



WESTERN SEMINARY
portland

DOCTOR OF MINISTRY
PROGRAM HANDBOOK

5511 SE Hawthorne Blvd., Portland, OR 97215
877.517.1800 x1868 / 503.517.1868 / Fax 503.517.1859
spirolo@westernseminary.edu
www.westernseminary.edu

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General Introduction

Welcome!

Welcome to the Doctor of Ministry Program at Western Seminary! We trust that you have carefully considered this step towards the enhancement of your ministry. It is a wise step. In an age of quantum change, it is imperative that one keep his or her skills and mind sharpened. If we intend to make a difference, life-long learning is not an option, but a requirement.

Unlike the Doctor of Philosophy and the Doctor of Theology degrees, the Doctor of Ministry program is designed as a professional degree. It is intended to sharpen your skills and deepen your thinking, while allowing you to remain in ministry. Each D. Min. program has a particular emphasis. Western's D. Min. program is committed to classic wisdom for 21st century ministry. Our goal is to help ministries engage the culture and navigate through its changes, while building upon Scripture and tradition. It is our prayer that this program may not only prove stimulating and challenging to you, but that your ministry may be enhanced because of it.

This handbook is provided to inform you of program policies and procedures, to answer important questions concerning the program, and to guide you towards completion of your work. Please keep it at hand for ready reference. In addition to the materials in this handbook, the faculty and staff of Western Seminary are available to provide personal guidance and respond to your questions. Please do not hesitate to call or write as you have need. Thank you for being part of this endeavor. May God powerfully bless you through this process.

John E. Johnson, Ph.D.
Doctor of Ministry Program Director
(503) 517-1865
jjohnson@westernseminary.edu

Sara Pirolo
Assistant to the Doctor of Ministry Director
(503) 517-1868
spiolo@westernseminary.edu

The School Behind the Program

Western's History

Through the efforts of Walter B. Hinson, the Portland Baptist Bible Institute was organized in the winter of 1925. In 1926, efforts were begun to replace the Bible Institute with a graduate-level seminary to provide more adequate theological education in the Northwest. Western Baptist Theological Seminary was officially dedicated on October 4, 1927.

Throughout the years, Western has established a number of highly visible and forward-looking programs. It was one of the first evangelical schools to offer the Doctor of Ministry degree and a variety of extension courses. In fulfillment of our desire to make residential seminary education accessible to key cities on the West Coast, Western established branch campuses in Northern California (San Jose and Sacramento).

Western's current president brings a wide variety of effective leadership experience in both para-church and congregational settings. The president's passion and heart for relevant ministry are widely appreciated.

Throughout its history, Western Seminary has been richly blessed by God. The school has enjoyed a faithful and praying constituency; a loyal and serving staff; a caring and gifted faculty; and a steady stream of teachable and dedicated students.

Western's Mission

"Western Seminary exists to glorify God by exalting His Son, Jesus Christ, in prayerful dependence upon the Holy Spirit and the Word of God... Western Seminary serves as a catalyst and resource for spiritual transformation by providing, with and for the church, advanced training for strategic ministry roles."

For additional reading on Western's purpose and mission, see the Catalog.

Accreditation

Western Seminary is accredited by the Northwest Commission on Colleges and Universities (NWCCU), the institutional accrediting body for colleges and universities in the Northwest region of the United States. Western Seminary is also accredited by the Association of Theological Schools (ATS), the accrediting body for theological schools in the United States and Canada. The ATS accrediting standards for the Doctor of Ministry degree states that a D. Min. program should lead to "an advanced understanding of the nature and purposes of ministry, enhanced competencies in pastoral analysis and ministerial skills, the integration of these dimensions into the theologically reflective practice of ministry, new knowledge about the practice of ministry, and continued growth in spiritual maturity."

Statement of Faith

World Evangelical Alliance Statement of Faith

We believe...

In the Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct...

One God, eternally existent in three persons, Father, Son, and Holy Spirit...

Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory...

The salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit...

The Holy Spirit, by Whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ...

The Unity of the Spirit of all true believers, the Church, the Body of Christ...

The Resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto resurrection of damnation.

Notice of Nondiscriminatory Policy as to Students and Faculty

Western Seminary actively subscribes to a policy of equal education and employment opportunity for all people regardless of race, national origin, sex, age, marital status, or disability.

Description of the Program

Aim of the Program

There are three ministry aims:

Sharpen Ministry Skills

The D. Min. program endeavors to elevate the practice of ministry. One of our goals is to enable students to become more competent at communication, more proficient at leading and administrating, and more effective in working with people.

To accomplish this, we are bringing together the very best practitioners, both within and without our resident faculty. Together, students and faculty concentrate on the planning, doing, assessing, and reporting of ministry effectiveness.

Enlarge One's Thinking

While applicational in orientation, the D. Min. program is committed to serious theological reflection. The intent is to challenge seminary-trained and experienced Christian leaders to enlarge their ministerial vision. At each stage, careful research and sound Biblical thinking is expected.

Deepen One's Spiritual Walk

A final aim is to encourage students to examine their souls, measure their commitment to servant leadership, as well as scrutinize their walk with God.

In all of these aims, we want to build on student's previous training in order to equip them for excellence in ministry. Methods for accomplishing this include:

- peer and professorial discussion
- peer and professorial critique of student work
- broad reading in a subject area
- development of ministry research skills
- meaningful involvement of your congregation
- case study

The D. Min. program is committed to a student gaining the following core competencies:

1. Be more effective in his/her ministry skills, think more carefully and theologically about one's ministry, and develop and execute a plan for enhanced ministry effectiveness, including the ability to assess (and learn from) that plan's actual outcomes.
2. Be able to articulate and defend an advanced biblical theology of pastoral leadership, based upon competent use of scripture and engagement with contemporary thought.
3. Be able to exercise library and field research skills conducive to ministerial growth, as

appropriate to subjects investigated.

