



**NEW ORLEANS**  
BAPTIST THEOLOGICAL SEMINARY

# Doctor of Educational Ministry Handbook

Revised September 2022

**Developing Excellence in Your Ministry**

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## Abbreviation Key

<b>ATS</b>	<b>Association of Theological Schools</b>
<b>CIV</b>	<b>Compressed Interactive Video</b>
<b>DEdMin</b>	<b>Doctor of Educational Ministry</b>
<b>DMin</b>	<b>Doctor of Ministry</b>
<b>GPA</b>	<b>Grade Point Average</b>
<b>GRE</b>	<b>Graduate Record Exam</b>
<b>I.D. Card</b>	<b>Identification Card</b>
<b>MACE</b>	<b>Master of Arts in Christian Education</b>
<b>M.Div.</b>	<b>Master of Divinity</b>
<b>MRE</b>	<b>Master of Religious Education</b>
<b>NOBTS</b>	<b>New Orleans Baptist Theological Seminary</b>
<b>ProDOC</b>	<b>Professional Doctoral Oversight Committee</b>
<b>TOEFL</b>	<b>Test of English as a Foreign Language</b>

## 1. GENERAL INFORMATION

### A. Purpose of the Degree

The Doctor of Educational Ministry (hereafter referred to as DEdMin) degree is a professional degree designed to enhance the practice of theological reflection on educational ministry for qualified students. The degree is built on a theological, ministerial or professional master's degree from an ATS accredited institution. Students must have transcript hours in biblical and theological studies, instructional theory and practice, organizational leadership, administration, and educational foundations. Substantial ministry experience is required.

The DEdMin program will provide advanced level study of the theological, educational, and administrative disciplines including:

- An advanced and critical study of Christian formation from theological and historical perspectives as well as behavioral and social science perspectives;
- An advanced and critical standard of organizational and leadership development, and the social contexts of ministry;
- An advanced and critical study of educational theory and practice as it relates to congregational and other ministry contexts;
- The development of skills and competencies necessary for research, planning, and evaluation of the practice of educational ministry in congregations or other settings.

The program will provide a variety of learning opportunities, including:

- Peer learning and evaluation as well as self-directed learning experiences;
- Significant interdisciplinary learning experiences that provide integration of theological understanding and ministerial practice, require thoughtful use of the student's ministerial context as a learning environment, and cultivate reflective practice of educational ministry;
- Opportunities for personal and spiritual growth;
- Opportunities to learn how to engage in educational ministry in culturally and racially diverse contexts.

The DEdMin program can be completed within 3 years; however, some students require four to five years of study beyond the master's degree. Program component include a combination of workshops, seminars, and a ministry project designed to meet a major need in the student's ministry context. A formal written Project Report is required. Careful evaluation is made of the student's potential and motivation at all stages of the program. Factors considered in the evaluation are scholarship, level of commitment to the ministry, demonstrated effectiveness in the ministry, and Christian character.

The goals of the DEdMin program are:

- To facilitate an advanced understanding of the nature and purposes of educational ministry;
- To develop an enhanced capacity to reflect theologically on issues and practices related to educational ministry;
- To aid in the acquisition and refinement of skills and competencies for more effective ministry;

- To facilitate an understanding of emerging models in educational ministry and ability to critically evaluate those models;
- To foster continues growth in spiritual maturity.

## **B. Accreditation**

The New Orleans Baptist Theological Seminary (hereafter NOBTS) is accredited by the Association of Theological Schools (hereafter ATS) and the Southern Association of Colleges and Schools (SACS). The DEdMin degree is approved by ATS and is supervised by the Professional Doctoral Oversight Committee (hereafter ProDOC) of NOBTS.

## **C. Handbook for the Doctor of Educational Ministry Degree Program**

The Doctor of Educational Ministry Handbook is the official handbook for students enrolled in the program and for related faculty and administration. While this handbook intends to describe these programs and related procedures and policies, NOBTS retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of the curriculum at any time.

Students as well as faculty members will find this resource invaluable in understanding the format, policies, procedures, and related matters for the DEdMin program at NOBTS. Both students and faculty members are expected to master the contents of this handbook and abide by its stipulations. Each new student will need to download a copy of the handbook from the CME [website \(http://www.nobts.edu/cme\)](http://www.nobts.edu/cme).

## **2. ADMINISTRATION**

### **A. Faculty**

The NOBTS faculty has ultimate responsibility to determine policy matters related to the general program and curriculum for the degree. Specifically, the faculty is responsible for:

- Establishing standards for admission, candidacy, and graduation.
- Determining degree requirements.
- Recommending candidates for degrees.
- Reviewing the degree programs.
- Promoting the program and recruiting students.

### **B. Academic Leadership/Curriculum Committee**

The Academic Leadership/Curriculum Committee has responsibility to consider and recommend to the faculty all matters involving the standards of instruction, the determination of requirements for degrees, testing programs, class schedules, and in general, the formulation of the educational policy regarding doctoral programs.

Also, the committee works with the Associate Dean of the Professional Doctoral Programs in administering the program as needed. Duties include the following:

- Review doctoral programs and policies and recommend changes to the faculty.
- Acknowledge withdrawals from the program.
- Acknowledge terminations from the program.
- Consider petitions and appeals from students as requested by the ProDOC.

