
Pacific School of Religion
ACADEMIC PROGRAM MANUAL
Part I (of II)
For the
DOCTOR OF MINISTRY

Office of the Dean and Registrar

Effective August 2010

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WELCOME TO THE DOCTOR OF MINISTRY PROGRAM

Welcome to the Doctor of Ministry (D.Min.) program at Pacific School of Religion (PSR). 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

TOEFL 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, the Assistant Dean for Academic Programs, or the 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 Assistant Dean for Academic Programs. A student may transfer no more than 6 credits into the DMin program.

WHY AN ACADEMIC PROGRAM MANUAL FOR THE DOCTOR OF MINISTRY?

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.

Registration in a PSR degree or graduate certificate program assumes the registrant has read and agreed to the terms as outlined in the program manual appropriate to their year of entry. The D.Min. Program Manual consists of two parts:

- 1) Part I: This portion of the program manual outlines academic standards, requirements, policies, and procedures that are particular to the D.Min. program.
- 2) Part II: This portion of the program manual outlines academic standards, requirements, policies, and procedures that are common to all PSR programs. It covers in more detail the following topics:
- 3) Academic and Administrative Calendars
 - [PSR Extended Calendar](#)
 - [Academic Resources](#)
 - [Course Catalog](#)
 - [ONLINE GTU Course Catalog](#)
 - [Degree and Certificate Programs](#)
[click on your program]
 - [Registrar](#)
 - [Registration](#)
 - [Registration Instructions](#)
 - [Health Insurance](#)
 - [Transcripts](#)
 - [Registrar Services](#)
 - [Identification and Library Cards](#)
 - [Student Policies](#)
 - [Academic Disputes Policy »](#)
 - [Accessibility Accommodation and ADA »](#)
 - [Change of Program »](#)
 - [Commitment to Equality »](#)

 - [Common Academic Policies Chart »](#)
 - [Contact Information Updates »](#)
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 - [Withdrawal and Termination »](#)

The manual was prepared by the Office of the PSR 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 or registrar, or the D.Min. coordinator.

Administrative procedures can be modified at any point in order to improve and clarify the program, so 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 manual reflects the details of the program as of August 2010.**

This is an academic program manual. Information on other aspects of student life at PSR can be obtained through the offices of Admissions, Community Life, Housing, and Financial Aid.

D.MIN.-SPECIFIC COURSE PLANNING INFORMATION

Using your D.Min. Worksheet

The *D.Min. Worksheet*, found online, in the appendix of this manual, and in front of the Office Academic Affairs, is your planning document. All the course distribution expectations are listed for you to follow. Using this worksheet will ensure that you meet the program's requirements. When consulting with your advisor about specific course planning or program review, bring this document with you.

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.

REQUIRED COURSES

D.Min. Seminar

The only required classroom course is the Doctor of Ministry Seminar (DM 6012) offered jointly by PSR and CDSP in the Fall. This seminar is required of all D.Min. students. 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. This course is graded on a pass/fail only basis.

D.Min. Thesis

In addition to the seminar students must take the non-classroom course requirement D.Min. In Thesis (DM 6011) for 3 credits each in the final two semesters of the Doctor of Ministry program for a total of 6 required thesis units. A maximum of 6 thesis credits may be used toward the degree. Usually this stage of the program follows the completion of course work and satisfactory completion of the Integrative Review at which point the D.Min. Committee gives the student permission to register for Thesis. Students are not permitted to register for DM 6011 until they have passed their Integrative Review and have filed the Integrative Review Certification form with the Assistant Dean for Academic Programs. During this phase of the program, you typically 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. 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. Upon graduation, these credits will be given a grade of pass.

OTHER COURSEWORK

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 your advisor/committee chair and your D.Min. Committee, 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. Courses used toward the D.Min. program must have an instructor of record who possesses at minimum a doctoral degree.

Course Level

Course numbers should be at advanced or doctorate level (**4000-6999 level**). Courses below this level will not count toward the degree. 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 and if approved, submit a Special Reading Course for an upgrade and register for SRC 8888 01 in lieu of the lower-level course by the end of Late Registration.

D.Min. Supervision

In the case that you have fulfilled your coursework but do not complete your project in one year or are not yet ready to register for DM 6011, you should register for DM 6005 D.Min. In Supervision for 0 units and continue to work on your project by registering for Supervision status. Please note that you are expected to work as a student if you are registered in DM 6005, and this course does not take the place of a leave of absence. DM 6005 is taken for 0.0 units and requires a nominal supervision fee published on the [PSR Tuition and Fees](#) page. To maintain your status in the D.Min. program, you must be registered for this course each semester if you are not on leave or registered for other course work or the final project units. By the end of each semester that you are in Supervision status, you must submit a *Candidate Progress Report* form before you may continue in the program.

