevant to the designated area of interest. Every effort

¹The four divisional seminars must be chosen from four different divisions among the six academic divisions mentioned in Section II, "Administration."

²These seminars must be germane to the student's designated area of specialization. In the case where seminars are sponsored by more than one division, the student may designate which division he or she intends to apply the seminar. Only one of the student's divisional seminars may be taken from the division(s) sponsoring the student's specialization.

will be made to offer seminars germane to the request.

- 3. Non-specialization:** 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 advance assignments which are communicated to the student in the syllabus, which is posted on the web site. Assignments are practical and ministry-oriented, reflecting the practice of ministry in the respective field. The meetings 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 6th edition of the D.Ed.Min. Handbook approved by the faculty, *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 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 D.Min. 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 two 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 must 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.

2. Seminars

Seminars are designed to lead students to wrestle with contemporary ministry issues in dialogue with the 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. A variety of seminar types may inform the student's program:

- At least five of the student's ten seminars must be taken as *On-campus seminars* at one of the campus locations (or extension centers), two of which must relate to the student's area of specialization. Students are allowed to take two of the four specialization seminars as a *Special Event, Directed Study* or *Specialized Directed Study seminar*.
- No more than five of the student's ten seminars may be taken as *Directed Study seminars*, independent of campus meetings under the direction of an elected faculty member. Requirements for Directed Study seminars are commensurate with those in On-campus seminars (including assignments which compensate proportionately for class time). Registration and assignment deadlines also correspond with those of On-campus seminars in the same trimester. At the discretion of the ProDOC, selected seminars taken through other institutions may be counted toward a student's Directed Study seminar requirement. Two kinds of Directed Study seminars are available. **Directed Studies paralleling On-campus seminars** enable students to take a seminar meeting on campus as a Directed Study. Each syllabus for On-campus seminars will have an additional component for students taking the seminar as a Directed Study. If possible, the Directed Study students will be integrated into the on-campus seminar by means of e-mail, Internet discussion groups, and other avenues. **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, fax, and phone conversations 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 D.Ed.Min. web site. 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.

- 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 D.Ed.Min. web site. These offerings also will be listed on the registration form for each trimester.

3. Professional Development

The Professional Development component is a self-development process in which the student seeks to develop particular ministry skill areas in one of three possible methods. The student in conjunction with the Professional Doctoral Office develops the work. When a student registers for this work on the registration form, he or she should e-mail the professor coordinating the professional development for the trimester. The professor will guide the student to select one of the following models and will provide a syllabus establishing specific requirements. All required work for a professional development course must be submitted by the end of the trimester.

1. *Reading List* is designed to permit the student to encounter and reflect upon significant works related to a particular ministry skill area.
2. *Conference Attendance and Report* is designed to allow the student to attend a particular conference in order to improve an identified ministry skill area.
3. *Mission Trip*: is designed to allow the student to attend an organized mission trip. The trip may be sponsored by a church, denominational entity, or a para church organization. Preparatory reading and post trip reports will be assigned.

4. 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. 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 PM 1. All tuition and fees for Project in Ministry (6 hours) must be paid at the time of registration for PM 1.

- 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 through Self-Serve.
 - ▶ Once a FPP has been approved, the ProDoc office will automatically register the student for PM 1. After successful completion of PM 1, the student must register for PM 2 through Self-Serve, unless a Report has been submitted for graduation. After successful completion of PM 2, the student must register for PM 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 D.Ed.Min. program is conducted according to three trimesters per year. The Winter Trimester runs from November-February, with most seminars and workshops meeting the second and third weeks of January. The Spring Trimester runs from March-June, with most seminars and workshops meeting the two weeks immediately after Spring graduation in May. The Fall Trimester runs from July-October, with most workshops and seminars meeting the two weeks in September immediately after the week of Labor Day.

Workshops are offered at the New Orleans Campus and seminars are offered at the Atlanta (GA), Birmingham (AL), Nashville (TN), Spartanburg (SC), Orlando (FL), Pensacola (FL), Jacksonville (FL), Tallahassee (FL), Olive Branch (MS), Shreveport (LA), Monroe (LA), Alexandria (LA), Little Rock (AR), Oklahoma City (OK), and Beaumont (TX) campuses.

Many seminars held on the New Orleans campus are broadcast via Compressed Interactive Video (CIV) to the various extension center sites.

Workshops and seminars meet in a variety of formats. Periodically Special Event Seminars are offered in conjunction with selected campus and off-campus events. The delivery format for each course is noted on the registration form for each trimester or can be found on the CME website.

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 the ProDOC. 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	C=77-84	F=75 or below
B = 85-92	D=70-76	

Grades are posted on Self-Serve. Fall trimester course grades are posted by February 28, Winter trimester course grades are posted by June 30 and Spring trimester course grades are posted by October 31. 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 style.
- Unless otherwise noted, papers should adhere to the official style guides and specific form and style requirements previously presented. 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 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.
- Students frequently will be required to send copies of papers to fellow students in advance of course meetings. Normally, mailing addresses of each student enrolled in a course will be provided for every student for such purposes. E-mail may be used, but the sender is responsible for making sure his or her paper is sent and received in a format conducive for proper critique of both content and style.
- 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 Lifeway Christian

Store or another suitable supplier. 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 required of all students unless permission is granted to graduate in absentia. Requests for permission to graduate in absentia should be made in writing to the Registrar. Permission is granted only in the cases of extenuating circumstances or emergencies