### **C. Associate Dean of the Professional Doctoral Programs**

The Associate Dean of the Professional Doctoral Programs is the chief administrator of the DEdMin degree program. The Associate Dean is responsible for the administration and implementation of the academic policies and curricular programs related to this program as follows:

- Process applications for admission.
- Chair the Professional Doctoral Committee (ProDOC).
- Certify applications and reports of doctoral progress.
- Present matters for consideration to the Academic Leadership/Curriculum Committee.
- Represent the doctoral program to the Academic Leadership/Curriculum Committee
- Notify the Academic Leadership/Curriculum Committee of decisions concerning requests for changes in program status.

The Associate Dean is assisted by the Director of the Doctor of Educational Ministry Program and the Director of the Doctor of Ministry Program.

## **D. Professional Doctoral Oversight Committee**

The Professional Doctoral Oversight Committee (ProDOC) is composed of the Associate Dean (chairperson), the Director of DEdMin, the Director of DMin, and a representative from each of the academic divisions appointed by the Committee on Committees and ex officio members from the Academic Leadership/Curriculum Committee. It is a regular standing faculty committee and will meet at least monthly during the Fall and Spring semesters and during the Summer if necessary. It reports to the Academic Leadership/Curriculum Committee.

The ProDOC has the responsibility to:

- Provide administrative oversight for the doctoral programs.
- Provide comprehensive and cohesive management of the students in the doctoral program from recruitment through graduation.
- Approve students for admission to the professional doctoral degree programs (based on the admissions process), faculty for doctoral supervision, and doctoral candidates for graduation on the recommendation of the Project Mentor and readers.
- Adjudicate recommendations concerning time extensions, Program Delay status, Inactive status, transfer of credits, terminations, etc.
- Make programmatic and operational decisions relating to the professional doctoral degree programs.
- Recommend significant policy changes in the professional doctoral programs to the Academic Leadership/Curriculum Committee.
- Implement and interpret existing policies regarding the professional doctoral program.
- Approve or reject the Final Project Proposal.
- Assign a Faculty Reviewer to read and evaluate the Final Project Proposal for recommendation.
- Assign Faculty Readers to read and evaluate the Project Report.
- Assist students to determine a plan for completion of the doctoral program when their Project Reports are not approved.

## **E. Academic Divisions**

The faculty of the New Orleans Baptist Theological Seminary is subdivided by specialty into four divisions: Biblical Studies (BS), Church Ministries (CM), Counseling (CC) and Theological and Historical Studies (T/H). The academic division is composed of an Associate Dean and all of the full-time faculty teaching in the division.

Academic divisions have the responsibility to:

- Develop and propose curriculum design.
- Provide faculty members to design and teach seminars at campus locations.
- Provide faculty members to design and teach Specialized Directed Study seminars.
- Provide faculty members to design and teach Special Event seminars.
- Provide faculty members to read, review, and/or administrate various components of the Project in Ministry report.
- Develop and support relevant specialization tracks.
- Schedule seminars in conjunction with the Office of Professional Doctoral Programs.



## F. Project Mentor

Prior to the student registering for the Project in Ministry Design workshop, he or she will enlist a faculty member who will serve as a mentor, guiding the student through the project stage of the program. **Students will not be allowed to register for the Project in Ministry Design Workshop if they have not enlisted a project mentor.**

The Project Mentor will:

- Provide the student with guidance, direction, and evaluation from the submission of a Preliminary Project Proposal to the Exit Interview.
- Evaluate and approve or reject the project idea.
- Approve or reject the Preliminary Project Proposal.
- Forward the Preliminary Project Proposal to the professor(s) leading the Project Design workshop no later than two weeks prior to the first meeting.
- Approve or reject the Final Project Proposal.
- Submit the Final Project Proposal to the ProDOC for final approval.
- Represent the student to the ProDOC.
- Assist the student in enlisting a qualified Field Mentor.
- Provide guidance and accountability during project implementation.
- Assist the student in analyzing and articulating implications for theological and ministerial leadership in the Project Report.
- Guide the student in writing a high-quality Project Report, both in content and form.
- Evaluate and approve or reject the Final Project Report in conjunction with assigned Faculty Readers.
- Administer the Exit Interview in conjunction with assigned Faculty Readers.
- Submit the decision concerning evaluation of the Project Report to the ProDOC.
- Instruct the student to follow procedures for graduation and project binding.
- Provide guidance for the student if his or her project is rejected.

## G. Field Mentor

In consultation with the Project Mentor, the student will enlist an appropriate Field Mentor upon the completion of the Project in Ministry Design workshop. **The Final Project Proposal will not be approved if the student has not enlisted a Field Mentor.** The Field Mentor serves as an important resource for the student during the project implementation. This person will provide guidance and support for the DEdMin student during this phase. His or her goal is to help the student succeed in quality project completion.

The Field Mentor must be qualified to advise the student on the field during the process of the project. This person could be a specialist in a particular area (e.g., gerontology, youth ministry, chaplaincy, etc.) or a generalist in ministry (e.g., Director of Missions for an association, state convention staff member, a local pastor, etc.). Significant educational training (at least a master's degree, and preferably an earned doctorate) and/or specialized expertise in the area of the project also are required.

Responsibilities of the Field Mentor include:

- Learn the purpose and design of the project.
- Meet with the student on a regular basis. This includes a minimum of: once prior to implementation, twice during implementation, and once after implementation is completed.
- Hold the student accountable for personal spiritual development.
- Examine the content of the project for quality control.
- Review the project work completed.
- Assist in careful analysis of the data.
- Help the student to assess the theological implications.
- Guide the student through introspection of personal ministry implications.
- Report monthly progress to the Project Mentor on forms provided by the Office of Professional Doctoral Programs.
- Communicate any concerns to the Project Mentor.
- Maintain a supportive role in the contract relationship.

