

**PACIFIC SCHOOL OF RELIGION**  
**DOCTOR OF MINISTRY**  
**ACADEMIC PROGRAM MANUAL**

**July 2005**

**OFFICE OF THE DEAN AND REGISTRAR**



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**PSR DOCTOR OF MINISTRY  
PROGRAM MANUAL  
July 2005**

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**WELCOME TO THE DOCTOR OF MINISTRY PROGRAM**

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Welcome to the Doctor of Ministry program at Pacific School of Religion. As a D.Min. student, you have the opportunity to pursue a program of study that is cross-disciplinary in design, cross-cultural in content, and cross-communal in intention. We are glad to have you here. Your energy, interests and scholarship contribute to the school in valuable ways. We hope the D.Min. program enables you to achieve the intellectual and professional goals you bring to this work. The D.Min. program is an advanced professional degree that builds upon your primary training (M.Div. or its equivalent) and your ministerial experience. It is intended to help you strengthen the ministry of the community in which you are involved and your own leadership competencies.

The Doctor of Ministry student is a graduate student who is a professional involved in continuing education. You are no longer considered to be engaged in “general education.” You are considered a professional who is enhancing your ministerial skill in the context of the practice of ministry. The faculty are consultants or peers whose expertise is useful to you in your studies and who also serve as evaluators of your work. Through the admissions process, you have articulated the focus of inter-disciplinary study you will pursue. You have been assigned an academic advisor from whom you are encouraged to seek guidance and advising throughout your program. You are responsible for initiating that guidance. Faculty presumptions of Doctor of Ministry students include intellectual motivation, competence in basic study skills, and self-discipline at a level of development generally expected of Doctoral students.

The Doctor of Ministry program enables you to reflect more deeply on your ministry context while honing skills of reflection and communication. It offers the advantages of the particular ethos of PSR and benefits from resources of the entire GTU. Working with your advisors, within the framework of the program, you will design a plan which serves your educational goals for the Doctor of Ministry. The Doctor of Ministry, unlike an undergraduate degree, is deliberately flexible and individually tailored to allow you to design a program which fits your own ministry context. You are urged to use the freedom of the program, under the close guidance of your advisors, to explore the academic opportunities of the GTU.

PSR offers the Doctor of Ministry program in cooperation with Church Divinity School of the Pacific (CDSP). This provides an opportunity for creative, focused, advanced professional studies in a cluster Doctor of Ministry (D.Min.) program. The D. Min. program at PSR is unique in its cross-disciplinary design, cross-cultural content, and cross-communal intention. The program attracts and encourages interaction among an especially multicultural and multinational group of students. The D.Min. is a professional degree in ministry that brings together theory and praxis that is rooted in the academy and in reflection on experience. This program provides the opportunity for:

1. Critical social, cultural, theological examination of your ministry context.
2. Reflecting on the day-to-day practice of ministry to identify your strengths.
3. Discovering ways to increase competency in contextual ministry.
4. Deepening an understanding of ministry through systematic study and reflection.
5. Analyzing and designing a research project that focuses on your ministry context.

### **Admission:**

To be eligible for admission to the D.Min. program, you must have an ATS-approved M.Div. degree or its educational equivalent. Ministerial experience is not considered the equivalent of or a substitute for the M.Div. degree. In addition, at least three years of experience in ministry subsequent to your first graduate theological degree is required. Applications are accepted during the academic year between September and May 1, but priority is given to those who meet the February 1 (Fall) or November 1 (Spring) deadline.

Admission of Clergy and Religious leaders from outside the United States: Applicants must demonstrate (1) that their ministry has a dimension that could essentially benefit from study in the U.S.; (2) that they can arrange to spend a minimum of one full semester in residence; (3) that their mastery of English passes the TOEFEL examination at the level of 550 (213 computer) or higher (this applies to those for whom English is not their primary language); (4) that there is available in their home setting someone familiar with U.S. theological education who is willing and able to be added to the D.Min. committee to serve as an on-site supervisor of the research project. There is some flexibility with regard to the implementation of the degree requirements. For further information, contact the Director of Recruitment and Admissions, Associate Dean, or DMin coordinator.

Transfer from Ph.D., Th.D. or other D.Min. programs: Requests for transfer of credits must always be made at the time of admission and is negotiated on a case by case basis through the Dean. A student may transfer no more than 6 credits into the DMin program.

### **Tuition:**

Tuition for the D.Min. program for students entering in 2005-2006 is \$9960 for the total program and \$1245 for each additional 3 unit course. Students who are not enrolled in any course work pay a continuing fee of \$50 per semester and must complete a registration card each semester (register for DM 6005) to maintain their active status with the school. A student may take up to two courses at an institution outside the GTU to fulfill the D.Min. requirements with the approval of the advisor.

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## **WHY AN ACADEMIC PROGRAM MANUAL FOR THE DOCTOR OF MINISTRY?**

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Students are governed by the requirements of the catalog under which they were admitted. This Doctor of Ministry Manual is an official and necessary supplement to the catalog. The standards, requirements, policies, and procedures of the program presented here provide a common understanding of these elements of the program among PSR faculty and students enrolled in the Doctor of Ministry degree program.

The Doctor of Ministry Manual was prepared by the PSR Office of the Dean and Registrar. It is our attempt to provide clear explanations of the structure of the program and to provide resources for you as you move through the program. We hope that you will use it frequently. Any questions of clarification should be directed to the Dean, the Associate Dean, or the D.Min. coordinator.

Administrative and programmatic procedures may be modified in consultation with CDSP in order to improve and clarify the program. Students and faculty are urged to be attentive to supplementary pages distributed during their course of study which may reflect changes in the program. **This Doctor of Ministry manual reflects the details of the program as of July 2005.** This is an academic program manual. Information on other aspects of student life at PSR is found in the Student Handbook or obtained through the offices of Admissions, Community Life, Housing, and Financial Aid.

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## GETTING STARTED

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### HOW DO I PLAN MY PROGRAM TO MEET DEGREE REQUIREMENTS?

#### **Use your Worksheet**

The Doctor of Ministry Worksheet, available in the back of this handbook and in front of the Office of the Dean and Registrar, is your planning document.

#### **Doctor of Ministry Seminar:**

As part of the course work, you participate in the D.Min. Seminar offered jointly by PSR and CDSP. This seminar is required of all D.Min. students. Beyond this requirement, your D.Min. program is individually designed with the assistance of a specially selected D.Min. committee. The D.Min. committee is made up of your faculty advisor who serves as chairperson, and two other members. Your faculty advisor is assigned by the Associate Dean of Pacific School of Religion during the Admission process. The remaining two committee members are selected by you in consultation with your faculty advisor. The second member will normally be a PSR or CDSP faculty person whose interests are compatible with your academic interests. The third member of the committee can be either a non-faculty ministry professional or a member of the PSR, GTU, or other area faculties. The committee is formed as early as possible after you begin your course work.

#### **Course Work:**

The D.Min. degree requires the completion of 24 credits: 18 are earned in courses (the equivalent of one year of full-time study); 6 are earned in a research project (usually completed in one year). You select course work, in consultation with the committee chair, to deepen and enrich your understanding of your ministry focus and to enable you to utilize the special interests and academic areas of the D.Min. committee members. Your program may involve work at other GTU schools, the University of California, or other accredited institutions. The program requires you to be able to take semester-long courses; in most cases this means that students must spend a minimum of one semester in full-time residency. Normally it takes three years (six semesters) from your first semester of enrollment to complete the program. If the degree is not completed at the end of six semesters, the student must apply to the Dean for an extension. The student must apply for an extension each year beyond the six semester limit, but no more than three annual extensions may be granted. The degree must be completed within a six year time-lapse from the first course applied to the degree. The continuing fee charged for each semester of "Under Supervision" enrollment is \$50. If extensions are granted, the fee is \$200 per semester.

#### **Have plan of study approved by your advisor**

Sometime before the semester begins (during Early Registration or General Registration), make an appointment to review your course work selections with your advisor.

