

2020-2021

# Doctor of Ministry Handbook

*Solidly Biblical. Intensely Practical.*



CLAMP  
DIVINITY  
SCHOOL  
ANDERSON UNIVERSITY

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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 ministry.

The Clamp Divinity School – the part of the College of Christian Studies which houses all graduate 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.

We look forward to these years of partnership with you in the Doctor of Ministry 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,

A handwritten signature in black ink that reads "Michael Dudit". The signature is written in a cursive, flowing style.

Michael Dudit, Dean

College of Christian Studies & Clamp Divinity School

## Clamp Divinity School

The mission of Clamp Divinity School is to equip a new generation of God-called men and women to change the world through transformative Kingdom service.

## Graduate Studies at Anderson University

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.

## The Doctor of 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. The degree program will be appropriate for students with experience in ministry who desire to hone their skills in ministry. 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.

## Program Overview – Biblical Preaching

The Doctor of Ministry in Biblical Preaching is a 35-hour degree program delivered through a hybrid approach, involving independent, seated, and online study. The D. Min. in Biblical Preaching 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 21<sup>st</sup> 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 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 D. Min. 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. The workshop provides students with insight into the kind of research and writing that will be required in the Ministry Project and seeks to help students identify the topic for their Ministry Project.

### **Ministry Project (CHR 696)**

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.

## Sequence

	Summer	Fall	Spring
Year 1	CHR 641	CHR 601 Colloquium, (CHR 641 Must be completed prior to a student beginning CHR 601),  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 643)	CHR 696 $\wedge$ ,  CHR 671*	CHR 696 $\wedge$ ,  CHR 672*
Year 4	NONE	CHR 696**	CHR 696**
Year 5	If students do not complete the program after enrolling in CHR 696 four times, they will pay additional fees for each subsequent semester.		

*\*Students are required to take each event seminar at least once with a total of three event seminars, (CHR 671, 672).*

*\*\*Credit for CHR 696 will be assigned in the semester when students complete their project. Until completion of the project students will receive IP – “In Progress”.*

## Program Overview – 21st Century Ministry

The Doctor of Ministry is a 35-hour degree program delivered through a hybrid approach, involving independent, seated, and online study. The D. Min. in 21<sup>st</sup> Century Ministry requires:

Seminars (Online or Residential)	24 hrs.
Project Methodology Workshop	2 hrs.
Ministry Project	<u>9 hrs.</u>
	35 hrs.

### Online Seminars

Applied seminars meet in at least eight two-hour synchronous online sessions. Online meeting times and duration of sessions will be determined by the individual instructor. In addition to the online sessions, students will also engage in online discussions and other assignments.

### Residential Seminars

Residential seminars will meet on-campus for weeklong (5-day) intensive seminars. Students will receive reading and assignment lists at the beginning of the semester in preparation for the intensive seminars. Instructors might also choose to meet with students for an online synchronous session to begin the term.

### Project Methodology Workshop (CHR 690)

This workshop is aimed at preparing students for their Ministry Project. It is an online course where students meet for synchronous sessions. The workshop provides students with insight into the kind of research and writing that will be required in the Ministry Project.

## Ministry Project (CHR 695)

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

## Sequence

There is no prescribed sequence for courses in the D. Min. in 21<sup>st</sup> Century Ministry program except that the student takes the project seminar after CHR 690.

## Seminars

All seminars are 3-credit hours.

- **CHR 650 – Ministry and Contemporary Church Models** – Students will explore the biblical and theological foundation of the local church and the changing nature and shape of the local church in the 21<sup>st</sup> century.
- **CHR 651 – Engaging Generational Change in Contemporary Ministry** – Students will explore the significant generational change taking place in contemporary American culture and the implications of such change for ministry.
- **CHR 652 – Leadership in the Contemporary Ministry Setting** – Students will explore the philosophy and practice of leadership in ministry, with particular emphasis on the changing nature of leadership in a shifting 21<sup>st</sup> Century culture.
- **CHR 653 – Ministry in a Multi-Ethnic Setting** – Students will explore the ethnic and demographic characteristics of American society and how

the church can effectively engage such change through intentional multiethnic approaches to ministry.