D.MIN.-SPECIFIC ACADEMIC STIPULATIONS

Required Number of PSR Credits

In all certificate and degree programs, at least one-third of all credits earned toward the program, including transfer credits from within and outside the GTU, must be earned from PSR courses. In the D.Min. this totals a MINIMUM of 8 PSR credits. A PSR course is one in which the "School Course Ownership" field of the online course schedule is PSR. Usually at least one instructor of record for the course is PSR faculty.

Expected Program Time

For the D.Min. to be awarded, the equivalent of 24 credits must be completed, which usually translates to one full time academic year and two years spent in thesis. Full-time is still counted as 9 units or more for purposes related to housing, financial aid, etc. For international students, being registered for DM 6011 for 3.0 units or DM 6005 0.0 units is reported as full-time status for SEVIS reporting purposes.

Lapsed Time Rule

While the D.Min. is a three-year program, you may take up to six years of part-time study to complete the D.Min. degree including semesters on leave and semesters of supervision. The beginning of the lapsed time period starts with the first course work applied to the degree, including transferred courses.

If the degree is not completed at the end of three years, the student must apply to the Assistant Dean for Academic Programs for an extension. The student must apply for an extension each year beyond the three year limit, but no more than three annual extensions may be granted. If extensions beyond three years are granted, a continuing extension fee on top of regular tuition or supervision fee will be charged for each semester beyond three years. This fee is published on the [PSR Tuition and Fees](#) page. Additionally, further tuition will be incurred for course credits earned beyond the required 24 credits.

Extensions will be considered and granted on a case by case basis. Additional extensions are extremely unusual, and all extensions as well as eligibility to continue in the program are subject to the willingness of the advisor to continue to work with the student.

Special Reading Courses

No more than nine of the credits required for your degree may be SRC 9999 credits.

Summer Session Credits

There is no limit on the number of summer session credits applied to the D.Min.

Required GPA

D. Min. students must have a B (3.0) average to graduate. Additionally, a B- or better is required in all courses.

Letter Grade vs. Pass/Fail

Students in the D. Min. program are expected to take all courses for letter grades except the D.Min. Seminar (DM 6012), Thesis (DM 6011) and Supervision (DM 6005). If any other courses are taken for pass/fail, they will not count toward your degree.

Cross Registration

D.Min. students are allowed to cross-register for as many graduate level courses at UCB, Mills, or Holy Names as number of registered GTU consortium courses within the same semester, assuming that the instructor of the cross registered course has approved your enrollment in that course.

D.MIN. ADVISING AND COMMITTEE INFORMATION

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. For the 2010-2011 year, Boyung Lee is the Interim D.Min. coordinator for Fall 2010 until the permanent D.Min. coordinator, Andrea Bieler, returns from sabbatical starting in Spring 2011. Your faculty advisor is a core faculty member of PSR.

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.

If for any reason your advisor no longer is available to work with you permanently, you will need to secure another primary advisor. If no other primary advisor can be secured, your status in the program may be terminated. In the case of advisor sabbatical, please meet with the Assistant Dean for Academic programs for discussing a plan for the sabbatical period.

D.Min. Committee

Your D.Min. committee is made up of your faculty advisor who serves as chairperson, and two other members. 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, such as a member of the candidate's home community. Additional relevant members may join any D.Min. committee as deemed appropriate and desirable by the student and committee members. The committee is formed as early as possible after you begin your course work. Once you have formed a committee, please submit a *D.Min. Committee form* to the Assistant Dean for Academic Programs.

You are welcome to apply to grants and programs to help fund your project if needed. However, there are no institutional funds set aside to pay outside committee members, nor to bring them to campus.

If committee members are unable to attend the Integrative Review or Final D.Min. Project Defense, they may participate by phone or videoconference, and 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 Defense. In the event of any disagreement on your work, the committee may request that the Dean assist in adjudicating the situation.

D.MIN. PROJECT PLANNING

Integrative Review

After you complete 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, projected timeline, and your Human Subjects Proposal (if applicable) 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.

Your Faculty Advisor/committee chair convenes the Integrative Review. 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.

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. Usually conference rooms Holbrook 133 or 134 are used for such meetings, but any available room can be used, including faculty offices if your advisor prefers. To book a conference room, contact the receptionist.

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.

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. To signify this approval, the student must have his or her committee sign off on a completed *Project Proposal* form and *Integrative Review Certification* form and submit to the Assistant Dean for Academic Programs.

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 a 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.

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 or committee 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 of evaluation, in each case, is determined by you and your D.Min. committee.

