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

Office of the Dean and Registrar
Effective August 2011

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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 variety of areas. PSR is particularly strong in offering areas aligned with our Centers of Teaching Excellence which include traditional subject matters but also concentrations in areas such as Religion & Arts, Queer Studies in Religion, Spirituality & Ethics or Engaged Spirituality, Interfaith Ministry in the Pacific Context, Worship & Liturgy, and Swedenborgian Studies.

This program attracts and encourages interaction among an especially multicultural and multinational group of students. The D.Min. is a professional degree in ministry that in which students will:

- use their skills in critical engagement with texts and traditions and contextual analysis to advance their understanding of the nature and purpose of ministry in a particular context.
- be able to work in partnership with people in other ministry settings to develop greater skill in communicating the Christian faith and in developing leadership styles for effective social change .
- create new knowledge and research about the practice of ministry that contributes to the understanding and practice of ministry.
- enhance their ministry skills and competencies through discipline study using research and conversation with peers and instructors.
- integrate these understandings and competencies into theologically coherent analysis of the practice of ministry.
- develop a more aware engaged spirituality.

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 »
 - English as a Second Language (ESL)
 - Extension Policy »
 - Extensions & Lapsed Time »
 - Full-time or Part-time Status »
 - Grades »
 - Graduation »
 - Leave of Absence & Deferment »
 - Plagiarism Policy »
 - Policy Statement on the Use of Inclusive Language »
 - Privacy Policy (FERPA) »
 - Satisfactory Academic Progress & Academic Probation Policy »
 - Special Needs »
 - Transferring Credits »
 - Use of Technology in Classrooms »
 - 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 2011.**

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. Students completing the program in a distance format are encouraged to email their advisor for videoconference or phone consultations at least once a semester.

REQUIRED COURSES

D.Min. Seminar

The first required classroom course is the Doctor of Ministry Seminar (DM 6012 or DM 5000 & DM 5001), offered jointly by PSR and CDSP in Fall in semester format or January Intersession in intensive format. After 2011-2012, this seminar will be offered only in January Intersession intensive format. This seminar is required of all D.Min. students and is required the first year. The seminar is designed to assist Doctor of Ministry students in developing and focusing their D.Min. projects in preparation for the start of research before you submit your Request to Proceed with Project form. This seminar is where peers in the program cultivate conversation around their project and formulate a plan for research including the consideration of appropriate methodology. Class presentations and peer consultations are central features of this seminar. Seminar sessions are collegial discussions based upon the readings and reflection papers, and 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 Annual Continuing Seminar

The second required classroom course is the D.Min. Annual Continuing Seminar (DM course number TBA). After the first year of the program, students must register for and complete the D.Min. Annual Continuing Seminar every Intersession for 1.5 credits for the second and third years, then for 0.0 units each subsequent year until graduation if extended time in the program is needed. This required seminar is facilitated by a faculty member and is designed to maintain peer conversation and development of student projects regularly for every year the student is active in the program. Students will have an opportunity to present on the progress of their project during this seminar to each other. Before the seminar meets each Intersession, each student is required to submit a written Progress Report to the faculty person leading the seminar. Copies of these reports will remain in the student's academic file with the registrar but will be forwarded to the D.Min. director once a year for determining recommendations on continuation in the program. Unless the student is on a leave of absence, if the students fail to attend or register for this course each Intersession, their continuation in the program may be terminated. This course is graded on a pass/fail only basis.

D.Min. Thesis

In addition to the two seminars, 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. This stage of the program can follow the completion of course work and approval from the D.Min. Committee to proceed with project. Students are not permitted to register for DM 6011 until they have filed their "Request to Proceed with Project" 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 the equivalent of one academic 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 which may be spread out over the length of the program); 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 which may be taken online or in other flexible formats. 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; or 8400-8699 level for online courses**). 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 form 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 Fall and Spring semester if you are not on leave or registered for other course work or the final project units.

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. In addition to this minimum, at least nine of the units earned toward this degree must be paid as full tuition to Pacific School of Religion. Each year a list of approved consortium courses that are 4000 level and higher will be published on the website. Courses not on this list will not be approved for the DMin program unless the student appeals to the D.Min. coordinator to accept the course for towards their program and the appeal is approved.

