

**Doctor of Ministry Handbook
Andover Newton Theological School**

Table of Contents

Table of Contents	2
Welcome Letter	3
Introduction	4
Program Requirements	6
Sample Programs of Study	12
DMin Project Proposals	14
The DMin Project	17
Research in Ministry	17
Project Guidelines	18
Organization of the Project	19
Guidelines for Filing the Project	20
Securing a Copyright	21
Suggestions for Evaluation	22
The Comprehensive Examination	24
Policies	25
Forms	30
Doctor of Ministry Program of Study	31
Registration for Doctoral Candidates	32
Application for Deadline Extension	33
Change of Advisor Form	34
Candidacy Review Certification Form	35
Permission to Advance to Candidacy	36
Project Proposal Approval	37
Statement of Intention to Graduate	38
Scheduling the Comprehensive Examination	39
Comprehensive Examination Report	40
Sample Project Cover Sheet	41
Research In Ministry	42
Index	43

Dear Doctoral Students,

Welcome to Andover Newton! We are happy you are joining us in study and reflection on ministry. The Doctor of Ministry degree is designed to give you, as a professional in the field, a chance to reflect more deeply on your ministry context while honing skills of theological interpretation, communication, and leadership.

Planning your program is in your hands. You have the benefit of numerous resources at Andover Newton, the Boston Theological Institute and the surrounding area. You are to take the initiative in cultivating these resources while working closely with your advisor. It is important that you keep in touch with your advisor as you design a program to serve your educational goals for the DMin Program.

The DMin Handbook will guide you as you design and implement your academic program. It is meant to supplement, not replace, the ANTS Student Handbook. Any questions you have about the program that are not answered here might be found in the Student Handbook, which is available online at the ANTS Web site, www.ants.edu. Please refer to these written documents with questions; your advisor can often point you in the right direction, but it is best to have firsthand knowledge of the policies that govern ANTS degree programs.

If you have questions or if there is something special you wish to do, ask. Your advisor, the Administrative Assistant for the Doctor of Ministry Program and the Academic Dean are available to respond to your needs. The DMin Program is designed to be flexible so you can create a program to fit your ministry interests. Our hope is that you will enjoy being responsible for your own learning, and use us in ways that enrich your ministry and professional development.

DMin Orientation is a part of the Andover Newton Fall Orientation and takes place concurrently with orientation for all degree programs. Please plan on attending. Your advisor is available for academic and course of study questions both during orientation and in the weeks leading up to the term. Additionally, please do not hesitate to call me at 617-964-1100, ext. 248, or the Administrative Assistant for the Doctor of Ministry Program at 617-964-1100, ext. 316. Either one of us can be of assistance in clarifying the program's requirements or procedures.

We welcome you into our fellowship and wish you Godspeed in your studies.

Best Wishes,

*Sharon G. Thornton,
Professor of Pastoral Theology & Director of the Doctor of Ministry Program*

INTRODUCTION

The Purpose of Andover Newton's Doctor of Ministry Program

The Doctor of Ministry Degree is an advanced professional degree designed for clergy and lay leaders who have a Master of Divinity degree or its equivalent, which means a Bachelor of Divinity or a 90-credit (three years if full-time) Master's Degree in theological studies.

While the degree builds on a foundation in general theological studies, its over-arching objective is to foster creative practical and scholarly education to address the degree program's threefold purpose:

- To provide a program of studies where experienced religious leaders can engage complex issues related to their vocation while drawing upon theological and theoretical resources
- To deepen creative reflection, spiritual formation, and scholarship in an area of specialization of ministry, and
- To inspire reflective practitioners who embody and encourage creative leadership in communities of faith and other ministry settings.

Joint Doctoral Faculty

Andover Newton, Boston College Theology Department and Weston Jesuit School of Theology together constitute the Joint Doctoral Faculty, an ecumenical experiment exploring cooperative instruction in the advanced degrees offered by the three institutions. These include the Ph.D. in Theological Studies conferred by Boston College; the S.T.D. and S.T.L. degrees offered by Weston Jesuit School of Theology; and the DMin offered by Andover Newton.

Prerequisites

Applicants must have at least three years experience in ministry subsequent to their first graduate theological degree. Applicants must also demonstrate evidence of a capacity for an advanced level of competence and reflection, an ability to maintain a 3.3 (B+) cumulative grade point average, and writing skills sufficient to produce a DMin Project of high quality.

Advising

Every incoming DMin candidate is assigned an academic advisor through the Dean's Office during the admissions process. The advisor assists students in their course selections while also providing any counsel students may need about their academic programs. At the completion of the DMin Research Seminar, students work closely with their advisor as they proceed with their Projects.

In rare instances, students choose to work with a different advisor for their Projects than for their academic course work. Changes of advisor are to be made in consultation with the original advisor, the proposed new advisor, and the Director of the DMin Program. Students may change

advisors during the coursework and before beginning the Project Proposal as well; only in extremely rare cases do students change advisors after their Projects are underway, however. Once a change of advisors is approved, students may file a Change of Advisor form (see “Forms” section) with the Administrative Assistant for the Doctor of Ministry Program.

In addition to students’ advisors, students must select a reader for their Projects. Unlike advisors, readers need not be full members of the ANTS faculty but rather can be adjunct faculty members or local experts with particular insights into the student’s Project topic. It is expected that the reader will have an earned doctorate. No funding is available for non-faculty readers, which should be taken under consideration when students wish to invite outside readers. The student’s DMin Committee is made up of his or her advisor and reader, with each having one vote in the adjudication of the Project.

In order to map out their anticipated progress toward the degree, students complete D.Min. Program of Study worksheets (see Forms) and use them as an ongoing guide for conversation and planning. In the event where a student’s advisor will be on leave when it comes time for a student to complete the program, or in case of a Faculty member’s departure from the seminary very near to the time when a student is completing his or her program, the worksheet serves as a guide for the Advisor taking the place of the departing Faculty member. In such cases, students should have the Advisor with whom they have worked *sign* the Program of Study before going on leave or leaving the seminary in order to ensure that students’ original arrangements to complete the degree are honored by the replacement Advisor.

Length of Program

The DMin program is designed to be a three-year program for those who pursue it full-time. Most students in the program work toward the degree while also engaged in ministry, however, which means that students must work with their advisors to determine the appropriate rate of progress. This said, it is expected that even part-time students will complete the degree within six years. Those who extend beyond that time limit must receive approval from the Dean of the Faculty to continue and are assessed a significant annual fee. Under no circumstances may students continue in the program beyond ten years. Leaves of absence are included in these time frames, although special consideration is given to medical leaves.

Advanced Standing Admissions: Blanton-Peale

Blanton-Peale is an institute of advanced study in pastoral care located in New York. Blanton-Peale and Andover Newton Theological School formed a partnership over 30 years ago. Upon completion of all academic and clinical requirements at Blanton-Peale, students may apply for admission to the DMin program at Andover Newton with advanced standing. The application must be accompanied by a preliminary Project Proposal. Guidelines are available through the Administrative Assistant for the Doctor of Ministry Program. Candidates with advanced standing are then required to enroll in the Research Seminar, unless they present an acceptable proposal at the time of admission. Upon completing the Research Seminar and receiving Project Proposal approval, students will begin writing their DMin project under the guidance of faculty members at Andover Newton. Upon completion of the DMin Project, they will schedule and complete the oral exam.