The student will provide the Field Mentor/Student Contract (available on the program website) to the prospective Field Mentor. The Field Mentor guidelines outlined in the DEdMin handbook will be forwarded to the prospective mentor upon contract approval from the Office of Professional Doctoral Programs. The Field Mentor/Student Contract is an agreement between the student and Field Mentor to engage in regular meetings for the purposes of review, discussion, and guidance during the project implementation.

The prospective mentor will sign the contract and return it to the student along with a copy of his or her personal vita. The student then will sign his or her part of the contract and forward it to the Office of Professional Doctoral Programs along with the prospective mentor's vita.

The Associate Dean of Professional Doctoral Programs will validate the proposed Field Mentor's eligibility upon reception of the completed contract and vita. Copies of the contract will be sent to the Project Mentor, Field Mentor, and the student.

The approved Field Mentor then will receive from the Office of Professional Doctoral Programs a packet of information concerning the student-mentor relationship.

If a problem or question emerges, the mentor is responsible for contacting the Associate Dean of Professional Doctoral Programs for guidance. All materials must be received in the Office of Professional Doctoral Programs before the student and mentor may begin their working relationship.

While the student has the responsibility of facilitating and maintaining the contract relationship, the Field Mentor should take the initiative to insure accountability for the student. A breach in the student's contract would require the Field Mentor to report the matter to the Faculty Mentor in the monthly report.

The Project Mentor will receive a stipend upon submission of his or her report to the Office of Professional Doctoral Programs and the student's subsequent graduation.

## **H. Faculty Readers**

When a student submits his or her Project Report, two faculty members will be enlisted to assist the Project Mentor in evaluating the entire Project in Ministry.

Responsibilities include:

- In consultation with respective Project Mentors, read and evaluate Project Reports as assigned by the ProDOC.
- Determine grades of the Project Reports in consultation with the respective Project Mentors.
- In conjunction with respective Project Mentors, plan and conduct an Exit Interview for qualified DEdMin candidates.
- Report evaluations of the Project Report and the Exit Interview to the ProDOC.
- Recommend necessary changes (form and content) to be made in the Project Report before its binding for placement in NOBTS's library.

## **I. Student Responsibilities**

The student has final and ultimate responsibility for performance throughout the doctoral program.

The student will:

- Adhere to the applicable dates published in the Graduate Catalog and the guidelines outlined in this handbook for registration and submission of various program documents.
- Be responsible and accountable for content, form, style, and editing of all written materials submitted to NOBTS. All written materials must be the work of the student.
- Maintain regular contact with the Project Mentor during the project process.

## **J. Graduate Catalog**

NOBTS publishes a Graduate Catalog for each academic year. The student enrolled in a doctoral program is encouraged to read carefully through the Graduate 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, its programs, and its life. It is not an offer to make a contract. The seminary retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of its ministry at any time.

## **K. Website**

The Office of Professional Doctoral Programs maintains a [website](http://www.nobts.edu/cme) on an ongoing basis at <http://www.nobts.edu/cme>

The student enrolled in a doctoral program is encouraged to visit the site regularly in order to stay abreast of current program information, policy changes, course offerings, and other important data. In addition, the student will find helpful information regarding the academic calendar, current fees, financial aid, and more on the NOBTS [website](http://www.nobts.edu) at <http://www.nobts.edu>

### **3. POLICIES AND PROCEDURES**

#### **A. Application**

##### **1. Entrance Requirements**

###### **Educational Foundations**

Applicants must have earned a theological, ministerial, or professional degree from an ATS-accredited school. Applicants with degrees from a non-ATS accredited school may be considered on a case-by-case evaluation. Students must have transcript hours in biblical and theological, instructional theory and practice, organizational leadership/administration, and educational foundations.

Applicants must have at least a 3.0 out of 4.0 grade point average (hereafter GPA) and substantial ministry experience.

###### **Leveling**

Students who do not meet the GPA or course requirements may take additional masters classes in order to level for the ProDoc program. Please contact the ProDoc office for transcript evaluation, a leveling plan, and application instructions for a non-degree seeking student on the master's level. Once approved by Graduate Admissions, the student will register to take the courses that they will need to meet the ProDoc admission requirements. The student and ProDoc office will maintain communication with each other during the leveling process.

###### **Vocational Competency**

Substantial Ministry Experience – Normally, full-time vocational ministry experience of at least three years is the minimum requirement. Exceptions can be made considering a combination of age, part-time and/or co-vocational ministry, and combined length and scope of service.

Applicants must currently hold a position, and demonstrate vocational competency acceptable by the ProDOC.

###### **Church Relationship**

Applicants must be employed or hold an official position in vocational Christian ministry during the time they are enrolled in the degree. Applicants who do not have a current ministry position may apply to the Professional Doctoral Program. Once accepted, the student has 1 year to find a ministry position before going inactive. Current students not in a continuous ministry position for one year must take inactive status until a position is secured. Furthermore, the employer must approve the applicant's participation in the doctoral program.

## **Scholarship**

Applicants must have a minimum GPA of 3.0 out of a 4.0. Probational Admission may be granted to students with lower GPAs. Please contact [dedmin@nobts.edu](mailto:dedmin@nobts.edu) or [pdc@nobts.edu](mailto:pdc@nobts.edu) for more information.

