

2016-2017

Doctor of Ministry Handbook



Clamp Divinity School
College of Christian Studies
Anderson University
316 Boulevard
Anderson, SC 29621
www.auministry.com

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Welcome!

It is a pleasure to welcome you to the Doctor of Ministry program at Anderson University. Our prayer is that God will use this program to enhance your ministry and bring a new power and freshness to your preaching.

The Clamp Divinity School – the part of the College of Christian Studies which houses the Master of Ministry, Master of Divinity and Doctor of Ministry programs – was born out of the sacrificial commitment of Mr. David Clamp, who lived frugally and saved his resources because of his vision to help train and equip new generations of church leaders. Recognizing Mr. Clamp's stewardship, all of us who serve in the College of Christian Studies take seriously the importance of teaching and learning that is focused on preparing God-called ministers for effective Kingdom service.

Nowhere is that goal more important than in the Doctor of Ministry program. The students enrolled in this program are not novices in church work; they bring to this program of study many years of experience as pastors and church leaders. Their goal is to build on prior study and experience to establish a firm foundation for excellence in the proclamation of God's Word. The Anderson University D.Min. program forms a community of Kingdom learning by nurturing a partnership of students and faculty.

We look forward to these years of partnership with you and your ministry colleagues in the D.Min. program. Let me challenge you to take seriously this opportunity for advanced ministry study. Read carefully, write wisely, think deeply.

May God bless you, your family and your church as you engage in this learning adventure.

Sincerely,

Michael Dudit, Dean
College of Christian Studies & Clamp Divinity School

Graduate Studies at Anderson University

Anderson University Graduate Studies Mission Statement

Graduate degrees are meant to provide the academic preparation for adult students who desire to enhance their capacity for service and leadership within a variety of professional settings. All graduate degree programs at Anderson University are intentionally designed to ensure that graduate students engage in courses of study that are progressively more advanced in academic content and intellectual rigor than undergraduate programs in the same or similar academic discipline. Courses of study within the graduate curriculum of the University require intensive study of scholarly literature and findings within each discipline, as well as ongoing student participation in research, pertinent practice and training within the discipline, or both.

College of Christian Studies at Anderson University

College of Christian Studies Mission Statement

The Mission of the College of Christian Studies is to equip a new generation of God-called men and women to change the world through transformative Kingdom service.

The Doctor of Ministry

Program Mission Statement

The Doctor of Ministry (D.Min.) is a professional doctoral degree. The degree differs significantly from the Doctor of Philosophy (Ph.D.) in that the latter is primarily a research degree with a lesser focus on practical issues in ministry. The D.Min. program guides students in seeking understanding not for its own sake, but rather for practical ends. Therefore, the contribution is primarily to the practice of ministry, specifically the role of preaching in ministry. The degree program will be appropriate for students with experience in ministry who desire to hone their preaching skills.

Program Overview

The Doctor of Ministry is a 35-hour degree program delivered through a hybrid approach, involving independent, seated, and online study. The D.Min. requires:

Three Residency Seminars	9 hrs.
Three Event Seminars	9 hrs.
Four Colloquia	8 hrs.
Project Methodology Workshop	2 hrs.
Ministry Project	<u>7 hrs.</u>
	35 hrs.

Residency Seminars.

The three residency seminars each require one week of classroom study. Each seminar requires a substantial amount of preparation prior to the seminar. The preparation includes a substantial amount of reading and the completion of written assignments.

The three residency seminars are:

- **CHR 641 – Historical, Theological and Practical Foundations for Biblical Preaching in the 21st Century** – Students will explore the historical and theological framework underlying expositional preaching. Students will be introduced to terminology, concepts, and leading thinkers in the field of expository preaching.
- **CHR 642 – Creativity, Culture, and Biblical Preaching** – This seminar will consider the influence and impact of culture on the preaching event and will direct students to consider how creative communication can play a role in leadership within the church.
- **CHR 643 – Issues and Trends in Biblical Preaching** – Students will explore contemporary issues and trends that impact biblical preaching. The seminar will be held in another city (Atlanta, Dallas, Washington D.C., etc.) in order to expose students to contemporary preachers and enable students to gain insight from leaders in the field.

