Seminary and
School of Ministry

Doctor of Ministry

Revised Fall 2015

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OVERVIEW OF THE DOCTOR OF MINISTRY PROGRAM

The Doctor of Ministry (D.Min.) degree is a professional degree in ministry. Unlike the Th.D. and Ph.D. degrees, which are research oriented, the D.Min. is designed to enable those engaged in Christian ministry to develop their professional skills.

Pioneered in the 1960’s, the D.Min degree is now offered by a majority of seminaries accredited by the Association of Theological Schools (ATS). D.Min. programs vary from seminary to seminary, being shaped by each school's unique perspective, educational philosophy, and objectives. In spite of this variation, the integrity of the D.Min. degree is maintained by adherence to the standards set by ATS. Columbia Biblical Seminary and School of Ministry developed its D.Min. program in 1987 with sensitivity to the unique needs and goals of professionals in ministry.

It is our prayerful desire that our D.Min. program will serve well those Christian leaders who wish to pursue the highest level of professional development in their respective vocations.

PURPOSE OF THE DEGREE

The Doctor of Ministry (D.Min.) degree is designed for those who hold the M.Div. degree or its equivalent and who have significant experience in pastoral or cross-cultural ministry. Students will build on previous studies and ministry experiences to attain higher levels of competency.

This degree program is designed to advance students’ knowledge of the foundations of and current developments in ministry, to deepen understanding of their philosophy of ministry, to enhance their ability to function professionally, to increase their capacity to think and act purposefully in ministry, and to strengthen their spiritual and moral integrity. Demonstration of significant progress in these areas is an essential ingredient of the program. Progress is observed through a constant mentoring relationship with an assigned member of Columbia International University’s Seminary & School of Ministry (SSM) faculty.

ACADEMIC INFORMATION

While the SSM’s D.Min. program is noted for its flexibility, the individualized program of studies must be appropriate to the concentration. With the exception of the Chaplaincy concentration (which allows a maximum of 6 semester hours of transfer credit from chaplaincy training), 24 semester hours of study, including the dissertation project, must be taken at CIU at the 9000 level. No more than six semester hours may be transferred in or taken (with permission) at the 6000 or 7000 level. All requirements for the D.Min. degree must be completed within six (6) years, beginning from the date of the student’s first enrollment in a doctoral course following acceptance into the program. Extending studies beyond the sixth year will result in an annual continuation fee.

Prospective students may be admitted as non-degree seeking students (NDSS), complete up to two D.Min. courses, and apply those courses to their program at a later date. Each course completed before acceptance into the program will be considered as three (3) months of program time.
FERPA REGULATIONS AND E-MAIL

Because of the FERPA regulations, all students admitted to a degree program must have an e-mail account through MyCIU. Communications from addresses not ending in "@mailbox.ciu.edu" may be re-sent through your MyCIU account. Help regarding your MyCIU Online Account may be obtained by contacting the Registrar.

Forward your MyCIU e-mail to your regular e-mail address by:

1. Logging into the webmail account
2. Click the “Options” link at the top
3. Click the Mail Forwarding link
4. Enter the preferred email which the email will be sent to

Please be reminded: Communications from addresses not ending in "@mailbox.ciu.edu" must be re-sent through your MyCIU account.

PROGRAM OUTCOMES

Because of the individualized nature of D.Min. studies, SSM uses the dissertation-project to assess achievement of program outcomes. In the production and oral defense of their final dissertation-projects, students will:

- Demonstrate an in-depth understanding of the biblical-theological foundations of ministry and an ability to gather, use, and synthesize key resources.

- Demonstrate an ability to think and plan creatively while using innovative concepts, methods, and approaches to the theory and/or practice of advanced professional competence.

- Demonstrate an ability to present the results of research professionally and to receive and respond to constructive criticism graciously and humbly.

- Demonstrate an ability to function responsibly in the context of a supervisory relationship while exhibiting CIU’s core value of victorious Christian living.

ACCREDITATION AND AFFILIATIONS

Columbia International University (CIU) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award masters and doctoral degrees (D. Min. & Ed. D.) CIU Seminary and School of Ministry is also accredited by the Association of Theological Schools (ATS). CIU has complete degree sites in Atlanta, Georgia and Korntal, Germany.
DOCTRINAL STANDARD

No student who denies any of the doctrines as stated in the official doctrinal statement, affirms error in Scripture, or believes in the ultimate salvation of all persons will be admitted to candidacy for a degree (with the exception of section 8).

