OBLATE
SCHOOL OF THEOLOGY

DOCTOR OF MINISTRY HANDBOOK

Revised 2018

Table of Contents

Chapter 1
General Information

Section 1.1   Preface

Since 1903, Oblate School of Theology (OST) has provided theological education in the southwestern United States. The Doctor of Ministry (D.Min.) Program builds upon and furthers the school's original mission: preparing men and women for ministry in the Church and in the World. OST students join a living tradition of ministry, and each is welcomed to this journey of faith and learning.

This Handbook offers direction from admission through graduation. If questions about any part of the program arise, please contact the Director of the D.Min. Program. Questions about particular classes should be addressed to the respective instructors; financial matters to the Business Office; and questions about permanent records to the Registrar. Information in this Handbook reflects current administrative policies governing the D.Min. Program and is subject to change as warranted. Policy changes will be communicated to students in a timely manner.

Section 1.2   Goals and Objectives

Goal:

To enhance the understanding and practice of ministry through doctoral-level pastoral theological education

Objectives:

1. To design an original response to a pastoral issue in one's ministry
2. To identify and assess the scriptural and theological issues involved in specific pastoral contexts
3. To critique and utilize contemporary models of theological reflection
4. To demonstrate social research skills appropriate to pastoral issues

Outcomes:

1. Contributes to the practice of ministry by designing innovative responses to emerging pastoral issues
2. Identifies and assesses theological issues germane to a specific pastoral context
3. Employs models for theological reflection suitable for issues inherent in specific ministry contexts
4. Applies professional research standards in ministerial contexts

Means of Assessment:

1. Assignments specific to courses taken in the Doctor of Ministry Program
2. The doctoral project (paper and presentation)
3. Exit questionnaire and interview of program graduates

Section 1.3   Program Overview

Foundational to the D.Min. Program is the study of theology, scripture, and pastoral practice from the perspective of the student's ministerial background and experience(s). The courses challenge the student to read, discuss, research, and integrate in the light of pastoral issues. It is important that in each course the student considers the context of his or her ministry as theological and pastoral issues are articulated. The final research and writing project is rooted in ministerial experience and is intended to make a significant contribution to the practice of ministry. As the student reaches the level of the Doctoral Proposal and the Doctoral Project, she or he must consider the nature of the ministry in which the student is (or will be) involved, so that there is a correlation between the intended project and the ministerial role.

To facilitate dialogue between the academic and the experiential, the student is required to be in ministry for three years prior to admission, and to remain engaged in ministry during the course of study. Should the student's ministry context change while enrolled in the program, written notification of this change must be provided to the Program Director. Due discretion should be exercised if a change in ministry contexts is considered or planned during the actualization of the Doctoral Project. Since the project evolves from the student's pastoral concern, a significant change in ministry sites at the proposal stage or time of the Doctoral Project may require that the student revise the original proposal and receive a second approval from the Doctoral Project Committee.

Section 1.4   Program Design

OST's Doctoral Program consists of four components. These are:

1. Six-eight academic courses (3 credit hours each)
    a. 12-hour core curriculum
    b. 6-12 hours in concentration-specific coursework.
2. Proposal for the Doctoral Project (non-credit)
3. Doctoral Project (12 hours)
    a. PSC 9601 – Doctoral Project I (6 hours)
    b. PSC 9602 – Doctoral Project II (6 hours)
4. Oral presentation of the Doctoral Project (non-credit)

The structure of the program recognizes the pastoral realities and ministerial engagements of students. The actual amount of time spent on campus is generally limited to the two-week long sessions held in June and January; * still, the student is expected to engage in a significant amount of time each week in work related to their D.Min. process.

[*Students in the Spirituality and Ministry Concentration may take traditional semester-long courses as well and may have two-week intensive sessions in their concentration at other times during the year.]

The school acknowledges that, from time to time, pastoral necessities may impede the student's work in the program. Should this scenario develop, the student should contact the Program Director in writing as soon as possible. The director will help plan a resolution for major interruptions in studies. At the same time, students are encouraged to limit the number of outside

commitments undertaken during their time in the D.Min. Program. Successful completion of the degree is directly related to the amount of study that a student is able to contribute to the program. Students should remember that the normal maximum time for completing the degree requirements is six years from the date of matriculation.

Section 1.5   Concentrations

OST offers five fields of study, or concentrations, for students in the DMin Program: Spirituality and Ministry, Spiritual Formation in the Local Community, U.S. Hispanic/Latino Ministry, Pastoral Leadership in the African-American Community, and Pastoral Leadership. Most concentrations require six courses, for a total of 18 credit hours. The Spirituality and Ministry Concentration requires eight courses, for a total of 24 credit hours. The Pastoral Leadership in the African-American Community concentration requires participation in the Sankofa Scholars program, which is optional for other concentrations. The Doctoral Project earns 12 credit hours in two courses of six hours each. The complete degree program requires a total of 30-36 hour credit. A complete description of these courses is found in the OST Catalog.

Most D.Min. courses are offered in two-week intensive sessions. Intensive sessions are usually held in June and January each year. However, in the Spirituality and Ministry concentration, some intensive spirituality courses are offered at other times during the year, and some courses are offered on a semester basis. Two months prior to each intensive session, students receive registration and course materials for the upcoming course. The materials contain information about required and readings, and instructions for preliminary writing assignments. They may also include recommended readings, course expectations, and instructions for final writing assignments. The instructor's contact information is provided in the event that a student needs to contact the instructor concerning requirements for the course. For students in the Spirituality and Ministry Concentration, materials for regular semester courses are delivered in the traditional manner at the first class of each semester.