Doctor of Ministry Project

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).

D.Min. projects must be typed according to the *Manual for Writers of Term Papers, Theses and Dissertations*, 6th edition, by Kate Turabian. The recommended page limits for a thesis are between 200 -225 pages.

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.

A project defense is required for the D.Min. To graduate in May you must submit your project to the Assistant Dean for Academic Programs 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.

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 register for the 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 PSR's *Guidelines for Research Involving Human Subjects*, available online, in the appendix to this manual, and in front of the Office of Academic Affairs. Scrupulous attention to these guidelines will shape or limit a D.Min. Project and the research plan. Permission to start research will not be granted until your Human Subject proposal is approved.

Writing and Computer Needs

For information on the format and physical standards required for the D.Min., you can obtain a copy of *Master's Thesis and Doctoral Dissertation Guidelines* which is available online, in the appendix of this manual, and in front of the Office of Academic Affairs.

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.

Project Defense

In all cases, the student must submit copies of the project to the Assistant Dean for Academic Programs and the members of their committee at least two weeks prior to the defense. The project defense must be held within one month after it is submitted. Final approval by the student's committee needs to be made by the last Monday in April. This approval should be noted on the *Doctor of Ministry Project Defense Certification* form. If, however, 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, and the revisions will be noted in the "Additional Requirement" field of the *Doctor of Ministry Project Defense Certification* form. Your designated thesis committee member 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 Defense Certification* form is to be submitted after the revised project is submitted. In most cases of major revisions required, if the thesis is rejected and the student has taken both semesters of DMN 6011 and has been given permission by the faculty advisor and the committee to continue revising, the student must re-enroll in DMN 6005 the following semester in order to re-write and re-submit the project for approval, and graduation will be delayed until the following year.

These notations are recorded on the *Doctor of Ministry Project Defense Certification* Form and submitted to the Assistant Dean for Academic Programs.

Final approval by the student's committee needs to be made by the last Monday in April. Once a project has been approved, The *Doctor of Ministry Project Completion* form, signed by all members of the committee, is due on May 7th to the Assistant Dean for Academic Programs. At this time, if not yet obtained, the student should also obtain original signatures from the committee on each copy of the title page printed on the proper paper with the proper formatting that follows the *Master's Thesis and Doctoral Dissertation Guidelines*. The GTU library will not accept your project for binding if it does not have original signatures on the proper paper with the proper format.

After a successful defense and final revisions are made and approved, you must take two complete sets of your project to the GTU Library along with the *Doctor of Ministry Project Completion* form. Your project cannot be accepted for binding without this form. There they will check the formatting and paper for both sets, and if approved will sign the "Completed Project Approved by Library" field on the form. Make sure that all other information and signatures are filled in above that field before taking it to the Library.

After obtaining the Library signature on your form, take the form as well as the two sets of your completed project to the Assistant Dean for Academic Programs no later than 5:00 pm on May 7th. Be sure that a check for \$25 (payable to Pacific School of Religion) accompanies this submission for binding costs. 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.**

If you wish to have additional personal copies bound and sent to you, please also submit these copies at this time and submit a check for an extra \$20/copy (payable to Pacific School of Religion) to cover the cost of binding and shipping.

When your project is returned from the bindery, usually around August 1, the two copies are sent added to the library collection. Any extra copies will be shipped to you.

A FINAL WORD

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.

APPENDIX

- D.Min. Worksheet
- D.Min. Committee Form
- D.Min. Project Proposal Form
- Integrative Review Certification Form
- PSR Guidelines for Research Involving Human Subjects
- D.Min. Candidate Progress Report Form
- D.Min. Project Defense Certification Form
- D.Min. Certification for Degree
- Master's Thesis and Doctoral Dissertation Guidelines

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY WORKSHEET
(24 CREDITS)**

Name _____

D.Min. Committee Chair/Advisor _____

Ministry Focus _____

COURSES

All courses should be at or upgraded to levels 4000-6999 and taken for a letter grade except for DMin seminar, Thesis/Project, and Supervision courses.