#### **Integrative Review**

After you complete course work, your Faculty Advisor/committee chair convenes an Integrative Review. In preparation for the review, you submit to your committee a written proposal for a

research project. During the oral review, you discuss the proposal with your committee. The Integrative Review is designed to evaluate your progress according to these criteria:

1. The ability to identify a ministry problem or issue.
2. The skills to select appropriate study resources.
3. The capacity to translate study into professional practice.
4. The ability to formulate a document useful for ministry.

### **Doctor of Ministry Project**

Following the completion of course work and satisfactory completion of the Integrative Review, your D.Min. committee gives you approval to begin the 6-credit research project. During this phase of the program, you should be involved in a full-time position of leadership in ministry. You carry out your research project in that ministry setting, examining in critical detail your ministry specialty. Normally this project is completed in one calendar year.

A project defense is required for the D.Min. To graduate in May you must submit your project to the Associate Dean and to your committee members by April 1. You may schedule your defense before this date or shortly thereafter. In either case, your committee must receive your thesis/dissertation *at least two weeks before the scheduled defense*. It is important to schedule your defense so that you allow enough time afterwards to make final revisions before the final submission. PSR defenses are closed sessions.

Final approval by the student's committee needs to be made by the last Monday in April. After a successful defense and final revisions are made and approved, the project, printed on 100% rag paper or acid-free computer paper, must be submitted. You must follow GTU's specific instructions for formatting the project including obtaining signatures of committee members on the title page. Two copies are presented to the Associate Dean by May 7 (5:00 p.m.). If May 7 falls on a weekend, the deadline is 5:00 p.m. on the following Monday. Fulfillment of the Doctor of Ministry Project requirement is certified by your D.Min. committee upon approval of the final document.

Non-print ministry projects are accepted as long as the alternative format is:

1. Agreed to by the committee.
2. Supported by sufficient written material to show knowledge of the literature and a rationale for the design.
3. Evaluated by standards appropriate to the medium and related to the areas of ministry being explored.

Under certain circumstances consultants may be used to help evaluate the project.

### **WHERE DO I FIND COURSE LISTINGS?**

## Course Schedule

The *Graduate Theological Union Master Course Schedule* lists all the courses offered by all GTU schools, the course descriptions, instructors, time and location of class, prerequisites (if any special registration requirements, limited enrollment, signature of instructor, prior interview, etc.), and credits earned in the course.

When planning your program, be sure to look at prerequisites in January and Spring classes in case these affect your fall course selections. Some courses, particularly language courses or Biblical Studies courses which require knowledge of biblical languages are year-long and require completion of a fall semester course for admission to the spring course.

Some classes are added, changed, or canceled two weeks prior to registration. Look for the Addendum to the Master Course Schedule for this information.

## Choosing Classes

There are many classes to choose from. How do you decide? First, pay attention to the program requirements: D.Min. Seminar, courses in area of ministry specialty. **Course numbers should be at the 4000 level** or above. If you think a course that has a lower number will fit your program you must negotiate that with your advisor and the instructor of the course. It is possible to upgrade a course by using the *Upgrading to Doctoral Level* form found in front of the Office of the Dean and Registrar. Other considerations to keep in mind when selecting courses are:

**Faculty:** Read your PSR Catalog for information on PSR faculty and their areas of interest and expertise. Choose classes taught by people whose work and approach interests and challenges you.

**GTU Courses:** Read the GTU course descriptions carefully to ensure they are not restricted to students from the host school or denomination. To choose courses at other GTU schools you may be interested in reading the GTU faculty information for listings of their areas of interest and expertise. A GTU catalog with faculty information is available from the GTU Admission Office. Both your advisor and the registrar will have a copy for your reference. The GTU bookstore displays books for courses by course number. Looking at these books is a helpful way to discover whether the reading material for a particular course is of interest or benefit to you in your program.

**Student recommendations:** Ask students for their recommendations. Choose not only the content, but the style of class in which you learn best. Each faculty member has a particular style of combining lecture, discussion, student participation, etc.

**UCB Classes:** If your Doctor of Ministry focus of study takes you beyond the resources of the GTU, remember you are able to cross-register beyond the GTU. You may enroll for one course per semester at the University of California, Berkeley. An option to study at Mills College or Holy Names College in Oakland is also available. Special registration procedures must be followed, and deadlines are several weeks BEFORE GTU registration. Only

graduate level credits are counted toward a PSR degree, although all courses will be recorded on the PSR transcript. Please be aware that cross-registration is a privilege dependent on availability of space in courses and departmental policies at UCB. Given budget constraints at UCB, course accessibility may be limited. See **Cross Registration** section below.

**Syllabi:** Faculty prepare syllabi for each course which are on file at the GTU Library for your perusal. Referring to these syllabi will give you a good idea of the required readings, lecture or class discussion topics, and method of evaluation for each class.

## WHAT DO I NEED TO KNOW ABOUT REGISTERING FOR CLASSES?

### Registration

The *Extended Academic and Administrative Calendar* available in the Registrar's office lists ALL dates by which various steps in registration and changes to registration need to be made. This is an important calendar to consult.

In the *Graduate Theological Union Master Course Schedule* you will find complete step by step instructions for registration. READ and FOLLOW these directions, noting particularly the process for classes with restrictions. The front of this catalog has vital information about the registration process. As new students, you will find information about the location and telephone numbers of the GTU schools. Copies of the course schedule are available in the Office of the Dean and Registrar.

Before registering, check the *Course Schedule Addendum* or the more up-to-date online GTU Master Course Schedule for changes in course descriptions, class limits, class cancellations, and new courses. This information is available in front of the Office of the Dean and Registrar's at the beginning of each semester or through the GTU website at [www.gtu.edu](http://www.gtu.edu).

For registration, you need a gold registration card on which you will list the classes in which you wish to be enrolled. These are available through the Office of the Dean and Registrar. The completed card, including the signature from the Business Office and your advisor, is due to the PSR registrar by **4:00 PM on the Thursday before classes start each semester**. Once you have enrolled for your first semester, you will have the opportunity to participate in Early Registration each semester (see the GTU Course Schedule or the GTU web page for more information). If you are taking 9.0 units or more in a semester, you must submit proof of health insurance with your registration.

Early in the semester you will receive a computer printed registration statement which indicates the classes for which you are registered. If you find an error, first check your online schedule through WebAdvisor, which reflects your more updated schedule. If there are still errors in your online schedule, check with the PSR registrar immediately.

### Cross Registration

The University of California at Berkeley is one of the premier research institutions in the country. Doctor of Ministry students are allowed to cross-register for one **graduate level** course each semester at UCB, assuming that they can gain entry to the course.

If you are eligible to register for a UCB course, follow the instructions in the *GTU Master Course Schedule*. Note that instruction begins at UCB earlier than the GTU Semesters. Cross-registration may also be available at Mills College or Holy Names College in Oakland. For information on this possibility, see the GTU Common Registrar.

### **Auditing a Class**

If you are registered full-time (minimum of 9 credits per semester), you may audit one course for no additional tuition each semester. No grade or credit is given for courses which are audited, but the courses are listed on your official transcript. As an auditor, the expectations of your participation in class will depend upon your instructor. Usually you do not write papers or take examinations. Note in the GTU Master Schedule course description whether auditors are permitted in the particular course you wish to audit.

### **Changes in Class Schedule**

Any changes in your class schedule after the card has been submitted must be made on a *Change in Enrollment* slip, available from the Office of the Dean and Registrar. This includes adding or dropping a course, submitting instructor approval, changing your grading option, or changing your unit load for a course. Changes in enrollment after the second week of classes are subject to a \$15.00 penalty. If you wish to change your classes after the sixth week of the semester, you must turn in an *Academic Committee Petition* to the Associate Dean. See the “Documents Index” section below.

