



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

Doctor of Educational Ministry Handbook

Developing Excellence in Your Ministry

Revised October 2024

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Abbreviation Key

ATS	Association of Theological Schools
CIV	Compressed Interactive Video
DEdMin	Doctor of Educational Ministry
DMin	Doctor of Ministry
LIVE	Synchronous delivery method-online to join live classroom
MACE	Master of Arts in Christian Education
MDiv	Master of Divinity
NOBTS	New Orleans Baptist Theological Seminary
ProDOC	Professional Doctoral Oversight Committee
TOEFL	Test of English as a Foreign Language

1. GENERAL INFORMATION

A. Purpose of the Degree

The Doctor of Educational Ministry (DEdMin) degree is a professional degree accredited by the Association of Theological Schools (ATS) and designed to provide qualified students the opportunity to achieve a high level of excellence in the practice of ministry. The degree is built on respective prerequisite master's degrees and high intellectual achievement and professional capability. The DEdMin degree requires a theological ministerial or professional master's degree from an accredited institution.

The DEdMin program normally requires three to five years of study beyond the master's degree with a limit of six years. Components of the DEdMin program include a combination of workshops and seminars, and a ministry project designed to meet a specific need in the student's ministry context. A formal written Project Report is required. For complete and current information on the professional doctoral degrees, please see the Professional Doctoral Program (ProDoc) website <http://www.nobts.edu/cme>.

The outcomes of the DEdMin program are as follows:

- 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 continues growth in spiritual maturity.

B. Accreditation

The New Orleans Baptist Theological Seminary (NOBTS) is accredited by the Association of Theological Schools (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 (ProDOC) of NOBTS.

C. Handbook for the DEdMin Degree Program

The DEdMin 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 DEdMin 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 ProDoc website. (<http://www.nobts.edu/cme>)

2. 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 ProDoc Programs in administering the program as needed. Duties include the following:

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

C. Associate Dean of the ProDoc Programs

The Associate Dean of the ProDoc is the chief administrator of the DEdMin 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:

- The Associate Dean oversees the admission process for Professional Doctoral Degrees in conjunction with the Admissions Office.
- The Associate Dean chairs the Committee for the Professional Doctoral Degrees.
- The Associate Dean notifies Administrative Committees and the Graduate Dean's Council of requests for curricular and program changes.
- The Associate Dean administers to the DEdMin and DMin Program Handbooks and the Project in Ministry Handbook.
- The Associate Dean facilitates assessment processes for Professional Doctoral Programs.
- The Associate Dean manages interpersonal and academic issues between doctoral students and faculty.
- The Associate Dean assigns readers to read and Evaluate Final Project Reports.

The Associate Dean is assisted by the Director of the EdMin Program, the Director of the DMin Program, and the Director of the Korean specialization (KDMin).

D. Professional Doctoral Oversight Committee

The Professional Doctoral Oversight Committee (ProDOC) is composed of the Associate Dean (chairperson), the Director of DEdMin Program, the Director of DMin Program, the Director of KDMin, and a representative from each of the academic divisions appointed by the Committee on Committees and ex officio members from the Academic Leadership/Curriculum Committee. It is a regular standing faculty committee and meets every month, except for the month of June. 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 Project Mentor and readers.
- Adjudicate recommendations concerning time extensions, Program Delay status, Inactive status, transfer of credits, terminations, etc.
- Approve or reject the Final Project Proposal.
- Assist students to determine a plan for completion of the doctoral program when their Project Reports are not approved.
- Acknowledge withdrawals from the program.
- Acknowledge terminations from the program.
- Recommend significant policy changes in the Professional Doctoral Programs to the Academic Leadership/Curriculum Committee.
- Implement and interpret existing policies regarding the Professional Doctoral Programs.
- Make programmatic and operational decisions relating to the Professional Doctoral degree Programs.

