DOCTOR OF EDUCATIONAL MINISTRY

STUDENT HANDBOOK

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General Information

Purpose of the Degree

The Doctor of Educational Ministry (D.Ed.Min.) degree is a professional degree designed specifically to further equip ministers in all areas of church and denominational work. The D.Ed.Min. program aims to enhance the professional development of those engaged in educational ministry, and emphasizes biblical leadership combined with theological reflection for the practice of ministry. The goal of the D.Ed.Min. is to cultivate continued growth in spiritual maturity by formulating an adept understanding of the Bible and the nature of ministry. This includes refining skills and competencies for ministry, providing an understanding of emerging models in educational ministry, and critically evaluating those models.

Program Overview

Seminar Phase: The Doctor of Educational Ministry is completed in a modular format in the fall, winter, and summer semesters. The student shall attend weeklong seminars during the first two years of the program. Students are expected to make ample preparation before seminars and to complete assignments during and after the seminar meetings. Students will complete general seminars, reading seminars, concentration seminars, and an online seminar throughout their studies.

Project Phase and Dissertation Phase: Upon the successful completion of seminars, the student will develop and implement a project in accordance with an approved prospectus. During the dissertation phase, students draft a dissertation consisting of original research and based on the prospectus and project.

Accreditation

Southwestern Baptist Theological Seminary (SWBTS) is accredited by the Association of Theological Schools (ATS) and the Southern Association of Colleges and Schools (SACS). The D.Ed.Min. is approved by ATS and is supervised by the Curriculum and Advanced Studies Committee (CASC) and the Professional Doctoral Committee of SWBTS. The Faculty of the School of Church and Family Ministries reserves the right to decline any applicant or to dismiss any student from the program who cannot meet the stated prerequisites or for any other reason the faculty deems valid.

Administration

Associate Dean of D.Ed.Min. Studies

The chief administrator of the D.Ed.Min. program is the Associate Dean. The Associate Dean is responsible for the administration and implementation of the academic policies and curricular programs, including oversight and management of the program, students, applicants, and Guidance Committees. The Associate Dean is the academic representative for the D.Ed.Min. in both the Professional Doctoral Committee and the Curriculum and Advanced Studies Committee.
Curriculum and Advanced Studies Committee

The CASC has ultimate responsibility in determining policy matters related to the general program and curriculum for the degree. The committee works with the Associate Dean in administering the program as needed. The CASC determines standards for degree requirements, admission, candidacy, and graduation in accordance with Accreditation standards. The CASC oversees applicant admission, D.Ed.Min. faculty, and candidates for graduation. Other responsibilities include adjudicating recommendations for time extensions, leave of absence requests, transfer of credits, terminations, withdrawals, petitions, etc.; and administering disciplinary action as needed.

Guidance Committee

Students are assigned a Guidance Committee by the Associate Dean of the D.Ed.Min. program. The Guidance Committee shall consist of a chairperson and one additional faculty member from the School of Church and Family Ministries to serve as a Second Committee Member. The Guidance Committee is available to assist and advise the student each semester. The Guidance Committee monitors the student’s academic coursework, approves the prospectus, and administers the Dissertation Defense.

Guidance Chairman

Upon the student’s acceptance into the D.Ed.Min. program, the Associate Dean assigns a faculty member to serve the student as their Guidance Chairman. This faculty member is the primary advisor to the student, and assists in program progress, dissertation planning, and conducts the Dissertation Defense. A contract outlining the relationship between the Guidance Chairman and student relationship is signed by both parties. (See Appendix 1.)

Guidance Chairman Responsibilities. The Guidance Chairman assists the student with guidance, direction, and evaluation from the beginning of the degree program through graduation. The Chairman offers critical insight and gives input and guidance in the development of the prospectus, project, and dissertation. The Chairman works closely with the student during the dissertation phase, analyzing and articulating implications for biblical, theological, and ministerial leadership in the professional dissertation. The Guidance Chairman leads the Dissertation Defense.

Second Committee Member

The Second Committee Member serves to assist the Guidance Chairman, and provides additional guidance and direction to the professional dissertation’s construction and implementation. The primary role of the Second Committee Member is to ensure conformity with the D.Ed.Min. policies and Southwestern Manual of Style formats, as well as assist the Chairman in administering the Dissertation Defense. The Associate Dean selects the Second Committee Member upon entry into the D.Ed.Min. program.
Doctor of Educational Ministry
Student Handbook

The Doctor of Educational Ministry Student Handbook is the official handbook for students enrolled in the degree program. While this handbook intends to describe the program and related procedures and policies, SWBTS retains the right to change the program, policies, courses, schedules, teachers, requirements, and all other aspects of the curriculum at any time with proper notice.