### **Restricted Classes**

Restricted classes (a.k.a. “limited enrollment”) have at least one of the following phrases in their course descriptions: “(# of students) max enrollment,” “Faculty written permission required,” “Interview prior to registration deadline,” and “Auditors with the permission of faculty” – the last phrase applies to auditors only. Whenever these phrases appear in a course description, you need to obtain the instructor’s approval and submit it to the PSR registrar as either:

- 1) an instructor’s signature on your gold registration card or “Change In Enrollment” form OR
- 2) as an email from the instructor either forwarded to the PSR registrar or stapled to your gold registration card or “Change In Enrollment” form.

This procedure is slightly different for Early Registration. For more detailed instructions on how to ask for and submit instructor approval for restricted courses please visit the PSR website or pick up an instruction sheet on “Contacting Instructors for Restricted Courses” in front of the Office of the Dean and Registrar.

### **Special Reading Classes**

A Special Reading Class is intended to provide students with course material NOT offered in regularly scheduled classes offered by PSR and GTU faculty. You may negotiate Special

Reading Courses only with regular full-time faculty members of PSR or other GTU schools. Such courses are not taken as replacements for regular curricular offerings and are not an appropriate means to fulfill basic expectations. For each Special Reading Course, a written contract showing student and faculty expectations and responsibilities is prepared and placed on file during the first week of the semester. This *Petition for a Special Reading Course* form is available from the Office of the Dean and Registrar. Each SRC cannot exceed 3 credits. In some cases where such independent study provides a means for academic credit to be earned in educational programs taken at nearby institutions, agencies, etc. where PSR does not have comity arrangements, these limitations may be waived. Special Reading Courses of this character are subject to the supervision and approval of the full-time PSR faculty member in the related area of study. Up to nine credits of Special Reading Courses may be taken for the D.Min.

### **Registration for the DMin Project**

For each of your last two semesters before completing your D.Min., you must register for DM 6011 D.Min in Thesis (3.0 units). Each of these 3.0 units courses is charged at the per course rate paid for the first six courses. If you plan to defend and graduate in the Spring, for example, you would register for DM 6011 (3 units) in the Fall and in the Spring.

### **Project Supervision Credits**

If you have completed your course work but are not yet ready to register for DM 6011, or are not taking courses at the GTU for a given semester prior to completion of course work, you should register for DM 6005 (D.Min Under Supervision). DM 6005 is taken for 0.0 units and requires a continuing fee of \$50 per semester. To maintain your status in the D. Min. program, you must be registered for this course each semester if you are not registered for other course work or the final project units.

## **HOW LONG DO I HAVE TO COMPLETE THE PROGRAM?**

### **Lapsed-Time Rule**

The D.Min. program is a three-year program. If the degree is not completed at the end of three years (or six semesters), the student must apply to the Dean for an extension. The student must apply for an extension each year beyond the six semester limit, but no more than three annual extensions may be granted. The continuing fee charged for each extension semester is \$200. Extensions will be considered and granted on a case by case basis. The D.Min. must be completed within a lapsed-time period of six years from the time the first credits are applied to the degree. A leave of absence is counted in the length of the program.

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## GRADES and REQUIRED ACADEMIC PROGRESS

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### **Academic Standards**

Course work is evaluated by instructors using letter grades understood as follows: A = excellent, B = good, C = fair, D = poor. No credits are given for courses that receive an F. For the purposes of calculation of the grade point average (GPA), grade values are: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0. *Students in the D. Min. program are expected to take courses for letter grades (except the D.Min. Seminar). A B- or better is required in all courses and D. Min. students must have a B (3.0) average to graduate.*

### **Petitioning for an Extension in a course**

All course work is due by the end of the semester (5:00 p.m. of the last day of the semester as listed in the catalog), except in cases where illness or other serious circumstances make this impossible. If an extension is needed, you must secure the signature of the instructor and the Dean on a ***Petition to Take an Incomplete*** before the end of the semester. Deadlines for the completion of incomplete work after each semester are found in the academic calendar. When the grade is submitted it appears on the transcript alongside the incomplete. Incompletes not resolved within the appropriate time limit appear on the transcript as F. ***Petition to Take an Incomplete*** forms are available from the Office of the Dean and Registrar.

### **Pass/Fail Grade Option**

The DMin Seminar is the only class that should be taken as pass/fail. It is expected that all other courses credited towards the DMin will be taken for letter grade.

### **Withdrawal from Program**

Withdrawal severs the relationship between the student and PSR. Committees are dissolved. It is intended to be an irreversible decision.

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## PROCEEDING THROUGH THE DOCTOR OF MINISTRY DEGREE

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### **Advisors**

The relationship of student to the advisor is normally initiated by the student and it is your responsibility to ensure that your primary advisor is kept up-to-date on your progress. Your faculty advisor is an excellent resource to you in planning and making your way through your program. The D.Min. coordinator is also available for assistance.

Most faculty post their office hours and sign-up sheets for appointments to meet with their student advisees and students in their courses. Each faculty member serves as advisor to an average of twenty students in the Doctorate, Masters, and Certificate programs each year. Be sure to meet your advisor early on in the semester and sign up well in advance of times you need your advisor's guidance on issues arising or approval for the various deadlines which come up during your program.

Your faculty advisor guides and evaluates your progress and chairs your D.Min. committee. He or she is selected when you are admitted into the program and is appointed by the Dean, with that faculty member's consent. Advisors are determined based on the stated focus of study and the availability of faculty. In general, no faculty member is expected to serve as primary advisor on more than two committees and as secondary advisor on more than two other committees (a total of four committees) in any one year *without* the explicit agreement of that faculty member. You should consult with your primary advisor about the selection of your other two required committee members.

Additional relevant members may join any D.Min. committee as deemed appropriate and desirable by the student and committee members. The third member of many D.Min. Committee comes from the candidate's home community. There is no money to pay outside committee members, nor money to bring them to campus. If they are unable to attend the Integrative Review or Final D.Min. Project Defense, they need to submit their comments and recommendations to the faculty advisor by the time of the Integrative Review and/or Project Defense.

Your Doctor of Ministry committee directs your progress through the degree program and administers and evaluates your Integrative Review and final Ministry Project. In the event of any disagreement on your work, the committee may request that the Dean assist in adjudicating the situation.

### **Working with the Doctor of Ministry Committee**

Every task-oriented group needs to establish working relationships. Once your committee has been formulated, it can be helpful to set up an initial meeting with each of your committee members and decide how you are going to work together. If this is not possible, clarify the issues listed below with each of them. If there are serious differences in expectations, work these out with your advisor. As for many other students, this may be your first time working with an academic committee and you may feel a bit awkward and perhaps even intimidated by negotiating with a professor face to face. Relax. Much of the anxiety is simply in not knowing

what to expect. Therefore, begin by clarifying your expectations. By the end of your first meeting, all parties should understand clearly how they will be contributing to your D.Min. project.

Positive committee interaction is no accident. Producing clear expectations that are mutually agreed upon during the initial meetings with your committee members is key to a successful committee experience. Therefore, we have provided some suggested questions that may help you in clarifying working relationships with your committee members.

- ✓ When can committee members expect to see some of your work? Create a time line for your Integrative Review and Ministry Project with your committee members.
- ✓ How much lead time does each professor need to examine your work? Obviously, much depends on how lengthy your work is and what time of year you turn it in. Do not expect to be a professor's top priority. Both graduate students and professors have tight schedules. However, this is your project and what gets done is largely due to your initiative. Planning for these types of delays can relieve some of the stress for both you and your committee members.
- ✓ Ask your professor about her or his style of feedback. Will it be written or verbal or both?
- ✓ What kind of work should be turned in? Whether you are turning in drafts of your Integrative Review papers or Project Proposal, or portions of the final D.Min. project, turn in only work that has already been proofread and is in an acceptable academic form.
- ✓ How much work should be turned in at a time? This question varies depending upon your stage in the program and what kind of time line you have worked out with your individual committee members. During the initial stages of designing your project, you will probably want to consult more frequently with committee members. Perhaps, too, it is important to ask yourself, "How often do I need feedback?" Some people need more direction and encouragement than others. However, to avoid any last minute surprises, it is a good idea to let your committee critique your work at regular intervals.