PROGRAM REQUIREMENTS

Admission and Matriculation

Upon admission to the Andover Newton Theological School Doctor of Ministry Program students will be provided with the names of their advisors. From that point, students should,

1. Meet with their advisors to plan the course of study. In most cases, students will take the Introductory DMin Seminar in their first fall semester.
2. Register for classes, noting that DMin Students register at the 800 level. Students who register for 600 or 700 level courses should contact the instructors for permission to register at the 800 level; the professor may assign additional work for students taking the course at the 800-level.
3. New students must attend the DMin Orientation in the Fall.

Course Work

Course or Project	Credits (most courses are 3 credit hours)
Introductory Doctor of Ministry Seminar: First fall in program	3
Doctor of Ministry Research Seminar: Second fall in program	3
Doctor of Ministry Writing Seminar: AFTER Candidacy Review and Project Proposal, first or second semester of writing	3
Courses in focused area of study	18
Doctoral project	4
TOTAL	31

It is expected that DMin students will take the three DMin seminars in sequence:

- **First fall semester: Doctor of Ministry Introductory Seminar**
- **Second fall semester: Doctor of Ministry Research Seminar**
- **First or second fall semester of writing: Doctor of Ministry Writing Seminar**

Through this sequencing of DMin Seminars, students can be assured that they have attained the appropriate prerequisite competencies for each seminar while also forming collegial relationships with other DMin students. Cohorts of DMin students work closely with one another through this sequence of seminars, encouraging and learning from one another.

Choosing Courses

The best programs of study toward a doctoral degree demonstrate a marked, logical progression between coursework and the DMin Project. Upon admittance to the program, students should have a clear sense of their research interests. Each course they take should help them to develop a theoretical base for shaping and delimiting this interest into a DMin Project. When considered thoughtfully and early in the program, each course can build students' expertise in their areas of focus.

Degree candidates who wish to complete courses at other A.T.S. accredited schools must complete a Substitution and Waiver Form with the Doctor of Ministry Department before taking classes elsewhere.

Students should plan to register for the Introductory DMin Seminar their first fall and the DMin Research Seminar their first spring. They will then register for the DMin Writing Seminar in the first semester in which they are writing their Projects. These seminars all build upon one another, therefore students are expected to take them in sequence.

After students complete their coursework (all courses *except* the Writing Seminar, in which students engage during their first or second semester of Project writing), they engage in a “Candidacy Review,” which will ordinarily include discussion of the Project Proposal. At the completion of the Project, students meet with advisors for a two-hour comprehensive examination.

DMin students must maintain a cumulative average of at least 3.3 (B+) throughout the program. No grade lower than a B- can be credited toward the degree. In order to graduate with honors, students must have a GPA of 3.75 or higher, an honors Project, and an honors Comprehensive Exam.

Candidacy Review

After completing all course work, except for the Writing Seminar, students will participate in a Candidacy Review. The purpose of the Review is to evaluate students’ course work and any other educational opportunities in which they have engaged. Students will be expected during the review to discuss how their participation in the DMin program has influenced their ministries.

The Candidacy Review is convened by the student’s advisor after a discussion with the student about his or her readiness. It is the student’s responsibility to initiate this process by consulting with the advisor, setting a time for the Review, and securing a room. The Review will normally last for one hour. This step must be completed before students apply for Candidacy or the Certificate of Advanced Theological Studies. The reviewing committee will consist of the student’s advisor, reader, and a ministry peer of the student’s choosing. All materials for the Review must be submitted to the Candidacy Review participants one week prior to the Review.

In preparation for the Candidacy Review, students should prepare a summary of their course work indicating how each course has contributed to the student’s DMin focus and the enhancement of their ministry. Here are some questions students might consider in preparation for the Candidacy Review:

- How has your journey through the program stirred and/or renewed your passion for ministry?
- What issues and applications from your academic study and research have influenced your personal and professional life, and what hopes do you have for you ministry in the future?
- How has your leadership in various ministry settings changed and/or remained the same as a direct outcome of your participation in the program?

- How has your spiritual imagination been renewed in responding to the challenges or questions you have explored in your coursework or project research?
- What new theological insights have you gained and plan to practice in your ministry and life.
- What are your intentions for and commitment to Project writing?

In most cases, students will submit rough drafts of their DMin Project Proposals at the Candidacy Review. At the conclusion of the Review, students and their review committees will discuss next steps for the Program. In some cases, students will decide not to pursue DMin Projects and rather conclude their studies and request the Certificate of Advanced Theological Studies.

Preparing and Submitting the Project Proposal

Students will complete a draft of a Project Proposal during the DMin Research Seminar. They will add to and complete that draft as they make their way through course work. After the Candidacy Review, during which participants will discuss a draft of the Project Proposal, students must submit a complete Project Proposal before entering candidacy. Readers must also review and approve Project Proposals before they are submitted to the DMin Committee. Students must submit a Project Proposal form (see Appendix), which is signed by the advisor and reader, along with a copy of the Proposal, to the Administrative Assistant for the Doctor of Ministry Program by the first Friday in March at least one year prior to their anticipated graduation.

Candidacy

Once students have completed their course work and Candidacy Review, they must apply to be admitted to candidacy for the DMin degree. Admission to candidacy requires:

1. Successful completion of 24 course credits, including the DMin Introductory and Research seminars
2. Plans to take the DMin Writing Seminar
3. Completion of Candidacy Review
4. Approval of the Project Proposal
5. Affirmative vote of the DMin Committee

Upon admission to candidacy, a student must both enroll in INTE 887Y Doctoral Project (4 credits) and take the DMin Writing Seminar.

Special attention should be given to the significant step of advancing to candidacy for the DMin Degree. After consulting with their advisors, students must complete the “Permission to Advance to Candidacy” form (See “Forms” section) is to be submitted to the Administrative Assistant for the Doctor of Ministry Program, along with a copy of the student’s transcript and the “Research Involving Human Subjects” form, if applicable.

Normally, the DMin Committee meets monthly, and will act upon students’ application for Candidacy at the meeting following your submission of the Project Proposal and Permission to Advance to Candidacy form. After a student is accepted for Candidacy, she or he registers for

Project writing (INTE 887Y) and, in the first or second semester after achieving Candidacy, takes the DMin Writing Seminar.

Once students have achieved candidacy, they may designate on their resumes or other documents that they are an official “Doctoral Candidate” at Andover Newton, which signals that they have completed all but the Project and have met the seminary’s standards for doctoral distinction.

Project Writing

Students who are writing their Projects register for INTE 887Y, a year-long fall-spring course that earns the students four credits overall. During first or second semester of writing, the student must also take the DMin Writing Seminar, which provides students with peer and faculty support and input during the writing process. Students who need more than one year to write the Project may register for RECC 991 (Fall) or 992 (Spring) Thesis/Paper Writing on the form Registration for Doctoral Candidates. Request this form from the Registrar.

In addition to registering for writing in one of the above options, if a student is anticipating graduation that year, he or she must file the “Intent to Graduate” form with the Registrar during the fall semester. The deadline for this form is set annually; see the ANTS calendar on the Web.