Students, as well as faculty members, should avail themselves of this resource to understand the format, policies, procedures, and related matters for the D.Ed.Min. program at SWBTS.

SWBTS Academic Catalog

SWBTS publishes an academic catalog for each academic year (available online at www.swbts.edu). The student enrolled in a doctoral program is expected to read carefully through the catalog each year. In particular, the student will find helpful information regarding the academic calendar, current fees, financial aid, etc. Students should be aware that the catalog is intended to describe the seminary and its programs, and is not an offer to make a contract.

Online Resources

D.Ed.Min. students are encouraged to visit three websites on a regular basis in order to stay abreast of current program information, policy changes, course offerings, and other important data. Those websites are Blackboard, WebAdvisor, and Office 365.

Blackboard and WebAdvisor

Students should use Blackboard (located at https://blackboard.swbts.edu) to access class information, syllabi, and assignments. Students may use WebAdvisor (https://webadvisor.swbts.edu) to access unofficial transcripts, grades, billing information, and more.

Office 365 (Student Email)

Students have a student email account located at https://login.microsoftonline.com/. The student email accounts are the primary means of communication between SWBTS and students. Students should check their account on a regular basis for important information and for official communication with professors and administrative staff. It is the responsibility of the student to stay informed.
Degree Overview

Nature of the Degree Program

The D.Ed.Min. program is formatted to complement the full-time ministerial workload held by a full-time pastor or church minister. The program consists of three major phases: seminar phase, project phase, and dissertation phase.

Components of the Program

Concentrations

The student will select one of five areas in which to concentrate their studies:

- Biblical Counseling
- Educational Leadership Ministry
- Family Ministry
- Student Ministry Leadership
- Children’s Ministry Leadership

Students may switch a concentration of study with approval of their Guidance Chairman and the Associate Dean.

Degree Requirements and Hours

- Orientation Seminar 0 hours
- 3 General Seminars 12 hours
- 3 Concentration Seminars 12 hours
- 2 Reading Seminars 4 hours
- Research & Project Methodology (Online) 0 hours
- Successful Dissertation Defense 8 hours
  36 hours total

Course Schedule

Seminars and dates are fixed each year accordingly. Seminars meet three times a year. The student participates in weeklong seminars during Fall Break, the first full week in January, and again during the first full week after spring graduation. The student completes twelve (12) credit hours of seminars each year, excluding reading seminars. Students are not permitted to pursue another degree during their D.Ed.Min. studies without approval by the Associate Dean.
Location

Seminars are offered on the main Southwestern campus in Fort Worth in three one-week time periods from Monday through Friday. Seminars are located in Price Hall at Southwestern Seminary. The physical address is 4521 Frazier Avenue, Fort Worth, TX 76115. Specific classroom assignments are given to the students by the professor. Students inquire with their professor directly concerning meeting times. Students may contact the Riley Center on campus for guest housing arrangements.

Length of Study

All work for the degree must be completed within six (6) years. The six (6) years are academic years, fall through spring, beginning in the semester in which the student first enrolls for seminars. Students beginning in the winter term have a program deadline in the corresponding fall, while students beginning in the summer have a program deadline in the corresponding spring. Appointed missionaries are given consideration due to stateside assignment schedules, but have no longer than ten years to complete the degree.
Program Phases

Seminar Phase

Seminar Phase Student

A seminar phase student refers to a student who is engaged in doctoral seminars and is working to develop a prospectus. Students in this phase may be assigned leveling coursework upon acceptance in order to meet entrance standards.

Academic Seminar Coursework

Students complete a total of nine (9) seminars during their studies, consisting of both general and concentration specific seminars, reading seminars, and an online seminar. The student is expected to participate in seminars and contribute to discussions, maintain a classroom atmosphere associated with an advanced level of study, and display diligence and aptitude in completing assignments.