Remember to use your committee members' time wisely. Come prepared for your meetings and have your questions ready. Keep in mind that the more clearly you are able to state your needs, the more likely you are to have them met.

### **Required Courses**

The only required classroom course is the Doctor of Ministry Seminar. The seminar is designed to assist Doctor of Ministry students in developing and focusing their D.Min. projects for the Integrative Review. Attention is given to contextual and interdisciplinary methods of inquiry and multi-cultural environments of ministry today. Class presentations and peer consultations are central features of this seminar. Seminar sessions are collegial discussions based upon the readings and reflection papers, student presentations of D.Min. project designs with participation

of PSR and CDSP faculty. The role of the faculty is to bring input to each student's ministry focus. Perspectives on various theological disciplines are introduced during the seminar, and students are asked to consider them in their studies and project plans.

In addition, students must take DM 6011 (In Thesis) for 3 credits each in the final two semesters of the Doctor of Ministry program.

### **Other Courses**

Additional courses are selected to aid in focusing and deepening the ministry issues being explored. Doctor of Ministry students are required to take only upper level or doctoral level courses (4000 or above). Special Reading courses should also follow the same guidelines. An exception may be made if a lower level course is pertinent to the D.Min. project of the student and needs to be approved by the primary advisor.

### **Ministry Focus**

On your application for admission to the program you indicated a topic of interest with a definite context of investigation which you propose to pursue in the Doctor of Ministry program. Your advisor has been selected for the resources they bring to your ministry focus. The work you do in the Doctor of Ministry program will enable you to approach your study in a cross-disciplinary or multi-disciplinary fashion. Your course work in your focus area will prepare you to demonstrate your competence in the field of your study through the development of your final Ministry Project.

Choose your courses in the focus area of study in consultation with your advisor who will help you to determine courses which will provide necessary background, method, or in depth study of your focus area.

The ministry focus must fall within the faculty and library resources of PSR with supplementary assistance from other GTU schools.

Evaluation of your participation in the Doctor of Ministry program is accomplished by completing the Integrative Review and by submitting and defending an acceptable Doctor of Ministry Project. The method, in each case, is determined by you and your D.Min. committee.

### **Integrative Review**

After completing the D.Min. seminar and initial course work, you will prepare and submit the required forms, a summary of your course work taken to date, and a draft of the proposal of your Ministry Project along with an initial bibliography to your primary advisor in preparation for the Integrative Review. After reviewing the materials and making any recommended revisions you will then decide on a date for your entire D.Min. committee to meet for the Integrative Review to evaluate your course work, go over your project proposal and consult with you on the next stage of your program. You will need to submit these materials to your other D.Min. committee members at least one week prior to the Integrative Review. This review will serve as your working agreement between you and your D.Min. committee and will be the basis for evaluating your final D.Min. project. You will be responsible for booking the room for the Integrative

Review. To book a room, contact the Room Reservation Coordinator at the receptionist desk and fill out the appropriate room request form.

If Doctor of Ministry committee members have difficulty reaching agreement on the Integrative Review evaluation, any member of the committee may request that the Dean appoint an additional reader to assist in the process.

### **The Doctor of Ministry Project**

At the time of your Integrative Review, you will submit for approval by your Doctor of Ministry Committee a proposal for the Doctor of Ministry project growing out of work in your ministry focus, informed by a multi-cultural world. The Doctor of Ministry project is expected to show the competence of the student for independent investigation within a specific ministry setting, creativity, and use of cross-cultural and cross disciplinary approaches to scholarship. It should demonstrate the student's ability to deal with research materials and to organize the focus of ministry in an acceptable professional and academic form. A key part of the Ministry Project is how you apply, test and evaluate it in your ministry setting. You will:

1. Review important theory and practice.
2. Describe the intervention you have designed.
3. Report the results of any tests you have made.
4. Discuss your results and their importance for the ministry of your community.

An adequate bibliography must be included. The project is normally completed in two calendar years after one year of course work. Students must continue to enroll each semester for supervision (DM 6005) until the project is successfully defended and completed to the satisfaction of the D.Min. committee. In each of your final two semesters, you must register for 3.0 units of Doctor of Ministry 6011 (D.Min. in Thesis). **The project must be submitted in proper format to each member of the Doctor of Ministry committee on or before April 1st.**

D.Min. projects must be typed according to the *Manual for the Writers of Term Papers, Theses, and Dissertations*, 5th edition, by Kate Turabian, revised and expanded by Bonnie Birtwistle Hongisblum, published by University of Chicago Press, 1987. The recommended page limits for a thesis are between 200 -225 pages.

All students must have proficiency in English to do graduate level reading and writing for course work. In certain circumstances, when the major faculty advisor is proficient in the student's language, it may be possible for the final D Min project to be written in that language.

It is wise to begin working on your project as early as your first semester of work. Here is a check list of initial steps you will need to take before writing:

#### **✓ Determine the Feasibility of Doing this Study**

Have you adequately identified a problem or issue in your ministry that can be investigated and implemented? Are there adequate library and faculty resources available to assist you in your research? Do you have the methodological skill, including any language skills you may need, to work well with the material and ministry setting you are studying?

✓ **Determine Your Level of Interest in This Study**

Does this ministry topic/question engage you? Does it have some connection with your life and ministry? Will this study contribute to your professional development? Will it contribute to enriching a community of faith?

✓ **Determine the Professional and Intellectual Merit of This Study**

Will your project help to clarify some issues for your own intellectual development? A project normally will not involve original discovery, but it does require disciplined theological reflection and professional application. Will it contribute to the development of a community of faith?

✓ **Can you Define your Project?**

Perhaps one of the most difficult steps in the D.Min. process is defining your thesis for your project. You will have proposed a ministry focus and an area of study in your admissions process and will have pursued courses that help address your interests. However, you will need to narrow your project topic into a concise statement. Your advisor will help you to know when the topic is defined concisely enough to begin research and writing.

Once you have defined your project you are ready to begin research and writing. Normally this is accomplished at the Integrative Review.

## **Research**

Begin by identifying your best methods of inquiry into your ministry question or problem. Identify primary bibliographic resources. Your committee members can help you with this task. Selecting appropriate methodologies and key sources are perhaps the most time-saving tasks you can accomplish. Most people, when beginning research on a topic in which they are passionately interested, want to read everything on which they can get their hands. However, research that is not focused may cost valuable time. Once your project outline has been created, decide which sources and methods you will use for each chapter. As your work progresses, your plan, of course, may change. The point is to set some limits by deciding which materials and methods contribute most to your project.

Also, be sure to consult with the GTU library staff. They can acquaint you with the latest research tools and techniques, again saving you a great deal of time and energy. You may want to registrar for the 1.5 unit library course which will help you develop a bibliography for your research.

## **Human Subjects**

Most D.Min. research includes work with human subjects, e.g., interviews, group observation, working with a group, survey questionnaires. It is very important to do this work in a way that respects the dignity of the persons involved and protects their anonymity. The very nature of many D.Min. Projects, which often involves pastors working with their own congregations or

seeking personal information from those with whom the researcher has a direct or indirect relationship, makes this both difficult and imperative. Clergy exercise some authority over their parishioners, which could color the way these human subjects respond. Seeking personal information from others always leaves these informants vulnerable. Maintaining anonymity in a congregation can be difficult because parishioners know each other or sometimes have privileged information about others. Thus, it is critically important for students to study and use *Guidelines for Research Involving Human Subjects*, appended to the guidelines for the Integrative Review. Scrupulous attention to these guidelines will shape or limit a D.Min. Project and the research plan.

### **Writing and Computer Needs**

For information on the format and physical standards required for the D.Min., you can obtain a copy of *Physical Format of the Master's Thesis/Doctoral Dissertation* in front of the Office of the Dean and Registrar.