The importance for the intensive courses of completing initial reading and written assignments before coming to campus cannot be overstated. Students are responsible for delivering all assignments to the instructor by the indicated deadline, and for bearing any financial burden for delivering the assignments in the time and manner requested by the instructor.

Accordingly, it is imperative that students keep the Program Director and Registrar informed of any changes in postal or electronic addresses. Change of address forms are always included with registration materials. Students are required to provide an e-mail address, since announcements, registration materials, syllabi, and other communications are always sent electronically. Students must be familiar with downloading material both in Word and Adobe formats. All communications will be sent to the student's OST email address after their first day on campus. Students are expected to check their OST email regularly, including between D.Min. sessions.

Section 1.6   Doctor of Ministry Curriculum

Below are schematic descriptions of the steps to be completed in the D.Min. process. Please remember that the precise sequence of courses depends upon the date of matriculation. Not all courses are offered every year.

Core Courses (in recommended order)

PSC 7302 – Practical Theology as Critical Reflection on Particular Contexts
PSC 8302 –Use of Social Sciences in Practical Theology
PSC 7301 – Hermeneutics of Scripture in Ministry
PSC 8301 – Theological Integration for Ministry Seminar
(PSC 8301 serves as a capstone course prior to the Doctoral Project.)

Concentration Courses

Spiritual Formation in the Local Community
PTF 8305 – Faith Development
PTF 8306– Spirituality and Culture

U.S. Hispanic/Latino Ministry
PTH 8305 – Contemporary Issues in Hispanic/Latino(a) Ministry
PTH 8306 – Contemporary Hispanic/Latino(a) Spiritualties

Pastoral Leadership in the African-American Community
Pre-Requisite Introduction to Black Church Studies
PTA 8305– Contemporary Issues in Black Church Ministry
PTA 8306 – Contemporary African-American Spiritualties

Spirituality and Ministry
DSC 7301 – History of Christian Spirituality
DSC 7302 – Psychology and Spirituality
DSC 7303 – Contemporary Spirituality
Spirituality Elective

Pastoral Leadership
Students in this concentration will complete the core curriculum plus any two courses from the other concentrations, in keeping with the student's ministry context.

Chapter 2
The Doctoral Project Process

Section 2.1   The Doctoral Project Committee

Prior to and during the Theological Integration for Ministry Seminar, which is normally the student's final course, the student begins to work with the Program Director to establish a DPC and to craft a proposal for the Doctoral Project. The Doctoral Project committee (DPC) is comprised of qualified faculty members. One member is designated by the Program Director to serve as Chair of the DPC. This committee guides the student through the final stages of the D.Min. process, and

1. Determines if a student's doctoral proposal is acceptable (allowing registration for the Doctoral Project courses PSC 9601 and 9602)
2. Monitors and assesses the research and writing stages of the project
3. Facilitates the Oral Presentation upon satisfactory completion of the research and writing component
4. Participates with the OST Faculty in the assessment of the student's project and presentation

For a full description of the role of an external DPC member, see Appendix.

As a student prepares for the Theological Integration for Ministry Seminar and enters the proposal writing stage, but prior to submitting a proposal, the student discusses possible members of the DPC with the Program Director. The student will approach potential members to gauge their interest and availability, however, the student does NOT issue invitations to serve on a DPC. All official requests for participation on a DPC are made by the Program Director, who has sole responsibility for confirming that a DPC is established.

The DPC is comprised of three faculty members holding terminal degrees from accredited institutions of higher learning. These members usually have a special interest, expertise, or contribution relevant to the student's intended area of study.

While all three members of the DPC may be OST faculty (including affiliated faculty), there are situations in which non-OST scholars/professionals are invited to serve on a DPC. These persons may have particular expertise or may serve as an on-site resource person during the student's research and writing. The nomination of a non-OST committee member must be approved by the Program Director, who will issue the official request to serve on the DPC. To serve on the committee, the non-OST faculty member must hold a terminal degree from an accredited institution of higher learning. A current copy of the scholar's Curriculum Vitae will be provided for inclusion in the student's file. A student will never have more than two members who are non-OST faculty. In such instances, the OST faculty member automatically serves as Chair of the DPC. Affiliated faculty members may serve as Chair.

The Program Director is open to student inquiries about potential DPC members and assists students in contacting appropriate resource persons at any stage of the program. Once the DPC is established, it becomes the student's responsibility to initiate and maintain contact with the DPC and to keep the committee members and D.Min. Program Director informed of progress made.

Section 2.2   The Doctoral Project Proposal

In the Doctoral Proposal, the student indicates the interdisciplinary contours of and the rationale for the final Doctoral Project. The Doctoral Project addresses a pastoral challenge in the student's present practice of ministry. It follows a practical theology approach that leads from present practice to theory and finally to a new or renewed pastoral response to the challenge. What characterizes it as doctoral work is that the student is doing original research and therefore cannot know the outcomes until the pastoral intervention is complete.

The Doctoral Proposal is analogous to a blueprint for the Doctoral Project. Following the interdisciplinary practice □ theory □ practice arc of practical theology, it carefully analyzes and reveals the layers of theory often unknown to the practitioner that underlies the practice and the meaning-laden context in which the practice takes place, critically correlates it to the religious tradition for a transformative understanding of one or both, and finally proposes the development and implementation of a practical theology response to the identified pastoral challenge. It proposes a possible new or renewed pastoral response that might flow from it, which will be tested in the Doctoral Project.