4. Demonstrate advanced ministry knowledge and skill in at least one of four grids of ministry: Pastoral Preaching, Pastoral Leadership, Pastoral Care and Guidance, and Pastoral Spirituality.
5. Be able to think, write, and speak critically and logically on biblical, theological, and practical ministry issues.
6. Be more sensitive to one's walk with God, discerning the activity of the Spirit in his/her own life and in the lives of whom one ministers.

Program Design

The Doctor of Ministry program consists of two required foundational courses (6 credit hours), six elective courses (18 credit hours), a dissertation (6 credit hours), and a final dissertation demonstration. Students have a number of options in the design of their particular program.

The program gives primary emphasis to Pastoral Ministry and is designed around four grids. The student may choose to specialize in one area, or take a more general approach. The latter is recommended, in order to enhance pastoral skills at each level.

Course Offerings

Courses offered in the program are of four types:

- **PASTORAL PREACHING:** Courses are designed to encourage exegetical, expository preaching. In other words, preaching that does not dumb down but elevates the congregants' understanding of Scripture. The goal is to fine-tune preaching skills and assess strengths and weaknesses while helping the student become more precise in the homiletical task. Exploring the use of media in order to reach a post-modern, post-Christian world, is also a part of our program.
- **PASTORAL LEADERSHIP:** Courses are offered in order to equip pastors to think strategically and administrate successfully. In particular, courses are offered which enable pastors to take leadership through a vision, mission, and structure process. Staffing philosophy, recruiting and developing church leadership teams, change and conflict management and releasing the church's potential are also part of the emphasis. Finally, certain courses focus on cultural trends, the church in the future, and the leadership required in moving the church forward.
- **PASTORAL CARE & GUIDANCE:** Subjects explored include effective shepherding, spiritual formation, mentoring lives, building community, building a church through small groups, marriage & family counseling, and effective discipleship.
- **PASTORAL SPIRITUALITY:** These courses focus on the importance of one's spiritual walk. Classes will aim to develop a pastor's intimacy with God, nurture his prayer life and ability to engage in trained attentiveness before God. Practitioners who understand the unique spiritual demands placed upon a pastor will teach these courses.

Intensive Seminar Week

D. Min. seminars are generally four days long. Required foundational courses are offered at least every other year, along with four to six seminars, spaced out over the course of the year. Under the direction of skilled practitioners, emphasis is placed on the practical application of learning.

The seminars themselves use a wide variety of adult education practices that involve the student in the learning process.

- Schedule for the week: Within the intensive seminar week, class normally begins at 8:30am, concluding at 4:30pm. A lunch break is provided, as well as scheduled morning and afternoon breaks. There may be a scheduled luncheon to meet with Western's President or participate in a Pastor's Forum. The student will receive a schedule on the first day of class.
- Travel arrangements: Each student is responsible for his/her travel arrangements for the D. Min. seminar week. If students will be traveling by air, the Portland International Airport (PDX) is the most convenient airport to Western's campus. **Should class enrollment be less than five, the class will normally be canceled.** The student will be alerted at the earliest possible date.
- Housing: The seminary does not provide housing for out of town students. However, there are several options. There are a number of hotels in the area, ranging in location, price and amenities. The World View Center, just a few blocks from the seminary, is a comfortable and inexpensive alternative. Contact the D. Min. Office for further assistance.
- Eating Arrangements: On the first day of class, a list of eating establishments in the area is provided for D. Min. students. The students can expect to find a light continental breakfast each morning, as well as beverages and snacks provided at the morning and afternoon breaks.
- Class Orientation: The first half hour of class on Monday morning, beginning at 8:30 a.m., will be a time of introduction and orientation by the program director. It is expected that the student will schedule an appointment with the program director, Dr. John E. Johnson, during the week. A good time to do this is when the student initially arrives for the first day of class. Please see the director's assistant for an appointment.

A Sampling of Previous & Upcoming Faculty

Western Seminary's D. Min. department is committed to finding the best practitioners to compliment the aims of our program. Recent and upcoming instructors and course titles include:

Leith Anderson

"Leadership That Works"

Stuart Briscoe

"Developing a Biblical Framework for Church Leadership"

David Fisher

"Refining a Preaching Ministry to Reach a Postmodern Culture"

Dave Hansen & Steve Mathewson

"Shepherding God's People"

Bill Hull

"Leading a Disciple-Making Ministry"

Gordon McDonald

"The Private Life of the Public Person"

Brian McLaren

"Classic Pastoral Ministry in a Post-Modern Age"

Michael Frost

"The Shaping of Things to Come"

Haddon Robinson

"Compelling Preaching for the 21st Century"

Eddie Gibbs

"Preparing for Next Church"

Gary Thomas

"Sacred Family"

Don Sunukjian

"Increasing Clarity and Relevancy in Your Preaching"

Glenn Wagner

"Shepherding in an Intel World"

Randy Frazee

"The Connecting Church"

Mark Driscoll & Gerry Breshears

"Leading a Missional Church in a Post-Christian Age"

Gene Getz

"God's Plan for Leading the Church"

Jerry Bridges

"Grace and Discipline: God's Grace and the Practice of the Spiritual Disciplines"

The Course Phase

Introduction to the Program

All students entering the D. Min. program must take two required foundational courses.

The first course, PTS 711 Foundations for Ministry and Mission, should be taken toward the beginning of the student's course phase, prior to the 4th course in the program. This course will develop the philosophy of the program, looking at classical pastoral wisdom. Among the subjects covered are:

- Self-evaluation: Using the very best tools, students will assess themselves and their ministry. Strengths and weaknesses, spiritual maturity, etc., will go through a diagnosis of sorts. Students will also set goals they intend to accomplish during the program.
- Course Strategy: In assessing personal and ministry needs, a strategy will be determined, one that will best serve the student. Surveying the grids and examining upcoming courses, a plan will be drawn to guide the student in the D. Min. course curriculum.