The DMin Project should offer a significant contribution to the practice of ministry. It will involve research and scholarly rigor, but its primary purpose is to contribute to the work of ministry, secondarily to the academy and society. Professional or peer editorial review may be required for the DMin Project at the student’s expense. Please consult the Administrative Assistant for the Doctor of Ministry Program for names of appropriate editors. Additionally, if a student changes his or her topic after one Proposal has been approved, the student is required to register for a two-credit Directed Study, usually with the advisor, as he or she rewrites the Proposal.

While writing, students should be in constant contact with their advisor. As each chapter is written, it is advisable to submit a copy to your advisor. Students should also consider enlisting the aid of a professional or peer editor at this point. After completing the first chapter or substantive introduction, students should review the format they are using with the Director or Associate Director of the Library, ensuring that format problems are detected and corrected early in the writing process.

In order to graduate in the spring, students must have submitted a complete draft of the Project by December 1 and an edited final version by February 1. Upon the advisor’s acceptance of the final draft of the Project, the student will convene a Comprehensive Examination which will include the Advisor and reader. It is likely that, if the Comprehensive Examination includes feedback on the student’s Project, the student will make alterations on the Project before submitting the complete Project.

Comprehensive Exam

After the Project is complete, students participate in a two-hour Comprehensive Examination covers the area of specialization, focusing on the Project. It seeks to determine the candidate’s competence in the area of concentration and ability to integrate knowledge with the practice of ministry. The examining committee consists of the student’s advisor and reader. Members of the committee may recommend additional requirements if they think a candidate has not reached the professional competency appropriate for the DMin degree.

Students will submit the final and complete Project to the following:

- One copy to the Administrative Assistant for the Doctor of Ministry Program for submission to the UMI dissertation database (the Assistant will give the student a UMI form to complete at that time), along with two copies of a 100-word abstract to be submitted to the Research in Ministry database
- One copy to the Library (see requirements in Appendix)
- One complete copy to the advisor

When the student meets any additional requirements set forth during the Comprehensive Examination, submits final copies of his or her Project, meets all financial obligations to the seminary and returns all Library materials, he or she will be approved for graduation.

SAMPLE PROGRAMS OF STUDY

Sample Program of Study, Full-Time Student (three years)

Year	Fall	Winterim	Spring	Summer
<i>First</i>	Introductory DMin Seminar 800-level course 800-level course	800-level intensive course	DMin Research Seminar 800-level course 800-level course	800-level intensive course Finalize Project Proposal
<i>Second</i>	Candidacy Review Submit final Proposal, enter Candidacy DMin Writing Seminar	Writing	Register as Writing	Writing
<i>Third</i>	Register as Writing (<i>May</i> choose to postpone DMin Writing Seminar to this semester) Submit first draft to advisor, library, and reader by December 1	Revise	Register as Writing Submit final draft to advisor, library, and reader by Feb 1 Oral Examination Revise and submit final Project	Graduate in May

Sample Program of Study, Part-Time Student (four years)

Year	Fall	Winterim	Spring	Summer
<i>First</i>	Introductory DMin Seminar 800-level course		DMin Research Seminar 800-level course	
<i>Second</i>	800-level course 800-level course		800-level course 800-level course	Revise Proposal
<i>Third</i>	Candidacy Review DMin Writing Seminar Submit Proposal, enter Candidacy	Writing	Register as Writing	Writing
<i>Fourth</i>	Register as Writing Submit first draft to advisor, library, and reader by December 1	Revise Project	Register as Writing Submit final draft to advisor, library, and reader by Feb 1 Oral Examination Revise and submit final Project	Graduate in May

DMIN PROJECT PROPOSALS

The following document should serve as a guide to students as they prepare the Project Proposal. It was written by Professor Elizabeth Nordbeck in 2006.

Why do a proposal? The American writer Doris Lessing once noted that she writes to find out what she is thinking. Similarly, writing a proposal helps you discover and to focus your thoughts about the project. The proposal

1. allows you, in conversation with others (such as your academic advisor and colleagues in the STM/DMin Research Seminar), to clarify the research you will undertake, its purpose, demands, and importance;
2. allows your Advisor and Seminar professor to assess your readiness to undertake a manageable, significant, independent project at an advanced level;
3. serves as a "map"--which may undergo revisions--as you begin your research and writing;
4. becomes a formal agreement with the school, in which you describe that for which you will be responsible and accountable.

In writing your proposal, you will want to be as concise as possible, while still being clear. Except in the case noted below, you will not need to explain every detail of your plans, but only those that will enable a reader to determine whether those plans are understandable, realistic, and well-focused.

If you plan to use human subjects in your research--for example, as interviewees, participants in experimental workshops, counselees, members of focus groups, and the like--your proposal will need to address questions such as these: What is the nature of the activity in which others will participate--or the nature of questions that you will be asking? How will participants be contacted and selected? If participants are underage, how will you contact their parents for permission, and (if relevant) provide adequate supervision for their participation? Please see the description of human subject's ethical guidelines in the Forms section of this Handbook.

CONTENTS

The content of a proposal should consist of five to ten double-spaced pages of precisely written material covering the following topics, preferably in the order given:

1. Title. A title should indicate clearly what the focus of your project will be. A title may be simple and descriptive (e.g., *A Guide for Pastoral Story-tellers*). Or a title may be compound, in which case the first part of the title is typically intended to generate interest, and the subtitle, following a colon, is descriptive (e.g., *"Once Upon a Time" is Holy Time: A Guide for Pastoral Story-tellers*).

Be sure to include your name and degree program when you list your title.

2. Purpose. Here you will briefly describe what the intent of your project is, as well as its primary audience. For example: *The purpose of this project is to suggest a new model of theological education for those persons in the United Church of Christ who are unable to pursue the typical educational path of four years of college and three years of seminary. The study is*

intended not only for potential pastors in this category, but also for those, such as judicatory officials and others, who are responsible for ministerial oversight and credentialing.

3. Research questions or hypotheses. A research question or hypothesis may be 1) something about which you are seeking greater understanding; 2) a problem or situation for which you are proposing solutions; 3) an idea or theory that you plan to examine closely. *In the example offered above, one research question might be whether or not alternative forms of theological education are possible, and can offer reliable preparation for pastors. A proposed solution might be that, to make such alternative educational opportunities available, experienced pastors in the vicinity must be recruited and trained to serve as mentor/teachers.*

4. Assumptions. Unlike hypotheses and questions, assumptions are, in effect, *givens or presuppositions*, that is, they are foundational for your work and do not need to be explored, demonstrated or explained in detail. Naming them, however, makes clear to your readers what you are taking for granted, and therefore do NOT intend to address. In general, assumptions should be matters that, in your context, discipline, or ministry setting, are generally understood; they are not subjects of significant debate or controversy. *Again, using the example above, one assumption might be that there is a growing shortage of traditionally trained pastors for local congregations. Another might be that theological education is essential for ministry.*

5. Importance and contributions. This section is different from the "purpose" section in that here you will explain why your project is important, what it does that hasn't been done before, or how it differs significantly from studies that HAVE been done before. Who will benefit from what you are doing? Why should anyone want or need to take a look at what you've done--or publish it as a book?

6. Methodology. In this section you will briefly describe the method or methods by which you will research and write your project, and why you have chosen it/them. Such methodologies might include, for example: historical or sociological research and analysis; personal reflection on experience; case studies; assessment instruments; surveys of existing literature on the subject; biblical exegesis and linguistic analysis, etc. If your plans require that you become conversant with new materials and methods, you will want to include a sentence or two describing how you intend to acquire new proficiency/ies.