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, or for part-time students, two to three courses per year for three years, of which one to two of the years should concurrently be devoted to 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 Student

and Exchange Visitor Information system (SEVIS) reporting purposes, but international students should register for at least 9.0 units per semester if not in Thesis or Supervision status.

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 request an extension. The student must request an extension each year beyond the three year limit to the Registrar, 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), Annual Continuing Seminar, 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 at most one course at UCB, Mills, or Holy Names per semester (Summer and Intersession excluded) if they are concurrently registered for at least one GTU consortium class 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 2011-2012 year, Andrea Bieler is the D.Min. coordinator. Your faculty advisor is a core faculty member of PSR that is assigned to you during the Admissions process.

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. Advisor appointments are 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 D.Min. Director 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.

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 any meetings you set up 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 the "Request to Proceed with Project" form is signed and submitted.

Your Doctor of Ministry committee directs your progress through the degree program and administers and evaluates your 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 INFORMATION

As you complete course work, you will prepare and submit the "Request to Proceed with Project" form which will include a draft of the proposal of your Ministry Project along with a proposed project title, hypothesis, descriptions of project, methods of research, and anticipated learning goals of project, projected timeline, and your Human Subjects Proposal (if applicable) to your primary advisor in preparation for review by your committee. Your advisor may require that you submit some draft pages from your project at this point as well. After reviewing the materials and making any recommended revisions from your committee, if all components of your Request are approved, you may proceed with your Project.

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

The Request to Proceed with Project form must be signed by all committee members and submitted to the Assistant Dean for Academic Programs for your academic files which will also be forwarded to the D.Min. director.

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.

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. This project must demonstrate your use of critical engagement skills with texts and traditions and contextual analysis to advance your understanding of the nature and purpose of ministry in a particular context. It will demonstrate your ability to work in partnership with people in other ministry settings to develop greater skill in communicating the Christian faith and in developing leadership styles for effective social change; create new knowledge and research about the practice of ministry that contributes to the understanding and practice of ministry; enhance your ministry skills and competencies through discipline study through research and conversation with peers and instructors; integrate these understandings and competencies into theologically coherent analysis of the practice of ministry; develop a more aware engaged spirituality.

An adequate bibliography must be included. The project is normally completed in the equivalent two calendar years. 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. Students must also enroll in the Annual Continuation Seminar each year they are active in the program as part of their graduation requirement. 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. Guidelines for formatting your paper are online at <http://www.gtu.edu/academics/registrar/forms-and-guidelines/Thes.Diss.Guidelines.pdf>

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 March 15th. 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.

Once you have defined your project and obtained approval from your committee, you are ready to begin research and writing.

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

Project Defense

In all cases, the student must submit copies of the project to 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 April 15th. 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.

The possible outcomes of your project defense are as follows:

- pass with distinction* : requires a unanimous vote of the committee
- pass, no revisions necessary*
- pass with minor revisions*: graduation approved pending receipt of revised project.
- pass with major revisions*: graduation not approved but delayed until the next year; student must re-enroll in DM 6005 the next semester and resubmit project, but a new defense is not necessary. If this is completed by the end of the degree will be awarded the next May.
- fail with recommendations*:
 - Award with CAPS*
 - Major Revision and rescheduling of defense in the future*
- fail terminal*: failure of defense with no option to continue in the program

*If the result of the defense is fail, the committee and student should develop a process to, in person, debrief the exam and clarify the reasons for the failure. The process should be developed at the end of the examination period, and the debrief should occur reasonable soon after the exam. At least two members of the committee should be present for the debriefing.

These notations are recorded on the *Doctor of Ministry Project Defense Certification* Form and submitted to the Assistant Dean for Academic Programs. All projects are evaluated against a general project evaluation rubric as well as the committees own specific standards.

