THE DOCTOR OF MINISTRY PROGRAM

Drew University Theological School

Courageous Leadership

in a Changing Culture

Summer 2018
This handbook is a guide for the **Courageous Leadership in a Changing Culture** concentration of the Doctor of Ministry program at the Drew Theological School. It provides information and structure to make it possible for students to move through the program without excessive technical distractions.

The Doctor of Ministry at Drew University Theological School is a community of learners. In the intensive and online learning spaces of the program, students ponder important and necessary questions about ministry. While building on and retaining the mission and vision of what might be called traditional church, we know that students are considering their vocation, call, and engagement in contexts where matters of social justice, the environment, and spiritual formation beyond the church demand dialogue and theological reflection. As you are guided by those questions, we invite you to be faithful to deep listening to and for and with one another in this present moment. The many disciplines of the faculty provide the venue of study. The community of learners is the context for thinking deep and wide and for moving through the joy of a transformative journey.

This handbook provides:

- A Quick View of key Doctor of Ministry student expectations
- Requirements and timeline for the Courageous Leadership program
- Review of academic policies and processes most relevant to the program
- A program planning check list

The pursuit of a doctoral degree is no small task. DMin students are building relationships and skillsets that will deepen the impact of their ministry in their context, they are conducting original research, and they are developing new scholarship in their area of interest. With these lofty goals in mind, the Office of Doctoral Studies is here to support students who have taken this step of faith. It is our hope that this handbook can help to minimize confusion, make expectations clear, and track necessary timelines to help make this journey a smooth one.

Office of Doctoral Studies
Doctor of Ministry Program
Drew University Theological School
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A Quick View of DMin Student Expectations

✓ Use your Drew email

Always use your Drew email account or have set it to auto-forward to the email address that you access most frequently. Staff and faculty will send important official notices only to your Drew University email account.

✓ When you are present, be fully present

All Doctoral of Ministry courses are held on an intensive schedule or online. These condensed schedules and virtual learning spaces are designed for the life demands professionals but also require a critical commitment. Students are expected to attend all classes for the complete allotted time. You cannot be fully present in an online class while driving or on the phone in a busy location. If, for reasons of illness or dire emergency you must miss all or part of a scheduled class or meeting, be sure to alert the faculty person(s) involved.

✓ Pay attention to Drew’s deadlines and policies

Although D.Min. students learn in different times and spaces than other Drew students, you are nonetheless expected to work within Drew policies and procedures. Familiarize yourself with the deadlines related to withdrawals, grade extensions, and academic petitions. Information can be found on the Registrar’s office page on the Treehouse website. You can access this with your Drew email account and ID number.

✓ Keep Drew informed

Report changes in your address and phone number, your ministry location, your prospectus and project timetable, etc. to the Director of Doctoral Studies and your advisors in a timely way. Please note that every student must have updated vaccination records on file with Drew University Health Services. These records must be filed before or during the first semester of study. Without updated records, admitted students will be prevented from registering beyond the first semester. Specific information, health services offices and links can be found on the Drew Treehouse website. http://www.drew.edu/health-services/
A Quick View of Courageous Leadership in a Changing Culture Program Requirements

<table>
<thead>
<tr>
<th>DEGREE REQUIREMENTS</th>
<th>Number of Credits</th>
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<tr>
<td>SUMMER INTENSIVE SESSION</td>
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<tr>
<td>DMIN 900: Context and Change: Introduction to the Doctor of Ministry</td>
<td>3</td>
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<tr>
<td>DMIN 902: Theological Methods for Ministry</td>
<td>3</td>
</tr>
<tr>
<td>COURSEWORK, Beginning fall after intensives</td>
<td></td>
</tr>
<tr>
<td>4 elective courses</td>
<td>12</td>
</tr>
<tr>
<td>Take 1 or 2 courses in each fall and spring semester</td>
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<tr>
<td>DMin students take no more than 6 credits per semester</td>
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<tr>
<td>PROFESSIONAL PROJECT, Beginning fall after completion of coursework</td>
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</tr>
<tr>
<td>DMIN 984 Research Module 1: Theological and Biblical Research and Reflection</td>
<td>6</td>
</tr>
<tr>
<td>DMIN 987 Research Module 2: Contextual Leadership Project</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>30</td>
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</table>
Completing the Courageous Leadership in a Changing Culture Program