Event Seminars (CHR 671-673)

The event seminars coincide with a major preaching-related event sponsored by Anderson University's College of Christian Studies. These events include the annual John A. Broadus Lectures on Preaching (held on the Anderson campus each fall), the

National Conference on Preaching (typically held in a major U. S. city in May), and the International Congress on Preaching (held overseas every four years). D.Min. students will participate in the event and the seminar. A professor from the College of Christian Studies will facilitate the seminar, and it will concentrate on the theme of the event. Students must attend each seminar at least once. (The International Congress on Preaching will fill the role of the National Conference on Preaching every four years.)

Sermon Colloquia (CHR 601-604)

The Sermon Colloquia will provide DMin students with a semester-long, guided lab for honing their skills in preaching. The online course will generate peer and instructor evaluation of the student's sermons. The evaluations will analyze both content and delivery. This workshop will help students apply the concepts learned in residency and event seminars to the sermons that they preach in their ministry setting.

Project Methodology Workshop (CHR 690)

This workshop is aimed at preparing students for their Ministry Project. It is a two-day workshop that communicates to students the expectations for the Ministry Project. The workshop provides students with insight into the kind of research and writing that will be required in the Ministry Project.

Ministry Project (CHR 699)

Each student must implement (in action) and evaluate (in writing) a significant ministry project in the field of preaching designed to enhance the student's understanding and practice of ministry. (See next section for further details)

Sequence

	Summer	Fall	Spring
Year 1	CHR 641	CHR 601 Colloquium, CHR 671*	602 Colloquium, CHR 672*
Year 2	CHR 642, CHR 690	CHR 603 Colloquium, CHR 671*	604 Colloquium, CHR 672*
Year 3	CHR 643 (Students should have an approved prospectus prior to the beginning of CHR 620)	CHR 699^, CHR 671*	CHR 699 ^, CHR 672*
Year 4	NONE	CHR 699^	CHR 699 ^

Year 5	If students do not complete the program in four years, they will need to pay additional fees to continue in year 5.		
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*Students are required to take each event seminar at least once with a total of three event seminars, (CHR 671, 672).

^Credit for CHR 699 will be assigned in the semester when students complete their project. Until completion of the project students will receive IP – “In Progress”.

Faculty

- Dr. Michael Duduit
Dean of the College of Christian Studies
Professor of Christian Ministry
- Dr. Kristopher Barnett
Associate Dean, Clamp Divinity School
Associate Professor of Christian Ministry
- Dr. Charles Fuller
Associate Professor of Christian Studies
- Dr. James Noble
Assistant Professor of Pastoral Ministry

Admission

Anderson University accepts students on the basis of academic qualification, character and evidence of the potential to benefit from the university experience. Each applicant’s record will be examined for evidence reflecting potential for intellectual and social growth, strength of character, and seriousness of purpose. The University considers all qualified applications without regard to race, religious creed, place of national origin, sex, disability, or ethnic group. Admission will be on a competitive basis, with the best qualified students receiving priority.

Applicants are required to provide the pertinent admission information in order to be considered for admission into the D.Min. program. The D.Min. Admission Committee will make final decisions regarding the acceptance of applicants. In some cases, the committee may ask for further information or a personal interview prior to a decision regarding admission into the program. All applicants are required to pay a \$25 non-refundable application fee.

Applicants for admission into the D.Min. program at Anderson University must meet the following academic prerequisites:

A. Academic Prerequisites

1. A Master of Ministry or Master of Divinity degree (or equivalent).
2. A minimum of 42 graduate hours.
3. A minimum 3.0 GPA on a 4.0 scale. Applicants with a GPA slightly below the minimum requirement may be admitted on a probationary status.
4. Three hours of preaching at the graduate level.
5. Official transcripts from all baccalaureate and graduate degrees.
6. An academic recommendation. The recommendation should be from a former professor or someone who can vouch for the applicant's academic ability.

B. Professional Prerequisites

1. A minimum three years of experience in a ministry vocation with preaching responsibilities.
2. A video (DVD, Vimeo, YouTube, etc.) or audio sermon that displays the applicant's approach to biblical preaching.
3. A professional recommendation from someone that can speak specifically about the applicant's abilities as a minister.