- **CHR 654 – Next Generation Ministry** – Students will explore ministry to next generation audiences (children, youth and students) in the midst of significant cultural change.
- **CHR 655 – The Changing Face of Missions** – Students will explore trends impacting global missions with a focus on cultivating effective strategies for Great Commission ministry.
- **CHR 656 – Evangelism in a Post-Christian World** – Students will explore trends influencing evangelism in the post-Christian Western world.
- **CHR 671 – The Broadus Lectures on Preaching** – Students will explore trends in preaching, specifically trends in exposition in a shifting 21<sup>st</sup> Century culture.

Additional seminars will be developed as needed to offer students a variety of options.

## Faculty

**Dr. Michael Duduit**, Dean of the College of Christian Studies and Clamp Divinity School

**Dr. Kristopher Barnett**, Associate Professor of Christian Ministry and Associate Dean, Clamp Divinity School

**Dr. Bryan Cribb**, Associate Dean of CCS Undergraduate Programs and Associate Professor of Christian Studies

**Dr. Charles Fuller**, Director of Honors Program and Associate Professor of Christian Studies

**Dr. Timothy McKnight**, Associate Professor of Christian Studies

**Dr. Benjamin Brammer**, Assistant Professor of Christian Studies

**Dr. Ben Brammer**, Assistant Professor of Christian Studies

## Admission

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 \$40 non-refundable application fee. (Application fee is waived for Anderson University graduates.)

### **Academic Prerequisites**

1. A Master of Ministry or Master of Divinity degree (or equivalent).
2. 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.
3. Three hours of preaching at the graduate level. (*Only required for the D. Min. in Biblical Preaching.*)
4. Official transcripts from all baccalaureate and graduate degrees.
5. An academic recommendation. The recommendation should be from a former professor or someone who can vouch for the applicant's academic ability.

### **Professional Prerequisites**

1. A minimum three years of experience in a ministry vocation. Students applying for the D. Min. in Biblical Preaching should be serving in a ministry position that offers consistent preaching opportunities.
2. A professional recommendation from someone that can speak specifically about the applicant's abilities as a minister.

## 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 personal recommendation.
3. 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 D. Min. program. The Dean and Associate Dean will determine transferability of hours based on equivalence to courses required in the D. Min. program.

## Tuition & Financial Aid

### Tuition

Tuition for the Doctor of Ministry is \$13,000. Students pay \$500 per credit hour for the first 26 hours they complete in the program. After the student completes 26 hours, additional courses are not billed, unless the student exceeds the time limit on their project.

Students can register for the project seminar for four consecutive semesters before they incur additional fees. Beginning with the fifth semester, students will pay \$600 per semester to continue in the program.

Textbooks, lodging, food, travel, and graduation costs are not included in the tuition fees.

All fees are subject to change. Any subsequent changes will be announced separately.

### **Graduate Financial Aid**

The Anderson University Office of Financial Services exists to inform and assist students and parents in finding financial assistance and to enable students to attend Anderson University. Services offered include informing, counseling and assisting students in a timely and equitable manner. All functions of the Office of Financial Services are geared to enhance the overall learning and spiritual objectives of Anderson University. Email communication to the student's AU assigned email address is the official form of communication from the Office of Financial Services about awards, adjustments, notifications, and deadlines.

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

The Office of Financial Services awards financial aid to qualified applicants without regard to race, religious creed, national origin, sex, age, disability or ethnicity.

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 Academic Success Advisor for the Clamp Divinity School at 864-622-6093.

### Student Email Accounts

Students are responsible 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. If a student does not keep up with their email account, announcements, registration deadlines, and assignments will be missed and will not be excused.

### **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 duration of the seminar. Students who miss any substantial part of a seminar will not receive credit for that seminar.

### **Good 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 a degree program. To remain in good academic standing, the graduate student must maintain a specific cumulative graduate point average. To be eligible for graduation, students must be in good academic standing at the completion of their program of study.

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

### **Academic Probation**

If a graduate student does not meet the minimum GPA required as outlined in their specific college in any given academic session (as defined by their

college), the student is placed on academic probation. The student will be notified about placement on academic probation by their respective college.