7. Summary. In a few well-chosen sentences, you will summarize your purpose, contributions, and methods so that a reader may tell at a glance what you intend to do, why and how.

8. Bibliography. In order to do the research necessary for completing a project, you will need to *begin* by doing preliminary, or exploratory, research. Such research may 1) familiarize you with what has already been written in your area of interest; 2) introduce new topics to you; and/or 3) provide you with the information you need to discern what additional resources you will need.

This preliminary bibliography is NOT intended to be exhaustive. Rather it should include a meaningful sample (one to two pages) of the *kinds* of topics and authors you will be consulting, with no more than a single sentence of description for each entry. (Writing a one-sentence description will help you focus on the question: "Why am I including this title?") If your topic requires reading in several subjects, you will want to categorize them. *For example, continuing with the example above, you might list subjects such as: "History of the United Church of*

Christ," "Theories of Theological Education," "Alternative Educational Practices in Other Denominations," etc.

9. Chapters. Although your chapters will almost certainly change as you get deeper into your work, it is important, as you begin, to have a sense of the direction and logical flow of your manuscript. Your proposal should include an outline of the possible chapters--and, if relevant, other major divisions--of the project. Each chapter should include either subheadings that are self-explanatory, or a brief descriptive statement of content. *For example:*

Chapter One: Theological Education in the United Church of Christ

- *Theological education in the four predecessor denominations, 1900-1957*
- *Theological education since the 1957 founding of the United Church of Christ*

However you structure your chapters, a typical project includes an introduction; a description of methodology; major content--the findings, or (alternatively) original creative work, such as constructive theology or literary fiction; interpretation of the major content, as appropriate; and a conclusion, perhaps suggesting implications for practice and/or suggestions for further work. A project may also include a review of existing literature on the chosen focus; alternatively (for example, in an original creative work), you may undertake such a review in preparation for writing, but will not include a detailed description of that review in the final product.

10. Time schedule. Include your plans for additional coursework (if applicable), as well as time for research and writing. ***Be realistic!*** Know your own writing and research styles, as well as the time constraints of your daily obligations, and plan accordingly.

In rare instances, students decide to change their research topics after they have filed an approved Proposal. In such cases, students must register for a two-credit Proposal re-writing directed study with their advisor in order to complete a new Proposal. Students may only register for Proposal re-writing once; a second approved Proposal is considered final.

THE DMIN PROJECT

Research in Ministry

Research constitutes the basis for the doctoral project. Research is carried out in the context of your ongoing professional responsibilities and will include primary (original data) and secondary sources (published data). The resulting project should increase the student's knowledge, skills and understanding in such a way that creates new theory for ministry.

Doctor of Ministry projects must be grounded in solid research in order to have scholarly integrity and applicability to the church and its ministry. When designing a research project, the first rule of thumb students should remember is this: "The question drives the method." In other words, students must first shape their research question and ground themselves theoretically to address it. Only then are they ready to determine what method will be most helpful in answering the question.

Some research questions are best addressed through *quantitative* research, which involves numbers and statistics. Students can collect data themselves—with appropriate human subject's permission, following the guidelines found in the Forms section— or make use of data sets provided through other studies. In order to use quantitative methods, Doctor of Ministry students will ordinarily be required to take one or more courses in statistical analysis in an institution that offers such courses, most likely through the BTI.

Other research questions can be answered through *qualitative* research, which involves the analysis of words. Qualitative data sources include written surveys, interviews, and documents. This style of research is the one used most frequently by Doctor of Ministry students.

Some research questions cannot be addressed through either quantitative or qualitative methods, but rather through *theoretical* exploration. An example of a theoretical research project is one that relies entirely on other scholars' ideas. Even creative doctoral projects—such as a work of fiction or piece of art—must be theoretically grounded so as to meet the scholarly expectations of a doctoral degree.

Formal approval is needed for any research involving data gathering from human subjects. Students must consult with their advisors about securing this approval from the DMin Committee before beginning research. This requirement is legally binding.

Human Subjects

Any DMin Projects that involve interventions with people and communities (surveys, observations, and interviews are examples of interventions) require special attention to protecting human subjects. The researcher bears responsibility for any way in which research has an effect on participating individuals and communities.

Participants must be fully informed about the purpose of the researcher's intervention. Furthermore, data collected about the participating individual or community must be protected through measures that protect participants' confidentiality. Individuals participating in a researcher's study must sign a consent form, where they indicate their willingness to take part in

the research intervention. The consent form, which must include a signature and date from the participant, must be preceded by the researcher disclosing, in writing, the following:

- The researcher's name and ANTS affiliation,
- The purpose of the research,
- Any known risks associated with participating in the study,
- Clear and specific guidelines as to how participants' confidentiality will be protected,
- The participant's freedom to refrain from participating from the study at any time,
- Contact information for the researcher, his or her advisor, and the ANTS Dean of the Faculty.

Projects that involve human subjects must include appendices that outline how the researcher protected participants. Consent forms should be protected and filed in the researcher's records for at least five years after the study is concluded.

Project Guidelines

This material has been adapted in part from "Preparation and Submission of the Dissertation" used at The Graduate School, Northwestern University, and is used with permission.

When students write their projects, they report upon the findings of their studies and ground those findings in both theory and implications for ministry practice. Although there is no correct length for a DMin project, most are approximately 100-150 pages in length, including all writing, appendices, and references.

Form and Style. Since there are variations in practice in the style of footnotes, abbreviations, quotations and the like, it is necessary to decide upon *one* appropriate set of formal requirements and to follow them throughout. Unless the student and his or her advisor agrees on a different format, it is expected that projects will be submitted according to the style outlined by Kate L. Turabian, *A Manual for Thesis Writers*, 6th edition (Chicago: University of Chicago Press, 1996) or the American Psychological Association (APA) format.

Titling the Project. Projects can be a valuable source for other professionals or scholars only if they can be easily located. Modern retrieval systems generally use words in the title to locate a dissertation. Therefore, it is essential that the title accurately reflects the content and that obscure titles be avoided.

Quoting of copyrighted material. The author of a project is expected to conform to the provisions of copyright laws when quoting copyrighted material. This does not mean that the author has to ask permission for every quotation or excerpt of reasonable length. Ordinarily it is assumed that the quotation of a prose passage of approximately 150 words or the quotation of a few lines of verse in a scholarly work does not need permission.

If the project does contain extensive quotations from a particular author, or other materials which have been copyrighted, the author must write to the copyright owner, describe the use she/he is making of the material and request permission to incorporate it. Such permissions need to be listed among the prefatory statements (e.g., Preface) of the project, and the sources of the permissions named.

All ideas that the student incorporates from sources must be accounted for in the project's references. Failure to cite sources is tantamount to plagiarism.

Paper, text, format, and pagination. When the project is submitted in final form, its page size must be 8½ by 11 inches. It should have no punched holes and be of twenty-pound weight so that type will not show through. The pages must be clear and wholly free of corrections. The original and one copy, which will be bound and kept in the Library, must be on acid-free paper. This paper may be purchased at the Library.