C. Personal Prerequisites

1. An essay explaining the reason for your application and the potential impact of the D.Min. degree on your ministry. The purpose of the essay is to establish the applicant's motivation for pursuing the degree and the applicant's professional goals.
2. A five-hundred word essay that explores the following question: *What role does preaching play in the life of the pastor today?*

3. A personal recommendation.
4. If one of the previous recommendations provided is not from the applicant's pastor, there must be a recommendation of the applicant on behalf of the church in which the applicant is a member.

Transfer hours

A student can transfer up to nine hours into the DMin program. The Dean and Associate Dean will determine transferability of hours based on equivalence to courses required in the D.Min. program.

Tuition and Financial Aid

Tuition

Tuition for the Doctor of Ministry is \$12,000. Students pay \$500 upon enrolling in the program, and an additional \$1,000 prior to attending their first seminar. The remainder of the program fee is paid through a 36-month interest-free payment plan. (There is a modest fee to establish the payment plan.) Students must remain current with their payments in order to enroll in their next seminar. Textbooks, lodging, food, travel, and graduation costs are not included in the tuition fee.

Should a student need to extend their program beyond the normal four-year period, an extension fee of \$150 per month will be required (up to a maximum of \$1,800 per year), to cover the cost of ongoing supervision and other expenses.

All fees are subject to change. Any subsequent changes will be announced separately. Application fee is waived for Anderson University graduates.

Graduate School Financial Aid

The Financial Aid Office is committed to helping students find appropriate ways to finance their education. Students can receive private loans to help pay for the cost of the program. The Financial Aid Office can provide instructions for receiving these loans.

The University does not currently provide institutional scholarships for graduate students. A variety of private scholarships are available for students preparing for ministry, and D.Min. students are encouraged to apply for such aid.

For more information regarding financial aid, please call the Financial Aid Planning Office at 864-231-2020.

Academic Policies

Registration

Students that are accepted into the Doctor of Ministry are required to register for their first seminar no later than one year after they have received their official acceptance letter. Following initial registration, students are expected to register for seminars in each academic year. Students will register for all seminars through AU's online portal – Self-Service. If you have questions with online registration, you can contact the College of Christian Studies at 817-328-1809.

Student Email Accounts

Students are expected to regularly check their email accounts assigned by AU. All D.Min. students will be assigned a student email account subsequent to their admission into the program. This email account will be the primary means of communication between the student and the D.Min. faculty.

Assignments Related to Seminars

All assignments related to seminars must be completed by the deadlines established by the professor. Many of the assignments must be completed prior to the actual meeting time of the seminar. Assignments that are due subsequent to the seminar need to be submitted by the specified due date.

Attendance at Seminars

Attendance at all seminars is mandatory. Due to the compressed nature of the D.Min. seminars, it is imperative that students are in attendance the entire time. Students who miss any substantial part of a seminar will be required to take that particular seminar again.

Required Grade Point Average

Participation in doctoral study requires performance at a level of excellence. Students must receive a minimum grade of a B in each seminar of the D.Min. program. Students must repeat any seminar in which they receive a grade lower than a B. In addition to repeating the seminar, that student will be placed on academic probation. Any student who receives two successive grades below a B will be terminated from the program.

Academic Standing

It is the University's desire that all students successfully complete their programs of study. The following regulations are established to guarantee that a student is making satisfactory progress toward completing degree program.

Good Standing

To remain in good academic standing, the D.Min. student must maintain a cumulative 3.00 GPA.

Academic Probation

Academic standing is reviewed at the conclusion of the fall and spring semesters. Graduate students whose cumulative GPA falls below 3.00 at the time of review will be placed on academic probation. If the requisite GPA is attained, the academic probation status will be removed. If a cumulative GPA of 3.00 is not attained within two terms of study, the student will be suspended from graduate studies (see below). The student may appeal such action to the Dean of the College or their designee.

Academic Termination

Students whose cumulative GPA remains below 3.00 after the probationary period will be removed from the program.

Students may appeal their removal from the program by writing to the Dean of the College. Following the Dean's ruling, if the student desires a second review of the suspension decision, the appeal may be addressed to the Office of the Provost. Suspended students who miss the deadline for appeal will not be eligible to return until the next term in which the courses they need to repeat are offered.