The second course, PTS 712 Research Design and Methodology, should be taken toward the end of the student's course phase, preferably the 7th or 8th course in the program. This course enables the student to assess ministry goals, as well as prepares the student to do effective research. Among the subjects covered are:

- Writing: Since doctoral level training demands effective writing, students will be encouraged to improve their writing skills. They will be required to master at least one book on writing technique.
- Research: The student will study research methods and strategies. The aim is to enable the student to maximize one's use of a library, as well as technological resources, to do research. Quantitative and qualitative research, sampling, and library research will be emphasized.
- Educational Theory: For those writing dissertations of an educational nature, where a dissertation will serve as a training manual or some form of educational tool, students will be required to study materials that enhance the writing of curriculum, evaluation of teaching procedures, and educational program design.
- Dissertation Proposal and Guidelines: The student will be required to draft an initial Dissertation Proposal, that aims to answer the question, "What is needed in my ministry?," following the guidelines of the manual. The student will be encouraged to use subsequent course work, ministry experiences, and readings as research for a well-written Dissertation.

Course Work Expectations

All courses are offered in an intensive block format, with each course consisting of three parts: First is a pre-session preparatory period during which the student completes preliminary work such as reading or other readiness assignments. Second is the classroom instructional session, involving four days (approximately 28 hours). Third is a post-session period during which course projects are completed.

As a general rule, the student should expect to invest at least 120 clock hours doing the work required for each course. In addition to this are the 28 hours of classroom instructional time. This estimate assumes that the student is an above-average student, able to read rapidly. The amount of time he/she must invest in each course depends, in large part, upon one's study skills.

Missing Course Time

If students anticipate missing part of the course, they must receive permission from the instructor. Due to the intensive nature of D. Min. courses and the peer to peer contribution, students may not miss more than 4 hours of any given D. Min. seminar.

Grading Standards

All coursework must be completed by the specified due date, indicated on the syllabus for the course (usually 6 weeks from the last day of class). The professor will then grade work and a report will be mailed to the D. Min. Office approximately eight weeks after the end of the course.

Grading is on a traditional A-F scale. To remain in good standing in a doctoral program, a student must maintain a grade point average of 3.0 or above. If the student receives a grade for any one course below a "B," the student will be placed on academic probation and continuance in the program will be in jeopardy. Two grades below a "B" are grounds for dismissal from the program.

Criteria upon which grades are based include, but are not limited to, the following:

1. Conformity to the requirements of the course syllabus.
2. Content reflective of doctoral levels of research, familiarity with appropriate bibliographic data, and a reasonable level of integration of biblical and theological ideas and values with the practice of ministry.
3. Meaningful participation in the class sessions.
4. Appropriate composition style, including an orderly pattern of organization and a proper use of English grammar and language.

Requesting an Extension for a Seminar Course

Should a student need an extension for the course, they must seek approval for this extension from both the instructor and the D. Min. program director **before** the due date of the course project. There can be no extension granted if requested after the end date of the course. An extension of up to 4 weeks beyond the end date of the course may be granted if the instructor and the program director approve the request. No official paperwork needs to be filed.

If an extension is granted, an "Incomplete" will be assigned to the student on the grade roster. The instructor must then re-submit a grade for the student by the end of the 4 week extension period. It is the instructor's prerogative to determine if the circumstances surrounding the extension warrant a grade adjustment, and the instructor may deem it appropriate to lower the student's grade.

An extension of greater than 4 weeks beyond the course end date cannot be granted by the instructor or the program director. At the end of the 4 week period, if a grade-change form has not been submitted by the instructor, the Incomplete converts to an "F".

Individualized Study

In certain circumstances, a student may wish to request an individualized study in place of an elective D. Min. course. An individualized study is a course uniquely designed by the student, under the direction of a seminary professor, as an individual learning experience. It may be an extension of a church seminar or conference, and it is expected to reflect quality research. This research might consist of an exegetical study of the biblical text, library or documentary research, extensive readings, or field research such as surveys, case studies, systematic observation, etc. An individualized study should cover an area of interest that is not being addressed by upcoming D. Min. courses. Tuition for individualized studies is the same rate as that of other courses.

Students are permitted to complete one individualized study during the course of the program. However, if credits have been transferred from another school, an individualized study will not be permitted.

For students to be eligible for an individualized study, they must have demonstrated unusual academic strengths in their seminary career. The student must be one whose abilities and achievements in study have earned him/her the reputation of a biblical scholar or a skillful practitioner in ministry.

Particular requirements for an individualized study are as follows:

1. All individualized studies must be approved by the D. Min. director and the Academic Affairs Office.
2. Contact with an advisor/grader is to be made for appropriate monitoring and evaluation. Students are encouraged to select a Western Seminary faculty member as

their advisor/grader. However, exceptions to this may be considered if deemed appropriate.

3. A completed Individualized Study Request form, along with a course syllabus and cover letter, is to be submitted **prior to commencing the individualized study**. The approved form and syllabus will be placed in the student's academic file. The registration must be accompanied by payment in full.
4. Required work for a three credit hour individualized study is as follows: (these requirements will be modified for individualized studies of less credit):
 - Hours: Minimum of 148 total hours
 - Reading: Minimum of 2,400 pages (108 hours)
 - Course Assignments: 30-35 page paper and/or appropriate project (40 hours)

Note: Adjustments to these requirements may be approved if the student plans to incorporate a conference or other course into the study.