Seminars

All general and concentration seminars consist of four (4) hours of academic credit. Each reading seminar consists of two (2) hours of academic credit. The final seminar, only offered online, is zero (0) credit hours. The seminar phase can be completed in two years. Syllabi for seminars are generally provided one month in advance of the seminar beginning date by the student’s professor. Please note that any temporary seminar syllabi or book lists can be changed or modified by the professor and is not binding.

General Seminars. The first year of D.Ed.Min. seminars are general seminars. These seminars initiate the student in the field of educational ministry. The general seminars are taken by all students during the student’s first year of seminars regardless of concentration.

Concentration Seminars. These seminars are specific to the field in which the student is interested. The concentration seminars advance the student in researching for their field of study, and prepares the student to begin working on a prospectus. The concentration seminars are completed during the second year of seminars.

Reading Seminars. The student participates in two reading seminars in addition to general and concentration specific seminars. These seminars meet one evening or afternoon during the week in which the student is on campus for other seminars. Reading Seminar I is offered only during the fall term, while Reading Seminar II is offered only in the winter term. Students may choose which year to complete reading seminars within the first two years, and these may be taken in alternate order.
Online Seminar. The concluding seminar of the student’s program, DEDMN 6930 Research and Project Methodology, is offered in an online format for zero (0) credit hours. This seminar is only offered during the summer of the final year of seminars. This seminar equips the student to complete a prospectus.

Project Phase

Continuous Enrollment Student

A continuous enrollment student refers to a student who has completed all seminar work and is actively working on their prospectus for its approval. A student enters the project phase upon completing all course and academic requirements, including any leveling work. The student’s performance on the doctoral level is evaluated and approved by the D.Ed.Min. Office before continuing in the project phase.

Project Phase Coursework

In this phase, the student composes a prospectus and implements a research project associated with their prospectus. Once the prospectus has been approved and the project has been developed and implemented, each student completes a dissertation consisting of research associated with their prospectus and project.

Prospectus

Upon completion of seminars, specifically Research and Project Methodology, the student immediately begins composing a prospectus. The student’s research must focus on a biblical foundation for the proposed thesis. The prospectus is approved by the Guidance Chairman and the Associate Dean before the student’s research project is implemented.

Purpose and Definition of Prospectus. The prospectus is a complete, clear, and concise blueprint for implementing an academic research study and project in the student’s ministry field. A prospectus for dissertation study focuses on a topic of relevance to the concentration studied, and responds to an important issue that requires scholarly research and analysis in which a ministry project is implemented. Please consult the Student Professional Dissertation Guide for specific details regarding the prospectus, project, and dissertation.

Approval Form. Students must have their prospectus approved by their Guidance Chairman and the Associate Dean before continuing in the program. (See Appendix 2.) The approved prospectus must be submitted by the student to the D.Ed.Min. Office and the Associate Dean.
Project

Each student researches in a specific area and implements a ministry project to complement their focus of study. The project is designed to enhance the current research outlined by the thesis. The Guidance Chairman assists the student in selecting an appropriate ministry project.

Recommended Sequence

It is recommended that the student’s prospectus be submitted and approved by the end of the third calendar year since beginning seminars.

Dissertation Phase

Dissertation Phase Student

A dissertation phase student refers to a student who has completed all seminars, has an approved project prospectus, and is currently working toward the professional dissertation.

Dissertation Phase Coursework

In this phase, the student completes a well-written dissertation analyzing their research, and successfully defends their dissertation. Eight (8) hours of credit are given for satisfactory completion of the project, professional dissertation, and Dissertation Defense.

Dissertation

The dissertation is the culmination of all the student’s research and learning in their field. The student works closely with their Guidance Chairman while composing the dissertation and submits copies to their Chairman as necessary until a defensible dissertation is completed.

Initial Submission of Dissertation

As soon as the student completes a defensible dissertation copy, it is submitted to their Guidance Chairman and Second Committee Member for review. Once the Guidance Committee has approved the dissertation to be defended, the student submits four copies of the defensible dissertation to the D.Ed.Min. Office 90 days before graduation in four uniform boxes. The boxes include a label with the student’s name, student ID number, Guidance Chairman, and concentration on the box.

Dissertation Defense

After the initial dissertation submission, the Dissertation Defense is scheduled by the D.Ed.Min. Office in conjunction with the Guidance Committee. The Guidance Committee questions the
candidate on various aspect of the dissertation study. Students may consult their Guidance Chairman for Dissertation Defense expectations. The Oral Defense is an examination, not a presentation. Therefore, it is open to faculty members or other D.Ed.Min. students with permission of the Chairman. Family members and friends outside the seminary are not allowed to be present in the Oral Defense.