### **Academic Suspension (Initial)**

If a student fails to meet the minimum GPA requirement for two consecutive or non-consecutive sessions (as defined by their college\*), the student is placed on suspension from Anderson University for a period of one session. Within 30 days, the student will begin to work on the academic success plan outlined by the student and the College Dean/Director. Students may apply for readmission into the college after being out for one academic session, as defined by the respective college.

### **Academic Suspension (Second)**

Upon readmission, should a student fail to maintain the minimum GPA requirement for one academic term, (as defined by their college), the student is placed on a second suspension. Regardless of suspension, the student may not be readmitted until at least one calendar year has elapsed. Should the student reapply for admission, he or she will need to write a letter to the College Dean outlining a plan for change.

### **Repeating a Graduate Course (Initial)**

If a student receives a grade of D or F in a course, the student may repeat the course one time without obtaining permission from the College Dean/Director. Only one course attempt will be calculated into the grade point average although both course attempts and grades will appear on the student's transcript. Only the higher grade will be calculated into the GPA. If a student does not meet the minimum GPA requirement for their respective college, the student may petition to take a course with a grade of C for a better grade.

### **Repeating a Graduate Course (Second)**

After repeating a course and a student fails to earn a grade of a C or better, the student may petition the Dean of the College requesting to retake the course a third time. The Dean of the College reserves the right to refuse a third attempt. If after the third attempt and the student fails to obtain a B or better, no additional attempts will be allowed.

### **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**

It is the student's responsibility to request the grade of "I", an incomplete grade, when some extenuating circumstance beyond the student's control (e.g. serious medical condition with documentation, required change in work schedule, etc.) prevents the completion of a course within the standard time requirement. An "I" is a temporary grade and can only be granted when a student has successfully completed at least 50% of the work required in the

course. When the student does not meet this criterion, then it is likely a WP or WF should be assigned.

To initiate the process for assignment of an Incomplete, the student should have an initial conversation with the course instructor. Eligibility for an incomplete grade will be determined by the instructor's review of the student's progress in the course and the documentation provided by the student such as medical statements or a statement from the employer, as well as consideration of their own availability to extend the time period. The maximum allowable time for an extension is thirty days.

When the faculty member agrees that the student has met the criteria to be granted an Incomplete, and he or she is willing to accommodate the request, the faculty member will download and complete a copy of the Request for an Incomplete Grade. The instructor and the student must agree on the assignments that will be submitted late, and the form must include a list of these items. Signatures by both parties on the form will be viewed as agreement to the stated requirements for completion. Once the assignments are listed and the signatures provided, the completed form must be delivered to the Registrar's Office for processing. The Request for an Incomplete Grade Form must be submitted to the Registrar before the end of the last regular class day in a semester or term.

Upon receipt of the completed form, the Registrar's Office will enter the grade of "I." The instructor is required to submit the final grade within 10 days of receiving all designated assignments or no later than 10 days beyond the 30-day extension. In the unusual case when a grade is not submitted by the date indicated on the form, the "I" grade will be converted to an "F". A student can

access his or her transcript through the student portal to monitor the resolution of the course grade.

### **Withdrawal from a Course**

**Important:** Please note any changes in enrollment during the add/drop period of course withdrawal at any point of the semester may result in revisions to your financial and/ or billing for the semester. You should contact the Office of Financial Services to determine the impact of such changes on your aid eligibility prior to adding/dropping or withdrawing from courses.

Students who wish to withdraw from a course must submit a signed and completed [withdrawal form](#) to the Office of the Registrar. Students should consult course syllabi and posted University policies to determine the date of financial responsibility and the guidelines for receiving grades of “W”, “WP”, “WF, and F in individual classes.

### **Withdrawing from the University**

Under certain situations, it may be necessary for a student to withdraw from the University. A student should notify the Dean of the College if they are considering a full withdrawal, and then the student should contact the Student Success Advisor or the Center for Student Success where the withdrawal process will be initiated. Depending on the date of the official withdrawal, a grade of “W” or “F” may be assigned. Students failing to follow the procedures of official withdrawal will be awarded a grade of “F” for all courses in which they remain registered.