Typing is to be on only one side of the paper. Times New Roman, 12-point font size, or a similar typeface may be used; one style and size must be used throughout. If charts and other materials are used, be sure they are "photo-ready" and will reproduce clearly. Students should use black print. Text should be double-spaced, except in cases of long (more than 50 word) quotations (see Tourabian 7). Footnotes and bibliography should be single-spaced.

Since the project is to be bound, the matter of margins is crucial. The left margin must be at least 1¼ inches wide, and the top margin 1 inch wide. Every page of the project, including charts, graphs, illustrations, appendices and the like must be within these specifications. For the preliminary pages (cover pages, abstract, dedication) small Roman numerals are used (e.g., i, ii, iii, iv). The numbering begins with ii, however, since while the title page is counted it is not numbered. For the remainder of the project, Arabic numerals are used (1, 2, 3, 4.) Every page must be numbered, and the number should appear at the upper right-hand corner, except pages which begin chapters these should be counted but not numbered. (See Turabian 14. 6-9.)

Editing. The final draft of the project should be thoroughly edited, if necessary by a professional editor with the candidate assuming responsibility for the costs of the editing. This is strongly recommended, as editorial problems with the project can delay students' progress at the final stages of their projects. Persons working with English as a second language will normally need to engage an editor from the beginning of writing.

Organization of the Project

Title Page. (See sample in Forms section) Students are responsible for securing signatures of the advisor, reader, and Associate Director of the Library *before* submitting final copies. Each copy must have an original, signed Title Page.

Copyright Page. If a copyright is to be claimed for the project, the notice should appear on a separate page following the title page. (See Copyright section)

Table of contents. This should include page references to indicate the organization and character of the project.

List of tables and charts. If tables and charts are included in the project, their titles should be listed here along with the page numbers where they are located.

Preface. This should include acknowledgements as well as a general introduction to the text.

Two abstracts. Students must submit one abstract of no more than 350 words that includes

1. A statement of the problem or hypothesis, or goal the project addresses,

2. The procedure or methods used in the study,
3. The results, and
4. The results' implications for the practice of ministry.

In addition, and separate from the project preliminary section, students must submit two copies of a 100-word abstract for inclusion in the “*Research in Ministry: An Index to Doctor of Ministry Project Reports*” form. The Administrative Assistant for the Doctor of Ministry Program will provide students with the forms to accompany this second abstract.

Organization of the body of the text. The project should include an introduction that articulates the importance of the research question the project will address. The main body of the text should include a review of relevant literature, a description of the research methods used, the findings of the project, and the implications of those findings for the practice of ministry. The body of the project should be organized into chapters according to a structure of argumentation agreed upon with the advisor.

Citations. Students must indicate sources of information and refer to relevant materials. All projects should conform to Turabian (6th ed.) or APA format. Students may select either the parenthetical reference or footnote citation style, in consultation with the student’s advisor. Endnotes are not acceptable.

References. The standard required for the typescript of the text of the project applies also to the appendices. A bibliography or reference list, arranged according to the rules of Turabian (6th ed.) or APA format, must be appended to every project. Its purpose is to inform the reader of the materials used in the preparation of the project. If important materials are known to exist but have not been used, the author may call the reader’s attention to that fact in a note preceding or following the bibliography.

At the end of the project, students should submit a single-page curriculum vita that includes the author’s full name, previous educational attainments, and a summary of the author’s professional accomplishments.

Guidelines for Filing the Project

The filing of a project in a library constitutes publication of the project. The reproduction of a project is similarly regarded as publication. The final, complete, and approved project must be filed with three parties:

The Franklin Trask Library. An original and a copy of the project must be presented to the Library, after the comprehensive exam and agree-upon post-examination revisions. These copies, which will be bound and kept in the Library, must be on acid-free bond paper, 20-lb. weight. This paper may be purchased at the Library. These are to be submitted in a fiber envelope with tie or in a firm box. The original will be preserved and kept in the Trask Library for archival purposes and duplication; the second copy, after binding, will be catalogued and available for loan from the Trask Library.

Advisor. As a professional courtesy, students sometimes will submit a copy of the project to their advisors. This is optional, and such copies need not be on acid-free paper.

The DMin Program. One copy of the project must be submitted to the Administrative Assistant for the Doctor of Ministry Program for submission to UMI Dissertations Publishing. The Assistant will give the student a UMI application to complete upon this submission. Students must also submit at that time two copies of a shorter, 100 word abstract along with the “Research in Ministry: An Index to Doctor of Ministry Project Reports and Theses,” which will also be provided by the Assistant. These are to be submitted in a fiber envelope with tie or in firm box.

Securing a Copyright

To obtain a copyright is generally in the candidate’s interest, because it protects her or his rights to the contents of the project. Because reproduction by microfilm constitutes publication, the protection afforded by common law does not cover a microfilmed dissertation as it does a manuscript. Furthermore, written work which is not copyrighted at the time of its first publication cannot be copyrighted at a later date for the purpose of appearing in another form, unless the original had been thoroughly and completely revised so as to result in a substantially new work. Therefore, it is strongly suggested that candidates secure a copyright for their projects.

Andover Newton has made arrangements with UMI ProQuest, a publication service for doctoral dissertations to provide maximum exposure and accessibility of DMin projects. UMI provides an online and paper publishing service that makes available a bibliographic citations and abstracts for doctoral dissertations and projects. Citations and abstracts appear in the monthly paper publication *Dissertation Abstracts International*. In addition, doctoral dissertations are indexed annually in the hardbound publication *Comprehensive Dissertation Index*. Copies of entire manuscripts are available on demand in either 35mm microfilm, 105mm microfiche, soft and hard bound xerographic reproductions and Adobe PDF format.

Upon submission of the manuscript, UMI prepares a master negative microfilm, which is stored in its film vault. UMI will also create a digital version of the text in Adobe PDF and mount that on their website, ProQuest Digital Dissertations. Finally, it will publish the citation and abstract in the appropriate paper and on-line sources.

UMI will also act as the author’s agent in applying for a copyright for the manuscript. This includes the application, and submitting of the required deposit copies and the registration fee to the Copyright Office and the Library of Congress. The copyright registration form will be mailed by the Copyright Officer directly to the author, approximately 3-4 months after the manuscript has been submitted to UMI.

Students who wish to copyright their projects this way may complete the UMI “Publishing Your Dissertation” form available from the Administrative Assistant for the Doctor of Ministry Program. The project manuscript will be available on-line approximately 3 months after it is received by UMI.

The DMin project belongs to the student and is his or hers to publish in a variety of forms. However, both the School and the department in which the work was supervised have a propriety interest in the work as well. For this reason, it is expected and required that any publication of projects indicates in some way (in the preface, acknowledgements or otherwise) that the work is based on a DMin Project completed at Andover Newton Theological School.

Suggestions for Evaluation

This document was adapted, with minor revisions, from St. Stephen's College document for their Doctor of Ministry Program.

The following rubric will be used to assess DMin projects; students should familiarize themselves with these expectations as they write their projects.

SCOPE

How significant or worthy of study is the project topic?

How clearly is the study conceived and stated?

How appropriate are the limitations of the study?

METHOD

How well does the writer show evidence of understanding and using methods appropriately?

How well does the writer gather, arrange, and evaluate material?

How adequate is the method to the goals of the project?

INTEGRATION

Does the author draw together material from a variety of disciplines where this is appropriate to the project?