Area/Category/Credits Needed	Course Number	Credits	Semester Yr Taken
-------------------------------------	----------------------	----------------	--------------------------

DMin Seminar/3	_____	_____	_____
----------------	-------	-------	-------

Focus of Study/15	_____	_____	_____
-------------------	-------	-------	-------

Integrative Review: Pass before taking DMin Thesis/Project. Date passed: _____

DMin Thesis/Project/6	_____	_____	_____
-----------------------	-------	-------	-------

DMin Supervision/0	_____	_____	_____
--------------------	-------	-------	-------

semesters and years taken: _____

Transfer credits:	_____	units from _____	_____
-------------------	-------	------------------	-------

Total Credits	_____	_____	_____
---------------	-------	-------	-------

**PACIFIC SCHOOL OF RELIGION
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 Assistant Dean for Academic Programs 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 _____

Please keep a copy for yourself and submit form to Assistant Dean for Academic Programs

**PACIFIC SCHOOL OF RELIGION
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

Faculty Advisor/Committee Chair signature _____

Committee member signature _____

Committee member signature _____

DATE: _____

Keep a copy for yourself and submit to Assistant Dean for Academic Programs
with Integrative Review Certification form **PACIFIC SCHOOL OF RELIGION**

PACIFIC SCHOOL OF RELIGION

GUIDELINES AND PROCEDURES FOR REVIEW OF RESEARCH INVOLVING HUMAN SUBJECTS

All students intending to use human subjects in Pacific School of Religion (PSR) Master of Divinity or Master of Theological Studies thesis or Doctor of Ministry project research must follow these guidelines and procedures. PSR students in the Graduate Theological Union (GTU) common Master of Arts program should consult the Human Subject Protocol from the GTU. The purpose is to ensure an adequate review of the research regarding two central ethical concerns:

- that human subjects are treated in a manner consistent with their dignity and autonomy-specifically that they consent freely and in an informed manner to participation in the research;
- that they are protected from any risks or harms posed by the research.

The research review is **NOT** intended to assess either the value of the thesis/project topic or of the research design.

STUDENTS MUST RECEIVE APPROVAL OF A FULL REVIEW

A. FULL REVIEW

The student should submit the following (You **MUST** address each of the items. You may not need to address the items in exactly the way they are described here, for these are only suggestions. Make sure that your approach for each item makes sense for your research. **Consult the sample Human Subjects Protocol, consent form, and, if relevant, interview protocol, following these guidelines for an example of the documents required.**):

1. A **Research Overview**, explaining the following (BE AS SPECIFIC AS POSSIBLE):
 - a. The Nature And Purpose Of The Research: e.g. "My thesis/project focuses on the relationship between 'x' and 'y'. For my research on this relationship, I plan to interview 40 subjects regarding their perceptions of 'a', 'b', 'c'."
 - b. The Research Procedures: How will the research be conducted? What will it entail? e.g. "I will interview the subjects in their homes or a place of their own choosing. I intend only one interview per subject; the interview should last about one hour. I will take notes during the interview, I will only tape record the interview with the subject's permission."
 - c. Subject Recruitment And Selection: How will you generate a pool of subjects? How will you contact them?
 - d. Specify If You Have Any Relationship To These Subjects: e.g. teacher, pastor.
 - e. Risks And Benefits: State what benefits and what risks you perceive the research posing to the subjects.
 - f. Confidentiality and/or Anonymity: How will you preserve the confidentiality of the data and/or the anonymity of the subject and any factors that might identify a given subject?
Consider the following questions in your overview:
How will data be stored? (The suggested standard is to: 1) store data in a secured/locked manner, and 2) store any key which links the data to the names or identifiers of subjects in a secured/locked manner away from the data)
How long will the data be kept?
How will data be destroyed?
What will happen to the data if something happens to you, preventing you from taking the provisions outlined here?
If appropriate, how will you collect and analyze the data to insure anonymity?

If appropriate, how will you officially report the data to insure anonymity?

- g. Copyright Protection: indicate on the consent form that you retain all intellectual and commercial rights to the interview, though you freely consent to give the subject free access to cite or quote the work for the informant's own purposes.
2. A draft **Consent Form**. The Consent Form should be written in lay person's language, with as little professional jargon as possible, so that a layperson/ subject can understand what participation in the research involves and consent (should they desire) to such participation. Please specify the following:
- The researcher's name and institutional affiliation, as well as the nature and purpose of the research.
e.g. "My name is --- and I am a doctoral candidate at PSR. I invite you to participate in research I am undertaking for my thesis/project. I am examining how people think about 'x' in relation to 'y'..."
 - A statement of the procedures the research involves for the subject. e.g. An interview? How long? How many interviews? Where will they be held?
 - A statement of the risks and benefits of participation in the research to the subject.
 - A statement indicating how confidentiality and/or anonymity will be maintained. Include a section on the Consent Form **for subjects to agree or not agree to waive their right to confidentiality and/or anonymity**. Subjects should be informed of their rights, but by their signature on this section of the form make clear that they do not expect nor require confidentiality and/or anonymity.
 - A statement that the subject is free not to answer any specific question, and is free to terminate an interview or withdraw completely from the research at any time.
 - Include how a subject can contact the researcher, e.g. telephone number.
 - The form should end with a statement that the subject voluntarily and with understanding consents to participate, followed by signature and date lines.