The teaching at Columbia International University is based on the great fundamentals of the Christian faith, all of which center in the person of Jesus Christ, our crucified, risen, and glorified Savior and Lord. The following, together with other Christian principles of doctrine and practice (including the affirmation of the full trustworthiness of Scripture which, in its original writing, was verbally inspired and without error) shall be the basis of the faith and doctrine of CIU:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings.

2. All men in their natural state are lost, alienated from God, spiritually dead: “All have sinned and fall short of the glory of God” (Rom. 3:23).

3. Salvation is only by grace, a free gift of God, through faith in the Lord Jesus, who died for our sins according to the Scriptures (1 Cor. 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph. 1:7) and their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (Jn. 1:12-13), and are made new creatures in Christ (2 Cor. 5:17).

4. God is one God, who reveals Himself in three persons: Father, Son, and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of man. He was born of a virgin and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.

5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (Jn. 20:25-27). The bodies of all believers who die will be raised from the dead and they will receive an incorruptible body like unto His glorious body (1 Cor. 15:53; Phil. 3:21). All other men shall be raised unto “the resurrection of judgment” (Jn. 5:28-29).

6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. “If we live by the Spirit, by the Spirit let us also walk” (Gal. 5:16-25; Col. 2:6). The Christian’s responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him.

7. Christian “living” includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. In carrying on this work the supernatural power of the Holy Spirit is needed, which is granted to every believer as he yields and trusts (Acts 1:8; 1 Cor. 12:7; Eph. 3:20; Acts 5:32). And in all of this service, prayer is to have the central place (Jn. 14:12-14; Eph. 6:18-19).

8. Jesus Christ will come again to earth the second time (Heb. 9:28) personally (Acts 1:11; 1 Thess. 4:16), bodily (Acts 1:11; Col. 2:9), and visibly (Matt. 26:64; Rev. 1:7). His coming will precede the age of universal peace and righteousness foretold in the Scriptures (Matt. 24:29)
ADMISSION TO THE PROGRAM

1. A Master of Divinity (M.Div.) degree with a minimum “B” (3.0) average is required for admission to the DMin program. Applicants who do not hold the M.Div. degree but have completed another graduate theological degree and believe they have theological training equivalent to an M.Div. may submit evidence of work completed to the Admissions office for assessment.

2. Students whose GPA falls between 2.8 and 3.0 may be considered for admission on a probationary basis if they submit their requests in writing accompanied by appropriate rationale. Their applications will be reviewed and evaluated by the Doctor of Ministry Committee on a case-by-case basis.

3. At least three years of active involvement in ministry subsequent to completion of M.Div. studies is required for admission. Applicants to the Global Studies concentration are required to meet this requirement in active cross-cultural ministry unless their primary assignment is North American missions administration.

4. A completed D.Min. application, including forms and instructions is available through the Admissions office.

5. International students must demonstrate proficiency in the use of the English language.

6. Additional requirements may be set by SSM or the Admissions office

7. Students must be in agreement with the doctrinal statement of CIU (with the exception of the pre-millennial clause) and meet any additional requirements set by the SSM or the Admissions office

8. Applicants complete the D. Min. Application, hard copy or online. This process includes:
   - The application essay
   - A signed doctrinal statement
   - An interactive review of an article
   - References
   - A non-refundable application fee

Applicants must request that official transcripts to be sent to:

Office Manager for Seminary and Graduate Admissions,
7435 Monticello Rd
Columbia, SC 29203

The Admissions Counselor for D. Min. applicants, upon receipt of all materials, circulates the applicant's file among members of the D. Min. committee for evaluation. The D. Min. committee may require a personal interview with the applicant as part of the admissions evaluation process. The Admissions Counselor for D. Min. applicants will notify the applicant in writing of the decision of the committee, noting any conditions or additional requirements that must be met prior to matriculation.
PROGRAM COSTS and PAYMENT

Information concerning tuition rates is available at www.ciu.edu, the Seminary Admissions Office, or the Doctoral Studies Office. Additional financial information is explained in the Course Catalog. Each doctoral course is three semester hours, and each concentration has a total of 30 semester hours.

Students who do not complete their programs in a timely fashion will incur a continuation fee. The fee will be assessed according to the following schedule:

- Students who enroll in their final course in a January term will have until the following July 1 to complete all coursework. The student then has two years to complete the proposal defense and the successful oral review of the completed dissertation-project. If all work is not completed, a continuation fee of $250.00 will be charged each semester until all degree requirements are met.
- Students who enroll in their final course in a summer term will have until the following January 1 to complete all coursework. The student then has two (2) years to complete the proposal defense and the successful oral review of the dissertation. If the student does not complete all work within this two-year period, a continuation fee of $250.00 will be charged each semester until all degree program requirements are met.