The student will have up to 15 weeks (one semester) to complete an individualized study. If he/she is unable to complete the study within this time period, they must contact the director to request an extension. In such circumstances where original deadlines are not met and an extension is granted, the student's grade may be impacted.

To request an individualized study, the student must submit the appropriate paperwork to the program director at least six weeks prior to the beginning of the study. Upon receiving the proposal, the program director will assign a faculty advisor/grader to work with each student. The individualized study advisor/grader will interact with the proposed syllabus, indicating any required changes and establishing timelines and deadlines for the completion of work. When the student's advisor/grader has approved the syllabus, he/she may re-submit the approved syllabus, along with the Individualized Study Request Form, to the D. Min. Office. Please note that the appropriate signatures must be obtained by the student prior to submitting the paperwork to the D. Min. Office.

THE INDIVIDUALIZED STUDY PAPERWORK MUST BE TURNED IN AND APPROVED PRIOR TO THE STUDENT BEGINNING THE STUDY.

See Appendix for the Individualized Study Proposal Form and the Individualized Study Request Form.

Registration

Timing

Students will receive information throughout the program on upcoming courses that will be offered. The registration deadline is six weeks prior to the first day of the intensive class week. To receive a syllabus or be registered for a course, please contact Sara Pirolo in the D. Min. Office. A student may also keep informed of course descriptions and deadlines by checking Western's website, www.westernseminary.edu.

Enrollment Numbers

Normally, enrollment for any class shall not exceed 15 students. Students admitted to the D. Min. Program shall be given preference for enrollment over audit registrations. If sign-ups exceed the course limit, preference will be granted to those who register earliest. **Should class enrollment be less than five, the class will normally be canceled.** The student will be alerted at the earliest possible date.

Late Enrollments

Students who request to register after the registration deadline will be considered late. Late registrations will be permitted only with the approval of the program director and if the student is able to complete the pre-course reading and assignments in time for the intensive seminar. If approved to register beyond the registration deadline, a late registration fee will normally be assessed.

Auditing Courses

Dissertation Students: In exceptional cases, students currently enrolled in the D. Min. program who are in the dissertation phase of the program may be permitted to audit one D. Min. course per calendar year until graduation, **space permitting**. The regular tuition rates for audit courses apply. Dissertations students may be eligible to audit a course if the following conditions are met:

- The student has submitted a dissertation proposal, and this has been approved by the D. Min. director.
- The student has completed the course phase of the D. Min. program within 4 years or less.
- The student displays evidence of completing the dissertation within the set completion calendar provided to him/her, graduating within the statute of limitations allowed for the D. Min. program, without any extensions granted.
- The student shows evidence of being in a stable position of ministry that will allow for the student to engage in additional work beyond dissertation requirements.

To find out if a student is eligible to audit a course, the student should contact the D. Min. Office.

Registration closes 6 weeks prior to the start of the course. A student auditing a course is considered a full participant in the class, completing all preliminary class assignments. Completion of the assignments and examinations during and following the intensive class week is at the discretion of the professor. Normal attendance guidelines for the class time must be met.

Graduates of the D. Min. Program: To encourage continuing education and enrichment, graduates of the D. Min. program are invited to audit one D. Min. course per calendar year, free of charge, **space permitting**. To take advantage of this offer, students should contact the D. Min. Office. Registration closes 6 weeks prior to the start of the course. A student auditing a course is considered a full participant in the class, completing all preliminary class assignments. Completion of the assignments and examinations during and following the intensive class week is at the discretion of the professor. Normal attendance guidelines for the class time must be met.

Length of the Program

Statute of Limitations

There is a six year statute of limitations for the program. Students have the flexibility to choose how quickly they move through courses and dissertation. However, there is a minimum time period (three years) and a maximum time period (six years) in which students must complete the program. Ideally, a student should, at minimum, enroll in two courses per year, spreading coursework over the first 4 years of the program. The remaining two years should then be spent on the dissertation research and writing process.

Students should note that the statute of limitations begins with the semester indicated in the student's admission letter (generally the semester during which the student is admitted, or the semester immediately following the date of the student's admission). Thus, it is necessary for students to begin taking courses soon after their admission to the program.

Program Extensions

Students who cannot complete the program within the six year statute of limitations, due to circumstances that arise during the course of studies, may apply for a single one year extension. It is the student's responsibility to monitor their progress toward program completion, and if they anticipate the need to extend, take appropriate action to inform the D. Min. Director or Assistant.

Petitions must state clearly the reason for the request, and the student's adjusted plan for completion of the program. If the petition is granted, the student's active standing in the program is secured. If program requirements are not met within the extension, a student may be withdrawn from the program.

See Appendix for the Petition for Program Extension or Leave of Absence.

Currency of Enrollment

Students are expected to maintain current enrollment in the program, which means they must enroll in at least one seminar every 24 months. If they are unable to enroll in a course within 24 months, they must request permission for a six month leave of absence in order to maintain an active program status beyond the 24 month point. If a student does not take a course within a 24 month period, and they fail to request a leave of absence at the end of 24 months, they will be withdrawn from the program.

A leave of absence does not extend the six year statute of limitations of the program.

See Appendix for the Petition for Program Extension or Leave of Absence.

Withdrawal from the Program

When students are withdrawn from the program, either at their own initiative or because they fail to maintain active status in the program as described above, there remains the option of returning at a later date to resume their studies. Such students are required to reapply to reenter the program and continue their studies. Coursework from their previous time in the program will be transferred into the new program, but because of their absence from the current ministry discussions and the loss of some of the contemporary application aspect of the program, they will usually be asked to add some courses to ensure students graduate with the core competencies required of a D. Min. program.