NOTE: when the Human Subjects Protocol materials have been approved, the Consent Form submitted to informants should be printed on PSR Letterhead. The researcher should keep the original Consent Form signed by the subject and give a copy of the form to the subject.

3. A copy of the **survey instrument or schedule of interview questions** used in the research. If the instrument is not yet completed or the interview is to be open-ended, include some sample questions, indicating the nature of the information/data sought from the subject.
4. A **statement from the student's advisor/coordinator** verifying that he/she has read and approves of the protocol being submitted.

DEADLINES FOR SUBMITTING REVIEW MATERIALS

Students should submit research material for review to the PSR Dean according to the following schedule:

DMin: must submit the protocol at the Integrative Review and receive approval from the faculty reviewer assigned by the Dean **after** the Integrative Review and **before** the start of field research.

Other PSR programs (non-GTU MA): must submit the protocol and receive approval from the faculty reviewer assigned by the Dean before the start of field research.

Students should submit their materials to the Dean by email. The Dean will forward the documents to a faculty member assigned to the student's review. The Dean will email the name and email address of the assigned faculty reviewer to the student. Students may seek the assigned faculty reviewer's advice on the draft and/or ask questions.

COMPLETING THE PROCESS

The assigned faculty reviewer will consult with the thesis/project Committee, if necessary, and determine a result within three weeks of receiving the materials from the Dean. He/she will inform the student by email and cc the thesis/project coordinator of the status of the research materials. The materials may be approved "as is" or may require changes. Should any changes be stipulated, in most cases, the thesis/project

coordinator will make sure revisions are made and should notify the faculty reviewer by email. Infrequently, the assigned faculty reviewer may require the student to re-submit a revised draft to him/her before approving the materials. Finally, if materials are not approved, they will have to be substantially revised and re-submitted to the faculty reviewer.

A copy of the approval email from the faculty reviewer will be sent to the student, thesis/project coordinator, and Assistant Dean for Academic Programs to be placed in the student's academic file.

SAMPLE HUMANS SUBJECTS PROTOCOL

Humans Subjects Protocol for Thesis/Project Research

[Researcher's Name]

[Researcher's Area and, if appropriate, Pacific School of Religion]

[Date]

Research Overview

[a. The Nature of the Research] My thesis/project focuses on the increasingly prevalent phenomenon of ad hoc memorial shrines dedicated to the victims either of murder or death as a result of traffic accident. Aspects of both the Ritual Studies and Cultural Geography literatures will help address some of the functions of these memorials. However, both to augment these theoretical and methodological approaches, and to provide the basis for a constructive assessment of the phenomenon, I also plan a small empirical study of several (perhaps two to five) of the shrines which have recently been erected and sustained locally. This study will involve interviewing people who have participated in spontaneous shrine building and maintenance in the Bay Area, as well as relatives and friends of the deceased. (It is not clear at this time whether or not these are two separate populations or not; the interviews themselves will help to clarify this point.) [a. The Purpose of the Research] The purpose of the interviews is to determine the subjects' motivations in contributing to the memorials, and their beliefs about how the location and (reported) meaning(s) of the memorial relate to the deceased. Because this is a phenomenological rather than statistical study, the number of interviewees will be quite limited, perhaps ten to fifteen.

Research Procedures (See also Confidentiality/Anonymity, below)

I will interview subjects at a place of their choosing. In most cases I intend one interview per subject, but especially with the first few interviews, reserve the option of more than one encounter if the subjects agree. Because I plan to make parts of the interviews open-ended, the interviews may take varying lengths of time, although I expect most will last about two hours. I will take notes during the interview and will tape the interview if the subject gives permission.

Subject Recruitment/Selection and Interviewer's Relationship to Subjects (see also Risk/Benefits, below)

I will rely largely on referrals from friends and colleagues, supplemented by information in newspaper articles, to find potential interview subjects. I am already aware of some potential subjects associated with a few memorials. The major developer/maintainer of one shrine I intend to examine is a personal friend of mine, for example, and in another case the developers are friends of a colleague. [How will you contact them?] Once identified, the subjects will self-select by either agreeing or refusing to be interviewed.

Risks and Benefits

I believe there is almost no risk involved for any of the subjects. In at least one case, the respondent will be a personal friend of mine. To guard against bias, I will use the guidelines of this field research to assure that I treat this person and any respondent that I may know personally in a manner consistent with all others. Subjects will be told clearly about the project and the sorts of questions to be asked, before they agree to participate. Subjects will free not to answer any particular question. Additionally, if a subject feels that their particular shrine should not be included, I will drop it from the study.