E. Academic Divisions

The faculty of the New Orleans Baptist Theological Seminary is subdivided by specialty into four divisions: Biblical Studies (BS), Church Ministries (CM), Counseling (CC) and Theological and Historical Studies (T/H). The academic division is composed of an Associate Dean 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. Project Mentor

Prior to the student registering for the Project in Ministry Design workshop, he or she will enlist a Project Mentor from the list of approved Mentors on the ProDoc website. The Project Mentor will guide 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 Project Mentor.**

The Project Mentor will:

- Provide the student with guidance, direction, and evaluation from the submission of a Preliminary Project Proposal to the Exit Interview.
- Evaluate and approve or reject the project idea.
- Approve or reject the Final Project Proposal.
- Submit the Final Project Proposal to the ProDOC for final approval. (Final Project Proposal is due to the ProDoc Committee no less than seven (7) calendar days before the ProDOC meeting. Evaluation of Final Project Proposal is submitted by a digital form.)
- 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.
- Evaluate and approve or reject the Final Project Report in conjunction with assigned Project Readers.
- Administer the Exit Interview in conjunction with assigned Project 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 Project 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 DEdMin 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 Project Mentor on forms provided by the Office of Professional Doctoral Programs.
- Communicate any concerns to the Project Mentor.
- Maintain a supportive role in the contract relationship.
- The Field Mentor is invited to attend the student's Exit Interview, as an ex officio member, if possible

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 DEdMin handbook will be forwarded to the prospective mentor upon contract approval from the ProDoc office. 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, along with a copy of his or her vita, to the student. The student will sign his or her part of the contract and forward it, along with the prospective mentor's vita, to the ProDoc office.

The Associate Dean of ProDoc Programs will validate the proposed Field Mentor's eligibility upon receipt of the completed contract and vita. Copies of the contract will be sent to the Project Mentor, Field Mentor, and the student. The approved Field Mentor will receive a packet of information concerning the student mentor relationship for the ProDoc Office.

If a problem or question emerges, the mentor is responsible for contacting the Associate Dean of ProDoc Programs for guidance. All materials must be received in the ProDoc 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 Project Mentor in the monthly report.

The Field Mentor will receive a stipend upon submission of his or her report to the ProDoc Office and the student's subsequent graduation.

H. Project Readers

When a student submits his or her Project Report, two Project Readers will be enlisted to assist the Project Mentor in evaluating the entire Project in Ministry.

Responsibilities include:

- In consultation with respective Project Mentors, read and evaluate Project Reports as assigned by the ProDOC.
- Determine grades of the Project Reports in consultation with the respective Project Mentors.
- In conjunction with respective Project Mentors, plan and conduct an Exit Interview for qualified DEdMin 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 Project Mentor during the project process.

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. Website

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>

3. POLICIES AND PROCEDURES

A. Application

1. Entrance Requirements

Educational Foundations

DEdMin Prerequisites and Admission Standards

Admission to the DEdMin degree requires a ministry-related or professional master's degree from an accredited institution. Supplemental transcripts should include hours in biblical and theological studies, organizational leadership and administration, instructional theory and practice, and/or educational foundations.

- Applicants may be required to complete additional studies for admission or take proficiency seminars as apart of the degree program.
- Applicants will be evaluated according to specific submitted documents (GPA, Writing Assessment, Entrance Interview, Ministry Experience, and Spiritual Maturity).
- Students will follow the outlined application steps for the Professional Doctoral Program.

Post-Doctoral Certificate (PDC) Prerequisites and Admission Standards

The purpose of the PDC is to offer professional development for professional and research doctoral graduates. Each certificate consists of 11 credit hours utilizing existing professional doctoral seminars:

- While the MDiv is the standard qualifying degree, applicants without an accredited MDiv degree may be admitted provided they demonstrate specific ministerial proficiencies:
 - Program Overview & Research Writing Workshop (2 hours)
 - Three seminars in a customized specialization (9 hours)
 - *NOBTS ProDoc graduates will be given advanced credit for the 2-hour workshop

Vocational Competency

Substantial Ministry Experience – Normally, full-time vocational ministry experience of at least three years is the minimum requirement. Exceptions can be made considering a combination of age, part-time and/or co-vocational ministry, and combined length and scope of service.

Applicants must currently hold a position, and demonstrate 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 who do not have a current ministry position may apply to the ProDoc Program. Once accepted, the student has 1 year to find a ministry position before going inactive. 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.

International Student Requirement

International students will follow admission requirements found in the NOBTS catalog <https://catalog.nobts.edu/generalinfo/admission/undergrad> under the heading "Prospective International Students and the Admissions Process." *Applicants who have completed an appropriate master's degree at NOBTS or an accredited U.S. institution can request exemption from the TOEFL test requirement.

