



**LOGSDON**  
S E M I N A R Y

**Hardin-Simmons University**  
Abilene, Texas

**Doctor of Ministry Degree**  
**Student Handbook**

**2010-2011**



# DEGREE DESCRIPTION

## Purpose and Goals

The purpose of the Doctor of Ministry (DMin) degree is to provide advanced theological education for persons who hold the Master of Divinity degree and who are engaged in the practice of ministry. The Logsdon DMin program will emphasize the integration of theological reflection and practice, supervision and mentorship, and servant leadership that draws on spiritual and missional formation in both church and minister.

The DMin degree has five primary goals:

1. To build upon the foundation of the MDiv degree and substantial experience in ministry
2. To increase understanding of the nature, purpose, and practice of ministry
3. To improve skills for analyzing ministry settings and engaging in effective ministry
4. To enhance the reflective integration of knowledge and skills in the practice of ministry
5. To augment the spiritual development of the minister.

## Curriculum

The DMin degree involves 30 semester hours of coursework and requires a minimum of three years to complete. The curriculum consists of eight seminars and a project. Four Supervisory Seminars involve a faculty professor and field supervisor in a cohort format. Three Integrative Seminars employ team teaching that will draw on the three main divisions of the theological curriculum (Bible, Theology [which includes church history, Christian Ethics, and Christian Philosophy], and Practical Theology [Missions, Preaching, Administration, Pastoral Ministry, Christian Education, Evangelism]). One Focused Seminar allows for concentrated study in a particular aspect of ministry that is usually directed by one professor but can include one basic unit of CPE credit.

The curriculum of the DMin consists of the following seminars and project.

### Supervisory Seminars – four seminars in two consecutive years

First Year: Theological Integration of Student Formation and Ministry in the Church

Semester One: Theological Formation – 3 hours

Semester Two: Spirituality in Ministry – 3 hours

Second Year: Application of Student Learning to Students' Respective Churches

Semester Three: Worship and Mission – 3 hours

Semester Four: Church Structure, Administration, and Leadership – 3 hours

*Total of Supervisory Seminars: 12 hours*

**Integrated and Focused Seminars** – four seminars in a suggested timeframe of two years

Scripture and Practice – 3 hours

Theology and Practice – 3 hours

The Church and Culture – 3 hours

Focused Seminar – 3 hours

*Total of Integrated Seminars: 12 hours*

**DMin Project:** 6 hours – in a suggested timeframe of one year

***Total length of degree: 30 hours***

## **ADMISSIONS**

### **Admission Criteria**

Acceptance into the Doctor of Ministry Program requires the following:

1. Completion of the Master of Divinity Degree or its equivalent from an ATS accredited institution
2. A minimum grade point average of 3.00 on a four point scale during graduate study (some exceptions possible with regard to provisional admission)
3. A minimum of three years of significant ministry experience at the time of acceptance beyond the date when the Master of Divinity degree has been earned (some exceptions possible)
4. Completion of an application
5. A formal interview
6. Four references attesting the individual's fitness for the program
7. A personal statement reflecting on the applicant's background, theological perspective, values, and goals for growth in the DMin program
8. A competitive score on the verbal section of the GRE or the MAT.

International students and students for whom English is a second language must earn an acceptable score on the Test of English as a Foreign Language (79 for the internet based test, 213 for the computer test, or 550 for the paper test). Other evaluative criteria may be required as deemed necessary by the Admissions Committee. International students who have earned an MDiv degree or its equivalent in an institution not accredited by ATS must demonstrate an acceptable equivalency in the standard of academic work. Final decisions in this matter are reserved for a faculty DMin Committee.

Course work for the inauguration of the program begins in the fall semester of each year. If an applicant does not begin the first fall semester after being accepted into the program, the admission will be honored for one additional year.



## **Admission Status**

*Full admission* is granted to applicants who have met all admissions requirements in the judgment of the DMin Director and, where appropriate, also in the judgment of the DMin Committee.