The proposal is normally 15-17 pages (double spaced) of text (not including appendices and bibliography). It is expected to be grammatically and syntactically correct and formatted in accordance with the latest edition of Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. The Proposal is written with footnotes rather than endnotes or parenthetical documentation. The proposal must use the headings and subheadings below.

The Doctoral Proposal follows this outline:

Part 1: The Pastoral Challenge   1 ½ pages
  A. Give an adequately descriptive title to the project.
  B. Briefly explain the specific pastoral challenge/issue/question. This is a clear explanation of the scope of the issue to be addressed, involving the ministerial focus, target population, and location/context.
  C. Give a briefly annotated review of the previous relevant research.

Part 2: The Practical Theology Method: Explain in detail the specific overall practical theological approach you will undertake in response to the pastoral challenge. This includes the following: 2 pages
  A. A statement of the practical theological methodology
  B. The reasons for this approach
  C. The objectives you intend to meet
  D. An explanation of your projected original ministerial contribution.

Part 3: Descriptive Movement: 2-3 pages
  A. Indicate the primary descriptive aspects of the pastoral challenge that you will investigate. Include the issues related to your personal formation and ministerial identity that are being addressed in this doctoral project.

B. Identify the human/social science disciplines that will be used to analyze it adequately. Usually psychological, cultural, organizational, and professional themes are presented here.
C. State the primary theological themes that arise from the pastoral challenge. Provide an explanation of why these themes are important to the proposed project rather than a discussion of the themes themselves.

Part 4: Retrieval of Tradition Movement   2-3 pages
A. Briefly describe your denominational perspective.
B. Briefly explain the primary aspects of your religious tradition (scriptural, theological, historical, liturgical, etc.) that are addressed to reflect adequately on the theological themes identified in Part 3C.
C. Describe your primary scriptural hermeneutic.
D. Identify and briefly explain the primary theological perspective with which you will engage the tradition (e.g., liberation, form-critical, womanist, contextual, Hispanic)
E. Indicate the principle resource works consulted, briefly stating the relevance of each work to the theme(s).

Part 5: Strategic Movement: 2 pages
A. Summarize your intuitions about the possible pastoral response
B. State how you will test these intuitions in your overall Project.
C. Conclude this section with a concise thesis statement of the specific pastoral challenge and possible response.

Part 6: Social Science Design and Methodology (Expand on 3B and 5B above)   2-3 pages
A. Specify what you intend to measure or ascertain using social science related both to the Descriptive Movement and to the Strategic Movement
B. Detail an appropriate plan of social science research to gather, analyze, interpret, and evaluate the data
C. Explain why these methods and tools were chosen and identify the reference works used for them.
D. Indicate how your conclusions will be validated
E. Provide definitions of important concepts as you intend to apply them
F. Identify ethical issues in your methodology and explain how you will address them.

Part 7: Evaluation of the Project   2 pages
A. Indicate the significance of the research by explaining…
   a. Why is research needed in this area?
   b. How does the project go beyond previous research in this area?
   c. How will it help those directly involved?
   d. What benefit will this study have beyond the present context?
   e. What is the original ministerial contribution of this study?
B. Limitations of the Project
   a. What are you not doing in this Project?
   b. What are areas for future research?
C. Describe your plans for implementing or testing your response to the pastoral challenge. If implementation or testing is not possible, an explanation is provided.

Part 8: Completing the Project   1 and ½ pages
    A. Propose a detailed outline (by chapters and subsections) of your written project that
        clearly lays out your practical theology methodology.
    B. Indicate your plans for dissemination of your conclusions.

Appendices   Not factored into the page count.
    A. Provide a timetable for completing the project. Allow 1 month for DPC review of your
        work. (Note: May graduation requires approval by full DPC by March 1. Therefore, the
        final revised paper must be turned in to the DPC no later than February 1.)
    B. Provide a bibliography of relevant sources.
    C. Attach any other appropriate appendices.

The proposal is submitted within one year of the completion of coursework (i.e. when the grade
is posted for the final class). During this year of proposal writing, the student registers for PSC
9001 Proposal Writing A student may take up to two semesters of Proposal Writing status. There
are no tuition costs for this status; however, administrative fees (e.g. registration, library, etc.) do
apply. If the proposal has not been approved by the student's DPC by the end of the second
semester of Proposal Writing status, the student will register for PSC 9002 Continuation Status:
Proposal Writing each semester until the proposal is approved. Note that extended status incurs
an administrative cost along with associated fees.

When a student and the DPC Chair believe that the proposal is ready for submission as an
official Doctoral Proposal, the document is submitted to each member of the DPC. After
reviewing the proposal, the DPC may:

    1. Accept the proposal as is
    2. Accept the proposal with requested modifications
    3. Reject the proposal

If the proposal is approved with a request for modifications, the student implements the DPC's
instructions and re-submits it to the DPC by an agreed-upon deadline. When the DPC as a whole
gives conditional approval of the proposal, the student prepares an application for the
Institutional Review Board (IRB). The proposal receives final approval after the IRB approves
the study. (For a full description of the IRB review and application materials, see Appendix.)
Once the full DPC gives final approval to the proposal, the Chair of the DPC will notify the
D.Min. Program Director. Acceptance of the proposal indicates that the student is ready to begin
work on the Doctoral Project. Once the proposal receives final approval, the student registers in
the next registration period for *Doctoral Project I* – PSC 9601.

If the proposal is approved with a request for modifications, the student implements the DPC's
instructions before registering for *Doctoral Project I* or starting work on the Doctoral Project.