## **International Student Requirement**

International students are required to take the Test of English as a Foreign Language (hereafter TOEFL). The ProDOC will reserve the right to require additional English proficiency courses taken concurrently with the DEdMin work.

All F-1 applicants whose native language is not English (Canada, United Kingdom, etc. withstanding) must take the TOEFL examination and make a 90 minimum for entrance into any professional doctoral program. Students with a master's degree from an English-speaking institution and have at least a 3.5 GPA may request a waiver of the TOEFL requirement with approval from the Associate Dean of ProDoc, the program director, and the PDSO. Normally, exceptions will not be made outside of extreme circumstances, and exceptions must be made by approval from the Associate Dean of ProDoc, the program director, and the PDSO. Students studying in the Korean DMin program are not required to submit proof of English proficiency as their program is taught in their native language.

Students who are within 5 points on the TOEFL standard set forth in this policy but do not meet the requirements of the policy (but meet all other admission requirements) are eligible to begin taking online masters-level courses as non-degree students at NOBTS. A student will need to complete at least one upper-level course in the student's desired field of study as an online student. The student will submit written work from the course to the Associate Dean of ProDoc, the director of the desired program, and the PDSO in order to fulfill the language requirements of the application.

## **2. Application Process**

**Step #1:** A prospective student should complete an Inquiry Form on the CME website.

**Step #2:** Upon receiving a formal application packet, via email, the applicant should submit:

- Official Undergraduate and Graduate transcripts
- Professional Doctoral Application
- Autobiographical Essay
- Church Affirmation Statement
- Health Statement, Proof of Immunization form, and TB form
- Personal, Professional, and Academic references
- Criminal background check
- Application fee (see Tuition and Academic Fees page in Catalog)
- An up-to-date photo
- International student documents (please request list from the ProDoc Office)

**Step #3:** Upon receiving notification of the completed application, an entrance interview via phone or video will be scheduled with the Program Directors.

## **3. Consideration Process**

The application process is monitored by the Office of Professional Doctoral Programs. If the applicant meets all of the requirements upon completion of the application process, the application will be presented to the ProDOC for consideration at its next regularly scheduled meeting. The ProDOC will grant an applicant Unconditional Admission, Probational Admission, or Denial of Admission.

If granted Unconditional or Probational Admission, the applicant will be notified by the Office of Professional Doctoral Programs. If admission is denied, the Office of Professional Doctoral Programs will not state, either in writing or orally, the reason for declining the applicant. Regardless of the decision, the applicant will be informed of the ProDOC's decision in writing by the Associate Dean of Professional Doctoral Programs.

## **4. Ethical and Academic Concerns**

The ProDOC reserves the right to decline admission or continue enrollment of students who fail to meet any established qualification or who for any reason conduct themselves in a manner deemed to be inconsistent with qualifications or conduct unbecoming to a Southern Baptist minister. Ethical and moral concerns will be referred by the ProDOC to the VP of Spiritual Formation & Student Life for appropriate action. Academic concerns will be addressed by the ProDOC. Strict adherence to academic policy will be followed.

## **B. Admissions**

In addition to the following guidelines, students interested in the DEdMin program should review the general catalog guidelines regarding international students, immunizations, and divorce or estrangement. Those guidelines can be found in the current edition of the graduate catalog. The ProDOC grants applicants Unconditional Admission, Probational Admission, or Denial of Admission.

### **1. Unconditional Admission**

Admission is granted based upon meeting the requirements for application and approval by the ProDOC. Following acceptance into the program, students should download a copy of the *Doctor of Ministry Handbook* from the website. This handbook will serve as a guide for the student regarding specific policies and procedures throughout the entire program. Some students may be required to remove deficiencies in their preparation for particular specializations by taking courses from the master's level curriculum for credit. The admitted doctoral student has one year from the date of approval to register and begin taking courses or a new application must be processed.

### **2. Probational Admission**

At the discretion of the ProDOC, applicants having a 1.75 - 1.99 GPA on a 3.0 scale may be considered for probationary enrollment upon demonstrating academic potential by scoring 150 on the verbal section on the two categories of the Graduate Record Exam (GRE). In addition, a 4.0 is required on the writing exam. Any exceptions to these probational admission standards will be considered primarily upon demonstration of evidence that the applicant's low GPA was due to extenuating circumstances.

Probationary candidates must make at least a "B" in each of their first three seminars to remain in the program.

## **C. Enrollment Status**

Students who have been accepted into the program and who have enrolled in the first semester of seminar work automatically attain active status.

All active students are **required** to enroll in a course **every semester**. If a student is unable to take a seminar or workshop during the semester, the student must register for a placeholder class. Placeholder classes consist of: PDRS8001 Continual Enrollment, PDRS8002 Program Delay, or PDRS8003 Inactive Status (see below for further details for placeholder classes).

**FAILURE TO REGISTER FOR ANY SEMESTER BY THE DROP/ADD DEADLINE WITHOUT COMMUNICATION TO THE PRODOC OFFICE MAY RESULT IN TERMINATION.**



## 1. Continual Enrollment

Students who are not registering for at least one workshop or seminar or who are not working on their Project in Ministry must register for Continual Enrollment. Students are allowed to register for Continual Enrollment status for no more than two consecutive semesters before they either must register for some component of their program, Program Delay Status, or request Inactive status (see below) from the ProDOC.

No tuition fee is charged for Continual Enrollment status. A student service fee will still be applied.

Normally, all students will register for Continual Enrollment during the semester after completing the Project in Ministry Design workshop while they are obtaining approval of their Final Project Proposal.