Grade Appeals

If a student perceives a grade to be unfair, capricious, or arbitrary he/she may submit an appeal in writing. The appeal must be initiated within one month of the grade assignment and must include a clear rationale for the appeal. For an appeal to have merit there must be some evidence that the student has been treated inappropriately with regard to the administration of the University's policies. The line of appeal is the instructor in the course, then the Dean of the College or their designee, and finally the Office of the Provost. Each person to whom an appeal is made has five working days in which to communicate the decision to the student. Students should understand that mere unhappiness with a grade is not grounds for an appeal.

Incomplete Grades

The student must request a grade of incomplete in writing when circumstances beyond the student's control prevent the completion of all course requirements on time. A student may not receive a grade of "I" where there are no extenuating circumstances. The Request for an Incomplete Form is available on the Registrar's page of the AU Website. The form must be approved by the instructor and the Dean of the College, and must be filed with the Registrar prior to the final exam for the course. The course work must be completed within 30 days of the last day of the term. Students cannot start another D.Min. course until the course work for the incomplete course is submitted. The instructor will notify the student and Registrar of the final grade within 10 days of its completion. Incomplete grades not completed and filed on time will result in a grade of "F" for the course.

Interrupted Status

In the unforeseen event that students must temporarily suspend their studies in the D.Min. program, a request for "interrupted status" is to be made to the Director of the Doctor of Ministry program at least one month prior to beginning of the next seminar. Students are permitted a maximum of two semesters of interrupted status.

Time Allowance

Students should expect to spend at least three years in the D.Min. program. The D.Min. degree is to be pursued as students continue in full-time vocational ministry. Generally, students should take no longer than four years total to complete the program. Students who exceed the four-year limit will be required to pay an additional fee for each semester beyond the four-year limit. No student will be allowed to extend the time of his or her participation in the program beyond six years.

Lodging & Meal Expenses

The fees for the D.Min. program do *not* include the costs for lodging and meals. Students are responsible for making the proper arrangements.

Academic Honesty and Dishonesty

Students at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. Just as academic honesty is vitally important to the value of a university education, academic dishonesty is a serious offense because it diminishes the quality of academic scholarship at Anderson University and defrauds society, the institution, faculty, and other students. The policy on Academic Honesty and Dishonesty is described in the current Student Handbook, which can be found online under the Campus link, located at the top of andersonuniversity.edu. The forms of academic dishonesty addressed by the policy include plagiarism, fabrication, cheating, and academic misconduct. Consequences for academic dishonesty range from a grade of F on the assignment or for the course for a first offense and may include suspension or expulsion for a second offense.

Accommodations for Students with Disabilities

Anderson University provides accommodations to enable students with disabilities to access the University community, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable accommodations are determined based on current documentation and are made on a case-by-case basis. Adherence to academic standards that are essential to a course of study is generally considered non-discriminatory.

Students requesting accommodations from Anderson University must self-identify by contacting the Center for Student Success. Application for accommodations does not ensure that the student qualifies to receive accommodations.

Students requesting accommodations must have a documented disability as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. All documentation is evaluated on a case-by-case basis. If provided documentation is deemed insufficient, the student may be required to provide additional documentation. Complete guidelines for documentation are available from the Center for Student Success. In general, documentation should include:

- Letterhead, name, and title indicating that the documentation was provided by a professional trained in the differential diagnosis of disorders, and that the evaluation was performed within the last three years.
- A clearly stated diagnosis which rules out alternative explanations and diagnoses.
- Defined levels of functioning.
- An explanation of substantial limitations due to the disability.
- Current treatment and medication.
- Essential accommodations needed for postsecondary education, including duration and rationale.

The Center for Student Success determines the student's eligibility for accommodations and, for eligible students, determines appropriate accommodations.

The Ministry Project

Implementation

The Ministry Project places an emphasis on the relationship between professional knowledge related to biblical preaching and performance. The Project is intended to contribute both to the student and others. Therefore, the most appropriate context for implementing the Project is the student's own ministry setting.