If a proposal is rejected by the DPC, a student may have up to two additional opportunities to
improve the proposal. A timeline for resubmission of the proposal is established by the DPC.
The student is expected to engage in dialogue with the DPC concerning the necessary
improvements required for the approval of the proposal. Failure to have a proposal approved
after three attempts results in the student's dismissal from the Doctor of Ministry Program.

Section 2.3   Candidacy

Once the DPC Chair informs the D.Min. Program Director that the full Doctoral Project Committee has given final approval to the Doctoral Project Proposal, the D.Min. Program Director will send Doctoral Project Approval forms to each DPC member for signature and confirmation by the D.Min. Program Director and the Academic Dean. These will be placed in the student's file. Once the Proposal Approval paperwork is filed, the D.Min. Program Director will notify the student and invite the student to apply for Candidacy. Upon application, the Registrar will officially notify the student of achieving Candidacy status. It is at this point that a D.Min. student may add the designation D.Min. (Cand.) to their name.

Section 2.4   The Doctoral Project

The Doctoral Project has two components: *Doctoral Project I* – PSC 9601 and *Doctoral Project II* – PSC 9602. Each component earns six credit hours, for a total of 12 credit hours earned with the completion of the Project. Once the Proposal is approved, the student registers for *Doctoral Project I* – PSC 9601 and begins work on the doctoral project.

The research, development, and assessment of the project are conducted in accordance with the process outlined in the Doctoral Project Proposal. A student can be confident about proceeding with the Project only if the Doctoral Project Proposal has been finally approved by the full DPC. Students must consult with the Chair of their DPC before making any substantial changes in the Doctoral Project. Any changes in the pastoral issue or the research methodology must be pre-approved by the student's DPC. Significant changes to the scope of the project may warrant revision of the proposal and additional approval by the DPC. The need for this will be determined by the DPC Chair in consultation with the Program Director. Any Doctoral Project that does not reflect substantially the approved Doctoral Project Proposal is at risk of rejection.

A grade of In Progress (IP) will be assigned by the Program Director for *Doctoral Project I* – PSC 9601 until the DPC approves the entire Doctoral Project and affirmed by the OST faculty following the student's oral presentation. At that time, the grade will be changed to Pass.

Doctoral Project I is considered a one-semester course. After one semester in PSC 9601, the student will enroll the next semester in *Doctoral Project II* – PSC 9602. During this course, the DPC will continue to oversee the student's research and writing. A grade of In Progress will also be given for this course until the project is approved by the DPC and affirmed by the OST Faculty following the oral presentation. At that time the grade will be changed to a Pass.

If the Doctoral Project is not completed by the end of the semester in which the student is enrolled in *Doctoral Project II*, the student will, in subsequent semesters, enroll in Continuation Status: Research and Writing – PSC 9003 until the project is completed. There is an administrative cost for this continuation status, along with fees mandated by institutional policies.

When the DPC approves the final form of the project paper, the Chair will notify the D.Min. Program Director, who will, in consultation with the student and the Vice-President for Academic Affairs, establish a date and time for the Oral Presentation of the Doctoral Project. For a student to graduate in May, a project must be approved by the DPC no later than March 1. This

deadline facilitates the scheduling of oral presentations in the weeks prior to the commencement exercises.

Section 2.5   The Doctoral Project Presentation

When the DPC has approved the completed project, an Oral Presentation is scheduled and held on campus. The attendance of all DPC members is not required at the presentation. If unable to attend, DPC members are encouraged to submit questions for the student to answer during the presentation.

To assist the faculty to prepare for the presentation, the student submits to the Program Director an Executive Summary of the Project. The Executive Summary should include these elements:

   A. Student's Name
   B. Project Title
   C. Pastoral Setting and Challenge (approx. 100 words)
   D. Pastoral solution Advocated or Tested (approx. 50 words)
   E. Key Theological Issues and Theologians Utilized (approx. 100 words)
   F. Scripture Hermeneutical Model(s) Used (approx. 50 words)
   G. Social Science Research Model(s) Used (approx. 50 words)
   H. Summary of Research Results/Testing of Proposed Pastoral Solution (approx. 100 words)
   I. Bibliography of Most Important Resources (one page)

Presentations are usually 75-90 minutes in length, and conducted under the following format:

   1. The student makes a presentation of 45-50 minutes covering the following content:
       a. The Pastoral Setting and Challenge (10 minutes)
            i. What is the Pastoral Challenge the student is addressing?
            ii. Where is the research taking place, and why?
            iii. Why is research on this pastoral challenge needed?
            iv. What precisely is the student seeking to do in the project?
            v. How does the project go beyond previous research in this pastoral area?
            vi. What is the proposed pastoral response/solution to the pastoral challenge?
       b. Theological Relevance (15 minutes)
            i. What are the critical theological aspects for theological reflection on this pastoral challenge?
            ii. Who are the key theologians contributing to this study? Why these particular theologians?
            iii. How did Scripture shape the student's understanding of the theological issues present in the theological reflection?
            iv. How was the student's theology affected by the results of this study?
       c. Social Science Research Methods (5 minutes)
            i. What is the student trying to measure or ascertain?
            ii. What method(s) are used to gather and organize data?
            iii. What method(s) are used to analyze data?
       d. Results (15 minutes)

      i. What did the research discover about the effectiveness of the pastoral response?

      ii. What conclusions can be demonstrated or proven because of the study?

      iii. What areas of the research require further study?

      iv. What contribution does this study make to the practice of ministry?

    e. Understanding of Ministry: How has the student's view of ministry changed due to the Program and the Project? (3 minutes)

2. ` answers questions from other faculty members, administrators, or guests.