## 2. Program Delay

If a student plans not to register for at least one workshop or seminar per year and has registered for Continual Enrollment for the two previous, consecutive semesters, he or she may register for Program Delay Status and pay the fee stated in the current catalog. The student's program continues to be tracked during the Program Delay period.

**Students must register and pay the associated fee each semester for Program Delay during the period of time they are delaying their program.**

## 3. Inactive

Students who have extenuating circumstances including change of employment which demand a pause in their program may appeal to the ProDOC for Inactive status. The student must complete an Inactive Status Request form on the CME website. The student may reactivate his or her program any time within the one-year period. The period of Inactive Status is good for up to 3 consecutive semesters. However, the student may not break up the 3 semesters with class registrations. No tuition fee is charged during the Inactive period.

Semesters on Inactive status do not count toward the student's six-year program limit. Please contact [prodoc@nobts.edu](mailto:prodoc@nobts.edu) for additional guidance.

**Students must register for Inactive Status every semester during this time.**

## 4. Non-degree

Students who hold a master's degree from a theological institution accredited by the Association of Theological Schools in the United States and Canada, but who do not wish to apply for admission to a doctoral program, may apply to take one seminar as a Non-degree student. Non-degree students may be admitted to one DEdMin seminar

provided they have met the following requirements: (1) a GPA of at least 3.0 (on a 4.0 scale) on all previous seminary work and (2) the completion of all prerequisites for the seminar. Non-degree students may not take workshops or Directed Study seminars. NOBTS is under no obligation to accept the credit earned by a Non-degree student as credit toward any doctoral program should the student decide to apply for doctoral work at a later time. Masters hours earned for equivalency by taking DEdMin seminars can never be used to meet doctoral requirements. Students should request Non-degree enrollment in writing through the Office of Professional Doctoral Programs.

## **D. Registration**

### **1. New Student Registration**

New students will be emailed registration instructions and information from the Assistant Registrar for Doctoral Studies 2-3 weeks before registration.

Students will submit full payment or set up a payment plan with the Business Office. Students registering after the deadline must pay a late fee as listed in the catalog. New students are to contact the ProDoc office for confirmation of their registration. Checks are to be made out to New Orleans Baptist Theological Seminary.

### **2. Registration After First Semester**

After the first semester, all students will continue to register online. Payment of tuition and fees must be made to the business office by the student by the deadlines mentioned in the catalog. Students who register or pay tuition or fees late are subject to a substantial penalty as listed in the catalog. Problems with online registration should be addressed to the Assistant Registrar for Doctoral Studies at [docasstreg@nobts.edu](mailto:docasstreg@nobts.edu).

### **3. Student ID and Automobile Registration**

All new students attending the New Orleans campus must register their automobile(s) with campus security and get a student I. D. card from the Student Life Office during their first campus visit.

### **4. Course Syllabi**

In most cases, course syllabi will be posted on the website one month prior to the beginning of each semester. Many assignments are often due before the workshop or seminar begins. Therefore, as soon as possible, the student should examine the syllabi and begin working on pre-seminar assignments. Students are responsible for getting the assignments to the professors in the requested format on the due date listed in the syllabus.

## 5. Drop/Add Policy

Students may drop and/or add courses up to thirty (30) days after the registration deadline for the fee stated in the current Graduate Catalog. No courses may be added or removed after that time.

**Thirty (30) days from the registration deadline will result in forfeiture of one hundred percent (100%) of tuition per course.** All requests for changes in registration status must be made by completing and submitting the drop/add form, found on the CME website, to the Office of Professional Doctoral Programs and be received by the aforementioned deadlines.

## 6. Audit Policy

ProDoc Seminars may be audited without credit by students enrolled in a Professional Doctoral Program or by graduates. Audit applicants must contact the ProDoc office for permission. When permission is granted, applicants must fill out the “Request to Audit” form found at [www.nobts.edu/registrar](http://www.nobts.edu/registrar) under the “Student Request Forms” section. Such applications must be approved by the Registrar in consultation as needed with the Associate Dean of ProDoc and/or the professor involved, considering such factors as available space and academic prerequisites.

See the section on student fees in the Graduate Catalog for current audit fees.

Auditors must attend all sessions of the seminar and complete all assignments according to the course syllabus. Auditors are considered part of the course enrollment. A grade of “S” or “U” will be given based upon attendance. Audited classes will never be counted as credit toward a degree. Students who have audited seminars earlier may repeat the seminars later for credit.

## 7. Schedule

	Fall Semester	Spring Semester	Summer Semester
Registration Opens	March 22	October 22	March 22
Registration Deadline	April 14	November 14	April 14
Drop/Add Deadline	May 13	December 14	May 13
Tuition Due	August 11	January 12	May 17

## **E. Transfer of Credit for Seminars Taken at Other Institutions**

Credit for a doctoral seminar taken at another institution accredited by the Association of Theological Schools and/or a regional accrediting agency (such as the Southern Association of Colleges and Schools) may be considered for transfer to NOBTS in the following cases.

### **1. Concurrent Enrollment at Another Institution**

A student enrolled in a doctoral program at NOBTS may take a doctoral seminar at another seminary or university to be applied toward the degree requirements at NOBTS.

Requests for permission to take a doctoral course at another institution must be submitted in writing to the Associate Dean of Professional Doctoral Programs for consideration by the ProDOC. The Associate Dean of Professional Doctoral Programs will notify the student in writing regarding the committee's decision. Requests for permission may be submitted at any time during the program. Following the completion of the course work, the student must submit a copy of the grade report to the Associate Dean of Professional Doctoral Programs and request that a transcript from the institution be sent to the Registrar.