I am aware of the range of emotions and reactions involved in mourning and will do my best to be respectful and circumspect about my respondents' involvement in the mourning process. All of the respondents will at least eighteen years old. To avoid any semblance of "ambulance chasing", I will select memorials that have been in existence for more than several months, or even several years, and avoid instances where the emotions are still very raw.

In one case a potential interviewee told me that she thought the opportunity to discuss the memorial would actually be therapeutic.

Confidentiality/Anonymity (Also see Research Procedures, above.)

I will know the identities of the respondents, but I will preserve their anonymity in the thesis/project assigning each a number which I will use to identify the respondent. The interviews will be treated with complete confidentiality. If the subjects request it I will make a write up of our interview, or a copy of the interview tape, available for their approval before that interview is considered for use in the thesis/project. After each interview is completed, and while the thesis/project is being written, I will store the resulting notes/recordings and data files in a secure lock box, with the conversion list which translates the names into respondent number kept in a separate secure location. The raw materials of the interviews (notes, recordings) will be kept only until the thesis/project is successfully defended, at which point all supporting materials will be destroyed (notes and paper transcripts will be shredded; tapes will be dismantled and discarded). If it is considered necessary, I will draft a codicil to my will directing that all interview materials be destroyed if I should die before completing this phase of the thesis/project preparation.

SAMPLE CONSENT FORM
(Draft) **Interview Consent Form**

My name is [Researcher's name] and I am a doctoral/masters candidate at the Pacific School of Religion in Berkeley. I invite you to participate in research I am doing for my thesis/project. I am looking at the spontaneous shrines we see going up everywhere recently in memory of people who have died violent deaths. I'm interested in finding out why these memorials have been set up, why they are in a particular location, what the people who developed and maintain the shrine feel it means, and how memorial builders feel it is connected to the person who died.

You can help further my research by allowing me to interview you on this subject. I have a certain set of questions all ready to ask you, *but am also interested in hearing anything else you might have to say about the memorial that's not covered by my questions.* The amount of time the interview will take is hard to judge precisely, but I expect it will last around two hours. The interview can be held in whatever (mutually agreeable) place is best for you. I will need to take notes, but will tape record the interview *only if you agree.*

One person has told me she thought talking about the memorial she developed would actually be helpful to her. Even if you don't exactly feel the same way there is no risk involved because *whatever you tell me will be confidential and anonymous.* I will assign you a number ("respondent #___ ") so your name will not appear in the thesis/project and no one will be able to identify you by what you say to me.

If you request it I will prepare a write up of our interview(s) for you to OK before I use the material in my research, or if you prefer, give you a copy of the interview tape. In any case *you will always be free not to answer any specific question or questions, and you can back out of the study at any time.*

While I will retain all intellectual and commercial rights to the interview materials (copyright), I freely consent to give you access to the materials pertaining to your interview to cite or quote for your own use.

I can be reached at [Researcher's telephone number] or at [Researcher's email address].

Thank you for your participation!

I _____ voluntarily and with understanding
please print name

consent to be interviewed by [Researcher's name] as a participant in [his/her] masters thesis/doctoral project research on memorial shrines. I understand that I am free to not answer any specific question(s), and may terminate the interview and/or withdraw from the research project at any time. I understand that the reporting of my participation in this study will be entirely anonymous and confidential.

____ I consent to the tape recording of my interview.

Please sign here _____ *Date* _____

[If the Researcher, instead, does not want to keep the respondent's name anonymous and/or responses confidential, he/she should seek the respondent's approval:

____ I do NOT agree to waive my right to anonymity and confidentiality.

____ I DO agree to waive my right to anonymity and confidentiality.

Please sign here _____ *Date* _____

[Regarding anonymity and confidentiality waiver]

SAMPLE INTERVIEW PROTOCOL

(Draft) Interview Protocol

Note to Faculty Reviewer: These are preliminary questions, and the list is far from complete as of yet. I expect interviews to be a bit open-ended, and that other pertinent questions will emerge both from the interviews themselves and from my searches of the Ritual Studies and Cultural Geography literatures.