Evaluation

A major component of the Ministry Project is the student's evaluation of it. The evaluation of the Project must be made in writing. The written text of the Project must be a minimum of 100 and a maximum of 150 double-spaced pages. Page-length requirements do not include the table of contents, bibliography, and appendices. The bibliography and appendices must not surpass fifty pages. The faculty supervisor and the Director of the D.Min. program must approve bibliographies and appendices that exceed fifty pages.

The written portion of the project should follow the style guidelines outlined in Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed.

Each student's project supervisor and the director of the D.Min. program will provide appropriate guidance in the implementation and writing of the project.

Tips for Choosing a Project

One of the most important factors in completing the D.Min. program is choosing an appropriate Project. Selection of an appropriate Project should be something that a student begins to think about soon after admission into the program. Students should be cognizant of Project possibilities and consult with their project supervisors regularly in order to move towards deciding on a topic. There are some basic diagnostic questions that a student can ask in order to determine whether or not a proposed Project topic is appropriate:

- 1. Will the proposed Project benefit the student involved and others?**
The student needs to consider how the proposed Project will benefit his or her life as a minister and how it will benefit others.
- 2. Does the proposed Project include the church or group whom the student serves?** A sound Project requires involvement from both the minister and those to whom he or she ministers. A proposed Project should not be something that can be completed without the involvement of others besides the minister.
- 3. Will the proposed Project challenge the student to move beyond the biblical preaching skills already possessed before entrance to the D.Min. program?** A Project that does not greatly enhance the student's knowledge and practice of biblical preaching is not worth doing. The Project cannot simply be a summary of what the student has always done in his or her ministry context.
- 4. Is the proposed Project something that will sustain the student's interest through the implementation and evaluation stages?** A proposed Project should be something that is sustainable in terms of keeping the student's interest from beginning to end. A Project that is of little interest to the student should be exchanged for one that appeals to the interest of the student.
- 5. Is the proposed Project a good fit for the student's ministry context?**
A proposed Project that does not match the student's ministry context will most likely fail to be completed or fail to be beneficial to the student and others.

Preparing a Project Proposal

Students must prepare a proposal for their Ministry Project prior to beginning the project. The proposal should demonstrate the viability of the student's project as well as the student's competence to implement and evaluate the project. The proposal should provide direction and guidance for the implementation and evaluation of the project. The proposal should be **10-20 pages** in length. It should be written with proper sentence structure, grammar, and punctuation. Additionally, the proposal should include the following features:

1. **Title.** The title of the Project should reflect the overall nature and aim of the Project. Students should give careful consideration to the title of their Project. The title should provide clear insight on the nature of the Project.
2. **Purpose.** The Project proposal should clearly state the purpose of the Project. The general purpose of a student's Project is to solve a problem, meet a need, or contribute to the resolution of an issue. Therefore, the proposal should clearly articulate the problem, need, or issue that the Project addresses. *What are you seeking to accomplish?*
3. **Background.** This portion of the proposal should explain the backstory behind the student's interest in the Project. Students should explain the origin and subsequent development of their interest in the proposed project. *Why are you interested in this topic/issue?*
4. **Research Methodology.** Students should describe the methods they will use in their Project. Details should be specific enough to demonstrate that the student has a clear and developed research plan. *How do you plan to achieve the purpose described above?*
5. **Chapter Outlines.** It is important to develop a clear outline of the project prior to its implementation. The proposal should include an outline of the chapter titles and estimated page lengths.

The following provides a general outline that often works well for D.Min. projects. However, students have the freedom to develop original outlines.

- Chapter 1: Introduction
- Chapter 2: Biblical & Theological Issues
- Chapter 3: Theoretical & Practical Issues

- Chapter 4: Project Details
- Chapter 5: Project Evaluation

The Project outline should provide enough details to show the D.Min. committee that the student has a solid plan for the project.

6. **Annotated Bibliography.** The bibliography should list books, periodicals, and unpublished materials related to the work in the project. A wide range of works related to the project should be included. Students should provide a 3-4 sentence description of each bibliographic entry, including a statement communicating how the entry will aid the Project. The minimum number of bibliographic entries for the proposal is 20.

Project Participants

A. Faculty Supervisor - All students will be assigned a faculty supervisor when they reach the project phase of the program. The responsibilities of the supervisor are as follows:

- Monitor the implementation of the project.
- Ongoing evaluation of written work related to project.
- Oversee the final writing of the project.
- Directs the oral examination of the project.