### **2. Prior Work**

A student who has completed post-graduate courses at another accredited seminary, college, or university may request credit for courses completed at the former institution. Formal requests for consideration of transfer of credit should be made in writing to the Associate Dean of Professional Doctoral Programs. Transcripts will be evaluated on an individual basis by the Associate Dean in consultation with the Registrar and the ProDOC. The maximum number of transfer course credits must not exceed 9 hours (half of the seminars). Transcript credits may affect the flexibility of the remainder of a student's program. Any restrictions will be communicated to the student by the Associate Dean of ProDoc after the decision of the ProDoc Oversight Committee. The Associate Dean will notify the student in writing regarding the final decision.

## **F. Program Length and Time Requirements**

### **1. Program Time Limits**

Students may take no more than 8 hours per semester (i.e. 1 workshop and 2 seminars). The period allowed for the completion of the DEdMin program is 6 years from initial registration.

### **2. Time Extensions**

Time extensions and/or accelerations, as well as course load exceptions, may be granted for students with extenuating circumstances. Students should make requests for program extensions and other exceptions to the ProDOC through the Associate Dean of

Professional Doctoral Programs. Approval for extensions and exceptions will be given by the ProDoc Committee and the student will be notified in writing via email. Time extensions are only granted with an approved Final Project Proposal.

## **G. Program Cost**

### **1. Tuition and Fees**

Tuition rates and administrative fees are posted in the seminary graduate catalog.

### **2. Housing/Food**

Housing and food during workshop and seminar meetings are available on the New Orleans campus and at near-by locations at minimal cost. Students may inquire about housing by calling the Providence Guest House at (504) 944-4455 or (888) 886-7276. Housing information at extension center sites may be obtained through the Office of Professional Doctoral Programs. Students are encouraged to cooperate with one another in sharing housing costs in order to minimize expenses during the program.

### **3. Books/Materials**

The cost of books and/or other materials for each workshop or seminar will vary. After acquiring the syllabus for each workshop and seminar, students may acquire resources through their local bookstores.

## **H. Withdrawal from the Program**

A student desiring to withdraw from the Doctoral Program first should seek counsel from the Director of the DEdMin Program. Withdrawal Requests from the DEdMin program should be submitted through the Withdrawal Request Form on the CME website to the Office of Professional Doctoral Programs. The Director will present the request to the ProDoc Committee for approval.

## **I. Termination of Doctoral Program**

In consultation with the Associate Dean of Professional Doctoral Programs, the Student Life Office, and the ProDoc committee, a student's program may be terminated before completion when circumstances dictate such action.

### **1. Reasons for Termination**

- Failure to maintain proper GPA.
- Failure to register.
- Failure to pay tuition and fees.

- Failure to be actively engaged in doctoral work.
- Failure to stay within program time limits.
- Failure to maintain ethical standards of NOBTS.
- Separation or divorce.
- Plagiarism (see NOBTS Student Handbook)

## **2. Procedures for Termination**

A recommendation for termination of a student's doctoral program may be initiated by the Vice President of Spiritual Formation & Student Life, the Associate Dean of Professional Doctoral Programs, any faculty member, or a member of the ProDoc Committee. The ProDoc Committee will make the final decision. The Administrative Assistant for Program Coordination will notify the student in writing.

## **J. Readmission to the Program**

Upon termination of a student's program, readmission will be determined according to the following guidelines:

1. A student whose doctoral program has ended before completion and who desires to resume doctoral studies must submit a new application and complete the admission process. Any new admission requirements instituted since the original enrollment must be fulfilled. At least one year must elapse between termination and readmission. An application will not be accepted from an applicant whose professional doctoral program was terminated at the initiative of the institution and who was subsequently denied readmission to the program.
2. In an interview with the Associate Dean of the Professional Doctoral Programs, the applicant will be questioned concerning the circumstances of withdrawal or termination, the desire for readmission and continuation, the academic pursuits during the period of absence, and other pertinent information necessary in determining the acceptability for readmission of the student.
3. Depending on the length of time since withdrawal or termination and other factors considered in the interview, the Associate Dean may recommend one of the following:
  - Admission at the status achieved prior to withdrawal
  - Admission with the recommendation that additional seminars, qualifying examination, and/or other degree requirements be complete.
  - Admission to the program without credit for previous work.
  - Recommendation against readmission.
4. The final decision concerning the recommendation will be determined by the ProDOC. The Associate Dean will inform the student of the decision in writing.

## **K. Change of Specialization**

Students may change their specialization any time prior to the submission of the Preliminary Project Proposal. When a change is granted, all program requirements must be met in view of the new specialization.

Students desiring a change in specialization must complete the Specialization Change Request Form on the website. The student will be notified in writing via email when the change is approved. Students are responsible for ensuring their coursework fits their desired specialization.

## **L. Graduation**

### **1. Application**

Students will be approved for graduation by the Project Coordinator and Associate Dean of Professional Doctoral Programs. Graduation applications are located on the registrar's page: <https://www.nobts.edu/registrar/Graduation.html>.

### **2. Cap and Gown Order**

The doctoral cap and gown should be ordered early in the student's anticipated final semester as a writing candidate. These may be ordered through the registrar's page: <https://www.nobts.edu/registrar/Graduation.html>

### **3. Practice**

Attendance is required at graduation practice, and students should bring their hoods to the Registrar's Office prior to practice.