All financial obligations to the seminary must be paid before graduation.

STATUTE OF LIMITATIONS FOR THE DEGREE

All requirements for the D. Min. degree must be completed within six (6) years, beginning from the date of the student’s first enrollment in a doctoral course following acceptance into the program. Each course escrowed before acceptance in the program will be considered as three (3) months of program time. Any exceptions to this will be made only on written appeal to the Doctoral Committee through the Director.

"INACTIVE" STATUS IN THE PROGRAM

Students who have not been enrolled for two consecutive regular semesters (Fall, Spring) must reapply to the university; please contact the Admissions office for more information. For students who have missed only one semester of study, please contact the Registrar’s office if you have any difficulty registering for classes.

Once readmitted, a new curriculum will be negotiated based on current program requirements. The D. Min. committee will determine which previously earned D. Min. credits may be applied toward the student's new program.

STUDENT EVALUATION

As students advance through the program, their professional, spiritual, and personal development is assessed in terms of program goals. Evaluation involves assessment of course work and projects, as well as observation of the student's professionalism in interpersonal relationships and ministry.

Assessment is therefore carried out:

1. By self-evaluation through the Personal Spiritual Transformation course, interviews with the director of the concentration, and interaction with the SSM faculty.
2. By peers through:
   a. Doctoral seminars in which comprehension and integration are emphasized, skills in interpersonal relationships are exercised, and the ability to express oneself clearly in a context of interaction is cultivated.
   b. Regular colloquies during residence in which the community of scholars interacts with the student on his or her current thinking on course work, seminars, and the Dissertation-Project.
3. By faculty through:
   a. Admissions information as reviewed by the D.Min. committee.
   b. Course work as evaluated by the professor of each course.
   c. The Dissertation-Project as it is evaluated by the committee to determine the student's ability to apply what he or she has learned.
   d. Personal conversations and interaction.

THE MEANING OF GRADES IN THE D. MIN. PROGRAM

The Doctor of Ministry program at CIU-SSM is primarily oriented to developing students, rather than classifying them. Nevertheless, the nature of schooling demands assignment of grades. Some naively assume that grades carry universal meaning. Often students (especially doctoral students) expect to receive high grades, and are disappointed when instructors have different expectations. Misunderstanding and disappointment will be avoided by carefully noting the following descriptions.

A Exceptional work reflecting an unusual comprehension of information and issues and a capacity to reflectively apply that understanding in ministry. Communication is clear, accurate, and concise.

B Work clearly is appropriate to the doctoral level in comprehension of information and issues and in capacity to reflectively apply understanding in ministry. Communication is clear and accurate.

C Work is complete, but lacks evidence of comprehension and reflective skills expected in doctoral students (even though it may be appropriate to graduate students at the master's level).

D Unacceptable work, seriously lacking in one or more areas assigned.

F No work submitted.

NOTE:

"A" may be modified by minus (-), but not by plus (+).
"B" and "C" may be modified by plus (+) or minus (-).
"D" and "F" may not be modified.

When low grades are earned, credit will be assigned according to the following policy:

• Courses in which a grade of B- is received will be credited to the student providing the GPA is sufficient for graduation.

• One C grade (with either a plus or minus) will be credited providing the GPA is sufficient for graduation.
• A second grade of C will result in an immediate review to determine the appropriateness of the student's continuation in the program. This grade will not be counted toward D.Min. program requirements.

• A grade of D or F will not be credited toward graduation and will result in an immediate review to determine the appropriateness of the student's continuation in the program.

GRADUATION REQUIREMENTS

Students must satisfy the following requirements in order to graduate:

• Completion of all required hours of specified course work with a minimum GPA of 3.0 with no grade lower than a “C.”

• Completion of Graduation Application. Applications must be received by the office of the University Registrar by no later than the announced dates. Candidates should check with the Office of the University Registrar to determine the appropriate dates.

Note: It is the student’s responsibility to be sure that all prerequisite, course, and degree requirements are met. Students must also petition any changes to the curriculum as outlined in this catalog at least one semester prior to graduation.
SUMMARY OF PROGRAM REQUIREMENTS

The Doctor of Ministry degree is offered with several concentrations. Each program requires 30 semester hours: 24 in course work (8 classes at 3 semester hours each,) and 6 for the dissertation (RES 9995 and RES 9996).