1. What is your relationship to the person for whom the memorial was erected?
2. How old were they at the time of death?
3. How old were you when the memorial was erected?
4. What gave you the idea to build the memorial? (Why did you build this memorial?)
5. How soon after the death was the memorial made? (Was it a spontaneous act? Approximate date of erection, to determine how long memorial has been in existence)
6. Did any one else help you erect (and/or maintain) the memorial? If, yes, what was their relation to the deceased?
7. How did you decide what to include in the memorial? Do items used in the memorial have special meaning to you or to the deceased? If, yes, please explain.
8. Did you follow any (particular) ceremony when you set up this memorial?
9. Do you think making this memorial was a religious or spiritual act? How so?
10. Do you (and/or did the deceased) belong to a particular religion? If so, which one(s)?
11. How was it decided where to place the memorial?
12. How specific/precise was the placement of the memorial? How is the location related to the deceased? Could it have been anywhere else and mean as much?
13. Has the memorial been moved or relocated? (From/to where? When?) If so, why was it moved from the original location?
14. Has anyone objected to this memorial? If yes, please explain.
15. Do you visit the memorial? If yes, how often?
16. Do you visit the memorial more or less frequently than the grave site? Why?
- 17.. Can you tell me what this memorial means, to you, to the deceased?
18. Here are some possible reasons for creating a memorial. Do you personally identify with any of them? How would you put them in order of importance to you? (Which are of most/least importance?)

- . to keep his/her memory alive for me
- . to keep his/her memory alive for others
- . as a way of mourning,
- . as a means of sharing my mourning
- . as a way of coping with the death
- . to warn others
- . as a way of bringing some closure to this event
- . as a means of communing with a loved one (keeping in touch)
- . to say good-bye
- . as an expression of my faith or spirituality
- . out of a need to do something tangible/physical to deal with the loss
- . cannot explain exactly why I established the memorial

19. Is there anything else you can tell me about this memorial?

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY
CANDIDATE PROGRESS REPORT FORM**

(submitted each semester by the student after the Integrative Review, including semesters of Supervision)

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:

Submit form to Assistant Dean for Academic Programs.
This form will be shared with your advisor.

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY PROJECT DEFENSE CERTIFICATION FORM**

Name: _____

Thesis Project Title: _____

Comments by Committee: _____

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.

ADVISOR/CHAIR SIGNATURE _____

COMMITTEE MEMBER SIGNATURE _____

COMMITTEE MEMBER SIGNATURE _____

DATE: _____

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY CERTIFICATION FOR DEGREE**

This form is to be completed and submitted to the Assistant Dean for Academic Programs 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, as well as a \$25 binding fee (check payable to PSR) must be received by the Assistant Dean for Academic Programs no later than 5:00 p.m. May 7. Additional copies are \$20 per piece.

(To be completed by candidate)

Name _____

Degree to be awarded at Commencement _____

Faculty Advisor/Chair of Doctor of Ministry Committee _____

Committee Members _____

Area of Focus _____

Grade Point Average (as of this date _____)

Date Project Submitted to Assistant Dean for Academic Programs _____

Project Title _____



(To be completed by Faculty Advisor/ Committee Chair and Library Staff)

Number of Units Completed for Degree (completed by Faculty Advisor/Cmmttee Chair): _____

Project Defense Successfully Completed: _____

(Faculty Advisor/ Cmmttee Chair Signature/Date)

Required Corrections Completed and Approve: _____

(Faculty Advisor/ Cmmttee Chair Signature/Date)

Completed Project Approved by Library: _____

(Signature of Librarian/Date)



(To be completed by the Assistant Dean for Academic Programs)

Date Project Received: _____

Final GPA _____

Date Degree Approved by Faculty _____

Degree Awarded _____

Date Degree Voted by Trustees _____

**Graduate Theological Union
Pacific School of Religion**

**MASTER'S THESIS AND DOCTORAL DISSERTATION
GUIDELINES**

Candidates will prepare theses and dissertations according to the standards described in this document.

STYLE

Turabian is the writing style for GTU theses and dissertations (i.e. *Manual for Writers of Term Papers, Theses and Dissertations*, 6th edition, by Kate Turabian). Bibliographical references may be in a format appropriate for the field of study and approved by the Area. For dissertations, the Core Doctoral Faculty approved the placement of footnotes at the end of the manuscript or at the end of each chapter, provided that the form is consistent. In other instances where this document differs from Turabian the student should follow this document. Approval of style is the responsibility of the candidate's committee.

ARCHIVAL STANDARDS

Before filing all final copies, candidates should present them to the reference librarian at the GTU Library Reference Desk, who will approve the archival nature of the thesis/dissertation. The purpose of the standards is to make sure that theses/dissertations, which are unique documents and will be preserved by the Library, are clear and legible and will remain so for the future.

Library approval is based on the following*:

- TWO COPIES are a part of the review and approval
- TITLE PAGE, with original signatures on all copies
- PAPER AND PRINT
- MARGINS
- ILLUSTRATIVE MATERIAL (including charts and graphs)
- OTHER MEDIA.
- ABSTRACT, with original signature of the coordinator

Each standard is described below.