The Doctor of Ministry (DMin) is the most advanced research degree in the practice of ministry. The Courageous Leadership concentration is designed for students wishing to work closely with the Madison-based Drew faculty and pursue study in alignment with the Theological School’s vision and mission to “empower creative thought and courageous action to advance justice, peace, and the love of God, neighbor, and the earth.” The program is normally completed in three years of study including one summer semester.

Required Summer Intensives

The first two courses for this concentration are offered in a two-week summer session at the end of July into the first week in August. The courses are DMIN 900 Context and Change: Introduction to the Doctor of Ministry and DMIN 902 Theological Methods for Ministry. The required residential session at Drew in Madison, New Jersey, features full days of study and discussion, shared meals and worship, and time for library and administrative tasks. Students commute to Drew, stay in area hotels, or use the modest Drew housing at a reduced rental rate. Students receive the syllabi for the courses at least a month in advance and are expected to prepare reading and writing for the courses before arrival. At the conclusion of these intensives, students receive an evaluation of their work, an assessment of their preparedness for doctoral-level study, and recommendations for developing writing and research skills as needed.

Coursework: Beginning in the first Fall semester

After the first 2 courses are completed in the summer intensive session, students complete four more courses for a total of 18 credits of coursework. The Courageous Leadership concentration offers two 100% online courses and one face-to-face intensive every fall and spring semester. Students select 1 or 2 courses each semester depending on several factors:

- **Geography:** If a student cannot travel to Drew for the intensive course in a semester, s/he can take 1 or 2 of the 100% online courses without having to travel.

- **Available time for study in light of professional and family responsibilities.** For a three-credit 100% online course, students should expect to spend about 12 hours per week on study, course activities and assignments, and interaction with content and colleagues in online spaces. The weeklong intensives are scheduled in the fall or spring breaks at the Theological School usually around the second week of October and March. Students spend about 35 hours in class together over a 5-day period. Students also spend about 6 hours per week before and after the intensive preparing for and completing the work of the course.

- **Financial Matters.** Students must resolve their tuition bills each semester before being allowed to proceed to the next semester, thus students should be careful to pace their coursework accordingly. If students wish to qualify for federal loans in a particular semester, they must enroll in six credits that
semester. Doctor of Ministry is a part-time professional program. Thus, Doctor of Ministry students are limited to six credits maximum in any particular semester.

- **Ministerial interests and area of study.** Because the Doctor of Ministry is a professional degree, all students are required to be in a ministry context while in the program. The online and intensive elective courses for this concentration all have direct relevance to the practice of ministry and develop skills in theological and biblical reflection in relation to the variegated contexts of ministry. While some electives may speak directly to a student’s interest, individual specialties are most directly determined and developed in the focus of the professional leadership project in the last 12 credits of the program.

Electives for the Doctor of Ministry are not offered in the summer semester. Non-credit writing and research workshops are offered online for students who need additional preparation for the professional project. Students should discuss their plan of study with the Director of Doctoral Studies to ensure they are ready to begin the Professional Project in a timely fashion.

**Professional Project: Beginning in the second or third Fall semester**

A Doctor of Ministry project within the Courageous Leadership concentration is a body of work that develops leadership competence and makes a significant contribution to the candidate's ministerial context. The project is completed in two modules:

- DMIN 984 Research Module 1: Theological and Biblical Research and Reflection
- DMIN 987 Research Module 2: Contextual Leadership Project

Courageous Leadership students begin the professional project by enrolling in DMIN 984 Research Module 1 in the fall semester following the completion of coursework. In this 6-credit module, students begin to thematize and explore a 25-page publishable-quality paper that will demonstrate a capacity to research, develop, and articulate a theologically and biblically reflective set of themes characterized by coherence and depth. This paper informs the second required paper of Research Module 2.