The following core courses are required components for all concentrations:

- **MIN 9431 Personal Spiritual Transformation** - This course provides you with a process for developing character and influence in yourself and then transferring truth to others. To lead others in their spiritual journey, you must first understand the terrain. Special emphasis will be devoted to the character of the mentor, realizing that ministry flows from being. Using the Leadership Catalyst process, you will examine your calling, character, and competencies in realizing your destiny. (3)

- **RES 9400 Doctoral Research** - This course, usually taken when other program course work has been completed, uses a workshop approach to the logic, design, methods, and execution of ministry-based research. Each student will begin developing their dissertation/research proposal in the course of the workshop. (3)

- **RES 9995 Dissertation: Project Proposal** - Under the guidance of an assigned committee, you will finalize and defend the proposal for your dissertation-project. The proposal will include a clear statement of your research questions, a thorough review of precedent research related to your topic, an explanation of the research methods you plan to use, an overview of the sections to be included in your dissertation-project, and any instruments you will use in your research. (3) **Prerequisite: RES 9400.**

- **RES 9996 Dissertation: Project Defense** - Under the guidance of an assigned committee, you will engage in the research approved in your proposal and describe the results in written form. You will then defend your completed dissertation-project orally before your committee. (3) **Prerequisite: RES 9995.**

Courses are one week in length with the exception of the research course (two weeks) and the Dissertation “courses.” All other courses require pre-and post-campus work.

Specific program requirements are outlined under each program concentration. Of the 8 courses required in a doctoral student’s program, 6 (18 semester hours) must be CIU courses at the 9000 level. The remaining 2 courses (6 semester hours) could be met by transfer credits (doctoral level courses approved by the D. Min. director from an accredited institute) or 6000/7000 level courses.
DOCTOR OF MINISTRY (BIBLE EXPOSITION)

The D.Min. (Bible Exposition) helps students increase their ability to interpret and communicate the text of scripture in a way that is biblically and theologically astute while remaining relevant and practical. Pastors, teachers, and others involved in the ministry of God's Word will find this program takes their skills to the next level of effectiveness.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year. Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

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<th>Course Number</th>
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<td>______MIN9431</td>
<td>Personal Spiritual Transformation</td>
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<td>____<strong>BIB/HOM</strong></td>
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<td>Doctoral Research Methods</td>
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<td>Dissertation: Project Defense</td>
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Total Semester Hours 30
The D.Min. (Chaplaincy) is designed for those with significant experience in one or more of the eight functional areas of chaplain ministry. This concentration advances students’ knowledge of current developments in chaplaincy, deepens their understanding of God’s call on their lives, and enables them to attain higher levels of ministry competence. Students who are serving in the armed forces may transfer in up to six semester hours from their chaplaincy training.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year. Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

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<td>_____ CHP9100</td>
<td>Strategic Leadership for Chaplaincy</td>
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Total Semester Hours 30
DOCTOR OF MINISTRY (GLOBAL STUDIES)

The D.Min. (Global Studies) is designed for those with significant experience in cross-cultural ministry. This concentration builds on students’ previous studies and ministry experiences in order to attain higher levels of competency. It advances their knowledge of the foundations of and current developments in missions, deepens their understanding of God’s purposes, acknowledges personal calling and purpose in God’s mission, improves skills for achieving assigned responsibilities, and develops personal and moral integrity.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year. Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

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<td>______MIS9531</td>
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DOCTOR OF MINISTRY (MEMBER CARE)

The D.Min. (Member Care) equips professionals who have demonstrated skill in providing ministerial and/or therapeutic care for missionaries. This concentration uses multi-disciplinary training tools to equip students as a Mission Support Services Specialist serving in an organizational setting or as a Clinical Counseling Specialist (requires licensure) focusing on clinical needs of missionaries in the global arena.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year. Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

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<td>MIN9431</td>
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<td>CNC9474</td>
<td>Clinical Application in Missionary Care</td>
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<td>Missionary Care for Career Transitions</td>
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<td>CNC9571</td>
<td>Single and Family Issues in Missions</td>
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<td>CNC9740</td>
<td>Organizational Member Care Services</td>
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DOCTOR OF MINISTRY (MINISTRY LEADERSHIP)

The D.Min. (Ministry Leadership) is designed to develop students’ knowledge, theoretical clarity, and competence in the profession and practice of ministry through lifelong learning in leadership. This concentration is a popular option for pastors and church staff as well as those involved in other organizations.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year. Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

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DISSERTATION–RESEARCH PROJECT PROPOSAL

Considerable work on the dissertation-research project proposal is done in conjunction with the Research course (RES9400 Doctoral Research Methods), after which the students are advised to work closely with their dissertation committee director in developing the dissertation-research project proposal. The director will assure that the dissertation-research project proposed engages a significant research problem and employs an appropriate research methodology. The preparation of the proposal must be explicit and complete. The Dissertation Manual along with other texts will direct the writing of the dissertation-research project proposal.