Final approval by the student's committee needs to be made by April 15th. Once a project has been approved, The *Doctor of Ministry Project Completion* form, signed by all members of the committee, is due on April 15th 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 completed *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 April 30th. Be sure that a check for \$25 (payable to Pacific School of Religion) accompanies this submission for binding costs. For additional copies to be sent to you, please add \$20 per copy. If April 30th 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.**

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 or (8400-8699 for online courses) and taken for a letter grade except for DMin seminar, Annual Continuation Seminar, Thesis/Project, and Supervision courses. To upgrade your course, register for SRC-8888-01 and submit a Special Reading course form to the registrar by the close of the add/drop period.

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

DMin Seminar/3 _____

DMin Annual Cont. Sem./3 Required each year after 1st year. Semesters and years taken:

Focus of Study/12

Request to Proceed with Project. Date passed: _____

DMin Thesis/Project/6

DMin Supervision/0 semesters and years taken: _____

Transfer credits: _____ units from _____

PSR credits: _____ Total Credits _____

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY
REQUEST TO PROCEED WITH PROJECT FORM**

NAME: _____

MINISTRY: _____

FOCUS OF STUDY: _____

TENTATIVE PROJECT TITLE: _____

HYPOTHESIS: _____

DESCRIPTION OF PROJECT & METHODS OF RESEARCH: _____

ANTICIPATED LEARNING AND GOALS: _____

TIME LINE (INCLUDING ANTICIPATED COMPLETION): _____

HUMAN SUBJECTS PROPOSAL ATTACHED AND APPROVED: _____ (advisor signature)

D.MIN. COMMITTEE APPROVAL OF PROJECT DESIGN

Faculty Advisor/Committee Chair signature _____

Printed name: _____ Email: _____ School/Organization: _____

Committee member signature _____

Printed name: _____ Email: _____ School/Organization: _____

Committee member signature _____

Printed name: _____ Email: _____ School/Organization: _____

Mailing Address if outside reader: _____

DATE FORM SUBMITTED BY STUDENT: _____

Keep a copy for yourself and submit to Assistant Dean for Academic Programs.
This completed form must be submitted before student may register for DM 6011 Thesis.

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:

- a. 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'..."

- b. 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?
- c. A statement of the risks and benefits of participation in the research to the subject.
- d. 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.
- e. 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.
- f. Include how a subject can contact the researcher, e.g. telephone number.
- g. 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 **signature on the Request to Proceed with Project form 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 along with the Request to Proceed with Project form is submitted to committee members and receive approval from the faculty reviewer assigned by the Dean **after** the Request to Proceed is submitted 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 GUIDELINES**

Submit a one-page summary of your progress at least two weeks before the Annual Continuation Seminar meets to the Assistant Dean for Academic Programs. The Progress Report Summary should follow these general guidelines:

- What progress have you made this past year on your DMin Project?
- What are the main things you learned this past year? Please describe your professional development accomplishments and activities for the time period since the end of last winter
- What were some problems you encountered and how have your plans changed?
- List any published papers, projects with outside organizations, ministerial work or teaching you did in the past year
- Is there anything else you would like to report?

Also Include the following information in your report:

Name

Mailing Address

Phone

Email

Advisor

I now expect to finish by: _____(sem/yr)_____.

T

The faculty instructor for the Annual Continuing Seminar and the DMin Director will receive copies of your progress report each year before the Seminar. This report may assist you and your peers during the Seminar, and the DMin Director or your advisor may consult this report in assessing student continuation in the DMin program.

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

Name: _____

Thesis Project Title: _____

- pass with distinction* : requires a unanimous vote of the committee
- pass, no revisions necessary*
- pass with minor revisions*: graduation approved pending receipt of revised project. Minor Revisions:

- pass with major revisions*: graduation not approved but delayed until the next year; student must re-enroll in DM 6005 the next semester and resubmit project, but a new defense is not necessary. If this is completed by the end of the degree will be awarded the next May. Nature of Major Revisions:

- fail with recommendations*:
 - Award with CAPS*
 - Major Revision and recommend rescheduling of defense at a future date*
- fail terminal*: failure of defense with no option to continue in the program

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. To be in bindable conditions means the two copies follow the GTU Master's Thesis and Doctoral Dissertations Guidelines (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 with all signatures except the last one, 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. April 30th Additional copies are \$20 per piece.