DMIN 984 is lead by a member of the Drew faculty in each fall semester. The group enrolled in module 1 works through a process of identifying themes and resources, developing annotated bibliographies, researching and discussing findings in synchronous and asynchronous online meetings, and developing written work with peer and faculty feedback. The Doctor of Ministry writing assistant is also available to students to provide feedback on argument, organization, and style. Research Module 1 is six credits and represents two courses worth of work.

Students must complete the paper and pass Module 1 before continuing to Module 2. There are no letter grades in the project phase, simply “pass” or “not pass.” Attendance, participation, progress is expected of the student, however this is not sufficient to pass the module. Normally, students register for continuing registration in the spring semester in order to refine and polish the paper emerging from module 1.
After passing the first research module with a publishable-quality paper, students register for DMIN 987 Research Module 2: Contextual Leadership Project. In this module, students develop a project proposal that must be approved by a faculty advisor and assigned reader. The module is completed with a write-up of a 50-page doctoral thesis demonstrating leadership skills by relating theological-biblical themes (developed in the first paper) to mobilize and effect change within the student’s ministry context. Module 2 is completed under the guidance of a faculty member in the area of study most suited to the student’s interest. A committee of 4-5 persons drawn from the student’s ministry setting will serve as both a sounding board and support for the student in developing the project or issue and participate in part of the evaluation process in dialogue with the faculty mentor.

As with Research Module 1, students normally register for continuing registration in the semester following Research Module 2 in order to continue to develop, hone, and finalize the doctoral thesis.

**Graduation**

Doctoral candidacy is conferred upon those who have maintained a GPA of 3.2 or above in coursework, have an approved prospectus on file in the Office of Doctoral Studies, and have submitted their doctoral project to the library according to the published deadlines and style requirements.

Students may complete the degree in August, December, or May of each year. Commencement exercises are held in May of each year for all students who have completed their degrees in the August or December prior to each Commencement.
Program Timeline

These three sample schedules provide an overview of possible timelines for completing the entire program:

<table>
<thead>
<tr>
<th>Consistently high time investment (six semesters)*</th>
<th>Regular pace (three academic years)</th>
<th>Consistently part-time study (4 academic years)</th>
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<tbody>
<tr>
<td>Summer 2018</td>
<td>Summer 2018</td>
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<tr>
<td>DMIN 902: Theological Methods for Ministry</td>
<td>DMIN 902: Theological Methods for Ministry</td>
<td>DMIN 902: Theological Methods for Ministry</td>
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<tr>
<td>Fall 2019</td>
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<tr>
<td>DMIN 984 Research Module 1: Theological and Biblical Research and Reflection</td>
<td>DMIN 984 Research Module 1: Theological and Biblical Research and Reflection</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
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<tr>
<td>Spring 2020</td>
<td>Spring 2020</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>DMIN 987 Research Module 2: Contextual Leadership Project*</td>
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<tr>
<td>Continuing Registration and December graduation*</td>
<td>DMIN 987 Research Module 2: Contextual Leadership Project</td>
<td>DMIN 984 Research Module 1: Theological and Biblical Research and Reflection</td>
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<td>Fall 2021</td>
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<td>Spring 2022</td>
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<td>Spring 2022</td>
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<tr>
<td>Continuing Registration and May graduation</td>
<td>Continuing Registration</td>
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*Note: Moving at this pace also requires high achievement in the initial stages of the professional project including passing Research Module 1 at the end of the Fall semester, and requires ongoing work throughout the summers.
Frequently Asked Questions

The Theological School Academic Policies are published annually in Drew University’s Theological School Catalogue. This document can be accessed in its entirety from the Registrar’s webpage. If there is any contradiction between this Catalogue and the FAQs below, the Catalogue dated to the student’s semester of entrance takes precedence.

How long do I have to complete the program?

The Drew Doctor of Ministry Program concentrations are designed to be completed within three years, comprised of at least six registered semesters. After three years, continuing students who have not yet completed their project may maintain their matriculation for an additional four semesters before being withdrawn from the program. All candidates must complete the program within five years. Leaves of absence are not included in the 5-year total time (see the Registration Status section below).