They will normally take additional course work in line with the following formula:

Age of Course at Time of Anticipated Graduation	Number of Additional Courses Required
6-8 Years Old	1
9-11 Years Old	2
12+ Years Old	3

Assessment of Progress

In conformity to ATS guidelines, the Doctor of Ministry at Western Seminary is a post-graduate professional program of study leading to a formal degree in ministry which involves a standard combination of academic courses, personal growth and professional performance.

Consequently, the professional assessment of students involves not only an evaluation of academic competence but also an assessment of ministerial competence and overall professional development.

Should any of these be compromised from the seminary's standpoint, a committee will be established to review the student's progress in the program.

What criteria would be used for the review assessment?

- Academic course work
- Ministerial skills
- Interpersonal skills
- Amenability to feedback / being teachable
- Professional ethical knowledge and practice
- Spiritual maturity

The review committee is formed by a minimum of 2 from the list below and shall be chaired by the D. Min. Program Director (or his designate)

- Director of D. Min. Program
- Dean of Students
- Academic Dean

- Registrar
- Dissertation committee member(s)

If the outcome of the review committee is positive, then the student will be approved to continue his/her study towards graduation.

If the outcome is negative then there are two alternatives for the next step:

1. Remediation/suspension:

As a follow-up to the negative outcome, the review committee will designate a staff or faculty member to gather more information, then meet with the student to work with the student on issues of concern, and then report to the review committee for further discussion and deliberation. If necessary, suspension from the program will provide more time and opportunity towards remediation. A progress report shall be given to the review committee for a final decision to terminate the process of remediation. The committee will then decide either to allow the student to resume his/her study towards completion of the program or dismissal from the program.

2. Dismissal:

If the review committee recommends dismissal, or if the process of remediation/suspension is not leading towards positive change, then the student will be removed from the program. In such cases, the Program Director will officially notify the student, the Dean of Students, the Registrar, and the Academic Dean in writing.

In the event appeals are to be made, then it shall be handled by the Doctoral Standards Committee and the Academic Dean's office.

The Dissertation Phase

The Dissertation – A Brief Overview

For detailed instructions on the creation of a dissertation proposal, the research and writing process, the appropriate forms relating to the dissertation, and the criteria by which the dissertation will be evaluated, see the Dissertation Manual.

Description

The Doctor of Ministry dissertation is a doctoral piece of scholarly work based on sound research, but with a strong practical emphasis. It is practical in that it is immediately related to the ministry of the writer. Essentially, it is theological reflection applied to pastoral situation. It is normally something the author does with the people to whom he/she ministers. It is meant to make a contribution to the work in which the writer is involved and to other professionals in similar ministry situations. The dissertation represents the capstone of the doctoral program, and the culmination of the entire curricula, that the student will complete once the course phase of the D. Min. program is completed. Because it asks the question, "What is needed in my ministry?," it is prudent for each student to think through the nature of his/her dissertation as course work begins. In this way, a student can be more intentional in relating course work to dissertation. The courses should be taken in preparation to write the dissertation.

Expectations

The student is expected to be creative in analyzing the needs that should be addressed, in mobilizing resources, and in implementing a strategy that will effectively minister to those needs. The dissertation should demonstrate the student's ability to do careful research, not only in the theological and biblical fields, but also in secular arenas that pertain to the practice of ministry. The student is expected to write a scholarly paper that will meet high academic standards, as well as effectively meet a need in the student's ministry. This combination of theory and practice in the student's ministry is what distinguishes the D. Min. program from other doctoral programs that focus on academic and experimental research.

Initiating the Dissertation

To begin, a student must present a dissertation proposal for approval by the D. Min. Program Director. Once approved, the Director will work with the student to secure the formal appointment of a reader, although students are also encouraged to approach an individual regarding as their reader. Once the dissertation proposal has been approved and a reader has been assigned, the student will be notified and will then need to complete the appropriate registration paperwork. The student should also secure a completion calendar, and a copy of the Thesis and Doctoral Dissertation Writing Standards and Recommendations from the D. Min. Office. Some deadlines are flexible and may be established in consultation with the advisor.

Those established by the institution must be met, however, or graduation will be postponed, potentially requiring the student to petition for an extension of the six year statute of limitations.

Registering for the Dissertation

In order to register for the dissertation credit hours, the student must complete the Application to Initiate Thesis or Dissertation. Once this form is completed by the student, the student's reader must sign the form in the space provided, and then it is to be submitted to the D. Min. Director or Assistant. The student cannot begin work on the dissertation until this step is completed. It is the student's responsibility to obtain the appropriate signatures and approval necessary.

In signing and submitting the Application to Initiate Thesis or Dissertation, the student agrees to what is termed continuous registration for the duration of the dissertation writing process. The student is automatically registered for each consecutive semester until graduation. **There are no exceptions to this policy, even if an extension is requested for completion of the dissertation.** It is the student's responsibility to meet deadlines, and to initiate interaction with the program director and readers throughout the dissertation process.

It is also the student's responsibility to pay the appropriate tuition for dissertation registration charges. Six credits of dissertation research and writing are required in order to meet program requirements. The standard process that the Registration Office follows is to register the student for one credit each semester during the dissertation writing process. When the student reaches the final semester of the writing process, they will be registered for the remaining number of credits needed in order for the total dissertation credits to equal six. If the student desires the dissertation credits to be distributed equally across the semesters, or in another preferred manner, the student is advised to contact the Registration Office.

In extraordinary circumstances (e.g., a death in the immediate family), a student in the dissertation phase of the program may petition for a leave of absence that would also discontinue their registration. This leave should be no longer than six months, and may extend the statute of limitations on the program. These requests are rare and extremely exceptional and must go through the program director.

Petition for Extension

See The Course Phase, for further information on the petition process.