2. Admissions Steps

Admission is granted based upon successful completion of the following steps and submission of related materials:

Step #1: Complete an application on the Institutional website.

Step #2: Submit the following supplemental items:

- Criminal Background Check
- Church Affirmation Statement
- Personal, Church Leader, and Academic references
- Immunization Record and TB Form
- Professional Resume
- Graduate Biblical Studies/Theology Paper
- Personal Inventory
- Autobiography Essay
- All Undergraduate and Graduate Official Transcripts
- Application Fee
- Advanced Credit Request for Military or Clinical Pastoral Chaplains
- For those planning to use VA benefits, please notify the Financial Aid Office
- International students will have addition admission requirements
 - Applicants who have completed and appropriate master's degree at NOBTS or an accredited U.S. institution can request exemption from the TOEFL test requirement.

Step #3: Once an application is completed, a professional program administrator will conduct a phone or video interview with the applicant. The ProDOC will review applications. The Admissions office and the ProDoc office will communicate admission decisions.

3. Consideration Process

The application process is monitored by the ProDoc Office. 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, Conditional Admission, or Denial of Admission.

If granted Unconditional or Conditional Admission, the applicant will be notified by the ProDoc Office and the Admissions Team. If admission is denied, the applicant will be notified by the Admissions Team.

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 VP of Spiritual Formation & Student Life 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 DEdMin 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, Conditional 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. The admitted doctoral student has one year from the date of approval to register and begin taking courses or a new application must be processed.

2. Conditional Admission

At the discretion of the ProDOC, applicants not meeting the standards for unconditional admission, may be considered for conditional enrollment upon demonstrating professional achievement or academic potential. Conditional admission candidates must make at least a "B" in each of their first three seminars to remain in the program.

C. Enrollment Status

Students who have been accepted into the program and who have enrolled in the first semester of seminar work automatically attain active status.

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

FAILURE TO REGISTER FOR ANY SEMESTER 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 semesters, excluding summer, before they either must register for some component of their program, Program Delay Status, or request Inactive status (see below) from the ProDOC. See Student Fees for tuition and fees for this course.

Normally, all students will register for Continual Enrollment during the semester 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 semesters, excluding summer, he or she may register for Program Delay Status and pay the fee stated in the current catalog. The student's program continues to be tracked during the Program Delay period.

Students must register and pay the associated tuition and fees each semester for Program Delay during the period of time they are delaying their program. See Student Fees for tuition and fees for this course.

3. Inactive

Students who have extenuating circumstances including change of employment which demand a pause in their program may appeal to the ProDOC for Inactive status. The student must complete an Inactive Status Request form on the ProDoc website. The student may reactivate his or her program any time within the one-year period. The period of Inactive Status is good for up to 3 consecutive semesters, excluding summer. However, the student may not break up the 3 semesters with class registrations. See Student Fees for tuition and fees for this course.

Semesters on Inactive status do not count toward the student's six-year program limit. Please contact prodoc@nobts.edu for additional guidance.

Students must register for Inactive Status every semester during this time. See Student Fees for tuition and fees for this course.

4. Non-degree

Students who hold a master's degree from a theological institution accredited by ATS 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 DEdMin seminar provided they have met the following requirements: (1) Meets the DEdMin and Admission standards (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 DEdMin seminars can never be used to meet doctoral requirements.

D. Registration

1. New Student Registration

The registrar's office will email instructions and information for registration to new students. Students will submit full payment or set up a payment plan with the Business Office or through the student portal. Students registering after the deadline must pay a late fee as listed in the catalog. New students can contact the registrar or ProDoc office for confirmation of their registration

2. Registration After First Semester

After the first semester, all students will continue to register online through the student portal. Students will submit full payment or set up a payment plan for tuition and fees by the deadlines listed in the catalog. Payments may be made to the Business office or paid in the student portal. Students registering after the deadline must pay a late fee as listed 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 Assistant Registrar for Doctoral Studies at docasstreg@nobts.edu.

3. Course Syllabi

In most cases, course syllabi will be posted on the website one month prior to the beginning of each semester. 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 submitting 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 or removed after that time.

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 contacting the registrar's office.