Who is my advisor?

For the coursework portion of your degree, the Director of Doctoral Studies is your primary advisor. You are encouraged to discuss your work with faculty members in courses and as recommended by the Director. At the project phase, you will begin working with a faculty advisor who will be your academic mentor through the completion of your professional project. The Director of Doctoral Studies continues as your secondary advisor as well.

How is the program billed?

Tuition for the Doctor of Ministry program is billable by the credit hour and payable each semester. Current rates and fees can be found on the Drew Business Office web page on the Theological School tab:


Failure to make timely tuition payments, or having a balance over $2500 at the time of registration, results in a hold on the student’s account. In addition to tuition, each Courageous Leadership student has travel, housing, and food costs related to attending one summer intensive session.

Refunds for Doctor of Ministry students are determined by the University Policy covering students not receiving state or federal aid. Prorated charges are based upon the date of actual withdrawal. See http://www.drew.edu/fba/students-parents/institutional-refund-policies/
What financial assistance is available?

Students are eligible for Federal Student Loans during the semesters in which they are taking 6 or more credits. To apply, contact the Drew University Office of Financial Aid, request, and complete the federal Free Application for Federal Student Aid (FAFSA) form for determination of need. A new FAFSA form must be completed for each year of financial need.

Military Financial Assistance and Veterans Educational Benefits may be available to some. For eligibility, you may wish to contact the Department of Veterans Affairs at 1-800-827-1000.

Since the Doctor of Ministry degree requires lay participation in the ministry project, directly benefits the church congregation or community agency, and has intrinsic programmatic value, many church or organizational boards support their ministerial leader financially and professionally. Be sure to explore congregational and denominational resources. Some denominational boards and agencies provide special scholarships and loans for professional continuing education.

For further information concerning financial aid, please contact the Drew Office of Financial Aid at 973-408-3112.

I have an unpaid bill. Can I attend a course without registering?

Students are required to register for courses prior to attending them. Those who are not properly registered are not permitted to attend classes and cannot receive a grade. Student accounts must be current at the beginning of each semester. Registration requests received after the Registrar’s deadlines are subject to a late registration fee.

Can I transfer credits into my degree?

Students may petition to transfer up to 3 courses (9 credits) from an unfinished advanced degree. Petitions for such transfer must be made following the summer intensive courses and should include a written explanation of how the course relates to the degree pursued at Drew. To request a credit transfer, complete the Graduate Academic Standing petition on the Registrar’s page.

What happens if I miss class?

Students are expected to attend all class sessions and complete the course assignments within the specified time. A full day’s absence amounts to a significant loss of the contact hours. Stay in close contact with your professor. A student should not expect to pass the course with an “A” grade if absent from a scheduled class.
What should I do if I cannot complete a course?

In extenuating circumstances, a student may request and be granted an extension of time in which to complete a course. Before the course ends, speak with your professor and submit a petition for an incomplete through the Graduate Academic Standing petition on the Registrar’s page.

Can I drop an intensive course before the first class meets?

The last date to drop a class without a “W” or with a “W” may occur before the first meeting of an intensive course in a particular semester (see the Academic Calendar on the Registrar’s webpage). In this case, students may petition to the Graduate Academic Standing Committee to drop the course without a W and receive a refund on tuition. Because the faculty and students are expected to prepare for the course well before it meets in person, this request will not be approved except in cases with notable extenuating circumstances.

How do I request exceptions or propose alternatives for my program?

Begin by talking with the Director of Doctoral Studies, who is an advisor for all Doctor of Ministry students. The Director may also recommend that you consult with faculty about certain requests. In order to request exceptions or propose alternatives, submit a petition to the Graduate Academic Standing Committee. Petitions are submitted electronically and can be found on the Registrar’s web page. Petitions are needed for tutorials, leaves of absence, late changes in registration, extensions for completing a course.

Can I take a tutorial in this program?

Given the cohort-learning model of the Doctor of Ministry, tutorials are not normally approved. Exceptions may be made by petition and most often to allow a student to proceed with the program on schedule with other students, for example, after a leave of absence or in order to be ready to begin Research Module 1 in a fall semester.