## Temporary Graduate Student Leave

In the event of unavoidable and unforeseen circumstances, which will prohibit a student from taking classes for one or more semesters, a student may request Temporary Student Leave. For example, a student may request a Temporary Student Leave for the following reasons: childbirth, military service, physical health, or mental health. Temporary Student Leave allows the student to return to the university within one year without having to reapply or to change catalogs. In order to qualify for Temporary Leave status, the student must (1) be in good academic standing with the university, and (2) provide support documentation and receive approval from the Dean of the College, (or his/her designee), in which the graduate student is enrolled.

Student seeking a Temporary Student Leave will complete a withdrawal form available in the office of the dean of their college. The Dean or his/her designee will be identified on the form as the clearance contact for the student's return enrollment. Other approval signatures required on the form include the financial aid office and the library.

When the student believes that she/he is ready to return to the university, the student must request an interview with the designated staff member.

Following an interview and review of supporting documents, the staff member will determine the student's readiness to return. Upon determining that the student is ready to return, the staff member will notify the students' academic advisor that clearance has been granted and that the student may begin the registration process.

If a student is initially denied Temporary Student Leave or if the designated staff member denies the student's request to re-enroll, the student may

appeal the decision to the Office of the Provost, who will assemble a review committee to consider the appeal.

### **Academic Honesty**

Students in the Clamp Divinity School must adhere to the Academic Honesty Policy of Anderson University.

### **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.

## Notice of Non-Discrimination

Anderson University does not unlawfully discriminate on the basis of race, color, national origin, sex, disability, age, or religion in its programs and activities. Please direct inquiries to

**Dr. L. Dianne King**, Associate Vice President for Student Development/Dean of Student Success/Title IX Coordinator.

Office: Thrift 203

316 Boulevard, Anderson, SC, 29621

(864) 231-2026

[ldking@andersonuniversity.edu](mailto:ldking@andersonuniversity.edu)

or

The Office of Civil Rights, U.S. Department of Education

at 1-800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

# 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*, most recent edition.

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.

## 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 instructors regularly in order to move towards deciding on a topic.

## 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 carefully consider 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 the student's project. The field supervisor needs to be someone 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 advised by their Academic Success Advisor, students should 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. After completing the Project Methodology Workshop, 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 to [kbarnett@andersonuniversity.edu](mailto: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 Institutional Review Board for Protection of Human Subjects Committee. If necessary, students will fill out the appropriate forms and send them to the IRB.
  
7. After receiving IRB 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 October 1<sup>st</sup>.
  - b. In order to graduate in May, the pre-oral exam document must be submitted by March 1<sup>st</sup>.

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 digital copy which the D. Min. Director will distribute to the 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.) At least two 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 be maintained at the CCS office and the other copy belongs to the student. (If students want additional bound copies of the dissertation, they can purchase them at the current rate.)

# Graduation

## Graduation Application

Students who plan to graduate must complete a *graduation application* to the Registrar's Office the semester **prior** to the anticipated graduation. (See the Registrar's Important Dates document or consult with your Academic Success Advisor for specifics.) It is better to submit the graduation application early as it can be rolled back to a later date.

## December Graduation

Submission of pre-oral exam project report is due by October 1<sup>st</sup>.

## May Graduation

Submission of pre-oral exam project report is due by March 1<sup>st</sup>.

## Graduation Checklist

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

- a. Submit two final printed copies of your project report to the College of Christian Studies office.
- b. Confirm that all accounts are paid in full prior to graduation.
- c. Return all library materials.

# 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.ecampus.com>

## Technology (email, Self-Service, etc.)

### **Anderson University email Account**

Students are responsible to regularly check their email accounts assigned by AU. All 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 faculty. If a student does not keep up with their email account, announcements, registration deadlines, and assignments will be missed and will not be excused.

### **Self-Service at Anderson University**

Students will use self-service to register for courses and pay fees. Students can access self-service at [selfservice.andersonuniversity.edu](http://selfservice.andersonuniversity.edu).

## Contact Information

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