Think through the computer system or other means with which you'll produce your project. Does it have all the capabilities you'll need not just to begin but to finish? This includes memory capacity, capability of handling long documents, bibliographical capabilities, and print quality. If you plan to work on one system but produce the final copies on another system, be sure the two are compatible and won't require you to make too many last-minute adjustments. Laser printers, for example, often require different formatting and pagination than other printers. Finally, plan to keep multiple copies of your work at various places as you go along. Some recent graduates have found that the formatting at the end can be more time-consuming than expected, and so wished they had written the thesis in the library-approved format from the beginning.

### **Evaluation of Ministry Project/Project Defense**

Students must continue to enroll each semester for supervision (DM 6005) until the D.Min. project is successfully defended and completed to the satisfaction of the D.Min. committee. In the last two semesters (in the semester of the defense and the prior semester) you must enroll for DM 6011. The deadline for submitting a D.Min. project to the PSR Associate Dean in order to graduate in May of a given year is April 1 (5:00 pm) before the May Commencement. If April 1 falls on a weekend, the deadline moves to the following Monday. In all cases, the student must submit copies of the project to the Associate Dean at least two weeks prior to the defense. The project defense must be held within one month after it is submitted to the Associate Dean. Final approval by the student's committee needs to be made by the last Monday in April.

If the project is **not approved** as it stands, you will be required to make revisions or re-write.

If **minor revisions** are required, they will be approved by one of your thesis committee members, agreed upon by the other members, who will submit a supplementary letter of approval when the project is properly revised. **The degree cannot be awarded until this final approval is recorded.**

If major revisions are required, they are to be approved by all committee members and a second copy of the *Doctor of Ministry Project Completion* form is to be submitted. If the thesis is rejected and the student has taken both semesters of D Min 6011 and has been given permission by the faculty advisor and the committee to continue revising, the student must re-enroll in D Min 6005 in order to re-write and re-submit the project for approval. The *Doctor of Ministry Project Completion* form, signed by all members of the committee, is due on May 1st in the Associate Dean's office.

After a successful defense and final revisions are made and approved, the project, printed on 100% rag paper or acid-free computer paper, must be submitted to the Associate Dean for binding. You need to **submit two copies and a check for \$25 (payable to PSR) to the Associate Dean no later than 5:00 p.m., May 7.** If May 7 falls on a weekend, the deadline is 5:00 p.m. on the following Monday. **There are no exceptions to this deadline and if you cannot meet it, you cannot graduate in the current academic year.** The information you need about paper, print and format is contained in *Physical Format of the Master's Thesis/Doctoral Dissertation* available in the Office of the Dean and Registrar.

When you submit your thesis for binding, you must also submit the *Certification for Degree* form available in front of the Office of the Dean and Registrar. This form includes the signature of your primary advisor and the GTU library. **Your project cannot be accepted for binding without this form.**

When your project is returned from the bindery, usually around August 1, the two library copies are sent to the library. In advance of graduation, you will also receive various paperwork to be completed before the end of the academic year. Please do not neglect these items as this could result in a delay in receiving your diploma.

## **Graduation**

In order to be included on the graduation list, you must have successfully defended and filed your D.Min. Project by the stated deadlines.

It is traditional for advisors, if they are available, to hood their advisees at graduation. If you would like this to happen, please talk with your advisor. You will receive mailing telling you of the details of and deadlines related to graduation. PSR does not issue diploma at graduation, but you will receive your diploma cover then. Your diploma will be mailed to you around July 15.

After all that private and lonely work, this is a moment for public recognition and celebration. Please plan to attend and be feted. You have earned it after negotiating your way through this program!!!

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## RESOURCES

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### **PSR Faculty**

It almost goes without saying that the faculty are your most important resource for succeeding in the Doctor of Ministry program. PSR's faculty is committed to working with Doctor of Ministry students, both as advisors/thesis committee chairs and as other members of your thesis committee. They have a wide range of interests and see their work with Doctor of Ministry students as a fine complement to their work with students in other programs. They value the Doctor of Ministry degree and welcome conversations with you about your program.

### **Advisor**

You are assigned a faculty advisor at the start of your program. This assignment is made on the basis of the information you provided in your application. It is possible to change advisors, but we advise that you wait to do this until you have had a chance to meet with your assigned advisor. There are forms in the Office of the Dean and Registrar to request a change of advisor. Your primary advisor **MUST** be a member of the permanent (not adjunct) faculty of PSR. The Dean's Office can provide you with names of these faculty.

Your advisor oversees your program, but you are expected to take initiative in formulating the precise ways in which you will fulfill the requirements of the program. The flexibility of the Doctor of Ministry means you have freedom in your choice of classes, but you will want to keep your advisor apprised as you proceed.

The residency part of the program is short in duration (five courses plus the DMin seminar), so it takes some planning to complete the courses so you can move on smoothly to your Project. The Dean, the Associate Dean, and the DMin Faculty Coordinator, Lynn Nell Rhodes, are available for more specific problems you may encounter.

### **The GTU**

The Graduate Theological Union is a structurally unique organization which embodies a set of ecumenical and academic ideals. It consists of nine denominational or interdenominational member schools, all of which are theological institutions preparing persons for ordination and church leadership. It has an informal but highly significant relationship with the University of California at Berkeley. The GTU is further enriched by the presence of a number of affiliates and programs representing a range of religious traditions and theological perspectives.

Each of the schools is an autonomous institution with its own faculty, Board of Trustees, and distinctive mission based on its denominational affiliation(s). These autonomous institutions come together in a number of ways to create the GTU consortium. They share a common library. There is a GTU Common Registrar who establishes the Schedule of Classes and assigns classrooms for the consortium. The classrooms are largely held in common; some schools have none, and others have many, which they offer to the consortium. The schools have open cross-registration agreements. The Ph.D. and Th.D. degrees are awarded by the consortium, and governance of those programs is by the GTU Dean and the Core Doctoral Faculty, not by any

one of the schools. The GTU has a small number of its own faculty in fields which do not readily fit into the member schools (Jewish Studies, Chinese Studies, Eastern Orthodox Christianity, for instance), but by and large the faculty of the Doctoral Program is the faculty of the member schools, whose services are available to all students through consortial agreements and arrangements.

### **GTU Faculty**

The resources of the GTU faculty are immense in their range and variety—giving both an inter-religious/ecumenical dimension and a broader intellectual dimension to theological education. The GTU has a common course schedule and cross-registration agreements among its members. Thus the approximately 700 courses taught annually by 120 full-time faculty and over 50 adjuncts will almost all be possible resources for your studies. You will undoubtedly want to take some courses with faculty outside PSR to learn more about their approaches and to consider them as potential committee members.

The GTU ecumenical structure enhances the education of our students. Whether or not your topic of interest is defined denominationally, we believe that perspectives from other denominations and religions assist in the formation of a critical perspective on one's studies. Your advisor can be helpful in identifying members of your D.Min. committee, and another helpful resource for students in finding faculty to work with them is the GTU website.

### **Dean's Office Staff**

Although the primary advising of Doctor of Ministry students is done by advisors, the staff of the PSR Dean's Office will be happy to help Doctor of Ministry students with questions. The office is located in room 135 of Holbrook Hall. Mary Donovan Turner is Vice President for Academic Affairs and Dean of Faculty. Karen Oliveto is Associate Dean, and Delphine Hwang is Registrar and Administrative Assistant for Academic Affairs.

### **Library Resources**

#### **Flora Lamson Hewlett Library of the GTU**

The GTU is fortunate to have one of the largest theological libraries in the world. The staff at the Reference Desk will acquaint you with the collection and introduce you to the new "Online Catalog." Individual sessions and workshops about the necessary techniques for successful library research are also available each semester. The Library has access to the "UCB Online Catalog," the catalog for the entire UC library system, and interlibrary loan services. Tours of the GTU library will be available during Orientation Week, and group tours can be arranged during the year.