How do I get accommodations for a disability?

Students who require accommodations should contact the Office of Accessibility Resources (OAR), in Brothers College, 973-408-3962, for a private, confidential appointment. Accommodation Request Letters are issued to students after documentation, written by a qualified professional, is reviewed and accommodations are approved by OAR. For more information, see: http://www.drew.edu/academic-services/disabilityservices. Accommodations are implemented by faculty only after the student presents the Accommodation Request Letter issued by OAR. Letters should be presented to the faculty at least one week before the accommodation is needed. Students’ requests for accommodations thus should be submitted to OAR within the first two weeks of a course. Returning students with previously approved accommodations
should make letter requests for the current semester to Accessibility Resources within the first two weeks of class.

What happens if bad weather prevents me from getting to class?

Students are expected to attend class when the University is open. Long-distance commuting students should stay in close contact with the Professor in cases of inclement weather. The decision to cancel classes due to weather will be made by the University. To sign up for the University’s emergency notification system or to view policies regarding snow closings, visit: https://www.drew.edu/emergency/

What resources are available to help me with my writing?

Given that the DMin requires three years of demonstrated leadership in a ministry setting, many of our students have been away from the academy for some time and find they need some assistance getting back into the world of academic writing. Students are encouraged to look into the resources available to Drew students at the Center for Academic Excellence: https://www.drew.edu/center-academic-excellence/

The Theological School also brought on a Writing Assistant to work specifically with DMin students this year. Please contact Dr. Hoxie Schol (mhoxieschol@drew.edu) in the Office of Doctoral Studies to schedule time to meet with this writing assistant.

Am I expected to use inclusive language in my work for this program?

The Drew University Theological School affirms the full equality of all persons in God’s all-inclusive love, regardless of gender, race, nation, class, age, ability, religion, or sexual orientation (Galatians 3:28). This theological conviction finds social expression in spoken and written language. In order to live out a crucial practical dimension of our equality in Christ and to avoid marginalizing members of our community, the Theological School expects students to use non-discriminatory and mindfully inclusive language for humanity both in the classroom (that is, in writing assignments, presentations, and classroom discussions) and in the chapel liturgy (that is, in prayers and sermons). Students are also encouraged to use a variety of metaphors when referring to God. While students will not receive grade deductions on specific assignments, they will be evaluated on their overall efforts to engage the theological and social problems of discriminatory and exclusive language. This policy thus encourages students to work to integrate a theology of God’s love and justice with the everyday practice of leadership.
Registration Status

Students in the Doctor of Ministry program are expected to maintain communication and connection with Drew throughout the entire program. Different registration statuses indicate your progress through the program.

Active

Students who are consistently registered for classes (3 or 6 credits per semester) or continuous registration will maintain “active” status with Drew. This status allows students access to all academic, support, and student life services at the University. Students who fail to register in any semester will have their status revised to “inactive.” Students not registered two semesters will be automatically withdrawn from the program and will have to petition for re-entry through the Registrar’s webpage. Other than the first required summer session, Doctor of Ministry students are not required to register for January or summer terms.

Continuous Registration (or, Maintaining Matriculation)

Students may register for a continuous registration course at any time during the program. All continuous registration is counted toward the total time allotted for the completion of the program. Students who are not taking courses must either register for continuous registration or have an official leave of absence. A continuous registration course fee is charged per semester. Students register for one of the following depending on their progress in the program:

- **DMIN CR1H** - Continuous registration Prior to Completion of Course Work
- **DMIN CR2H** - Continuous registration Course Work Complete
- **DMIN CR3H** - Continuous registration During Professional Project
- **DMIN CR4H** - Continuous registration After Professional Project

Leave of Absence

Unexpected life events or personal challenges can interrupt a student’s ability to make progress in the degree. At times like this, students might reduce the number of credits they plan to take or consider a complete leave of absence. This status stops the clock on your allowed time to completion of your degree. In addition to the 5 years allowed to complete the degree, students are allowed two semesters of official leave from the program. As a leave of absence is intended to provide time away from the work of the degree, students do not have access to academic, support, and student life services at the University.
Students may apply for a leave of absence at any time during matriculation in the program. To obtain a leave of absence from the program—whether for medical, financial, or personal reasons—students must file a leave of absence application online. This form is found on the Registrar’s web page. Any leave of absence that is approved becomes effective as of the date it is processed and is not applied retroactively.