At the end of the question period, all are excused except OST doctoral faculty and any outside readers on the DPC. The doctoral faculty reviews the student's work and, after hearing the recommendation of the DPC, makes a decision regarding the student's Doctoral Project. The Faculty may fully accept the project, request modifications, or reject the project. In cases of a rejected project, the student has the opportunity to resubmit an amended project only once. The Faculty's decision is communicated to the student immediately, and recommendations to confer the degree are communicated to the OST Board of Trustees.

Section 2.6   Preparing the Official Record

A student may finish the Doctoral Project and Oral Presentation at any time in a given semester. To participate in the May commencement exercises, the project must be approved by the DPC no later than March 1 of the academic year. All other processes related to finalizing the project must be complete 30 days before commencement. Those receiving the degree are encouraged to attend their graduation ceremony regardless of when the Doctoral Project was accepted by the Doctoral Faculty.

Students should not prepare the official copy of the Doctoral Project until after the Oral Presentation. This allows the inclusion of any recommendations, suggestions, or changes made by faculty members during the presentation. At the time of the presentation, students should have ready the title page of the Doctoral Project for the signature of the DPC members. There should be a title page for each copy of the paper intended for binding.

After a successful Oral Presentation, and once the DPC approves any required revisions, the student submits the final edition of the Doctoral Project to the D.Min. Program Director, adhering to the guidelines found in this Handbook. The final edition is to be either an original copy or a high contrast Photostat/offset copy. It should be printed on 100% Cotton fiber (also called 100% rag content or 100% cotton content), acid-free, minimum 20lb. weight, white, watermarked (able to see emblem when you raise page to the light) paper only. The final edition should not be punched, stapled, or bound in any way. The Program Director will confirm that an acceptable copy has been submitted, and in turn submits the final copy to a designated member of the Donald E. O'Shaughnessy Library staff (currently Bea Tovar). The library sends the copy to the bindery for processing and notifies the student when the bound copies are returned. OST follows this process to ensure that all bound D.Min. Projects have a uniform appearance. In addition, the student submits a digital copy of the final edition of the paper on a CD to be archived in the library.

Graduation fees include the cost for binding one copy, which is placed in the school's library.

Students desiring one or more personal copies must pay binding and handling fees. Annual communications are sent by the library staff indicating updated procedures, deadlines, and current fees.

Students are encouraged to have their Doctoral Projects archived and distributed through ProQuest Information and Learning (formerly University Microfilms International) in Ann Arbor, Michigan. Doing so protects the project and makes it available for use by other researchers. Those desiring to do so complete an agreement form, pay a fee to ProQuest, and provide a separate copy of the Doctoral Project copied according to ProQuest's requirements. The process also requires a letter from the Program Director confirming the school's acceptance of the Doctoral Project. OST also recommends acquiring a copyright and making the project available for distribution upon request. Further information is available at www.ProQuest.com.

Section 2.7   Checklist: Steps to the Successful Completion of the Doctor of Ministry Program:

1. _____ Completion of all application materials and approval by the Admissions Committee

2. _____ Registration – Students MUST be registered for a course or continuation status EVERY semester while enrolled in the program.

3. _____ Attendance of the Orientation to the D.Min. Program during the first session

4. _____ Completion of the four required courses in the Core Curriculum (12 hours total)

5. _____ Completion of concentration-specific courses (6-12 hours)

6. _____ Creation of the Doctoral Project Committee (DPC) (in cooperation with the D.Min. Program Director)

7. _____ Preparation of a Doctoral Project Proposal for the approval of the DPC (student has up to a year after final course to gain full DPC approval of proposal and registers for PSC 9001 Proposal Writing for 2 semesters)

8. _____ Application for approval by the Institutional Review Board (IRB) (required prior to final DPC approval of proposal)

9. _____ Application for Doctoral Candidacy after the proposal is approved by the full DPC.

10. _____ Registration for PSC 9601 (*Doctoral Project I*) following approval of the proposal, and beginning of research and writing under the direction of the student's DPC

11. _____ Registration for PSC 9602 (*Doctoral Project II*) in the NEXT semester, the student continuing work on the project

12. _____ Completion of the Doctoral Project (full DPC gives final approval)

13.   _____ Oral Presentation of the Doctoral Project to the OST Faculty

14.   _____ Submission of the final copy of the project paper (one printed copy and one copy on CD) to the designated DEOL staff for binding

15.   _____ Graduation and the awarding of the doctoral hood and degree

Chapter 3
Administrative Matters

Section 3.1   Grading Policies

Assignments and courses in the D.Min. Program are graded on a Pass/Fail basis. As befits doctoral work, the passing designation recognizes that the student's scholastic achievements, assignments, and participation are fully professional. A Pass grade on assignments and courses is equivalent to at least a "B" in the standard grading policies of OST (as found in the general academic section of the OST catalogue).

Professors are free to elaborate on the Pass/Fail designations given for assignments and courses. Further elaboration may be done to convey a student's level of competency for doctoral study.

In some cases, a professor may choose to assign an "Incomplete" for a course. Requirements for completing the course must be satisfied successfully by the deadline and directives set by the respective professor, but no later than the end of the following semester. An inability to meet the deadline and satisfy the directives will result in failure of the course. The program policies recognize that, on occasion, a student may need additional time to complete an assignment due to pastoral or personal situations. In such cases, the student must contact the respective professor and request an "Incomplete" or an extension. Students are not to presume that an "Incomplete" must be or has been granted prior to contacting the professor. After contact has been made, a new deadline may be negotiated for satisfying the course requirements. Failure to satisfy renegotiated requirements may result in a failing grade for the course.