PREPARING TO DEFEND THE PROJECT PROPOSAL

The student is required to meet with this committee to discuss and defend the integrity and suitability of the proposal. The dissertation committee will decide on the merit of the proposal based on its feasibility, educational benefit to the student and/or organization, and contribution to the discipline.

1. Students must register for RES 9995 - Dissertation: Project Proposal (3 s.h.) the semester of the defense.
   a. Fall Registration opens April 15
   b. Spring Registration opens November 15

2. The student will contact the DMin office with a range of two to three possible dates for the defense. The DMin office will coordinate with the committee and will confirm the date, time and place.

3. The student will provide the dissertation committee with copies of the project proposal at least two weeks prior to the defense through the DMin office:
   a. Four hard copies of the Dissertation: Project Proposal (one copy for each dissertation committee member and one copy to be retained by the D. Min. office);
   b. One pdf electronic copy sent from the student’s MyCIU e-mail account.

4. The RES 9995 – Dissertation: Project Proposal must receive a passing grade no later than the final day of courses for the semester.

DEFENSE OF THE DISSERTATION: PROJECT PROPOSAL

The defense of the proposal will entail four parts:

1. The director will introduce the student and the members of the committee and will lead in prayer.

2. The director will invite the student to overview the proposal (10-15 minutes). Since the members of the committee have read the proposal, the purpose of this overview is to set a context for conversation. The committee needs to hear why this topic has been chosen, how the research will proceed, and what is anticipated for you and others.
3. Next, the director will invite members of the committee to raise questions about the proposal (45-75 minutes).

4. Finally, the student will be excused from the meeting and the members of the committee will take action on the proposal. Usually, they have helpful suggestions for strengthening the study. The grade sheet includes the following options for the committee to consider:

   - **Acceptance** of the Dissertation: Project Proposal (The proposal is considered acceptable; research may proceed under the guidance of the Dissertation Director).

   - **Acceptance, with requirement for minor revisions** (The Dissertation: Project Proposal is approved in substance, although specific corrections are required. Approval of the corrected proposal is committed to the dissertation director).

   - **Tentative acceptance**, with major revisions required (The Dissertation: Project Proposal is judged to have merit, although significant problems exist in the design of the proposal. Acceptance of the revised proposal requires approval by all members of the oral defense committee).

   - **Disapproval** of the Dissertation: Project Proposal (The Dissertation: Project Proposal is deemed to be irreparably flawed, necessitating redesign and re-submission).

**ADVANCEMENT TO CANDIDACY**

The basis for candidacy is successful completion of all degree requirements except the dissertation-research project. Advancement to candidacy will be confirmed by the DMin office when:

   - All course requirements in the student's program of study have been met;

   - The project-proposal is corrected of any weakness or deficiency;

   - Approval of the dissertation/research project proposal is filed.

**DISSERTATION PROJECT**

**PREPARING FOR THE ORAL REVIEW**

1. Students must register for **RES 9996 – Dissertation: Project Defense** (3 s.h.) the semester of the Oral Review.

   a. Fall Registration opens April 15

   b. Spring Registration opens November 15

2. The student will contact the DMin office with a range of two to three possible dates for the defense within the semester. The DMin office will coordinate with the committee and will confirm the date, time and place.

3. The student will provide the dissertation committee with copies of the project proposal at least two weeks prior to the defense through the DMin office:
a. Four hard copies of the Dissertation Project (one copy for each dissertation committee member and one copy to be retained by the D. Min. office);

b. One pdf electronic copy sent from the student’s MyCIU e-mail account.

4. The RES 9996 – Dissertation: Project Defense must receive a passing grade no later than the final day of courses for the semester.

THE ORAL REVIEW

The oral review will be chaired by the director, who will be joined by the two readers. The review will be open to other faculty persons, students, and guests, although their participation may be limited at the discretion of the dissertation director. The oral review will focus on the execution and findings of the dissertation-research project, with particular attention to its significance for the theory and practice of ministry.