1. (To be completed by Candidate)

Name _____
Faculty Advisor/Chair of Doctor of Ministry Committee _____
Date 2 copies of Project Submitted to Assistant Dean for Academic Programs _____
Project Final Title _____



2. (To be completed by Faculty Advisor/ Committee Chair)

Advisors are expected to be present at PSR commencement exercises to hood DM in graduates
Project Defense Successfully Completed by end of April: _____
(Faculty Advisor/ Cmmttee Chair Signature/Date)
Required Corrections Completed and Approve by end of April: _____
(Faculty Advisor/ Cmmttee Chair Signature/Date)
.



3. (To be completed by GTU Reference Librarian)

Completed Project Approved by GTU Library Reference Librarian for correct format and paper:

(Signature of Librarian/Date)



4.
5. (To be completed by PSR Assistant Dean of Academic Programs)

Final approval on graduation requirements, including verification of required GPA and courses:

(Signature of Assistant Dean for Academics/Date)

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.

MARGINS

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-

Margin requirements apply to all pages, whether text, illustration, charts, graphs, or other content. Be sure to check the margins not only on pages with text, but also pages with charts, graphs, or images.

- Left: 1 1/2 inches
- Top, right, and bottom: 1 inch

Page numbers may be 1/2 inch from edge, but no closer.

Check the printer's paper feed to see that the paper is feeding evenly. Margin errors can result from careless paper feeding.

CORRECTIONS

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

PAGINATION AND ORDER OF MATERIALS

TITLE PAGE	not numbered
ABSTRACT, PREFACE, DEDICATION, CONTENTS, ETC.	numbered separately in Roman (i,ii, iii) at the bottom middle of the page
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.

ILLUSTRATIVE MATERIAL

Illustrative materials (e.g. photographs, graphs, charts) should be printed or photocopied on thesis paper since any pages on which illustrations appear must also be on acid-free paper. Black and white as well as color photocopying/printing is acceptable.

FINAL PRINTING

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

OTHER MEDIA

The use and format of all other media must be approved by a reference librarian before the submission of the thesis/dissertation.

"The library will retain copies of supplemental works in electronic media such as CDs or videotapes which accompany the thesis/dissertation as a courtesy to candidates who wish to include them. However, because such media are unstable and relatively short-lived, such works shall not be considered a part of the archival record of the candidate's fulfillment of the requirements for the degree."

NUMBER OF COPIES

GTU-only degree candidates must submit two (2) archival quality copies of their thesis/dissertation. GTU/UCB joint degree candidates must submit one archival quality copy of their dissertation to GTU **unless**, when filing with UCB, they choose to submit their second UCB copy to ProQuest electronically. If joint degree candidates choose this option when filing at UCB, they must submit a second paper copy, on acid-free paper, to GTU. All copies must have received approval for archival standards from the GTU Library (see above) before submission to the GTU Dean of Students Office. Each copy of the thesis should be in a separate envelope. Each copy of the dissertation should be in a separate box. Please Note: candidates in the common MA degree program affiliated with a member school may have to submit additional copies of the thesis and should check with their school registrar for details.

FORM FOR TITLE PAGE OF THESIS

(TITLE IN CAPS)

A thesis by

(Name)

presented to

The Faculty of the

Graduate Theological Union

in partial fulfillment of the

requirements for the degree of

Master of Arts

Berkeley, California

(month and year of filing)

Committee Signatures

(Type first and last name below line), Coordinator Date

(Type first and last name below line), Member Date

(Type first and last name below line), Member Date

CONTINUE ON TO PART II ONLINE

Part II covers the following topics you are required to read as part of your program manual:

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 »

English as a Second Language (ESL) Extension Policy »

Extensions & Lapsed Time »

Full-time or Part-time Status »

Grades »

Graduation »

Leave of Absence & Deferment »

Plagiarism Policy »

Policy Statement on the Use of Inclusive Language »

Privacy Policy (FERPA) »

Satisfactory Academic Progress & Academic Probation Policy »

Special Needs »

Transferring Credits »

Use of Technology in Classrooms »

Withdrawal and Termination »