Failing a course does not result in automatic expulsion from the program. However, if a student fails a course, the student must arrange a meeting with the Program Director and the course instructor to discuss the student's continued enrollment and participation in the D.Min. Program. If it is agreed that the student remain in the program, the failed course must be repeated.

Section 3.2   Continuation/Extended Status and Voluntary Withdrawals

Each semester a student will be enrolled for one of the following:
   1. One of the required courses
   2. Proposal or Project Writing
   3. An appropriate Continuation Status or
   4. Extended Status (Semester Leave)

Failure to do so may jeopardize the student's continued enrollment in the program.

When a student is at the proposal writing stage, the student must register for the appropriate continuation status. PSC 9001 - *Proposal Writing* and is designed for students who have completed the coursework and are working to establish their DPC or are working with their DPC to craft an acceptable project proposal. Up to two semesters of PSC 9001 are allowed to develop an approved proposal. If a student needs more than two semesters (one year) to complete an acceptable proposal, then he/she registers in the following semester for PSC 9002 – *Continuation Status: Proposal Writing* until the proposal is accepted by the full DPC.

When a student's Doctoral Project is not completed after the two semesters devoted to PSC 9601 – *Doctoral Project I* and PSC 9602 – *Doctoral Project II*, the next step is to register for PSC

9003 – *Continuation Status* – Doctoral Project Research/ Writing. The student will normally register for this each semester until the project is completed.

When there is an interruption of academic work at any stage of doctoral studies that requires postponing studies (coursework, research, and/or writing of the proposal or project) for one or more semesters, students must petition the Program Director in writing prior to registration week for permission to enroll in PSC 9005 – *Extended Status*. The petition should contain sufficient detail to enable the Director to make an informed response to the request. This status is renewed on a *semester by semester basis*.

Students who elect to discontinue their studies and withdraw from the D.Min. Program must communicate this intention to the Program Director in writing.

The normal maximum time allowed for completing the Doctor of Ministry degree is six years from the date of matriculation. The Program Director has the option of granting, dependent upon circumstances, an extension of one year.

Abuse of the registration system of Extended Status provision may jeopardize the student's continuation in the program, including the possibility of an Administrative Withdrawal.

Section 3.3   DMin Administrative Withdrawal and Reinstatement Policy

The Director may opt to administratively withdraw a student from the program for serious reasons such as failure to register for two consecutive sessions, not meeting doctoral standards in coursework, nonpayment of fees, failure to maintain contact with the Program Director (including current contact information) or the DPC, exceeding the time granted for completion of the degree, or extended periods of inactivity without valid reasons and permission.

- The Program Director will act after review and approval of the DMin Faculty Committee and the Academic Dean.
- A letter will be sent informing the student that he or she has been administratively withdrawn from the program. A copy of the letter will be placed in the student's file.
- When a student has been withdrawn from the DMin Program, faculty will no longer be available to work with the student.

A student placed on administrative withdrawal may be reinstated into the Doctoral Program.

- The student will be given a deadline by which he or she can appeal the decision to the DMin Faculty Committee. The student must appeal in writing with the reasons why he or she should be reinstated and a plan with a timeline for successful completion of the outstanding DMin Program requirements.
- The student's appeal will be considered by the DMin Faculty Committee at its next meeting. Their decision is final.
- The DMin Program Director will communicate the decision to the student in writing. A copy of the student's letter of appeal and the response with the decision will be placed in the student's file.

- If the student is reinstated, the DMin Program Director will clearly state the conditions under which the student is reinstated and will monitor the student's progress.
- Failure to meet the stated conditions may result in permanent withdrawal without possibility of appeal.

Section 3.4   Advising Students

During the initial stages of the D.Min. Program, and throughout the student's coursework, the Program Director serves as the primary advisor and liaison between the student and the school.

During this period, the student may, on occasion, be referred to other faculty members for assistance. An instructor may recognize that a student may benefit from another faculty member's theological, scriptural, or ministerial expertise, and make a referral. In such instances, it is the student's responsibility to initiate contact with the other faculty member. Such a referral does not mean that the faculty member becomes that student's new advisor. Until coursework is completed and the DPC is established, the Program Director remains the student's advisor. Once the DPC is established, the Chair of the DPC becomes the primary advisor.

Chapter 4
Financial Matters

Section 4.1   Tuition and Fees

Students may refer to the yearly schedule of tuition and fees for current information. This is available on the school's web site. Tuition and fee payments are due at the beginning of each semester, with payments made in U.S. currency. Failure to keep one's financial obligations may prevent a student from being able to register for subsequent semesters. Degrees, diplomas, and transcripts will not be issued until the student fulfills all financial obligations due OST. If necessary, the student should consult the Business Office about possible payment plans.

Section 4.2   Financial Aid

A limited amount of financial aid is available to qualified doctoral students through the OST Business Office. Application must be made on a semester-by-semester basis. Application forms for such aid are available in the Business Office. Students are also encouraged to explore other aid options, such as grants, loans, or other non-OST scholarships. Government financial aid forms are also available through both the Business Office and the Registrar for U.S. citizens and residents. OST is also approved for Veterans' benefits. Consult the OST catalogue for additional information regarding financial aid options.

Section 4.3   Copying and Printing Costs

The copying or printing of any assignments, internet or other resources, such as articles or books found in the Donald E. O'Shaughnessy Library, are the student's responsibility. Please consult the library staff for current set fees for pages printed by copiers or OST computers.