Students earn one of four grades based on their dissertation writing and dissertation defense:

- **High Pass**: A rare grade, awarded in recognition of exceptional research and argumentation.
- **Pass**: Solid research and argumentation.
- **Fail: (Revision Permitted)** Unacceptable research and/or argumentation. The Oral Defense identifies various matters of such gravity that the dissertation must be rewritten. The student has an opportunity to revise and resubmit the dissertation for a following Oral Defense.
- **Fail: (No Revision)** Unacceptable research and/or argumentation. The student may not revise and resubmit the dissertation and is dismissed from the D.Ed.Min. program.

_Dissertation Approval Sheet_. The student must provide four (4) copies of the Dissertation Approval Sheet printed on 100% cotton bond, 20–24 lb. weight, acid-free, white paper to be signed immediately after a successful defense. (The number of Approval Sheets should match the number of dissertation copies to be bound). A sample of the Approval Sheet is available in the _Student Professional Dissertation Guide_. The Approval Sheet includes the Guidance Chairman and Second Committee Member.

Final Submission of Dissertation

Final Copies of the dissertation along with all required paperwork must be submitted to the A. W. Roberts Library at least three (3) weeks prior to graduation for binding. Any exceptions to this deadline will be handled on a case-by-case basis by the Roberts Library staff. Students must be approved by the D.Ed.Min. Office prior to submitting the dissertations to the library. The Library staff will not accept dissertations without approval from the D.Ed.Min. Office.

All copies of the final dissertation must be on 100% cotton bond, 20–24 lb. weight, acid-free, white paper. The students submits four copies of the final, approved, dissertation to the appropriate library staff in A. W. Roberts Library. The student must review every page of all copies of the dissertation to check for paper flaws, ink blots, and other errors. The student is responsible to replace pages with imperfections using matching paper. The dissertation copies may not be submitted to the library until all errors are corrected. _The library must receive dissertation copies by 12:00 p.m. on the Thursday prior to graduation_.

The library requires dissertations to be submitted in uniform boxes. Each copy of the dissertation is to be boxed and labeled (labels should appear at one end of the boxes, not on top or sides) with this information:

- Name
- Student ID#
- #1 of ... (total number of dissertation)
• D.Ed.Min. Concentration

The date on the title page of the dissertation is the date of graduation.

**Required Forms.** The student submits their dissertation to the Roberts Library with two completed forms:

1. Dissertation/Thesis Information Form
2. Microfilm Distribution Agreement for TREN

These forms are available in the D.Ed.Min. Office. The student may request these forms at any time after an initial dissertation submission for the Dissertation Defense.

Students must fill out the Vocational Intent Form once the final Dissertations are submitted. (See Appendix 3.)

**Additional Dissertation Copies.** Students may purchase up to two (2) additional personal copies bound at the price of $25.00 each (payable at the SWBTS Cashier’s Office). The library ensures the payment of fees for extra copies at the time of submission of the dissertation to the library. (The library needs a receipt for the extra copies before the dissertations are processed.)

**Dissertation Distribution.** The four bound copies of the final dissertation are distributed in the following manner: one for the graduate, two for the library, and one for the Guidance Chairman.

**Copyright.** All doctoral dissertations are copyrighted in the student’s name as described in the Southwestern Manual of Style. Copyright filing information and form are included in the graduation materials available in the D.Ed.Min. Office.
Graduation

The student must provide written notification for the intent to graduate to both the D.Ed.Min. Office and Registrar Office. The notification to the D.Ed.Min. Office must be given during the registration period for the semester of anticipated graduation. The notification to the Registrar Office must be by the second week of classes of the semester of anticipated graduation.

Application for Graduation

The student applies for graduation for the semester in which they intend to submit and defend their dissertation. Students log onto WebAdvisor at https://webadvisor.swbts.edu, select “Students,” select “Application for Graduation,” and follow the instructions given.

Students intending to graduate must be registered for DEDMN 6950 Project in Progress. Graduating students are not charged the graduation fee until the end of the semester. Students may receive graduation instructions through the Registrar Office.