#### **UCB Libraries**

The GTU has negotiated borrowing privileges for GTU member School students with the University of California at Berkeley Libraries. You may take your GTU ID card to the UCB Main Library Service Desk to obtain borrowing privileges at UCB. Most of your library needs will be met by using the Main Library or one of the many branch libraries on campus. As of April 1991, access to Moffitt, UCB's undergraduate library, has been restricted. When the material you are seeking is located only at Moffitt and nowhere else on the UCB campus,

you can obtain a referral form from the Information Desk in the UCB Main Library to get into Moffitt. If the book you want is in the Main Library and in Moffitt, you will need to obtain the Main copy. If the Main copy is checked out, you can recall it. Check with the information desk at the Main Library for further explanation of these procedures.

GTU librarians offer tours of the UCB libraries during Orientation Week. The UCB library also offers its own tours, which are very useful, and instruction on the use of GLADIS, the computer access to UCB collections. Acquaint yourself with these splendid resources early in your career, especially if you are working on interdisciplinary topics, for they supplement GTU holdings in important ways.

The GTU library and UCB libraries have collection agreements so they will not duplicate purchases in a number of fields. UCB depends on our library in some fields, and we depend on theirs in others. Depending on your interests and the courses you take, the UCB collections may be central to your work.

### **GTU Affiliates and Programs**

Over the past thirty years a variety of specialized centers, programs, and institutes have become a vital part of the life and identity of the GTU. Some of these organizations originated within, and have been sponsored by the GTU itself. Others have entered into the informal association or contractual affiliation with the GTU from outside.

As a group, the affiliate organizations and programs provide important perspectives and resources to the GTU community. They have broadened the ecumenical and interreligious representation in the GTU beyond the denominations represented in the member schools. They have expressed and advocated the identity and interests of women and ethnic minorities within the GTU—academically, culturally, and socially. Besides providing academic resources and expertise relevant to the overall curriculum of the GTU, they have conceived, sponsored, and produced forums, public lectures, and conferences, bringing outside scholars and religious leaders into direct conversation with the GTU community. The PSR catalog has brief descriptions of the GTU affiliates and programs.

### **The University of California at Berkeley**

The UCB roster of courses is stunning, and extends vastly the academic opportunities for GTU students. Because of budget cuts in the University of California system, course availability may be limited. Instructions for cross-registration is available in the Dean's Office. Do note that the academic calendars of the GTU and UCB do not coincide, so if you cross-register, you will have to juggle two very different academic schedules. The semester at UCB normally begins two weeks before the GTU semester, so students who cross-register should be sure that they are available for the first class meeting(s). As always, check the extended calendar for exact dates.

### **The Extended Calendar**

Each year PSR publishes an extended academic and administrative calendar which highlights the major academic deadlines, gives the academic calendar, and lists the times of major events in the

PSR community. The calendar, which is available in the Office of the Dean and Registrar, is a very important source of information. We assume you will make yourself aware of the information contained in this valuable tool.

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### **A FINAL WORD**

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It is the sincere intention and desire of the faculty and staff of PSR that you complete your Doctor of Ministry program successfully. It is YOUR program and its design gives you a lot of freedom in how you fulfill requirements. However, we want to offer you assistance to make it an experience you will remember positively and complete efficiently. You will learn that we cannot anticipate all your questions, but encourage you to ask any that arise. We would like to know if there are ways in which this handbook could be more helpful to you. Any comments, suggestions or questions would be very much appreciated.

Thank you and very best wishes for a productive stay at PSR.



## PLAGIARISM POLICY FOR PSR

In the United States and many other countries, one of the important markers of high academic standards is proper attribution (giving credit) for someone else's ideas, thoughts, words, or methods of scholarship. Proper credit should be given in both oral and written contexts.

Proper credit is:

- When you use an actual sentence from a published article or unpublished essay, you must put the sentence in quote marks and give a footnote or citation to indicate who said it. The citation should include full bibliographic information. (For further information about correct citation form, see Kate Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*.)
- When you paraphrase or summarize another person's ideas, you must give a footnote or citation to indicate whose ideas they are and where you got them. (Or, in lecturing, make clear from whose ideas you are drawing.)
- When you adopt a significant idea from someone else's work, you must give a footnote or citation to indicate where you got the idea.
- When you use a method developed by someone else, you must give a footnote or citation to indicate the source of the method.

When you fail to do this, it is considered **plagiarism**. Plagiarism can apply both to students and to faculty. Plagiarism is using someone else's ideas, thoughts, words, or methods of scholarship *as if they were your own* and *without giving proper credit to that person*. Plagiarism is considered wrong because (1) it is 'stealing' another person's ideas, methods, etc., and (2) it is 'lying' – representing something as your own when it is not yours. At PSR, as at many comparable graduate-level institutions, plagiarism is considered a serious offense.

- Plagiarism includes failing to give citations in the examples above.
- Plagiarism also includes copying another student's exam or part of an exam or essay.

It is *not* plagiarism when you indicate clearly that you are summarizing someone else's views in order to provide the context for an assessment or critique of those views, or to incorporate them into a larger project. In this case, you must indicate clearly that you are giving the views of someone else – e.g. by starting with "so-and-so argues that....." It is also *not* plagiarism to use a well-established idea that has been developed in multiple sources – e.g. to claim that God can be called "woman" as well as man is now sufficiently well established that it needs no attribution. Some phrases – e. g. "the personal is political" – are in such wide usage that sometimes we do not know where they originated; in such cases, it is acceptable to use them without attribution. However, the best scholarship will make every effort to give attribution where possible (e.g. to note that this phrase came from Robin Morgan).

### **Procedures and Penalties:**

Instances of suspected plagiarism will be reported to the Academic Dean (or, in the case where the Dean is suspected of plagiarism, to the President). Suspected plagiarism may be reported by either students or faculty. The Dean or President will assess the evidence and investigate in order to determine whether plagiarism has occurred.

In the case of students: If allegations of plagiarism appear to be substantiated, the Dean or President will bring to the Academic Program Committee a recommendation regarding the penalty to be imposed. The Academic Program Committee then considers the case and makes a recommendation to the faculty as a whole. Final determination of action regarding student plagiarism rests with the Faculty.

In order to assure due process, both the person accused of plagiarism and the person bringing the allegations will have an opportunity to present to the Dean, and to the Faculty if appropriate (as determined by the Academic Program Committee), their understanding of what occurred. At the request of an accused student, a CAPSR representative may attend the executive session of the Faculty in which the matter is to be determined.

Because plagiarism is a serious offense, the normal penalty for students is expulsion from the institution. However, the Dean, Academic Program Committee, and Faculty may consider the seriousness of the actual instance(s) of plagiarism and may impose a lesser penalty. At a minimum, where plagiarism has occurred in the context of course work, the student will fail the course. Determination of whether a permanent record will be kept regarding the offense will be made on a case by case basis by the Dean and Faculty.

In the case of faculty: If allegations of plagiarism appear to be substantiated, the faculty member has been charged with “action justifying dismissal,” and shall be dealt with according to the procedures described in the Faculty Manual at III-D-3-b. [p.30 of the 1996 Manual] Faculty who serve on the Core Doctoral Faculty of the Graduate Theological Union are also subject to the plagiarism policies and procedures of the GTU.

*This policy was adopted by the PSR faculty on October 8, 1997.*

## POLICY STATEMENT ON THE USE OF INCLUSIVE LANGUAGE

The basic assumptions of our statement are:

1. Language shapes and informs our impressions of reality. It is basic to learning.
2. Language informs our attitudinal stereotypes and subtly influences people into roles, positions, status, and other forms of fragmentation. It is a key to human relationships.
3. Language can be a creative, liberating force or a captive, oppressing force. It is an expression of shared assumptions and a major factor in all liberation struggles.
4. Both women and men suffer from the use of a male-oriented language which forces personalities into culturally approved roles, limiting free decisions.
5. Our use of male-dominated language images and forms deny the feminine\masculine duality in each of us.