When a student is working on the Doctoral Proposal or Project, it may become necessary to copy their work for distribution to DPC members. Given the size of these documents, any costs associated with printing and copying, whether by the student, Program Director, or DPC, is the student's responsibility. In a similar way, student accounts are subject to postal expenses (e.g. priority or overnight mail costs) related to conveying the doctoral Project or Proposal.

Section 4.4   The Graduation Ceremony

OST holds a graduation ceremony each year in early May. The Registrar will send specific details and procedures about the D.Min. student's participation. As stated above, students may complete degree requirements at different times of the academic year. However, to participate in graduation ceremonies, the written portion of the Doctoral Project must receive final approval by March 1. Normally, this will require the student to have the revised final draft of the complete project ready for the DPC to review no later than February 1. All other requirements must be satisfied at least 30 days before the ceremony.

A non-refundable fee is charged for graduation, whether a student participates or not. The annual financial information, available on the web site, lists the amount of this fee. This fee provides for a limited number of invitations, the renting of doctoral regalia, diplomas, the binding of the library's copy of the Doctoral Project, etc. Damage to rented regalia becomes the student's responsibility, and instructions concerning the return of rented gowns and hoods will be provided.

Graduates desiring to purchase a doctoral gown or hood should consult the Vice-President for Academic Affairs for specific information and requirements. For the sake of consistency, the doctoral hood must be purchased from OST's supplier.

Chapter 5
Formatting Instruction

Section 5.1   Style and Grammar

For all written assignments, elements of style follow the directives of Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. Students are expected to use the latest edition of this style guide and familiarize themselves with its various rules and guidelines. Doing so beginning with the initial D.Min. assignment will prove helpful during the research and writing of the Doctoral Project.

While Turabian now permits the use of end notes and parenthetical references, OST (and most Religion Departments and Schools of Theology) requires the use of footnotes when citing a source. The use of good grammar and syntax is presupposed in every written assignment. Assignments containing numerous grammatical, syntactical, or formatting errors may be returned without full review for revision by the student. All students should consider using the services of a professional editor, especially those who are not writing in their first language or who have difficulty with style, grammar, and/or composition The DPC Chair may require the student to use an editor for good reason.

Section 5.2   Word Processing and Page Appearance

While computers offer a wide range of font styles, students should use only standard print fonts such as Times New Roman or Arial. For texts and titles, the standard font height is twelve points. A ten-point font may be used for footnotes. The bold feature may be used for titles and subtitles. Contemporary directives discourage underlining in favor of italic print. A variety of software programs on the market claim to format directly into Turabian style. Students should not become dependent upon such programs. Occasionally the software is not consistent with the directives provided in Turabian. At OST, Turabian always takes precedence over computer-generated formatting.

The professional nature of the Doctoral Project requires both a computer with adequate word processing capabilities and the use of a high-quality printer.

Since the official copy of the Doctoral Project is professionally bound, students will use a 1.5-inch left margin on all pages. Use a one-inch margin at the right, top, and bottom edges of each page.

The right margin of each text page should not be justified. For some word processing programs, a student may need to disable the full justification of the text lines. Doing so will leave a ragged right margin, which is acceptable. Hyphenation at the right margin is also permitted.

If material is to be centered on a line, centering should be done between the 1.5 left margin and the one-inch right margin. Do not calculate centering margins from the edges of the sheet of paper.

Some word processing programs have a default setting to prevent *widows* and *orphans*. These occur when one line of text is separated from the remainder of the paragraph, which is on another page. Students should avoid the occurrence of *widows* and *orphans* in all written assignments at OST.

Pagination of the Doctoral Project is important. Follow the Turabian guidelines to the letter, especially regarding front materials and appendices. *The normal length of an OST Doctoral Project is 150-200 pages, excluding appendices.*

Section 5.3   Citations

In scholarly and professional works such as the Doctoral Project, it is common to use ideas, quotations, and materials from other authors and scholars. These citations occur in many forms: direct quotations from published works and speeches, a synthesis of another person's ideas and writings, lyrics, poetry, material found on the internet or a person's web page, etc. Professional courtesy and academic integrity require that every citation be carefully documented, using the guidelines in Turabian. Any act of plagiarism by a student in the D.Min. Program will be dealt with severely and may jeopardize a student's right to continue in the program.

As stated above, OST requires the footnote style of documentation. Students whose research is in a very specific field that requires an alternative style of documentation may petition the Chair of the DPC and the Program Director in writing for permission to use a documentation style other than footnotes.

Section 5.4   Tables and Illustrations

Students should follow Turabian guidelines for the use, identification, and placement of all tables, charts, and illustrations.

Chapter 6
Compiling the Doctoral Project

Section 6.1   Components

The components of the Doctoral Project paper are to be compiled in the order below. Some components are optional. Number to the right is the top margin for the first page of that section.

Title page	1"
Blank page or copyright page (copyrighting optional)	
Dedication (optional)	3"
Epigraph (optional)	3"
Table of contents	1"
List of illustrations (if applicable)	2"
List of tables (if applicable)	2"
Preface (optional)	2"
Acknowledgments (optional)	2"
List of abbreviations (if applicable)	2"
Glossary (if applicable)	2"
Editorial method (if applicable)	2"
Abstract	1"
Text (first page of each chapter)	2"
(Continued on following page)	
Text (remaining pages of each chapter	1"
Appendices (cover page optional)	2"
Bibliography (or reference list or works cited)	2"
Biography of the author	1"

Section 6.2   Title Page

Follow the sample found below. For binding purposes, center the title page between the left and right margins. Use the same font and font height as used in the text. A student may choose to use the bold feature; however, if chosen, it must be used for all text on the title page.