5. Audit Policy

ProDoc Seminars may be audited without credit by students enrolled in a Professional Doctoral Program or by graduates. Audit applicants must contact the Registrar office for permission. When permission is granted, applicants must fill out the "Request to Audit" form found at www.nobts.edu/registrar under the "Student Request Forms" section. Such applications must be approved by the Registrar in consultation as needed with the Associate Dean of ProDoc and/or the professor involved, considering such factors as available space and academic prerequisites.

See Student fees in the Graduate Catalog for current audit fees.

Auditors must attend all sessions of the seminar and complete all assignments according to the course syllabus. Auditors are considered part of the course enrollment. A grade of "S" or "U" will be given based upon attendance. Audited classes will never be counted as credit toward a degree. Students who have audited seminars earlier may repeat the seminars later for credit.

7. Schedule

	Spring Semester	Fall Semester	Summer Semester
Registration Opens	October 22	March 22	March 22
Registration Deadline	November 14	April 14	April 14
Drop/Add Deadline	December 14	May 14	May 14
Tuition Due	Friday before Semester begins	Friday before Semester begins	Friday before Semester begins

E. Transfer of Credit for Seminars Taken at Other Institutions

Credit for a doctoral seminar taken at another institution accredited by the ATS 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.

Requests 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. Requests 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 9 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 semester (i.e. 1 workshop and 2 seminars). The period allowed for the completion of the DEdMin 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 ProDoc Committee and the student will be notified in writing via email. Time extensions are only granted with an approved Final Project Proposal.

G. Program Cost

1. Tuition and Fees

Tuition rates and administrative fees are posted in the seminary graduate catalog.

2. Housing/Food

Students are responsible for arranging housing and meals during workshops and seminars. Housing is available on the New Orleans campus through the Providence Guest House: (504)944-4455 or phdirector@nobts.edu. Meals are available at the Landrum Leavell Dining Hall, located on the New Orleans campus for breakfast and lunch only. Coffee, tea, soft drinks, and pastries are available at PJs at NOBTS located in the Luter Student Center.

3. Books/Materials

The cost of books and/or other materials for each workshop or seminar will vary. After receiving the syllabus for each workshop and seminar, students may acquire textbooks by ordering from your choice of online book stores.

H. Withdrawal from the Program

A student desiring to withdraw from the Doctoral Program first should seek counsel from the Director of the DEdMin Program. Withdrawal Requests from the DEdMin program should be submitted through the Withdrawal Request Form on the ProDoc website. 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 Student Life Office, and the ProDoc committee, 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.
- Failure to pay tuition and fees.
- 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 Vice President of Spiritual Formation & Student Life, the Associate Dean of Professional Doctoral Programs, any faculty member, or a member of the ProDoc Committee. The ProDoc Committee will make the final decision. The ProDoc office 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 complete the Specialization Change Request Form on the website. The student will be notified in writing via email when the change is

approved. Students are responsible for ensuring their coursework fits their desired specialization.

L. Graduation

1. Application

Students will be approved for graduation by the Project Coordinator and Associate Dean of Professional Doctoral Programs. Graduation applications are to be completed and submitted through the student portal.

2. Cap and Gown Order

The doctoral cap and gown should be ordered early in the student's anticipated final semester as a writing candidate. These may be ordered through the registrar's page: [Welcome \(shopoakhalli.com\)](http://shopoakhalli.com).

3. Rehearsal

Attendance is required at graduation rehearsal, and students should bring their hoods to the Registrar's Office prior to rehearsal. See the Graduation Guide on the Registrar's website.

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.

4. 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 Electives (9 hours)
- 2 Christian Education Elective seminars (6 hours) (no more than one Special Event)
- 3 Elective Seminars (9 hours)

NOTE: Students with an MDiv from an ATS accredited institution may be granted advanced standing and have the two proficiency seminars waived (6 hours).