To what degree does the author appear to have integrated the learning from the project into personal perspective, point of view and strategy of ministry?

THEORETICAL BASE

How adequate is the chosen theoretical base for the project?

Where more than one discipline is employed, how well do they cohere?

How well does the author appear to understand the theories being employed?

BIBLICAL AND THEOLOGICAL BASES

To what extent do biblical and theological themes actually inform the project?

With what degree of facility does the author use theological concepts and reasoning?

To what extent is the author able to augment her/his understanding of theological themes by learning from the project?

RELEVANCE FOR CHRISTIAN MINISTRY

Will the write-up of the project be a contribution to the enhancement of Christian ministry? To what degree?

STYLE

Readability (literate, flowing, clear)

Logic and organization

Use of inclusive language

KEY TO EVALUATING PROJECTS FOR ADVISORS AND READERS

9

SUPERIOR

Well in excess of normal expectations. Full of surprises, displays maturity and independence. Well in control of subject.

- 8 EXCELLENT
 Above normal expectations for a graduate student. Occasionally surprises the reader with insights or deft presentation; some evidence of maturity and independence; in general control of the subject with some lapses.
- 7 VERY GOOD (Pass)
 Normal expectation for a graduate student. Solid, convincing, accurate, integrative, no serious lapses in logic or style.
- 6 GOOD (Redeemable with revisions)
 Covers the ground, rarely adds anything new or personal, heavily dependent on sources, or on relatively trivial primary research. Accurate handling of concepts and theoretical materials. Some contribution to the practice of ministry.
- 5 INADEQUATE (Redeemable with massive revisions)
 Banal, boring, confused, superficial, little evidence of personal involvement in the issue, inability to use theory, borderline primary research.
- 4 CLEAR FAILURE
 Incomplete, massive structural defects, evidence of dependence bordering on plagiarism or inadequate use of primary research.

THE COMPREHENSIVE EXAMINATION

ANTS views the oral comprehensive examination as the final integrative and reflective event of the DMin Program. It will be conducted by an examining committee, which consists of the student's advisor and reader. If desired and warranted by circumstances, students may submit, well in advance, the names of one or two persons to be invited as guests. With the approval of the advisor, these persons will be invited and will have the privilege of engaging in the process, but will be excused for the deliberations and vote of the Committee following the examination.

It is the student's responsibility to convene the Examining Committee during the six-week period following submission of the final draft of the project. For students who wish to graduate in the spring, Comprehensive Exams must take place before the middle of April. A room may be secured with the help of the Administrative Assistant for the Doctor of Ministry Program. Additionally, students must complete the "Scheduling the Comprehensive Exam" form (see Forms section) and submit it to the Administrative Assistant for the Doctor of Ministry Program. Please note that this exam takes place in person; conference calls are not possible.

To prepare for this examination, the student should be thoroughly familiar with his or her project and course work. The dialogue and questioning will probe the student's understanding of the project and will test his or her abilities to integrate learning with the practice of ministry.

Upon completion of the examination, an Examining Committee has a number of options:

- To pass the candidate, recommending honors if the project, Comprehensive Exam, or GPA warrants;
- To pass the candidate with no further work
- To pass the candidate, subject to some additional work to be approved by Committee
- To pass the candidate, subject to editing to be approved by Committee
- To require additional work and a second Comprehensive Examination;
- To fail the candidate.

Students who have stayed in close touch with their advisors throughout the degree program and have met draft deadlines for the project ordinarily experience the Comprehensive Exam to be a rich, integrating, and celebratory conversation about the student's academic accomplishments in the DMin Program.

In order to graduate with honors, students must have a GPA of 3.75 or higher, an honors project, and an honors Comprehensive Exam.

POLICIES

Student IDs

All students are required to have an Andover Newton student identification card, which can be obtained at the Registrar's office. This ID will serve the following purposes:

- Library usage
- Obtaining a parking sticker
- Obtaining a student e-mail packet in the Library
- Registration for wireless internet access

Student E-Mail Accounts

Every Andover Newton student has an e-mail account on the Andover Newton e-mail system, and it is expected that students will check these accounts regularly or have email forwarded from them to an account they check.

Student E-News

Official notices are communicated to students through the school's daily e-newsletter, "Student E-News," which is distributed to all students through their Andover Newton e-mail accounts at ants.edu. Student E-News is also available as a blog (Web log) online at: <http://www.ants.edu/enews>. Students are held responsible for knowing about important events, dates, and deadlines if they are posted in E-News.

Library Privileges

Students enrolled in the M.A., S.T.M, and DMin programs are offered Extended Loan borrowing privileges once they reach the writing stage of their academic programs. Applications for Extended Loan are available at the Trask Library circulation desk. The application is completed by the student and signed by the student's advisor. Extended Loan privilege is granted from the date of receipt of the completed application by the circulation supervisor.

Books borrowed by students on Extended Loan will be due the day after finals in May of the current academic year. Telephone or mail renewals are not allowed with the Extended Loan privilege. All materials should be returned to the Library by the due date. If still needed, books may be checked out again at that time.

Books not returned after a grace period of 7 days after the Extended Loan due date will begin to accrue fines of \$.25 per book per day until they are returned.

Materials borrowed on Extended Loan are subject to recall after the first four weeks of the loan period, should another library patron request a particular book or books. If not returned within 7 days of the recall notice, a fine of \$.25 per day per recalled book will be charged.

A student may lose Extended Loan privileges for failure to comply with these regulations.

Harvard Library Special Borrowing Privileges

Students who wish to borrow materials from Harvard libraries may present their Andover Newton student identification card at the information desk on the second floor of the Widener Library. For a \$5 charge, students will be issued a Special Borrower Card.

ANTS students have borrowing, stacks browsing and reading room privileges in the following Harvard libraries:

Andover-Harvard Theological Library (do not need Special Borrower Card).
Biological Laboratories Library
Cabot Science Library
Center for European Studies Library
Eda Kuhn Loeb Music Library
Fine Arts Library
Fung Library
Gordon McKay Library of the Division of Applied Sciences
Harvard Yenching Library
Littauer Library
Tozzer Library
Widener Library
Wolback Library of the Harvard College Observatory

ANTS students have stacks browsing and reading room privileges only in the following Harvard library:

Lamont Library

ANTS students have reading room privileges only in Houghton Library (with two photo ID's)

Eligibility for Financial Aid in Project Writing

Doctor of Ministry students in the first year of Project writing will be considered full-time at Andover Newton. However, in order to be eligible for federal loans, students must be registered for six credits per semester. Students registered for fewer than six credits can expect to begin the grace period, which extends for six months, after which point loan payments will become due. The school can provide a letter stating that, during the writing of a Project students are considered full-time. ANTS cannot guarantee that this will lead to additional funding or loan extensions. Please contact the Financial Aid Office with questions specific to your situation.

Course Credits

Course credits are allotted in terms of the total demands of the course on the general principle that a three-credit course is standard. Students may not take courses for less than the designated number of credits. BTI and Harvard courses are generally recorded as three-credit courses. Courses offered by the Boston College Institute for Religious Education and Pastoral Ministry Summer School are granted two credits.

Grading System

The following letter grade and point scheme shall apply in all programs:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0.0

Special grade indicators include “AU” for Audit, “Y” for year-long courses, and “IP” for “In-Progress.” DMin student must maintain a cumulative average of at least 3.3 (B+) throughout the program. No grade lower than a B- can be credited toward the degree. Students may take up to two courses Pass/Fail with the permission of the instructor.