See Appendix for the Petition for Program Extension or Leave of Absence

Financial Policies

Financial Policies

Course Tuition

Tuition amounts given in the following sections are based on tuition charges for the 2009 – 2010 academic year. Tuition is subject to change at the end of each fiscal year. Students will be notified of changes prior to registration for fall semester.

One third of the course tuition is due at the time of registration (registration is not valid without payment), with the balance due on the first day of the seminar course.

One third tuition (cost of 1 credit hour), due at registration	\$ 450.00
Balance of tuition due on the first seminar day	<u>\$ 900.00</u>
	\$1350.00

All tuition is due at time of registration for the dissertation phase of program.

Students must be registered by the closing date of registration. A \$40 late fee will be assessed for all late registration. The registration deadline is six weeks before the first day of the seminar week.

Class size is limited, so registration is accepted according to date registration is received. If a class closes or is cancelled, students will be promptly notified.

Refund Schedule

Seminar Class Refund Schedule:

80% of \$1350.00 (\$1080) refunded if: written notification is received any time after the registration deadline and prior to the second day of the seminar week.

60% of \$1350.00 (\$810) refunded if: written notification is received prior to the third day of the seminar week.

NO REFUND IF NOTIFICATION IS RECEIVED DURING OR AFTER THE THIRD DAY OF THE SEMINAR WEEK.

Individualized Study/Dissertation Refund Schedule:

80% refund if: written notification is received within **30 days** after registration.

60% refund if: written notification is received within **45 days** after registration.

50% refund if: written notification is received within **60 days** after registration.

NO REFUND IF NOTIFICATION IS RECEIVED AFTER 60 DAYS OF THE CLOSING OF REGISTRATION.

For questions regarding student account payments and tuition charges, please contact the D. Min. Office.

Miscellaneous Fees and Expenses

Audit Fees for Doctoral Courses	\$170.00 / Credit
Application/transcript evaluation, degree status (non-refundable)	\$ 50.00
Lab/Materials Fee for PTS 711	\$125.00
Dissertation Processing Fee	\$ 45.00
Dissertation Personal Copy (optional)	\$ 20.00
Dissertation Copyright (optional)	\$ 60.00
Doctoral Graduation Fee	\$200.00
(paid by all graduates, including those in absentia)	

Financial Aid

Western Seminary Alumni Grant

Students who are Western alumni and/or belong to a church that is a Conservative Baptist church or a supporting church of Western Seminary are eligible to receive a grant that covers 25% of the tuition for the program. At current rates, this means that the tuition for courses will be \$967.50, rather than \$1290.00. This is not a permanent part of Western's financial policies, but will continue from this year until the administration sees it necessary to end this offer. Eligible students should contact the Business Office in order to receive the alumni grant.

Dr. Toh-Woon Lim Memorial Scholarship

Dr. Toh-Woon Lim was a student in the Doctor of Ministry program at Western Seminary when he was diagnosed with cancer. His serious illness did not deter him from his studies, however. Rather, he sought to pursue them as aggressively as possible so that he could use the life he had left to serve God better. In 1994, before he was able to fulfill his goal of completing the D. Min. program, Dr. Lim went to be with the Lord at the young age of 46. So that his interest in furthering the work of Christ might be carried on, and so that others might be enabled to fulfill the goal that Dr. Lim could not, his widow has established this scholarship in his memory.

Name: The Dr. Toh-Woon Lim Memorial Scholarship

Purpose: To foster excellence in Christian ministry by providing support for students in the Doctor of Ministry program.

Amount: Up to five \$1,000 scholarships awarded each year

Criteria:

1. A recipient must be a student in good standing in the D. Min. program.
2. A recipient must have demonstrated significant achievement in the ministry.
3. Financial need will be taken into account, but is not the primary factor for awarding this scholarship.

Procedures: A potential recipient shall submit an application form. The application shall include two letters of recommendation from qualified sources who can reflect on the applicant's personal character and achievement in the ministry. It shall also include a self-assessment of the applicant's achievement to date and personal development goals that will be realized through receiving the scholarship. The deadline for submitting all of these materials is November 1. Materials are to be submitted to the Financial Aid Office.

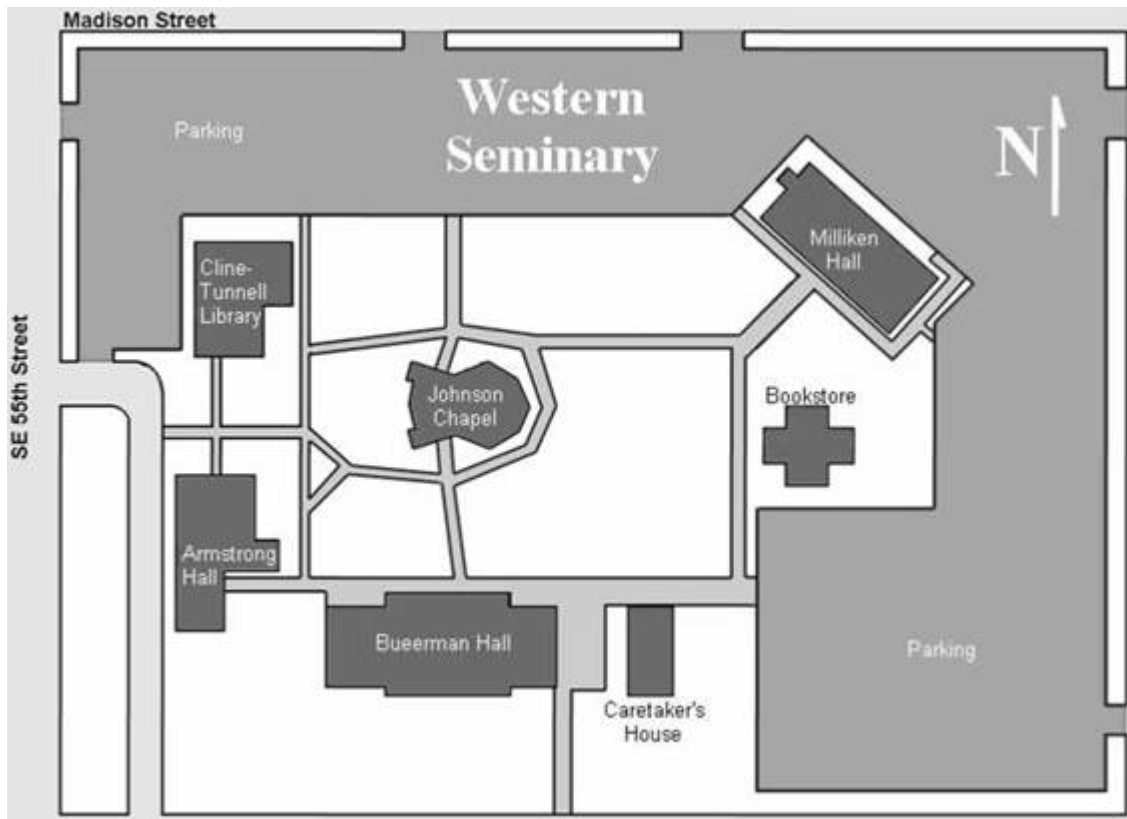
A committee made up of the D. Min. program director, two faculty members who teach D. Min. courses regularly (selected by the program director) , and the Financial Aid Director shall review the applications and select the recipients. Awards will be announced by December 1.