3. Project in Ministry: (Total of 6 hours) *only take after receiving an approved proposal

- 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 ProDoc office or viewed on the ProDoc website (<http://www.nobts.edu/cme>).
2. **Customized Specializations:** Students may request a customized 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 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 pre-seminar assignments which are communicated to the student in the syllabus, which is posted on the website. 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 9th 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 DEdMin 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 LIVE (via Teams) is available for those that cannot attend in person. All workshops must be completed in the order listed below. The three workshops include:

- **Program Overview and Research Writing** is an overview of the Professional Doctoral Programs and an introduction to research writing. It is designed to guide students into intentionally planning their entire program and to orient them to research/writing skills in preparation for their remaining seminar work and the project in ministry. This workshop must be taken during the student's first semester in the program. If for any reason a new student does not take Program Overview and Research Writing in the first semester, they will not be allowed to take any seminar until they have successfully completed Program Overview and Research Writing Workshop.
- **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. To take this workshop before having completed two seminars will require special permission from the ProDoc office.**
- **Project in Ministry Design** workshop offers the student guidance in designing a defensible final proposal for a worthy DEdMin project. This workshop is offered each semester and is concerned principally with conceptualizing and designing the project, discovering resources, and determining methods and evaluate procedures. **Because of the significant work involved in writing a project proposal, students are not permitted to take more than two on-campus seminars in addition to this workshop in the same semester.** Each student is encouraged to take this workshop in New Orleans in order to fulfill requirements, utilize the library, and receive personal guidance from professors and his or her Project Mentor.

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.

After the Project in Ministry Design workshop, students are required to receive approval of their Final Project Proposal **within 1 calendar year**. If the student fails to receive approval of the Final Project Proposal after one year, **they must audit the Project in Ministry Design workshop in order to proceed with their program.**

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:

- Students are allowed to take one of the three specialization seminars as a **Special Event, Directed Study or Specialized Directed Study seminar.**
- No more than three of the student's six seminars may be taken as **Special Event or Directed Study** seminars. 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 semester. 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. **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, the Directed Study may require participation in and reflection on a conference, training event, or ministry experience. All Specialized Directed Studies must be approved by the cooperating professor and the Associate Dean of Professional Doctoral Programs prior to registration for the semester 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 PrDoc website. The student is responsible for initiating the process and checking to be sure 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 meetings

with the 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 semester can be obtained from the Office of Professional Doctoral Programs or the DEdMin website. These offerings also will be listed on the registration form for each semester. Special Event seminars will not be available with the LIVE (synchronous interactive video).

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.

Project in Ministry is made up of 3 semesters: Project in Ministry I, II, and III. (Project I, II, III). The student will be allowed to register for Project in Ministry I only after receiving approval of the Final Project Proposal (FPP) from the Project Mentor and the Professional Doctoral Committee. Once an 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 I. **All tuition fees for Project in Ministry (6 hours) must be paid at the time of registration for Project I.**

Registration for Project in Ministry:

- If a student has completed 2 consecutive semesters of Continual Enrollment and does not have an approved Final Project Proposal, the only option for registration is to audit the Project in Ministry Workshop.
- Once a Final Project Proposal has been approved, the student must register for Project in Ministry I during the next registration period.
- After successful completion of Project in Ministry I, the student must register for Project in Ministry II through the student portal, unless a Report has been submitted for graduation. After successful completion of Project in Ministry II, the student must register for Project in Ministry III through the student portal, unless a Report has been submitted for graduation.
- If the student fails to submit the Final Report for graduation after completing Project in Ministry I, II, III, the student must register for Program Delay until the Final Report is submitted.

D. Delivery System

The DEdMin program is conducted according to three semesters-Fall, Spring, and Summer.-per year.

Workshops are designed for main campus attendance. Students are highly encouraged to attend all workshops in person at the New Orleans campus. However, all workshops are available via LIVE (synchronous interactive video). LIVE is a virtual option where the student can interact with the professor and fellow classmates. LIVE requires internet access and a computer with video and microphone capability

The Program Overview and Mid-Career Assessment Workshops are two days in length. The Project in Ministry Design Workshop is four days. Seminars are three days, scheduled in a variety of delivery formats: Main Campus, LIVE, and special events. Periodically, Special Event seminars are offered in conjunction with a selected main campus or off-campus event (length of Special Event seminars may vary due to the event schedule). Special Event seminars are not available via LIVE.

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 B = 85-92 C=77-84 D=70-76 F=-below 70

Grades are posted on Canvas and the student portal. Fall semester course grades are posted by February 1. Spring semester course grades are posted by July 1. Summer semester course grades are posted by October 1. 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) 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.

- Submission of papers generally is required, via Canvas, 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 following elements (unless otherwise authorized by the professor):
 - Bibliographic entry
 - Information concerning the author
 - The author's thesis and purpose
 - A synopsis of each chapter or part
 - A summation of contributions to ministry