*As noted in the section entitled STYLE, approval of style is the responsibility of the candidate's committee.

Follow these instructions carefully. You may not file your thesis or dissertation or graduate until the physical format of your thesis or dissertation has been approved by the reference librarian. Further questions about archival standards or approval of your thesis/dissertation format may be directed to the Reference Desk at 510-649-2501 or libref@gtu.edu.

The Reference Desk is open Monday-Friday 9 am – 4 pm for these reviews, though special closures may occur. Every attempt will be made to have a staff person on duty during these hours the week preceding the filing date each semester, but at other times during the semester, or if you are on a tight time frame, call ahead or make an appointment.

The actual thesis/dissertation document and all of its parts are the responsibility of the student until it is filed. The Library will not be responsible for the safety or keeping of the document or any of its parts.

ABSTRACT

Doctoral candidates must include an abstract of no more than 350 words, which clearly sets forth the context and conclusions of the dissertation. It is bound with the dissertation itself. The abstract should carry the full title of the dissertation and the author's name at the top of the first page. The coordinator's signature should appear on the last page. We suggest that you take copies of the properly formatted abstract page(s) printed on acid-free paper (see below) to the defense with you to simplify obtaining the signature.

TITLE PAGE

Illustrated on pages 3 and 4. You must obtain *original* signatures of all committee members on *all* copies of the title page. We suggest that you take copies of the properly formatted title page printed on acid-free paper (see below) to the defense with you to simplify obtaining signatures.

PAPER AND PRINT

The GTU Library will retain copies of your thesis or dissertation for posterity. Paper that is acid-free and buffered will prevent the thesis from becoming yellow and brittle over time. Consequently, the quality of the paper is very important and will be checked closely when you come to have your thesis/dissertation approved.

PLEASE NOTE THAT THESE PAPER REQUIREMENTS ARE NEW AS OF FALL 2010.

The original of the thesis/dissertation and one copy must be on a 20 lb. archival bond paper or a 100% cotton rag paper (any acid-free **paper** that states "100% cotton" in the watermark will qualify). You can purchase Permalife paper, a buffered, archival bond paper, at The Campus Store, 1805 Euclid Avenue, Berkeley, CA. You can also order paper online; click on the links below to access websites with ordering information. Please be careful to obtain the correct paper (Please contact the Reference Desk if you have any questions).

Gaylord, <http://www.gaylord.com> 1-800-448-6160 (catalog number: MA-PB811);

Hollinger Metal Edge, <http://www.hollingermetaledge.com> 1-800-862-2228 or 1-800-634-0491 (catalog number: PB811);

University Products, <http://www.universityproducts.com> 1-800-628-1912 (catalog number: 678-8511).

You must provide proof that the paper complies with this requirement, i.e. that it is 100% cotton. Proof must be provided at the time you have your thesis/dissertation approved by the library. Save the paper wrapper or box and bring it with you when you have your thesis/dissertation approved.

If you have any questions about the paper you are about to use, you should contact the Reference Desk (phone: 510-649-2501) well in advance.

The **print** must be letter quality with dark black characters that are consistently clear. Do not print on both sides of a page, every page of the thesis/dissertation must be printed single-sided.

SPACING

Double spacing is required for the main body of the work except in those places where conventional usage calls for single spacing, e.g., footnotes, indented quotations, tables, etc.

FONT

The type size should be 12 point. Type used for charts, drawings, graphs, tables, footnotes, etc., may differ according to format and space requirements, but should be at least 10 point. Please Note: PhD dissertations are reproduced by 50% for distribution. Keep in mind whether or not the text will be legible in this smaller version of the document when choosing the font size.

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Your thesis/dissertation will be bound so that it can withstand use for years to come. (The Library will bind your thesis/dissertation for you. Do NOT bind your thesis/dissertation yourself.) When your thesis/dissertation is bound, it will be trimmed on all four sides. Once it is bound, the left-hand margin will fall into a gutter; for this reason the left margin is larger than the others and is the most critical margin to pay attention to-

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Corrections of typographical errors and other mistakes should be made by re-printing the page(s) or by photocopying corrected pages on thesis paper.

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MAIN BODY OF THE TEXT	numbered with arabic numerals at the bottom middle of the page at least 1/2 inch from the edge

Pagination of the main body of the text should include illustrations.

If it becomes necessary to insert materials after typing, the new page should be noted as follows: page 21, then 21a, 21b, 21c, etc. If a page is removed, another numbered page, blank except for the notation "lacking in numbering only" should be inserted in the proper place.

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All pages of the thesis/dissertation should be printed on one side of the paper; pages printed on both sides will not be accepted.

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