*Provisional admission* may be granted to applicants who meet all criteria for full admission but have not scored satisfactorily on his/her GPA or standardized test scores.

A student accepted to the DMin program provisionally will be granted full admission by holding a GPA of 3.0 or better after the first year of her/his DMin program.

## **ACADEMIC POLICIES**

### **Doctor of Ministry Committee**

The Doctor of Ministry Committee will be appointed by the Dean of the School of Theology and will provide guidance and oversight of the degree. Students will have access to the Committee through the DMin Director.

### **Doctor of Ministry Director**

The Director of the Doctor of Ministry Program is Dr. Larry Baker (325-671-2110; lbaker@hsutx.edu). He provides academic leadership for the degree and is the primary contact for DMin students regarding the program.

### **Faculty Advisor**

At the time a student is admitted to the degree program, the DMin Director will assign the student a faculty advisor who will function as a consultant for the duration of the student's studies.

### **Field Supervisor**

Each student must have a Field Supervisor who is approved by the DMin Director. The student will consult with the DMin Director concerning the supervisor, but may not have a current ministry supervisor or fellow staff member as a Field Supervisor. The Field Supervisor must agree to serve under the guidance of the DMin Director and to enter into a formal association with the student.

The Field Supervisor will function as an advisor and mentor throughout the student's program of study and may serve as a member of the student's Ministry Project Committee.

### **Duration of the Program**

The DMin degree is designed as a three year program; candidates for the degree must complete the program within six years. Requests for extensions will be considered on an individual basis.

## **Leveling**

A review of transcripts may reveal the necessity of taking prerequisite courses not included in one's master's program. In some cases, another program besides an MDiv will require leveling courses to attain the equivalent of an MDiv. The student will receive notification of these needs by the DMin Director.

## **Transfer Credits**

Up to six hours of "B" level credit may be transferred from an ATS accredited DMin institution, subject to approval by the DMin Director.

## **Registration in Seminars**

Students should consult with the DMin Director and their faculty advisor before registration. Dates for registration are published along with the DMin seminar schedule. Registration is not complete until tuition, fees, and other charges have been paid for in full and/or satisfactory financial arrangements have been approved by the HSU Business Office. For more details, see the *Logsdon Seminary Catalog 2009-2010*, pp. 60-62.

## **Seminar Completion**

Seminar assignments are due to the professor/supervisor at the times set by the professor/supervisor. Penalties for late assignments will be determined by the professor/supervisor in each seminar.

A student who has substantially completed a seminar but is lacking certain essential elements due to circumstances beyond his/her control may request an extension and a grade of "I" (Incomplete) for the seminar. (See the policy for a grade of incomplete in the *Logsdon Seminary Catalog 2009-2010*, pp. 55-56.) Requests for course extensions must be made to the DMin Director before the end of the pertinent term. The professors of the course involved and the DMin Director must agree on the terms of the extension, with the primary responsibility lying with the professors. Each party should have a copy of the agreement. The maximum length of extension is through the end of the next long semester.

## **Continuous Enrollment**

DMin students are expected to be continuously enrolled in a supervisory seminar each semester for the first two years and to take a minimum of one integrated seminar per year for the first two years. It is advisable to take two integrated and/or focused seminars for the first two years. If it is absolutely necessary to be inactive for a term, permission must be sought and granted by the DMin Director. Such students must pay a continuance fee. Such deferrals will not be granted for

more than one academic year.

## **Academic Progress**

DMin students will earn a letter grade (A, B, C, F) for each seminar. Students who receive a grade of “C” in any seminar will be on academic probation. Earning a second “C” will terminate the student’s program. The student must have at minimum a “B” average before being allowed into the project phase of her/his degree program. Failing a seminar will require a consultation with the DMin Director, typically leading to termination of the program. A student who has completed the seminar work for the DMin, but whose GPA is under a 3.0 will be evaluated by the DMin Committee with regard to eligibility for doing the DMin project.