B. Field Supervisor - Students will need to secure a field supervisor whose qualifications include either a D.Min. or Ph.D. in a field related to AU's D.Min. in Biblical Preaching. The field supervisor needs to be someone who is in fairly close geographical proximity to the student who can serve in an advisory role during the course of the project.

The Project Process

Students are to follow an established process for the preparation and submission of the project. Here are the basic steps of the process:

1. When students enroll in their second residency seminar, they should also enroll in the Project Methodology Workshop (CHR 690). Prior to completion of the Project Methodology Workshop, students will submit a preliminary

- proposal to the professor of the Project Methodology workshop. This assignment will provide the students with a blueprint for the project as well as instructive feedback.
2. Between the second and the third year residency seminars, the student will work to develop their preliminary proposal into a Project Proposal that adheres to the guidelines established above.
 3. Once the student completes their proposal, it should be submitted to the Director of the D.Min. program. The proposal must be clear and well written. It can be submitted in print or via email. If submitting via email, please convert to a PDF document and send to kbarnett@andersonuniversity.edu.
 4. Students can request a faculty supervisor when they submit their proposal. The D.Min. Director will take that request into consideration when assigning faculty supervisors. (The D.Min. Director will also consider the interest areas of professors, personality, workload, and other factors when assigning supervisors.) Students will also include the name of their proposed Field Supervisor with the Proposal.
 5. After the Project Proposal is evaluated, the D.Min. Director will notify the student of the Proposal status:
 - a. Accepted – The Proposal is in order and the student is cleared to move to the next step in the process.
 - b. Further Development Needed – The Proposal is viable, however changes and adjustments are required prior to acceptance. The D.Min. Director will provide insight on the necessary changes when the status notification is conveyed. It is the responsibility of the student to resubmit the revised proposal upon completion.
 - c. Rejected – The Proposal does not represent a viable Project option and the student should develop a completely new Proposal.
 6. Once the proposal is approved by the D.Min. Director, the proposal will be reviewed by the faculty supervisor. The faculty supervisor will determine if some aspect of the project requires submission of the proposal to the University's Human Subjects Committee. If necessary, students will fill out the appropriate forms and send them to the HSC.
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7. After receiving HSC approval (or the approval of the faculty supervisor) the student will begin work on the Project. Students should *not* begin work on project chapters until both the D.Min. Director and the faculty supervisor have approved the proposal.
8. An approved proposal functions as a “contract” between the supervisory committee and the student. Once a student’s proposal is approved, any major changes to the project must be formally submitted to the supervisory committee for approval.
9. As students begin work on the project report, each chapter must be submitted directly to the faculty supervisor. The student’s faculty supervisor will review each chapter and return it to the student for corrections (if necessary). Once corrections are made, students must resubmit the chapter for review. The faculty supervisor must formally approve chapters. Students should plan for a minimum duration of 4 weeks between the time that a chapter is submitted for review and is reviewed by the supervisor. If students who have a concern about the contribution of their faculty supervisor, should contact the Director of the D.Min. program or the Dean of the College of Christian Studies.
10. Faculty supervisors will advise students regarding a potential graduation date as chapters of the project report are submitted for review.
 - a. In order to graduate in December, the pre-oral exam document must be submitted by November 1st.
 - b. In order to graduate in May, the pre-oral exam document must be submitted by April 1st.
11. Once the faculty supervisor feels that the Project is ready, they will submit the Project to the D.Min. Director. The D.Min. director will review the Project and determine if the student is ready for an oral defense of the Project.
12. If the Project is satisfactory, the D.Min. Director will contact the student to schedule a time for the student’s defense of their project. (This defense can take place via Skype if the student is not local.)
13. The student will submit a printed copy to each member of the D.Min. supervisory committee for review. (The D.Min. Director will provide the names of committee members.)

14. The final requirement for the D.Min. degree is a successful oral examination of the student's project. The examination generally lasts 1-2 hours. It focuses on the following:
- a. Examination of research
 - b. Assessment of the project's methodology and presuppositions
 - c. Examination of the project's conclusions and contributions to biblical preaching.