There are some basic theological assumptions which need affirmation in light of the above assumptions:

1. God is not a male person (SUPER-Superman). Terminology about God, particularly in worship, which uses exclusively masculine words (e.g., He, Him, His, Father, Lord) distorts our concepts of a deity in whose image both females and males are created.
2. All persons share equally in God's plan for humanity.
3. Jesus recognized women as valuable persons, even to the point of violating the social mores of his time (e.g., by conversing with women in public).
4. The Church, as the Body of Christ, is a liberating and creative force enabling persons to transcend the boundaries of language and society in being faithful to the Word (Gospel) of Love.
5. The historical periods described in the Bible as well as the times in which the Scriptures were written, compiled and translated were all in patriarchal social settings. Thus, images of male-female roles described are colored by the cultural understandings of those times and need not be literally interpreted for our changed cultural situation. The truths of the faith are denied by sex role stereotypes. They can be conveyed more clearly without the male-dominant, female-submissive images of a given historical period.

The following suggestions are given as guidelines for use in printed materials. The guidelines are based on the above assumptions and theological affirmations.

1. Much of the language which appears in printed materials reflects a masculine bias. Therefore, the following list of words is given as alternatives to the exclusively masculine phraseology:
  - a. for **mankind**: Humankind, humanity, people, persons, creatures, citizens, community, ourselves, yourselves, folk, mortals, beings, etc.
  - b. for **brotherhood**: sisters and brothers, society, public, unity, community, amity, kinship, corporateness, etc.
  - c. for **masculine pronouns**:he/she, we, our, their, one, the person, individual, someone,

member, etc.

2. In worship language, attempts need to be made to refer to God in other than exclusive masculine words in order to balance our images of the deity. Some options include: Creator, Redeemer, Holy Spirit, Sustainer, Mother and Father God, One, Life Giver or Giver of Life, etc. (See nonsexist liturgies in the book Women and Worship by Sharon and Thomas Emswiler, Harper & Row, 1974).
3. Occupational and status terms often suggest role and position stereotypes which need to be avoided. This is true for both women and men. The following titles should be avoided:
  - a. policeman, fireman, serviceman, statesman, watchman, salesman, etc.
  - b. authoress, aviatrix, heiress, sculptress, songstress, poetess, etc.Such terms not only give young people false impressions about their vocational prospects, they also tend to perpetuate discriminatory practices that exist. Occupational and status terms can be avoided by the use of diction, by changing the sentence construction, or by altering the terminology.
4. It is often demeaning to women to be identified entirely by their relationship to men. One form of this discrimination is the use of the terms Mrs. and Miss, which identify women according to marital status. It is preferable to use the general title Ms. to identify a woman, as Mr. is used to identify a man.
5. In referring to married couples, use such identifying phrases as “Mary and John Jones” rather than “Mr. and Mrs. John Jones” or “John Jones and his wife Mary” or “the John Joneses.” There is more dignity in using a woman’s full name. Editors should also be aware of the number of couples using hyphenated last names (e.g., “Marcia and John Clark-Johnson”), which include the woman’s premarital name as well as her husband’s-- and also the number of married couples using different last names when the wife does not change hers. If it is important to identify them as a married couple, it can be done as “Jane Smith and John Jones, wife and husband,” or “Jane Smith and her husband, John Jones.” (Whether the wife’s or husband’s name comes first is optional, but should not be consistently one way or the other, implying a more important status to the first.)
6. The common ways in which identification of persons is written suggests a predominant male orientation. Identifications and family relations often reflect fixed roles, stereotyped duties, or child affinity and possession. For example, “housewife,” “the little woman,” etc. suggest attitudes which imply that only women are in the home and doing domestic chores. This is demeaning to both men and women.
7. Application forms for educational institutions (e.g., seminaries), or membership in organizations (e.g., craft unions), or employment in jobs traditionally held by men (e.g., welding), should not discriminate against women applicants by such means as asking for the “wife’s name.” If such information is necessary, the word is “spouse.”

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## INDEX OF DOCUMENTS

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Throughout your program you and your advisor need certain documents for procedures or for reference. These documents are available in the office of the Dean and Registrar. When you come into the office, it is helpful to know which form you are looking for and what is required of you. This guide is to assist you in that.

**Note:** *Documentation regarding a change in program from the certificate to a degree program, a change in degree program, or an additional degree program is available from the Office of the Dean and Registrar. Students should be aware that these changes require admission procedures and must adhere to application deadlines for admission into the desired program.*

### **REGISTRATION:**

- *Graduate Theological Union Master Course Schedule* (GTU book; online schedule access at [www.gtu.edu](http://www.gtu.edu))
- *Course Schedule Addendum* (GTU information sheet; online schedule changes at [www.gtu.edu](http://www.gtu.edu))
- *Gold Registration Card*
- *Change in Enrollment form*
- *Pacific School of Religion Petition for a Special Reading Course*

### **Cross Registration**

- *GTU-UCB Application and Certification for Cross Registration*
- *GTU-UCB Cross Registration Procedures*
- *GTU-UCB Cross Registration Agreement*
- *GTU-HNC Application and Certification for Cross Registration*
- *GTU-HNC Cross Registration Procedure*
- *GTU-HNC Cross Registration Agreement*

### **CHANGES IN YOUR PROGRAM:**

#### **Dropping/Adding a Course**

- *Change of Enrollment form* (within allowed time frame)
- *Academic Committee Petition* (beyond allowed time frame)

#### **Changing to letter grade, Pass/Fail, or audit; changing unit load**

- *Change of Enrollment form* (within allowed time frame)
- *Academic Committee Petition* (beyond allowed time frame)

#### **Changing an Advisor**

- *Request to Change an Advisor form*

#### **Leave of Absence**

- *Request for Leave of Absence*

#### **Requesting an Extension in a course**

- *Petition to Take an Incomplete*

### **TRANSCRIPT AND RECORDS:**

**Request for a Copy of Transcript**

- *Pacific School of Religion Transcript Request form*

**DOCTOR OF MINISTRY PROGRAM FORMS INCLUDED HERE: (these forms are also in the Office of the Registrar and Academic Dean:)**

- *Pacific School of Religion Doctor of Ministry Worksheet*
- *Doctor of Ministry Upgrading Lower Level Courses to Doctoral Level form*
- *Doctor of Ministry Committee Form*
- *D. Min. Project Proposal Form*
- *Integrative Review Certification Form*
- *Human Subjects Protocol Form*
- *D.Min. Candidate Progress Report Form*
- *Doctor of Ministry Project Defense Certification Form*
- *Doctor of Ministry Certification for Degree*

**PACIFIC SCHOOL OF RELIGION**  
**DOCTOR OF MINISTRY WORKSHEET (24 CREDITS)**  
**Effective Fall Semester, 1999**

Name \_\_\_\_\_

D.Min. Committee Chair/Advisor \_\_\_\_\_

Ministry Focus \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Area/Category/Credits Needed</b>	<b>Course Number</b>	<b>Credits</b>	<b>Semester Taken</b>
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Doctor of Ministry Seminar/3	_____		
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Focus of Study/15	_____		
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Supervision of Thesis/Project (6 credits)	_____		
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Total Credits \_\_\_\_\_

## **Doctor of Ministry Upgrading Lower Level Courses to Doctoral Level**

Students in the PSR D.Min. program are normally expected to register for courses at the 4000 level or above. If a lower level course is uniquely relevant to a student's program (s)he may register for it provided that extra work is done to bring the course up to the doctoral level. Examples of such work might be a research paper, the development of an annotated bibliography, a comparative review of several pertinent books or a survey of the periodical literature in a relevant subject area. No specific type of upgrade is mandated, but serious attention should be given to it to assure that the student has been adequately trained to carry out the research and preparation needed to produce the D.Min. project.