Week of Graduation

1. Students report to the Registrar Office to begin the graduation clearance process. This includes paying any unpaid balances on the student’s account. Students pay the graduation fee and any unpaid balances at the Cashier’s Office.
2. Students must attend graduation rehearsal. The date and time is determined by the Registrar Office. Graduation information is sent to student email accounts.
3. Students attend Graduation Commencement.
4. D.Ed.Min. students receive their bound dissertations in the mail.

Approval

The D.Ed.Min. Office, Associate Dean, and the general faculty each reserves the right and authority to refuse to approve a candidate for graduation for reasons the committee or the general faculty, in sole discretion of each, deems valid, even though the candidate may have met the other requirements for the degree.

Procedures

The student is responsible for contacting the D.Ed.Min. Office and Registrar Office to determine exact dates and procedures leading up to graduation.
Student Responsibilities

Vocational Ministry

All D.Ed.Min. students are encouraged to be involved in vocational Christian educational ministry during the time they are enrolled in the degree. International students attending seminars on a Visa are required to maintain an adequate involvement in a church/ministry setting during the tenure of the degree, as determined by the Curriculum and Advanced Studies Committee. In order to document their ministry position, each student is responsible to submit a church/ministry endorsement on official letterhead and a copy of their job description.

Ecclesiological Understanding

The Doctor of Educational Ministry degree in the School of Church and Family Ministries both is taught in an American Church context and leads to qualification to train those who will lead various ministries in local churches. Therefore, the faculty finds that a substantial understanding of the local church in America is essential to the completion of this degree. All students are required to demonstrate a full understanding of the local church in an American context before graduation. Experience in American local church ministry leadership is expected. This experience can be gained through volunteer service, but paid staff work is preferred to meet this requirement. Each student will demonstrate such understanding to the satisfaction of the faculty, either through written or oral interview as required by the faculty in each situation, prior to graduation. This interview can be included in the defense of the student’s dissertation.

Academic Performance

The student has final and ultimate responsibility for performance throughout the doctoral program. The student must adhere to the applicable dates published in the SWBTS Academic Catalog and the guidelines outlined in this handbook for registration and submission of various degree program documents. The student is responsible for checking their student email periodically for program information. Along with regular communication with the Guidance Chairman, the student shall maintain contact with the D.Ed.Min. Office.

Annual Evaluation

Each year, the Faculty of the School of Church and Family Ministries and the D.Ed.Min. Office evaluates each student’s progress until the student has successfully completed seminar phase. Failure to demonstrate the high standards expected of a D.Ed.Min. student may lead to probation or termination from the program.
Grades

The following grade scale is used for each instructional model. A+, A, A-, B+, B, B-, C+, C, C- and F. A student receiving a grade lower than a B- in any course shall be reviewed by the CASC. The following is an explanation of each grade:

- **Grade of A**: The student displays exceptional ability to master the subject area. The student actively participates in the seminar session, presents creative and lucid presentations, and writes perfectly formatted, thorough, and insightful research papers. Additionally, the student demonstrates a positive attitude, shows initiative and curiosity in seminar preparation, demonstrates leadership during the seminar, and is punctual at all seminar activities. Only students who demonstrate honors level work will be assigned this grade.

- **Grade of B**: The student is considered to have a normative performance in the seminar. The student’s work is adequate and appropriate, and seminar participation is that which is expected.

- **Grade of C**: Sub-standard performance in the seminar reflects a grade of C. This grade is assigned to a student who seldom participates in seminar discussions, thereby failing to contribute to the body of scholars assembled. A grade of C is appropriate for work that does not meet all established expectations for research content, writing style, or for timely submission. Weak, incomplete, or non-current research and writing, poor presentations, weak leadership in discussions, or absenteeism merits a grade of C.

- **Grade of F**: This grade is given if the student has failed to consistently meet the minimum standards of professionalism, academic excellence, or scholarly participation. The grade of F does not necessarily terminate a student’s participation in the program; however, the grade will be reviewed by the Associate Dean or CASC, and the student will be put on Academic probation. A second “F” or failure to remedy a prior failing grade results in termination.

**Academic Probation**

Students who receive a grade that is less than a B- or who demonstrate any tendency or activity that would fail to fulfill the high standards required by the D.Ed.Min. program are reviewed and may be placed on academic probation by the CASC. Individuals who are placed on probation will be reviewed after each seminar and may be removed from probation by the CASC. Failure to remedy the conditions that placed the resident on probation is grounds for termination from the program.