The award will be for direct educational costs only and will be applied as a tuition credit on the student's account.

Campus Information

Where Can I Find...?

Campus Map



Campus Bookstore

Students have the option of ordering books through Western's bookstore, operated by Windows Booksellers, as a special order. It is best to contact the bookstore via phone or email to request that the books be ordered. Books can then be picked up in person or shipped to the student for the cost of postage.

To order textbooks, contact:

Eric Roorback
Phone: 503.517.1850
Toll-Free: 877.517.1800 x1850
Email: eric@theologybooks.com

Cline-Tunnell Library

The Portland Campus offers the use of a full library with more than 93,000 volumes and receives over 760 current theological journal subscriptions. It is a member of the Online Computer Library Center (OCLC), a national library network, which give patrons access to more than 43 million volumes at over 36,000 institutions through interlibrary loan. Patrons also have computer access

to the American Theological Library Association's index to religious periodicals, as well as several other programs, which are helpful for research in ministry.

Student Center (Johnson Chapel)

In the lower level of the Albert G. Johnson chapel, students have access to a café with snacks and beverages. Students are also encouraged to utilize this space as needed for study purposes.

Miscellaneous Information

In Armstrong Hall, students have access to all student services/registration information and the administrative offices of the Portland Campus. In this building, students can also find information about their school bill and make payments.

Admissions Information

Admission Requirements

Academic Requirement

A Master of Divinity or a master's degree of a theological nature with M. Div. equivalence is required in order to receive admission into the program. Students with a master's degree of a theological nature but who do not have M. Div. equivalence are invited to inquire, with the understanding that M. Div. equivalency will need to be established prior to or in conjunction with D. Min. coursework. Students who are admitted to the program that have M. Div. equivalency coursework to complete are often initially admitted as a "Pre-D. Min." student. They may have restrictions on what D. Min. courses they may take, until they complete the M. Div. equivalency work and are admitted as a full D. Min. student.

In-Ministry Requirement

Doctoral applicants must provide evidence of significant achievement in ministry. A minimum of three years full-time ministry experience after the completion of a Master of Divinity degree is required. Current involvement in vocational ministry is required for admission. Because the D. Min. is an in-service professional program, it is also necessary for the doctoral student to remain active in ministry throughout the program. One must have sufficient experience in ministry to understand how the course work is applicable to the ministry in which one is engaged.

Policy on Transfer Credit from Other Doctor of Ministry Programs

Up to 6 hours of doctoral work previously completed at an accredited institution, which is worth two seminars of credit, may be transferred upon approval by the program director and the registrar. Credits that are eligible to be transferred must be loose or uncaptured credits; in that they are not part of a previously completed doctoral degree program. For such coursework to be accepted, a student must show the relevance of this work to the goals and objectives of the program. Note that transferring credits toward the D. Min. degree eliminates the possibility of doing an individualized study during the course of the program.

The Doctor of Ministry Application Process

A set of admission materials must be completed and be on file in the Admissions Office before action can be taken. These materials include:

- \$50 Application Fee
- Western Seminary Doctoral Application
- Doctoral Admissions Statement (Essay Questions)
- Samples of Written Work (2-3)
- Doctoral Program Experience Statement (use format provided or professional vita/resume)
- Employer's Supportive Endorsement (from the church or agency with which the applicant serves; use form provided)
- Four Recommendations (professional and personal references; use forms provided)
- Official Transcripts of all College, Graduate-level, and Seminary education
- An Identifying Photograph

Doctoral applicants must provide a sample of writing and research skills. This commonly takes the form of a seminary research paper, articles for publication or distribution, or materials produced for one's use in ministry. The sample selected should reflect the applicant's writing skills in form, style, and content.

Deadlines for submission of application materials depend on the semester in which a student desires to begin courses:

Spring	October 15
Summer	February 15
Fall	June 15

Because some doctoral courses are offered mid-way through the semester, applicants who meet the general admission standards may apply for admission to the Doctor of Ministry program after the above deadlines. However, all application materials must be received 10 weeks before the start date of the course. Contact the D. Min. Office for specific dates.

For a schedule of D. Min. courses and registration dates, please contact the D. Min. Office, or check the website at www.westernseminary.edu.