This is to certify that \_\_\_\_\_  
(Student name)

is enrolled in \_\_\_\_\_

\_\_\_\_\_ semester 20\_\_\_\_\_ and that (s)he is completing additional work in order to raise the level of work to the doctoral level for her/his D.Min. program. The additional work consists of:

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\_\_\_\_\_  
Instructor's signature                      Date

\_\_\_\_\_  
Student's signature                              Date

\_\_\_\_\_  
Dean's signature                              Date

This completed form must be returned to the Office of the Dean and Registrar with the registration card before the registration deadline.

## DOCTOR OF MINISTRY COMMITTEE FORM

The D.Min. committee is made up of the Faculty Advisor (chairperson) and two other members. The faculty advisor is assigned by the Associate Dean of Pacific School of Religion during the Admission process. The remaining two committee members are selected by the student in consultation with her or his faculty advisor. The second member will be a PSR or GTU faculty person whose interests are compatible with the candidate's academic interests. The third member of the committee can be either a non-faculty ministry professional or a member of the PSR, GTU, or other area faculties.

The faculty are consultants and peers whose expertise is useful to the candidate in his or her studies and who also serve as evaluators of the candidate's work. The D.Min. faculty advisor advises the candidate throughout his or her program. Committee members are involved at two key points, the Integrative Review and the Project Defense once it is completed.

At the Integrative Review the candidate's committee determines whether or not the candidate has developed a satisfactory project proposal, and also assesses the candidate's integration of theological reflection with ministerial activity to show an advanced understanding of the practice of ministry. The completed research project is likewise examined by the committee in the Project Defense and may then be approved, approved with changes, or not passed. Between the Integrative Review and the completion of the project, the candidate consults with the faculty advisor regularly (at least once each semester, at the time of registration) to determine if the candidate is making progress at a rate sufficient to enable him or her to complete the program in the time allotted and to suggest appropriate resources.

**D. Min. Candidate** \_\_\_\_\_

**Faculty Advisor** \_\_\_\_\_

**Other members:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_

**D. MIN. PROJECT PROPOSAL FORM**

**NAME:**

**PROJECT TITLE:**

**THESIS STATEMENT:**

**THESIS/PROJECT OUTLINE:**

**DESCRIPTION OF PROJECT & METHODS OF RESEARCH:**

**ANTICIPATED LEARNING AND GOALS:**

**PROPOSED CHAPTER OUTLINE:**

**TIME LINE (INCLUDING ANTICIPATED COMPLETION):**

**BIBLIOGRAPHY:**

**D. MIN. COMMITTEE APPROVAL OF PROJECT DESIGN**

**CHAIR** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_

**INTEGRATIVE REVIEW CERTIFICATION FORM**

**NAME** \_\_\_\_\_

**MINISTRY** \_\_\_\_\_

**FOCUS OF STUDY** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUMMARY OF COURSE WORK COMPLETED:**

**COURSE NO.**                      **TITLE**    **CREDIT HOURS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_

**TOTAL HOURS** \_\_\_\_\_

**AFTER HAVING EXAMINED THE CANDIDATE ON HER/HIS MASTERY OF THE ABOVE  
MINISTRY FOCUS AS REFLECTED IN THE COURSE WORK INDICATED, INCLUDING  
THE RELATION OF THE MINISTRY FOCUS TO THE CANDIDATE S WORK SETTING, WE  
CERTIFY SATISFACTORY COMPLETION OF THE D.MIN. COURSE WORK  
REQUIREMENT.**

**ADVISOR/CHAIR** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_

## **Guidelines for Research Involving Human Subjects**

If D.Min. students intend to do research with human subjects for their D.Min. Projects, it is critical for them to plan and carry out this research so that subjects are treated in a way that is consistent with their dignity and that protects them from any risks posed by the research. Primarily, this means two things:

- that subjects are fully informed about the purpose and nature of the research and about what is expected of them; and
- that any data acquired by this research be stored and used so that confidentiality and anonymity of the subjects are preserved.

**No research may be carried out unless the subjects have signed a consent form after being fully informed and without coercion of any kind.**

A carefully prepared research overview is essential to composing an adequate consent form. Students will be expected to append a draft consent form to their Integrative Review paper.

### **Research Overview**

In preparing a research overview, be as specific as you can and consider the following questions.

1. **What is the nature and purpose of the research?**
2. **What are the research procedures? How will the research be conducted?**
3. **How will you choose and recruit your subjects?**
4. **Do you have any relationship to these subjects? What risks or benefits might the relationship pose?**
5. What **other risks and benefits** might this research create for subjects?
6. How will you preserve the **confidentiality of the data** and handle any factors that might identify a given subject? [e.g., How will it be stored? How long will it be kept? When and how will it be destroyed? How will confidentiality be achieved if using a visual medium such as videotape?]

### **Consent Form**

The consent form should be in letter form, written clearly and concisely so that the subjects can understand what participation involves. The following information should be included.

1. Researcher's **name and school affiliation**.
2. The **nature and purpose** of the research.
3. A statement of the **procedures** the research involves for the subjects.
4. A statement of **any risks or benefits** posed for the subjects by the research.
5. A statement of how **confidentiality** will be maintained. [If helpful a section may be included where subjects may waive their right to confidentiality, but only after the subjects are fully informed of their right.]
6. A statement that subjects are **free *not* to answer any question and to withdraw from research at any time**.
7. Include how subjects can **contact** the researcher.
8. End the letter with a statement that subjects **voluntarily and with understanding** consent to participate, followed by signature and date lines.

The researcher should keep the original form and give a copy of it to the subject.

## D.Min. Candidate Progress Report Form

(submitted each semester by the D.Min. candidate after the Integrative Review)

D.Min Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ EMail \_\_\_\_\_

Date: \_\_\_\_\_ Year in program \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

1. Number and kinds of contact I have made with advisor this semester: \_\_\_\_\_

\_\_\_\_\_

2. I am following my Integrative Review timeline and I project the date for finishing will be:

\_\_\_\_\_

**OR**

I am not on time because

\_\_\_\_\_

and now expect to finish by: \_\_\_\_\_.

3. Further resources or issues for which I would appreciate help are:

\_\_\_\_\_

\_\_\_\_\_

4. Please address the functioning of your local support committee and/or collegial support network: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DOCTOR OF MINISTRY PROJECT DEFENSE CERTIFICATION FORM**

Name: \_\_\_\_\_

Thesis Project Title: \_\_\_\_\_

\_\_\_\_\_

Comments by Committee: \_\_\_\_\_

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Additional Requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

After having examined the candidate on her/his D. Min. Thesis Project including the importance of it for the practice of ministry, we certify satisfactory completion of the Research Project Requirement, pending fulfillment of any other requirements listed above.

CHAIR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

**DOCTOR OF MINISTRY CERTIFICATION FOR DEGREE**

This form is to be completed and submitted to the Associate Dean with two bindable library copies of the thesis/project. (Additional personal copies may be submitted as well.) If the student intends to graduate in the current academic year, the library copies and this form must be received by the Associate Dean no later than 5:00 p.m. May 7.

Name \_\_\_\_\_

Degree to be awarded at Commencement \_\_\_\_\_

Advisor/Chair of Doctor of Ministry Committee \_\_\_\_\_

Committee Members \_\_\_\_\_

Area of Focus \_\_\_\_\_

Grade Point Average (as of this date \_\_\_\_\_) \_\_\_\_\_

Date Project Submitted to Associate Dean \_\_\_\_\_ Received by \_\_\_\_\_

Project Title \_\_\_\_\_

.....

(To be completed by Faculty Advisor/ Committee Chair)

Number of Units Completed for Degree \_\_\_\_\_

Project Defense Successfully Completed \_\_\_\_\_

(Signature/Date)

Required Corrections Completed and Approved \_\_\_\_\_

(Signature/Date)

Completed Project Approved by Library \_\_\_\_\_

(Signature/Date)

.....

(To be Completed by the Associate Dean)

Final GPA \_\_\_\_\_ Date Degree Approved by Faculty \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Degree Voted by Trustees \_\_\_\_\_