## **Academic Probation**

Students who receive a grade of “C” in any seminar will be on academic probation. A student will be removed from that status and considered in good academic standing by making at least a “B” in each seminar over the next year of her/his DMin program.

## **Withdrawal from Courses**

A student may withdraw from a semester-long course in accordance with the published University calendar. A student may withdraw from a week-long seminar before the end of the resident period of the course without failing the course. Withdrawal after the last day of the resident period will result in a failing grade for the course. In the case of independent studies or other types of focused seminars, consult the DMin Director. No refunds will be made on individual courses dropped after the closing date of official registration each semester. Students who do find it necessary to withdraw from seminars must provide written notification of withdrawal to the Director.

## **Withdrawal from the Program**

Students who do find it necessary to withdraw from the program must provide written notification of withdrawal to the DMin Director and follow University policy for withdrawal from school. The seminary policy on course refunds can be found on pp. 61-62 of the *Logsdon Seminary Catalog 2009-2010*.

## **Termination/Suspension from the Program**

A student who has made 2 “C”s will be terminated from the program. A student may also be terminated from the DMin program if he/she is found in violation of the HSU and /or Logsdon Seminary standards of academic integrity, internet code of ethics, or is guilty of illegal activity. A student is expected to abide by university regulations detailed in the *Logsdon Seminary Student Handbook 2009-2010* (see especially pp. 4-10) and the *HSU Student Handbook 2009-2010*.

A DMin student who fails to register or contact her/his advisor or program director regarding registration for two or more quarters/semesters will be terminated from the program by the

institution.

## **Readmission to the Program**

Any request for readmission to the program from a student who has withdrawn or has been terminated from the program by the institution must be made in writing to the director of the program. The request must be made no later than one year after the student's withdrawal or termination. The request will be reviewed by the director and DMin committee; an interview with the student will occur; and if readmitted a timeline for the student's completion of the program will be determined. The student will pay any continuance fees required for time away from the program.

## **Program Assessment**

Logsdon Seminary engages in on-going assessment of its DMin program to determine its effectiveness in relation to the stated purpose and goals of the degree. Students aid in the assessment process in several ways, including the provision of materials that serve as examples of how effective the teaching is at Logsdon. As the student moves through the DMin, he or she should retain either paper or electronic copies of all completed assignments for submission in a student portfolio at the end of the degree. Work that reflects students' most mature efforts will be evaluated as a measure of the success of the DMin program. The evaluation will have no impact on the student's grade or transcript. The point of the process is for the faculty to evaluate how well the seminary is achieving its purpose and goals in relationship to the degree. Students will also be asked to contribute to the assessment process in other ways, such as the completion of several ATS questionnaires (for entering students, graduating students, and alumni) and written evaluations of the DMin program.

## **Academic Integrity Policy**

Doctor of Ministry students are expected to exhibit the highest standards of Christian character and application of the Gospel. These standards are to be applied in all aspects of the student's work and time involved with the program. Some, but not all, of the standards of character expected of DMin students can be found on pp. 4-5 of the *Logsdon Seminary Student Handbook 2009-2010*. Abridgement of these standards by the student will result in an interview with faculty, the program director, and DMin Committee and possible implementation of disciplinary action as required by the level of indiscretion.

## **Student Grievance Procedures**

Logsdon Seminary and Hardin-Simmons University recognize the student's right to have an appropriate process and timely response defined for grievances for both academic and nonacademic grievances. The procedure for grade appeals is described on pp. 58-59 of the *Logsdon Seminary Catalog*. For all other academic and non-academic grievances, the student may avail himself or herself of the grievance procedures on pp. 10-11 of the *Logsdon Seminary Student Handbook 2009-2010*.

## **Library**

Doctor of Ministry students will engage in research skills and application thereof beyond the level expected of MDiv students. The HSU Libraries will be one of the primary resources for such research. Orientation to the libraries and to theological research will be provided in the first supervisory seminar. For additional assistance contact the Theological Librarian, Mrs. Teresa Ellis (325-671-2159; tellis@hsutx.edu).