**Ethical and Academic Concerns**

The CASC and the Faculty of the School of Church and Family Ministries reserve the right to decline to admit, or to continue as a student, any person who fails to meet any established qualification or who causes concern for any other reason deemed to be inconsistent with the qualifications or conduct for becoming a minister.

Moral concerns, as determined solely by the CASC, are referred to the SWBTS Ethical Conduct Committee. Academic concerns, as determined by the CASC, are addressed, and a final decision is made by the Committee according to established, publicized protocol. Matters that are, in the judgment of the Committee, neither solely moral nor solely academic are addressed by the
Committee in consultation with any appropriate seminary office and the final decision is made by the Committee.

Registration

All students are responsible to complete their registration with forms provided through the D.Ed.Min. Office. Information regarding registration is sent to the student email account in the time leading up to each registration period. It is the responsibility of the student to continuously check their student email account for updated information. Students must be enrolled for every D.Ed.Min. term throughout the entirety of the program.

Registration Policies

Registration forms are due one month before the start date for the seminar in which the student intends to enroll. If a student does not intend to register for classes during a term, they must notify the D.Ed.Min. Office and petition for an official leave of absence. Students who fail to register for one D.Ed.Min. term without requesting a leave of absence from the Associate Dean will be considered as withdrawn. If the student would like to re-enter into the D.Ed.Min. program, they must fill out a Returning Student Enrollment Update Request form through the Registrar Office and be granted permission by the Associate Dean to continue their studies.

Students who do not successfully complete and defend their dissertation within the six-year time limit without requesting an extension are timed-out of the program. If the timed-out student desires to continue in the program, they must be granted permission by the Associate Dean.

Leave of Absence

Students may request a leave of absence for a specified length of up to one calendar year by submitting a written petition to suspend all studies or professional dissertation due to a medical or an otherwise unavoidable conflict. If accepted, a leave of absence is granted by the Curriculum and Advanced Studies Committee, and a recommendation for a waiver of tuition or extension fees is sent to the Business Office by the D.Ed.Min. Office. If the petition is denied or does not meet the criteria for an interrupted status, the student must continue in the program or withdraw. Students may access the SWBTS Withdrawal Form at http://v7.swbts.edu/about/offices/office-of-executive-vice-president-provost/registrar/forms/total-withdrawal-form/.

After returning from a leave of absence, the student must contact the D.Ed.Min. Office to continue studies as assigned. It is the student’s responsibility to maintain continual communication with the D.Ed.Min. Office pertaining to an official leave of absence in order to avoid penalties or fees and to resume enrollment. If the student does not enroll at the end of one year, the student is dropped from the D.Ed.Min. program.
Missionary Leave of Absence

Missionaries are granted a leave of absence when the student fulfills an appointment by the International Mission Board or the North American Mission Board of the Southern Baptist Convention, or other missionary agencies. Individuals with a missionary leave of absence are exempt from paying continuous enrollment fees for any semester they are not actively pursuing the degree. If, however, they are on the mission field and are actively working on the degree (taking seminars, creating a prospectus, or working on professional dissertation research and writing with their Guidance Chairman), they are expected to pay enrollment fees.

Continuous Enrollment

Students who are actively working on their prospectus for approval are enrolled in DEDMN 6960 Continuous Enrollment. Students who have submitted an approved prospectus and are actively working on their dissertation are enrolled in DEDMN 6950 Project in Progress. *Students are required to register each D.Ed.Min. term, even when in Continuous Enrollment or Project in Progress status. It is the student’s responsibility to stay enrolled.*

Leveling Coursework

Students entering the D.Ed.Min. program with assigned leveling coursework are responsible for completing their leveling coursework in addition to regularly scheduled D.Ed.Min. seminars. Students who must take a class for credit must enroll for the class through the Registrar Office. All classes assigned to be taken for credit must be completed within the first two years of seminars.

Focused Field Study

Studies who are assigned a Focused Field Study as leveling coursework must communicate with the D.Ed.Min. Office and the professor overseeing the completion of the Focused Field Study. A Focused Field study is not taken for credit, and no tuition is paid. Students have a maximum of one calendar year beginning on the start date of their first D.Ed.Min. seminar to complete all assignments for the Focused Field Study.
Miscellaneous

Writing Style

Seminar papers follow the most recent edition of the *Southwestern Seminary Manual of Style*. A copy of the manual is available on the Southwestern website. The Style Manual discusses style issues that are applicable to all formal papers at Southwestern Seminary.