Students who take the leave during a semester should be aware of the grading and refund policies of the university. A leave of absence does not exempt a student from receiving grades for courses they have been registered for nor does it guarantee a refund of tuition paid. The date a leave is requested determines the amount of tuition refund (if any). For example, a leave of absence requested and received in the middle or at the end of a semester will not be effective from the beginning of the semester. If you are considering a leave of absence, please review the leave policies and deadlines found on the Registrar and Business Office webpages.

**RE-ENTRY FOLLOWING LEAVE OF ABSENCE:** When a student plans to return to the program following a leave of absence, s/he must submit a Re-Entry form, which can be found on the Registrar’s webpage. If a student does not return from a leave of absence in the semester following the leave, the student’s status will be revised to “inactive.” If the student is inactive for two semesters, s/he will be withdrawn from the program by the University.

Medical Withdrawal from a Semester

Students with personal emergencies that occur after the drop/add dates have passed may apply for a medical withdrawal from an entire semester. The student must provide documentation of the medical situation. Upon approval by the Associate Dean for the Theological School, the student will be put on leave of absence and receive Ws for all courses in the semester. Regular tuition refund policies apply to medical withdrawals as to leaves of absence.

Voluntary Withdrawal from the Program

If for any reason a student finds it necessary to withdraw from the program, it is important that this decision be discussed with the Director beforehand and that an appropriate and timely written notice is given to the Director and the University. In order to withdraw from the program, a student completes a Withdrawal form on the Registrar’s page. Any notice of withdrawal from the program becomes official as of the date it is received. A student who has withdrawn from the program has no access to academic, support, and student life services at the University. A student wishing to re-enter a program after withdrawing must re-apply to the program through the Graduate Admissions office.

All withdrawals are subject to the Drew University refund and grading policies and deadlines. Students are encouraged to review these policies with the Director of Doctoral Studies, the Registrar, and the Business Office before submitting an application for withdrawal.
Academic Standing

In addition to regular course grading and assessments, students are evaluated each semester according to the standards of academic achievement and progress. The Graduate Academic Standing Committee reviews each student’s academic performance after each semester and may revise student standing based on this review.

Good Standing

Doctoral students are expected to do excellent work (“B” level) and exceptional work (“A” level). The successful Doctor of Ministry student must complete coursework with an overall average of 3.2 or better, and a professional doctoral project approved (with “pass”) by his or her faculty adviser and assigned reader.

Warning or Probation

Students who do not achieve a 3.2 GPA in any semester will be placed on warning or probation based on the criteria outlined in the Theological School Academic Catalogue posted on the Registrar’s webpage. Students placed on academic probation are returned to good standing if they achieve an overall 3.2 GPA average or better at the next time of review.

Students in the Doctor of Ministry program must attain a cumulative minimum 3.2 GPA in the first twelve credits of their program and again at the completion of the 18 credits of coursework. Students who do not achieve this minimum may be withdrawn from the program at either stage or, in extenuating circumstances, permitted by the Graduate Academic Standing Committee to repeat course(s) in an attempt to achieve the minimum GPA. Repeated courses count toward the overall GPA but do not count in the number of courses required for the degree. Thus students who must take more courses to raise their GPA will complete more than 18 credits of coursework in the program. Repeated course grades do not replace the prior grades in the same course. Students granted such permission who still fail to achieve the minimum GPA will be withdrawn from the program.