### **4. Ceremony**

Participation in graduation exercises is determined by the graduate. If the graduate decides not to attend the ceremony, a shipment fee will be assessed for the diploma.

## 4. PROGRAM COMPONENTS

### A. Curriculum Requirements (Total of 36 hours)

#### 1. Workshops: (Total of 6 hours)

- Program Overview and Research Writing (2 hours)
- Mid-Career Assessment (2 hours)
- Project in Ministry Design (2 hours)

#### 2. Seminars: (Total of 24 hours)

- 3 Specialization seminars (9 hours)
- 3 Elective seminars (9 hours)
- 2 Proficiency Seminars, selected by Program Directors (6 hours)

NOTE: Students with an MDiv or its equivalent from an accredited institution will be granted advanced standing and the two proficiency seminars waived (6 hours).

#### 3. Project in Ministry: (Total of 6 hours)

- Project implementation, Project Report, and Exit Interview

### B. Program Specializations

At the beginning of the program, each student will select a specialization area.

1. **On-going Specializations:** Selected divisional and inter-divisional emphases are offered on a regular basis. A list of current offerings may be obtained from the Office of Professional Doctoral Programs or viewed on the CME website (<http://www.nobts.edu/cme>).
2. **Customized Specializations:** Students may request a customized specialization not listed among the regular offerings. The request must be approved by the ProDOC and then presented to the division(s) relevant to the designated area of interest. Every effort will be made to offer seminars germane to the request.
3. **Generalist:** Students preferring a more flexible program may choose not to designate a specialization. In such cases, the student's specialization seminars may be taken from any division.



## C. Curriculum Description

Each workshop and seminar will have advanced assignments which are communicated to the student in the syllabus, which is posted on the website. Assignments are practical and ministry-oriented, reflecting the practice of ministry in the respective field. The meetings are designed to be practical, ministry-oriented, and interactive. All research writing during the student's program, including the Project Report, must be prepared according to the 8<sup>th</sup> edition of the handbook, *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian, and *A Manual of Style* (University of Chicago Press). Exceptions may be made for selected assignments in a particular seminar as directed by the professor(s).

### 1. Workshops

The three workshops are designed to provide students with selected ministry assessment opportunities and personalized guidance in their DEdMin programs. Workshops are led by elected or adjunct faculty members and involve students in independent study, group discussions, presentations, and one-on-one dialogue. All workshops are encouraged to be taken at the New Orleans Campus, however NOLA2U/bluejeans is available for those that cannot attend in person. All workshops must be completed in the order listed below. The three workshops include:

- **Program Overview and Research Writing** workshop is designed to provide students with an overview of the DEdMin program and an introduction to research writing. This workshop must be taken during the student's first semester in the program. If for any reason a new student does not take Program Overview and Research Writing in the first semester, they will not be allowed to take any seminar until they have successfully completed Program Overview and Research Writing Workshop.
- **Mid-Career Assessment** workshop provides an assessment of the minister's leadership style, personality, interpersonal relationship skills, spiritual vitality, family relationships, and character utilizing psychometric tools and classroom activities for the purpose of affirming strengths and improving weaknesses. **A student must have successfully completed two seminars before taking this workshop. To take this workshop before having completed two seminars will require special permission from the ProDoc office.**
- **Project in Ministry Design** workshop offers the student guidance in designing a defensible final proposal for a worthy DEdMin project. This workshop is offered at least once each semester and is concerned principally with conceptualizing and designing the project, discovering resources, and determining methods and evaluate procedures. **Because of the significant work involved in writing a project proposal, students are not permitted to take more than one on-campus seminar in addition to this workshop in the same semester.** All students are encouraged to remain on campus for all workshop sessions in order to fulfill requirements, utilize the library, and receive personal guidance from professors.

The project experience aims to enhance both the student's personal ministry skills as well as those germane to his or her specific ministry context. Consequently, the student must have been in his or her current ministry position **at least one year prior** to taking the Project in Ministry Design Workshop, and the student must remain in that position throughout the duration of the project. The student must obtain approval from the Administrative Assistant for Program Coordination before registering for this workshop.

After the Project in Ministry Design workshop, students are required to receive approval of their Final Project Proposal **within 1 year**. If the student fails to receive approval of the Final Project Proposal after one year, **they must audit the Project in Ministry Design workshop in order to proceed with their program.**

## 2. Seminars

Seminars are designed to lead students to wrestle with contemporary ministry issues in dialogue with the various theological disciplines. Most seminars are taken concurrent with the workshops and may be completed in any order. All seminars must be completed prior to or concurrent with the completion of the Project in Ministry Design workshop. A variety of seminar types may inform the student's program:

- Students are allowed to take one of the three specialization seminars as a **Special Event, Directed Study or Specialized Directed Study seminar.**
- No more than three of the student's six seminars may be taken as **Special Event or Directed Study** seminars. Requirements for Directed Study seminars are commensurate with those in On-campus seminars (including assignments which compensate proportionately for class time). Registration and assignment deadlines also correspond with those of On-campus seminars in the same semester. At the discretion of the ProDOC, selected seminars taken through other institutions may be counted toward a student's Directed Study seminar requirement. Two kinds of Directed Study seminars are available. **Directed Studies paralleling On-campus seminars** enable students to take a seminar meeting on campus as a Directed Study. Each syllabus for On-campus seminars will have an additional component for students taking the seminar as a Directed Study. **Specialized Directed Studies** allow students to petition a professor to design a Directed Study which addresses some specific area related to their specialization or project in ministry. In addition to assigned readings and research, the Directed Study may require participation in and reflection on a conference, training event, or ministry experience. All Specialized Directed Studies must be approved by the cooperating professor and the Associate Dean of Professional Doctoral Programs prior to registration for the semester in which the seminar is to be completed. The form used for requesting and obtaining approval for a Specialized Directed Study is available on the CME website. The student is responsible for initiating the process and checking to be sure an approval form is on file in the Office of Professional Doctoral Programs by the time registration begins.