Writing Consultant

The candidate is authorized to engage a writing consultant to assist with grammar, syntax, and typing. This consulting work may begin during the writing of the prospectus and continue through the dissertation process. Students are responsible for all original work and work that is submitted.

Transfer of Credit

In addition to the seminars offered at Southwestern, students may transfer a maximum of 12 credit hours from an accredited doctoral program upon review and approval of the Curriculum and Advanced Studies Committee. Doctoral work taken prior to acceptance in the Southwestern Doctor of Educational Ministry program is evaluated and credit is applied on a case by case basis. Before enrolling in a course to be transferred, the student shall submit a Transfer Credit Request form and submit it to the D.Ed.Min. Office for approval. Seminar content must be equivalent to a D.Ed.Min. Seminar offered by Southwestern.

Procedure for Transfer of Credit

After completing the approved course(s) with a grade no lower than a “B”:

- The student requests that an official transcript from the institution be sent directly to the D.Ed.Min. Office.
- The student pays a transfer fee to the Registrar Office.
- The Associate Dean evaluates the transcript and completes the transfer form for the Dean’s approval.
- After approval by the Dean of the School of Church and Family Ministries, the D.Ed.Min. Office forwards the transfer form to the Registrar Office. The transferred credit becomes a permanent part of the student’s doctoral transcript.

Blocked Accounts

The Business Office, Office of the Registrar, and Office of International Student Services will place a hold on the accounts of students not in good standing with the respective offices. Students must regularly check their student email and maintain their various accounts. A blocked account prevents continuation in the program if not rectified promptly.
Doctor of Educational Ministry
Guidance Chairman Contract

Student Name: _____________________________________________________________

Guidance Chairman: ________________________________________________________

The above faculty member has agreed to serve as my Guidance Chairman in the development of the prospectus and the final written report of the project.

Responsibilities of the Guidance Chairman include:

- Provide the student with guidance, direction, and evaluation from the conception of the professional dissertation, through submission of the project prospectus, to the Oral Presentation and Defense
- Give input and guidance in the development of the prospectus
- Attend student’s defense of the prospectus in conjunction with the rest of the Guidance Committee for approval. Forward the approved prospectus to the Associate Dean along with signed Prospectus Approval Form
- Give input and guidance in the implementation of the approved prospectus and the writing of the professional dissertation
- Provide guidance and accountability during project implementation
- Assist the student in analyzing and articulating implications for theological and ministerial leadership in the professional dissertation
- Guide the student in writing a high quality professional dissertation in content and form
- Approve the professional dissertation before the student may submit the four required copies to the D.Ed.Min. Office
- Assist the D.Ed.Min. Office in scheduling the Oral Presentation and Defense
- Lead the Oral Presentation and Defense along with the Second Committee Member.
- Approve or reject the final dissertation in conjunction with assigned faculty members
- Provide guidance for the student if their professional dissertation is modified or rejected.

____________________________________  ______________________________
Guidance Chairman Signature  Student Signature

____________________________________  ______________________________
Date  Date
Doctor of Educational Ministry
Prospectus Approval Form

This is to certify that I have read and approved the dissertation prospectus by:

____________________________________________________
Print D.Ed.Min. Student’s Name

_________________________________________  ___________________
Guidance Committee Chairperson  Date

_________________________________________  ___________________
Associate Dean  Date

________________________________
Student Signature

________________________________
Date
Doctor of Educational Ministry
Graduate Vocational Intent

Graduate Name: _____________________________________________________________

Graduate Position/Title at Current Place of Ministry or Plans after Graduation: ____________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Current Place of Ministry (Church/Organization): ________________________________
______________________________________________________________________________
______________________________________________________________________________

Location of Ministry (City, State): _____________________________________________

Complete this form and return it to the School of Church and Family Ministries Doctoral Office immediately after the Oral Assessment:

Southwestern Baptist Theological Seminary
Attn: Professional Doctoral Office
P.O. Box 22628
Fort Worth, TX 76122

The information above is used by the Registrar Office to formulate a statement that is read during the commencement ceremony. As the graduate is being hooded, the statement will read: Dr. Last Name serves as the Position Title at Place of Ministry in City, State.