In preparation for the oral examination, students should consider the following:

- a. Be very familiar with your project.
 - b. Discuss with your supervisor his expectations for the examination.
 - c. Bring a copy of the project to the examination.
 - d. Dress appropriately.
 - e. Be on time.
 - f. Distinguish between defending your project and being defensive.
15. After the oral examination, their faculty supervisor will notify the student whether their project passed, failed, or needs further revision. If the committee agrees that the student needs to make corrections, the student will be informed of the necessary revisions.
16. The student will be responsible for submitting the Final Draft of the Project upon completion of the oral examination. (With or without revisions, depending on the committee's assessment.) Three copies of the Final Draft of the Project must be submitted to the Director of the D.Min. program. These copies will be bound. One copy will go in Thrift Library, another will be maintained at the CCS office, and the final copy belongs to the student. (If students want additional bound copies of the dissertation, they can purchase them at the current rate.)

Graduation Requirements

Students who plan to graduate in either December or May must complete a *graduation application* prior to the start of the semester. Please take note of the following due dates:

December Graduation

Submission of pre-oral exam project report is due by November 1st.

May Graduation

Submission of pre-oral exam project report is due by April 1st.

Graduation Checklist

After you successfully complete your oral examination, you will need to do the following:

- a. Submit three final copies of your project report to the College of Christian Studies office.
- b. Pay the \$100.00 graduation fee and confirm that all accounts are paid in full prior to graduation.
- c. Return all library materials.

Academic Calendar 2016-2017

Residency Seminars	July 25-29, 2016
Methodology Seminar	July 29-30, 2016
Event Seminar – John A. Broadus Lectures	October 18-21, 2016
Residency Seminars	May 22-26, 2017
Methodology Seminar	May 26-27, 2017
Event Seminar – International Congress on Preaching	August 7-11, 2017

Campus Life

Identification Card

Each student must obtain an identification (ID) card. Students must apply for ID cards at the Campus Safety Office by providing his/her student ID number. The ID card is valid as long as the person is enrolled as a student at Anderson University and does not have to be renewed annually.

Library

Students may use the services offered from the Thrift library by presenting his/her ID card at the service desk. Complete information concerning library resources may be found at the University website: <http://andersonuniversity.edu/library>

Tobacco Products

Anderson University is a smoke-free, tobacco-free campus. The use of tobacco products is prohibited on campus grounds.

Anderson University Bookstore

You can purchase your textbooks through the AU bookstore or online. Visit the AU bookstore here: <http://www.andersonuniversity.bkstr.com>

Technology (email, self-service, etc.....)

Anderson University eMail Account

Anderson University assigns a unique e-mail account to every student, which will serve as the primary means of communication between online student and professor.

The student **username** will be the prefix of that email address (everything before the @). The default **password** is your student ID number including zeros @au. It is recommended that you change that password upon login.

Using Web Browser (Internet Explorer, Google Chrome, Firefox, Safari, etc.):

1. In your browser address bar type <http://www.andersonuniversity.edu/resources>
2. Locate and click the AU WEBMAIL link on located in the quick links box on the right side of the page.
3. In the dialog box that opens, enter your username and password as follows:

Username: Acnt\jsmith1234

Password: Student ID number with zeros @au (Ex: 000023456@au)

4. Click “OK” and Microsoft Outlook Web Access will then open with your e-mail account.

Self-Service at Anderson University

Using Web Browser (Internet Explorer, Google Chrome, Firefox, Safari, etc.):

1. In your browser address bar type <http://www.andersonuniversity.edu/resources>
2. Locate and click the SELF-SERVICE link on located in the quick links box on the right side of the page.
3. In the dialog box that opens, enter your username and password.

Contact Information

College of Christian Studies

(P) 864.328.1809

(F) 864.231.2141

Administrative Assistant: Kelli Strickland

krstrickland@andersonuniversity.edu

864.328.1809

Dean: Dr. Michael Dudit

mdudit@andersonuniversity.edu

864.328.1809

External Relations: Sam Totman

stotman@andersonuniversity.edu

864.328.2138

Assoc. Dean: Dr. Kristopher Barnett

kbarnett@andersonuniversity.edu

864.231.5618

Anderson Central: 864.231.2070