Section 6.3   Abstract

Students are to include an abstract in the front material of the Doctoral Project. An example is provided later in this section. The abstract has a one-inch top margin. The abstract should be no more than 300 words long and no longer than one page in length. It should be single spaced with double spacing between paragraphs. The abstract summarizes the main points of the project and is usually arranged according to the subject matter in each chapter. The abstract provides a researcher with a concise summary of the entire project. The abstract does not contain references or footnotes.

For the section pertaining to a student's name, D.Min. students who are members of a religious congregation are to include the initials (with periods) of the respective religious congregation.

Section 6.4   Biography

At the conclusion of the Doctoral Project, students are to include a brief, one-page biographical sketch of the author. This biography contains the full name of the author, date and place of birth, schools attended with years of enrollment and degrees received (including the D.Min.). In resumé-like format the biographical sketch also contains the ministerial or professional positions held, and other professional affiliations or information relevant to the student's professional life. Students belonging to religious communities provide the religious order to which he/she belongs, as well as the years of first and solemn professions. A student who is ordained provides the year of ordination. Follow the example provided below.

Section 6.5   **Sample Pages**

<div align="center">

TITLE: ALL CAPS, SINGLE-SPACED IF MULTI-LINED
(1.5 inches from top of page)

(one inch below title, and double spaced)
Submitted to the Faculty of

Oblate School of Theology

In partial fulfillment of the requirements

for the degree of

Doctor of Ministry

By

Name (with previous degrees)

(One inch below student name comes the following)

</div>

                                               _____

Name
Director
                  (one inch)

_____

Name

                  (one inch)

_____

Name

<div align="center">

San Antonio, Texas
Month, Year of conferral (one inch from bottom of page)

</div>

(One inch from top of page)
ABSTRACT
(Double Space)
TITLE OF THE DOCTORAL PROJECT
(Double space)

Example:
DeMazenod, Eugene, O.M.I., M.A., M.Div., D.Min. Oblate School of Theology,
     San Antonio, Texas, 2008. (Members of religious communities provide their
     Congregational initials, using periods.)

(Double space)

     Here begins the abstract text. The abstract is a summary of the doctoral project's chapters and provides other researchers a quick reference to the doctoral project. The abstract should contain key points of both the academic and field research. The abstract must be concise; containing no more than 300 words, and no more than one printed page. The text of the abstract is single spaced, with double spacing between paragraphs. The abstract does not include footnotes or references.

(One inch from top of page)
BIOGRAPHY OF THE AUTHOR

NAME: Firstname X. Lastname

BORN: 12 December 1955, Smallville, TX

EDUCATION: Smalltown (TX) High School   1979-1983
                            Smalltown, TX
                          Big Money University   1983-1987
                            Metropolis, TX
                          Oblate School of Theology   1988-2001
                            San Antonio, TX
                              M.A., M.Div.
                          Oblate School of Theology
                            San Antonio, TX
                              D.Min.   2004-2008

RELIGIOUS PROFESSION AND ORDINATION:
                          Solemn Profession   1984
                          Ordination as Deacon   1988
                          Ordination as Presbyter   1989

EMPLOYMENT: Associate Pastor   1984-1985
                  St. Matthew's Parish
                  Podunk, AL
                Associate Pastor   1985-1986
                  All Mercies Parish
                  Backwater, NC
                Pastor   1987-2008
                  St. John's Parish
                  Canebreak, LA

PRESENT CHURCH RELATIONSHIPS:
                Oblate of Mary Immaculate, United States Province
                Roman Catholic Archdiocese of New Orleans
                Synod of the Sun (PCUSA)
                Endorsed by Cooperative Baptist Fellowship

Section 6.6   Responsibilities of an External Doctoral Project Committee Member

Administrative
- Submit a current CV to the Program Director
- Review and return student written work with feedback ASAP but no longer than one month after receipt
- Understand that our students are engaged in a practical theology degree that focuses on their praxis of ministry and that the DMin is a professional degree rather than a research degree
- Communications
- Respond promptly to communication from committee chair and student
- It is the student's responsibility to maintain clear and regular communication with committee members
- It is the Chair's responsibility to coordinate the work of the committee members Proposal
- Assist the student to refine her or his doctoral proposal, especially in relation to your area(s) of expertise
- Render a decision about the readiness of the complete doctoral proposal when requested

Doctoral Project
- Provide academic, theological, critical thinking, and ministerial expertise
- Review written work according to the process chosen by the Chair and give feedback to the Chair (and not directly to the student unless specifically asked to do so by Chair)
- Render a decision about the readiness of the complete doctoral project and paper when requested

Doctoral Presentation
- Advise the Chair as to the readiness of the student to present
- Participate in the presentation in one of the following ways:
  o Attendance at the presentation in person is encouraged, when possible (reimbursement of expenses is not provided by OST)
  o If attendance in person is not possible, attend via technology
  o If attendance via technology is not possible, submit to the Chair questions for the student at least 5 days in advance of the presentation
- Offer a recommendation of the success of the student's presentation to the OST faculty immediately after the presentation when present live or via technology, or defer to the judgment of the committee members present.

Compensation
- A small stipend will be given upon completion of the committee member's work.
- The student is responsible for any expenses incurred by the external committee member including any copying costs, postage fees, and attendance at the doctoral presentation.

DMin Chair: Prof. Wayne Cavalier, OP
(210) 341-1366 ext. 268
wcavalier@ost.edu