- Periodic Special Event seminars may be offered in conjunction with selected campus and off-campus events. Special Event seminars will involve meetings with the professor at the site of the Special Event. No more than half of a student's seminars can be taken as Special Events or Directed Studies. A list of Special Event seminars offered for each upcoming semester can be obtained from the Office of Professional Doctoral Programs or the DEdMin website. These offerings also will be listed on the registration form for each semester.

### 3. Project in Ministry

**Project in Ministry is designated for students who have completed the Project in Ministry Design Workshop and have an approved Final Project Proposal.**

Project in Ministry is made up of 3 semesters: Project in Ministry 1, 2 and 3 (PM 1, 2, 3). The student will be allowed to register for Project in Ministry 1 only after receiving approval of the Final Project Proposal (FPP) from the Project Mentor and the Professional Doctoral Committee. Once a FPP has been approved, the student may begin implementing the Project. When implementation is completed, the Project Report can then be written. The student has 1 year to complete the Project in Ministry and Project Report from the time of registering for Project in Ministry 1. **All tuition fees for Project in Ministry (6 hours) must be paid at the time of registration for PM 1.**

Registration for Project in Ministry

- If a student has completed 2 consecutive semesters of Continual Enrollment and one semester of Program Delay and does not have an approved Final Project Proposal, the only option for registration is to audit the Project in Ministry Workshop.
- Once a Final Project Proposal has been approved, the student must register for Project in Ministry 1 during the next registration period. If the Final Project Proposal approval is mid- semester, the student may contact the ProDoc office about changing their registration to Project in Ministry 1.
- After successful completion of Project in Ministry 1, the student must register for Project in Ministry 2 through Self-Serve, unless a Report has been submitted for graduation. After successful completion of Project in Ministry 2, the student must register for Project in Ministry 3 through Self-Serve, unless a Report has been submitted for graduation.
- If the student fails to submit the Final Report for graduation after completing Project in Ministry 1-3, the student must register for Program Delay until the Final Report is submitted.

## **D. Delivery System**

The Doctor of Ministry program involves three semesters per year. The Fall Semester runs from August 14 – December 8. The Spring Semester runs from January 16 – May 10. The Summer Semester runs from May 20 – July 31.

Workshops are offered at the New Orleans Campus and via NOLA2U (bluejeans) only. NOLA2U is a virtual option where the student can interact with the professor and fellow classmates. NOLA2U requires internet access and a computer with video and microphone capability. Students may register for courses entitled NOLA2U.

Workshops and seminars meet in a variety of formats. Periodically Special Event Seminars are offered in conjunction with selected campus and off-campus events. The delivery format for each course is noted on the Course Schedule.

## **E. Grading System**

Evaluations for workshops are granted on a “Pass/Fail” basis. Letter grades are given for seminars. No seminar grade below “B” (3.0) will count toward degree requirements. Students making a grade of “C” or below must consult with the ProDOC. Two grades of “C” or below will result in the student’s dismissal from the doctoral program. The grading scale for seminars is:

A = 93-100      B = 85-92      C=77-84      D=70-76      F=below 70

Grades are posted on Self-Serve. Fall semester course grades are posted by February 1, Winter semester course grades are posted by June 1 and Spring semester course grades are posted by October 1. NOBTS may withhold a grade report or a transcript of any present or former student if financial obligations are outstanding. **Problems in receiving grades should initially be reported to the professor.**

## F. Workshop and Seminar Paper Standards

- The specific nature of the workshop or seminar paper is designed by the professor, taking into consideration the purpose and design of the courses. Thus, seminar papers may vary in content and approach from one course to another.
- Papers should be written in formal English style.
- Unless otherwise noted, papers should adhere to the official style guides and specific form and style requirements previously presented. Individual professors may allow for some variations (such as single-spacing for copy cost reduction) according to the needs of the course.
- Alternate form and style may be required by the professor in the case of non-formal research presentations and projects in special technical disciplines.
- In preparing papers, students should use primary sources wherever those sources are available. Papers should reflect careful and complete research in the field.
- Copies of papers normally should be prepared for the professor and other members of the seminar. Submission of papers generally is required, via ~~Blackboard~~ or Dropbox, in advance of the session in which the paper is to be presented in order to allow ample time for reading and critique of the research. Thus, the student's presentation will not be a reading of the paper to the seminar; rather the student will be a leader of the dialogue. Professors are free to set due dates for paper submissions and specific guidelines concerning presentations. Failure to comply with the stipulations set forth by the seminar professor may result in the delay of the presentation and/or grade penalty.
- Book reviews should contain the following elements (unless otherwise authorized by the professor):
  - Bibliographic entry
  - Information concerning the author
  - The author's thesis and purpose
  - Analysis of the contents
  - Critique of the book as a whole including the author's style and the presentation and reasoning of the thesis
- Book reports, on the other hand, generally include the first three components listed above followed by:
  - A synopsis of each chapter or part
  - A summation of contributions to ministry