Following any necessary corrections or revisions, the project, will be submitted for final approval and the signatures of the director and readers.

THE DISSERTATION PROJECT

The dissertation project, including appendices, shall not exceed 250 pages and shall address both the nature and practice of ministry. The text of the dissertation project will ordinarily be 100-125 pages in length. The dissertation project shall reflect ability to identify a specific concern in ministry, organize an effective research model, utilize appropriate resources, evaluate the results, and demonstrate the ability to bring depth of theological insight to bear on ministry.

The dissertation project also must have demonstrable application to the student's present or future ministry, and must make a contribution to the practice of ministry as judged by professional standards.

One copy of the final approved work will be copied onto acid free, high cloth content paper (50 percent minimum) at the CIU copy center, bound and sent to the student.

One electronic copy of the final approved dissertation project will be housed at the G. Allen Fleece Library at Columbia International University, where it will remain the property of CIU-SSM. Students may also elect to provide copies and register their copyright to the Theological Research Exchange Network (TREN) and the American Theological Library Association (ATLA) Research In Ministry (RIM) Index. The appendix of this manual contains sample forms for submission through the DMin office.
GRADUATION

The student must obtain from the registrar’s office an application for graduation and submit it within the appropriate time frame during the year in which graduation is expected.

- For graduation in May, no later than February 1st.
- For graduation in August, no later than June 1st.
- For graduation in December, no later than July 31st.

Commencement exercises are held in May of each year. Students must order graduation regalia the January before May graduation so that doctoral gowns, caps, and hoods can be received at the Registrar’s office. Students are responsible for the cost of their graduation attire.

Final processing of documents for graduation is handled by the graduate records office in the registrar’s office, and they approve a student for graduation.
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**Degree Information**

| 1. Degree Nomenclature ____________________________                      | (Abbreviation For Degree) |
| 2. Degree Date ________________________________                             | (As Authorized By Institution) |
| 3. Full Name of School Granting Degree                                      |                            |
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**Title Information**

| 1. Exact Title of Thesis/Dissertation as it Appears on Your Title Page    | (110 spaces is optimum. Longer titles may be abbreviated. Use meaningful, descriptive terms, to facilitate accurate computer indexing.) |
| 1. Key words related to subject _______ _______                           | (Use meaningful, descriptive terms, to facilitate accurate computer indexing.) |

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(Author’s Signature)        (Date)

Theological Research Exchange Network * P.O. Box 30183 * Portland, OR * 97294-3183 *
800-334-8736 * www.tren.com
APPENDIX B: RESEARCH IN MINISTRY (RIM) INDEX

**Research in Ministry (RIM® Online)** Control No.(Office use only): _____________

RESEARCH IN MINISTRY (RIM ® Online), an index to doctor of Ministry and doctor of Missiology projects reports and thesis, is an abstracting and indexing service that uses author abstracts to provide a useful access tool for clergy, students, and others on practical aspects of religious ministry. If you wish to participate, please submit an abstract of the project in the space provided. Please type or print clearly.

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

**Project/Thesis Title:**
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**Author:**
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(Last Name) (First Name) (Middle)

Name of School (Degree Grantor):_________________________________ ____________
Year degree was/will be Awarded:________ Total Number of Pages:______ Project/Thesis
Advisor:____________________________________________________

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

**Abstract** (use reverse side or other sheet, as needed):
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Has this Abstract already been submitted for publication? Yes ___ No ___
If Yes, in what publication does it appear? (Abstracts that have been submitted to online databases or print publications other than the school's publication of the project/thesis itself cannot be included in RIM records; however, title, author, and other bibliographic information can be included.)

____________________________________________________________________________________________

If No, please sign the following PERMISSION RELEASE:
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Signature:_____________________________________________  Date:_____________________

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RIM Editor, ATLA, 300 S. Wacker Drive, Suite 2100, Chicago, IL 60606-6701
Telephone: 312-454-5100     Fax: 312-454-5505
APPENDIX C: FINAL CHECKLIST

☐ TREN form completed
☐ I have read and understand the Optional Copyright statement on the TREN agreement and have prepared $75.00 check or money order for payment to register my copyright.
☐ RIM form submitted online or mailed;
☐ Provided 2 electronic copies of the approved Dissertation (in PDF) to the DMin office.
   ☐ For Electronic (file) Copy, I have inserted (typed) the names of my committee members on the signature page
   ☐ For Print Copy, I have provided blanks in those spaces for my committee members to sign.

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