Required Withdrawal

A student may be withdrawn from the program by the University for any of the following:

- The failure of a student to maintain a grade point average of 3.2 after completing 12 or 18 credits
- A violation of the University’s Academic Integrity or Human Rights policies.
- Receiving all “F” grades in any one semester
- Being on probation and not returning to Good Standing at the end of the probationary semester
- Having two or more non-consecutive semesters on Warning or Probation
Under exceptional circumstances only, a student on Required Withdrawal may appeal to the Academic Standing Committee to be re-admitted in the next term. If the appeal is approved, the student will be reinstated and placed on Probation. Such re-admissions are granted only in unusual cases, and in no cases may a student be readmitted twice.
Standards of Academic Integrity

You can find the Academic Integrity policy for the Theological School in full here: http://catalog.drew.edu/content.php?catoid=26&navoid=1231

Drew University Standards

Drew University has established standards of academic integrity and procedures. These basic standards apply to all work done at Drew. Students are expected to study and comply with these principles.

The standards of academic integrity apply to information that is presented orally, in writing, or via the computer, in any format ranging from the most informal comment to a formal research paper or the writing of the final paper in reference to the project. These standards apply to source material gathered from other people, from written texts, from computer programs, from the Internet, or from any other location.

The following are examples of academic dishonesty, as defined in this policy:

Duplicate Submission - Submitting one’s work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

False Citation - Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. See the Turabian Manual of Style (latest edition and/or online quick guide) for how to cite quotations within the body of another author.

Plagiarism - Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting them as one's own or without proper acknowledgment. This includes submitting as one's own a thesis, a paper, or part of a paper written by another person, whether that material was stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material. When in doubt, err on the said of referencing material. Note that each syllabus will outline clearly the Drew University policy.

Sanctions

Sanctions are imposed for demonstrated breaches of academic honesty or scholarly integrity. See the section of the catalogue on procedures for dealing with allegations of academic dishonesty. If dishonesty is determined, the sanctions may range from requiring that an assignment be redone to automatic failure of a course to dismissal from the Theological School.
### Curriculum Planning for Courageous Leadership in a Changing Culture

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester Planned</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COURSEWORK</strong></td>
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<tr>
<td>Required Summer Intensives</td>
<td></td>
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<tr>
<td>DMIN 900: Context and Change: Introduction to the Doctor of Ministry</td>
<td>Summer 2018</td>
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<tr>
<td>DMIN 902: Theological Methods for Ministry</td>
<td>Summer 2018</td>
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<tr>
<td>Four Electives</td>
<td>3 or 6 credits per semester Choose from one intensive and two online courses</td>
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<tr>
<td><strong>PROFESSIONAL PROJECT</strong></td>
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<tr>
<td>DMIN 984 Research Module 1: Theological and Biblical Research and Reflection</td>
<td>Offered in Fall semester</td>
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<tr>
<td>Module 2: Contextual Leadership Project</td>
<td>Offered in Fall or Spring semesters (not summer)</td>
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<td>----------------------------------------</td>
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<tr>
<td><strong>COUNTINUOUS REGISTRATION</strong></td>
<td>Keep a record of CR semesters to ensure that you complete the degree within 5 years from matriculation</td>
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<tr>
<td><strong>GRADUATION</strong></td>
<td>Diploma can be August, December, or May Commencement for all dates is in May</td>
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<tr>
<td></td>
<td>Students entering in Summer of 2018 will normally complete the degree in May 2021</td>
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</tbody>
</table>
Drew University Offices

Center for Academic Excellence
Rose Library
https://www.drew.edu/center-academic-excellence/

Campus Life and Student Affairs
University Center 147
(973) 408-3390
stuaff@drew.edu

Financial Aid Office
Holloway Hall
(973) 408-3112
finaid@drew.edu

Student Accounts
Holloway Hall, First Floor
(973) 408-3114
studentaccounts@drew.edu

Office of the Registrar
Holloway Hall, First Floor
(973) 408-3025
regist@drew.edu

Theological School Dean’s Office
Seminary Hall, First Floor
Maxine Beach Suite, Room 102
(973) 408-3419

Javier Viera
Vice Provost and Dean
tsdean@drew.edu

Melanie Johnson-DeBaufre
Associate Dean for the Theo School and Graduate Curriculum
tsacademicdean@drew.edu

Tanya Linn Bennett
Associate Dean for Vocation and Formation
tsdeanvocform@drew.edu
Forms

ETD Release Form