Incompletes

Instructors may, for sufficient reason, permit degree candidates in good standing to submit work after a course has ended. Students seeking an Incomplete must:

1. Obtain an Incomplete form from the Registrar,
2. Obtain the instructor’s signature and date by which the work is due,
3. Return the form to the Registrar before noon on the last day of classes,
4. Turn in completed work to the Registrar (not the instructor) on or before the agreed-upon due date.

Courses that are not completed by the due date will receive a permanent “F”.

In no case will a course remain open beyond the last day of spring semester finals for fall incompletes, or the last day of August for spring semester incompletes. Incompletes for Winter Session and Summer Session courses must be removed no later than the last day of final exams in the semester following the course.

Medical Incompletes

Medical Incompletes may be granted by the Academic Dean to any student. Requests for Medical Incompletes and an accompanying statement of medical incapacity from an attending physician must be received in the Academic Dean’s office no later than the date grades are due. (See Academic Calendar in the back of this catalog.) Students also should consult with their professor(s) if they intend to request a Medical Incomplete.

A Medical Incomplete may remain open no longer than the first day of the following fall

semester (for a fall course) or the first day of the following spring semester (for a spring course). Medical Incompletes for Winter Session courses may remain open no later than the last day of final exams for the following fall semester. Medical Incompletes for summer courses may remain open no later than the last day of final exams for the following spring semester. Students unable to complete work in courses for medical reasons will generally receive “NC” (No Credit).

Students must turn in completed work to the Registrar (not the instructor) on or before the due date. Courses that are not completed by the due date will receive a permanent “NC”. Medical leaves are also possible for students experiencing long-term illnesses. Time away from the Doctor of Ministry Program due to such leaves *does not* count toward the amount of time a student has to complete the degree.

Withdrawal From Class

A student in good standing may withdraw from class after the deadline for submission of the Add/Drop Form. To withdraw, a student must return a completed Course Withdrawal Notice to the Registrar’s office before noon on the last day of classes for the semester. Failure to attend classes does not constitute a withdrawal. Withdrawal forms may be obtained in the Registrar’s Office.

Transferring Credit

On rare occasions a student applying to the Andover Newton’s Doctor of Ministry Program may request the transfer of doctoral level credits from another accredited institution. These are the steps for such a consideration: First, the student completes the application with as clear as possible a description of what the student is going to study in the D.Min. Program. Second, when the student is accepted the Academic Dean will be assign an advisor. Third, if there are courses a student wishes to transfer they will be considered in light of the area of study that the student identifies in conversation with the advisor. Fourth, after consultation and agreement with the advisor that there are appropriate doctoral level courses to be transferred, no more than nine electives credits may be transferred. These cannot replace the required seminars. Finally, with approval by the advisor, the student will submit the selected course credits for final approval by the Academic Dean or Associate Dean.

Advanced Standing

Students may transfer credits into the DMin Program from other doctoral programs from which they wish to transfer with the permission and approval of the Director of the DMin Program. No advanced standing will be given for work completed in pursuit of a Master's degree.

Inclusive Language Policy Statement

Language describing the divine is always inadequate and will often differ because of culture, theology, and/or denominational ties. Language about God should, however, be both mindful of and reflect the diversity and richness of God's nature and creation.

Language both mirrors and constructs social reality, often intentionally or inadvertently determining who is included and who is excluded from important conversations. For this reason, the Andover Newton Theological School community expects its members to listen to and use

language that recognizes and promotes the worth, dignity, and image of God in all persons. This will involve paying particular attention to our language in written assignments, classroom discussions and presentations, and in other public settings, including chapel.

Plagiarism

Whether intentional or unintentional, plagiarism is a serious breach of ethics, and students are held fully responsible for this violation of school policy. In this age of technology, plagiarizing the ideas of others is easier than it ever has been before; it is also easier to detect and locate sources from which students have plagiarized, making it ever more likely that plagiarism will be detected and original sources located.

According to Donald A. Sears (*Harbrace Guide to the Library and Research Paper, 3rd ed., (New York: Harcourt, 1972), 45*), plagiarism may be defined in the following ways:

Word-for-word plagiarism: (a) the submission of another student's work as one's own; (b) the submission of a commercially prepared paper; (c) the submission of work from a source not acknowledged by footnote, bibliography, or reference in the paper itself; (d) the submission of any part of another's work without proper use of quotation marks.

Patchwork plagiarism: (a) the rearrangement of another's phrases into a new pattern; (b) unacknowledged paraphrase; (c) the restatement of another's original idea, interpretation, or discovery of fact.

Ignorance or carelessness concerning the proper citation of sources does not exempt a student from the disciplinary consequences of plagiarism. If plagiarism is detected, these consequences may include an F for the assignment or examination in question, an F for the course, or separation from the School.

FORMS

Doctor of Ministry Program of Study

Students use this worksheet to map out their anticipated progress toward completion of the D.Min. In the rare case where a student's Advisor will be on leave as the student comes to the end of the degree program, or in the even rarer case that a student's Advisor leaves the seminary when the student is nearing completion (e.g. after the Proposal has been approved), this form serves as a guide to replacement Advisors. In such events, students should have their outgoing Advisor sign this form and place it on file with the DMin Program Administrator. Below, students should add the semester and year when they anticipate completing the requirement in question.

Date of Matriculation _____

Introductory D.Min. Seminar _____

Research D.Min. Seminar _____

Elective Courses:

[Elective: _____] [Elective: _____]
Semester/Year _____ Semester/Year: _____

[Elective: _____] [Elective: _____]
Semester/Year: _____ Semester/Year: _____

[Elective: _____] [Elective: _____]
Semester/Year: _____ Semester/Year: _____

Integrative Review _____

(Students who elect to complete Program for a Certificate of Advanced Theological Study may submit the above to the Registrar as an application for the certificate)

Proposal Submitted _____ Comprehensive Examination _____

Writing D.Min. Seminar _____ Anticipated Graduation _____

Project Submitted _____

In a case when a student's Advisor will be on leave during the student's final year, or when a student's Advisor leaves the seminary after the Proposal is approved, the original Advisor should sign here to indicate agreement with this Program of Study:

Original Advisor's Signature

APPLICATION FOR DEADLINE EXTENSION

Candidate _____

Deadline extension requested for

Project Proposal _____

Project completion _____

Integrative Paper _____

Program extension _____

Other (specify) _____

Reason for request _____

Request extension to (date) _____

CHANGE OF ADVISOR FORM

Please secure the signature of your current advisor as well as the signature of your requested advisor. Submit this form to the Doctor of Ministry Program Administrative Assistant. Once a decision has been made you will be notified. The change will not go into effect until you have been notified.

Student _____

Current Advisor _____

Requested Advisor _____

Please provide the rationale for this Advisor change

Request granted _____

Request denied _____

Academic Dean _____

Date _____

Student notified _____

CANDIDACY REVIEW CERTIFICATION FORM

Date _____

Name _____

DMin Focus of Study _____

Summary of Course Work

Course Number	Title	Credit Hours

Other Educational Experiences at ANTS

Collegial Relationships with Peers, Faculty, Support Staff and Administration

_____ Application for Candidacy: Time Line

_____ Application for Certificate of Advanced Theological Studies [**Available for Candidates in good standing as of 2007**]

Summary Remarks:

Having reviewed with the Candidate her/his course of study and its relationship to the Candidate's ministry focus, we certify this Candidacy Review and support the Candidate's intention indicated above.