# **PROJECT**

## **Project Curriculum**

The Doctor of Ministry program culminates with the performance of a ministry project and the writing of a formal report of the project. The project involves two consecutive semesters, each of which involves three hours of credit.

The first semester of the project requires at a minimum the student's participation in a weekend project workshop at the beginning of the semester and the submission of an acceptable project prospectus. Ideally the student will make additional progress toward completing the project in the first semester. The second semester of the project consists of implementation and writing the project report.

If a student does not complete the project in two semesters, he/she may petition the DMin Director and the DMin Committee to enroll in Project Continuance for an additional semester, so long as the maximum length of the degree (six years) is not exceeded. Project Continuance involves no hours of credit and a fee of \$500 for the semester.

## **Ministry Project Committee and Faculty Supervisor**

When the student completes the project workshop, he or she will be provided with a Ministry Project Committee, assigned by the DMin Director with the approval of the faculty. The committee will include a faculty supervisor who will serve as chair of the committee, a second faculty member, and either a third faculty member or another approved DMin supervisor. This committee will receive and act upon the project prospectus; consult with the student during the ministry project phase; approve the written project report; and serve as a member of the committee to hear the project oral defense.

## **Prospectus for the DMin Project**

Following the project workshop, the student will prepare a prospectus for her/his ministry project that will be performed for completion of the degree. The prospectus will include a title (or topic),

a statement of the nature of the project, a rationale for the project, a working hypothesis, a summary of the relevant literature, a plan for the conduct of the project, a research methodology, and a working bibliography. The prospectus should be no longer than thirty pages, apart from the bibliography. The student must receive approval in writing from the church or representatives of other ministry area in which the project is to be performed.

The student will submit the prospectus to his/her supervisory professor. The professor will submit the prospectus to members of the student's Ministry Project Committee. Once it has been approved, the committee will recommend the proposal to the DMin Committee who will then make a recommendation to the faculty of the seminary, who will act on the proposal.

The student will have two years from the date of approval to complete the project and submit the written project report. Under extraordinary conditions, the student may petition the DMin Committee for more time.

## **DMin Project**

The project report will include a survey of the literature, a theological rationale, the research methodology, the project description, and an evaluation of the project. The report also should include appendices containing such things as pretest and posttest material, survey instruments, lesson outlines, and other relevant documents. Charts and statistical tables may be included in the body of the project. The project should be between 70 and 110 pages in length, excluding appendices and bibliography.

The ministry project report must be submitted to the DMin supervisor at least ninety days prior to the date the student expects to graduate. A finished project suitable for the oral exam should be submitted to the DMin Committee at least sixty days prior to the date the student expects to graduate.

### ***Note:***

This printed handbook is current as of the printing date. Any changes required subsequent to this printing will be displayed in the online handbook at <http://www.logsdonseminary.org>. This handbook is not an irrevocable contract. The University reserves the right to change, at any time and without prior notice, any provision or requirement, including, but not limited to, policies, procedures, charges, financial aid programs, refund policies, and academic programs. The student is responsible for knowing the degree requirements and policies listed in this handbook. The student must be sure that all required documents, fees, and credentials are submitted by required deadlines to appropriate offices of the University. The student should consult this handbook, his/her advisor, and the Director of the DMin Program to ensure all degree requirements are being met.

This handbook is an official program handbook of Logsdon Seminary, Hardin-Simmons University. It is intended solely as a description of a selected program and activities of the University and does not constitute a contract between any party and the University. Hardin-Simmons University retains the right to terminate or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments, tuition, fees, and any and all other aspects of its education and other programs at any time without prior notice. It should be noted that this handbook does not contain all University rules, regulations and policies for which a student is responsible, and students are advised to refer to other university publications, such as the Logsdon Seminary Catalog, Logsdon Seminary Student Handbook, HSU Graduate Studies Catalog and HSU Student Handbook, for additional information.