Special Procedures for F-1 Students

All students entering the U.S. with a valid Student Visa (F-1) must consult with the International Student Coordinator. There are requirements for maintaining F-1 visa status in conformity to the requirements of Homeland Security. It is the responsibility of the F-1 visa student to comply with Seminary and Homeland Security regulations by working closely with the International Student

Coordinator and the program director. Consequences of failing to comply with Seminary and Homeland Security regulations range from restrictions on enrollment to dismissal from the degree program and Seminary, which means the student will lose F-1 status and will be subject to deportation. When in doubt about Seminary and Homeland Security regulations, immediately check with the International Student Office.

Students who anticipate registering under an F-1 International Student visa should consult with the appropriate staff for instructions regarding admissions, registration and required progress in the program: the International Student Coordinator.

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WESTERN SEMINARY
Doctor of Ministry Program
PTS 780: INDIVIDUALIZED STUDY
A PROPOSAL

Name_____

Submit the following items to the D. Min. Office:

- **Cover letter** explaining your purpose in pursuing this study. Specifically address the question of how this study relates to the purposes of the D. Min. program and to the specific goals of your doctoral program.
- **Proposed syllabus** (See the following template for creating the syllabus).
- **Individualized Study Request form**, noting start and end dates for the study.
(Note: Students have up to 15 weeks (one semester) to complete an individualized study. For registration purposes, course dates must fall within established semesters: Fall (September – December), Spring (January – April), or Summer (May – July).

THE INDIVIDUALIZED STUDY PAPERWORK MUST BE TURNED IN AND APPROVED PRIOR TO THE STUDENT BEGINNING THE STUDY.

Proposed Title of Individualized Study _____

Course Number: PTS780

Credit Hours:

1. COURSE DESCRIPTION

What will be the content and area of focus of the study?

2. COURSE OBJECTIVES

What are your goals in undertaking this study? What do you hope to learn? What do you expect to know or be able to do in your ministry after completing the study that you do not know or cannot do now?

3. COURSE REQUIREMENTS

Course requirements for a three credit course must include the following components:

(Note: Adjustments to these requirements may be approved if the student plans to incorporate a conference or other course into the study.)

HOURS: Minimum of 148 total hours

READING: Minimum of 2,400 pages (108 hours)

List resources (books, journals, etc.) you plan to use.

COURSE ASSIGNMENT(S): 30-35 page paper and/or appropriate project (40 hours)

Describe your process and methodology for the study as a whole. Also describe the paper and/or project you will complete. What format will the final product take? How will this help you to accomplish your objectives for the study?

4. ADVISOR/GRADER

Who will serve as your instructor or advisor for the study?

(Note: Students are encouraged to select a Western Seminary faculty member as their advisor/grader. However, exceptions to this may be considered if deemed appropriate.)



Individualized studies are courses designed uniquely by the student and professor for an individual learning experience. If your intent is to register for a Western Seminary course found in the catalog, please complete the Independent Study Request. All requests must be submitted no later than two weeks prior to the beginning of the semester. Requests submitted after that date may be denied or postponed until the following semester.

Full Name (please print clearly) _____ Student ID _____

Course ID _____ Course Title _____

Credit Hours _____ Start Date _____ End Date _____

Please note that the course start and end dates must occur within the official start and end dates of the semester.

Please staple a copy of the syllabus to this form, with the form on top. Then obtain the signatures indicated below. If you are unable to obtain one or more signatures due to schedule conflicts or distant proximity to campus, a copy of an email indicating approval from the faculty member may be stapled behind the syllabus, and "See Attached" may be written on the signature line.

Instructor Signature - verifies approval of syllabus _____ Date _____

Advisor Signature - verifies support of this request _____ Date _____

Division Chair Signature - verifies support of this request _____ Date _____

Northern California Only - Academic Coordinator Signature _____ Date _____

Student Signature - authorizes registration _____ Date _____

Portland Campus
Attn: Rachele Humphrey
5511 SE Hawthorne Blvd
Portland, OR 97215-3367
(877) 517-1800 or (503) 517-1800
(503) 517-1801 fax

San Jose Campus
Attn: Carrie Priest
16330 Los Gatos Blvd, Ste. 100
Los Gatos, CA 95032-4520
(877) 900-6889 or (408) 356-6889
(408) 358-2907 fax

Sacramento Campus
Attn: Janet Gluck
2924 Becerra Way
Sacramento, CA 95821
(800) 250-7030 or (916) 488-3720
(916) 488-3735 fax

Office Use Only

The Academic Affairs office has received a copy of this request.

Assistant Registrar _____ Date _____

The Registrar has granted approval of this request.

Registrar _____ Date _____

The registration has been processed.

Assistant Registrar _____ Date _____

Program Checklist

The following are steps that must be completed to earn a Doctor of Ministry degree. Please consult the appropriate section of this handbook for details involved with each step. Record the date you complete each step on the space provided.

1. _____ Submit application materials and forms
2. _____ Admission to the program
3. _____ Required course: PTS711 Foundations of Ministry and Missions
4. _____ First elective course: _____
5. _____ Second elective course: _____
6. _____ Third elective course: _____
7. _____ Fourth elective course: _____
8. _____ Fifth elective course: _____
9. _____ Sixth elective course: _____
10. _____ Required course: PTS 712 Research Design and Methodology
11. _____ Submission of dissertation proposal to program director
12. _____ Dissertation proposal approved
13. _____ Dissertation reader appointed
14. _____ Application to Initiate Thesis or Dissertation submitted
15. _____ Dissertation research and writing process completed
16. _____ Dissertation demonstration completed and approved
17. _____ Completion of graduation materials packet
18. _____ All admission provisions removed (e.g. M. Div. equivalency requirements)