Advisor _____

Reader _____

Candidate _____

PERMISSION TO ADVANCE TO CANDIDACY FOR THE DMIN DEGREE

Date _____

Name _____

Completed Course Work (please attach transcript) to verify that all course work has been completed for degree.

Completed Candidacy Review (please attach Candidacy Review Certification form)

Completed Research Involving Human Subjects form (if applicable)

DMin Advisor _____

Title of Project Proposal _____

Request _____ to be my reader

I anticipate completion of my Project by _____

To be completed by the Doctor of Ministry Program Director

The Doctor of Ministry Program Director authorizes

as Advisor _____

as Reader _____

DMin Director _____

Date _____

PROJECT PROPOSAL APPROVAL

Candidate _____

Project Title _____

Proposal approved by

Advisor _____

Date _____

Please attach a copy of the Proposal with this form and submit to the Doctor of Ministry Program Administrative Assistant



STATEMENT OF INTENTION TO GRADUATE

Please return this form to the Registrar's Office.

1) Candidate in: December _____ / May _____ (please mark one)

Degree:

- _____ M.A. in _____
- _____ M.Div.
- _____ S.T.M.
- _____ D.Min.
- _____ Certificate Theological Studies (Special Students)
- _____ Certificate of Advanced Theological Studies (for DMin students)
- _____ Certificate in Congregational Health Ministries and Parish Nursing

2) Name as it appears on degree/certificate:

First Name *Middle Names (s)* *Last Name*
Suffix

NOTE: Print full legal name as it will appear on all official documents as of the date of graduation. "Jr.", "II", "III", initials of a religious order, etc., will appear as a suffix on the degree if you indicate them on this form. Titles (Rev., Dr., Mr., Sr., Fr.) are not used.

3) I currently hold the following degree(s) — please list them all (**for degree candidates**):

<i>Degree</i>	<i>School</i>	<i>Year Granted</i>

4) Please check as applicable:

- _____ Degree/Certificate to be presented to me in person at May Commencement.
- _____ I will be graduated in absentia and the degree/certificate should be mailed to me at:

(Street and No.) _____

(City, State, Zip) _____

Degrees and hoods for students graduating in absentia will be mailed in June upon receipt of **\$15** accompanying this application. Make check payable to A.N.T.S. Any student who wishes to be graduated in absentia should notify the school **IN WRITING** as stated in the Academic Regulations in the Catalog.

5) M.A., S.T.M., D.Min and Certificates. candidates **ONLY:** My advisor is _____

Date _____ Student Signature _____

SCHEDULING THE COMPREHENSIVE EXAMINATION

Name of Student _____

Name of Advisor _____

Name of Reader _____

Invited Guests _____

Date of Oral Examination _____

Time _____

Location _____

Please submit to the Doctor of Ministry Program Administrative Assistant

All exams are to be completed by the first week in March of the year of graduation.

COMPREHENSIVE EXAMINATION REPORT

Candidate _____

Graduating _____

Committee Project Advisor _____

Reader _____

Project Title _____

Integrative Paper Title _____

First Exam Date _____

Pass Receive Honors Require 2nd Exam Fail

Comments/Further Work Required

Second Exam Date _____ Pass Fail

Signature of Advisor _____

**Please file this form with the DMin Program Administrative Assistant at completion of
Comprehensive Exam**

SAMPLE

This Project
Entitled

(Full title of Project)

by

(your full name)

has been approved by a Committee of Readers and has been accepted by the Associate Director of the Library and the Committee on behalf of the Faculty of Andover Newton Theological School in partial fulfillment of the requirements for the degree of

Doctor of Ministry

FOR THE COMMITTEE OF READERS

type Advisor's Name and Title here

type Reader's Name and Title here

Diana Yount
Associate Director, Franklin Trask Library

Date

Research in Ministry (RIM ?/SUP>) Submission Form Control No. _____
([PDF format](#) and [online form](#))

RESEARCH IN MINISTRY: AN INDEX TO DOCTOR OF MINISTRY PROJECT REPORTS AND THESES is an abstracting and indexing service that uses author abstracts to provide a useful access tool for clergy, students, and others on practical aspects of parish ministry. If you wish to participate, please submit an abstract of the project in the space provided. Please type or print clearly.

Note: The following form must be filled out completely and the permission release signed for inclusion of your D.Min. or D.Miss. into RIM. Failure to do so may result in your D.Min./D.Miss. not being included in RIM. There is no deadline for submissions. All entries will be posted electronically soon after they are received.

Title _____

Author: _____
(Last Name) (First Name) (Middle
Initial)

Degree Granting Institution: _____

Year D.Min or D.Miss was/will be Awarded: _____ Total Number of Pages: _____

Project/Thesis Director: _____

RIM ABSTRACT GUIDELINES

- 1) Be brief (100 words maximum). An abstract longer than 100 words will be edited.
- 2) State your thesis.
- 3) Describe the method of study or research.
- 4) State the result of the research or conclusion reached in the study.
- 5) Write in complete sentences, preferably in the third person active voice (e.g. The author researched; he or she studied, etc.)

Abstract:

PERMISSION RELEASE:

I, the author of the following abstract, hereby give permission to Research in Ministry (RIM): An Index to Doctor of Ministry Project Reports and Theses, to edit and publish the following abstract and to include it in all online information retrieval systems used by the American Theological Library Association, Religion Indexes. In addition, I certify that I have not assigned or granted my right to apply for a copyright, if any in the following abstract.

Signature: _____ Date: _____

If this Abstract has already been submitted for publication, in what publication does it appear?

PLEASE RETURN THIS FORM TO:

RIM Editor, ATLA, 250 S. Wacker Drive, Suite 1600, Chicago, IL 60606-5834
Telephone: 312-454-5100 Fax: 312-454-5505

Index terms (Office use only):

INDEX

abstracts, Two	18
Admission and Matriculation	6
Advising	4
Blanton Peale, Advanced Standing Admission	5
body of text, Organization of the	19
Candidacy	8
Citations	19
contents, Table of	19
copyrighted material, quoting of	17
Course Work	6
Courses, Choosing	6
Credits, Course	25
DMin Seminar, Introductory	6
Dmin Seminar, Research	6
DMin Seminar, Writing	6
Editing	18
E-Mail Accounts, Student	24
E-News, Student	24
Exam, Comprehensive	9
Faculty, Joint Doctoral	4
Financial Aid, Eligibility for	25
Form and Style	17
Grading System	26
IDs, Student	24
Incompletes	26
Incompletes, Medical	26
Language, Inclusive	27
Page, Copyright	18
Page, Title	18
Paper, text, format and pagination	18
Plagiarism	27
Preface	19
Prerequisites	4
Privileges, Harvard Library Special Borrowing	25
Privileges, Library	24
Program, Length of	5
Project Proposal, Preparing and Submitting	8
Project, Titling the	17
Purpose, DMin Program	4
References	19
Review, Candidacy	7
Standing, Advanced	27
tables and charts, List of	19
Withdrawal from Class	27
Writing, Project	9