

# Part 1:

## Introduction to the Doctor of Ministry Program

### ***A. The Doctor of Ministry Degree Program***

The Doctor of Ministry is an advanced, professional degree program designed for those who are engaged in full-time ministry. It is the highest professional degree offered by Westminster Theological Seminary. The program culminates in an Applied Research Project that requires not only original library research but also the field-testing and refinement of a ministry model based on that original research. In placing equal weight on both theory and practice, the Doctor of Ministry is best compared to other professional doctorates such as those awarded in medicine (M.D.) or law (J.D.).

The overall purpose of the Doctor of Ministry program is to develop reflective practitioners in ministry who will grow in ministry comprehension and competence but also in character. Building upon the biblical, theological, and professional foundations of the Master of Divinity degree, the Doctor of Ministry student benefits from the integration of the rich practical experiences gained from years of subsequent ministry. As a doctoral degree program, the Doctor of Ministry sets a high standard of expertise in ministry, reflection and practice.

Westminster's Doctor of Ministry program is designed to be completed in five years. Your flexibility in scheduling is the primary variable in the length of time you will require to complete the program. A request for an extension must be submitted should you need longer than five years to complete the program.

### ***B. Goals of the Doctor of Ministry Program***

1. ***Knowledge.*** The Doctor of Ministry program strives to integrate your professional experience with advanced study. Through the study modules, you will have the opportunity to read and interact with valuable resources in the field of practical theology and other related subjects. Completing the Applied Research Project will help you become an expert in your chosen area.

2. ***Personal and Professional Assessment.*** The study modules are designed to enable you to evaluate your key core-ministry values and skills. Much of the work in the modules will be accomplished within the context of your current ministry.

3. ***Peer and Faculty Interaction.*** One of the advantages of the Doctor of Ministry program, particularly the study modules, is that you will be interacting with other ministry professionals and faculty who are wrestling with the same issues that concern you. The Doctor of Ministry modules are characterized by classroom discussion and a practicum-oriented approach to maximize the among students and professors.

4. ***Spiritual Growth.*** The goal of spiritual formation is one that is never complete this side of heaven. Our desire is that this program not be merely an academic exercise, but that it be a time of spiritual *re*-formation in your life. Ministry effectiveness is not solely based on comprehension or competence but flows from character that has been shaped by His Spirit at work within us. We want to help you know Him more deeply and to help you grow in your ability to truly be *an example* to those you serve.

### ***C. Educational Assumptions of the Doctor of Ministry Program***

Self motivation is the key to your success in the Doctor of Ministry program.

Self-discipline will be required in order for you to finish. Most of the work that you do for the modules, exams, and project will be done away from campus, students, and professors. It will require you to plan your work, and then to work your plan. We urge you to use the checklist of requirements (Appendix A) to set goals for the completion of the various elements of the program. Please note that the goals that you set are for *your* self-direction. Remember, the fact that you were admitted to the program is an expression of our confidence of your ability to complete the work.

### ***D. The Doctor of Ministry Program offers three concentrations***

1. ***Counseling Concentration.*** The purpose of the Counseling Concentration is twofold. First, it aims to equip students for a high degree of competence in pastoral counseling. Competence includes effective functioning not only in the professional areas of relating, assessment, and problem-solving skills but also in conceptual abilities related to personality, learning, integration, and other theoretical constructs. Underlying these performances must be the foundational abilities to do self-analysis, to discern and relate cultural patterns to ministry, and to bring all practice under the judgment of a biblical-theological philosophy of ministry.

Second, the counseling concentration aims to enable the student to make a contribution to the field of pastoral counseling through the Applied Research Project. The project is the student's actual counseling done in an under explored, skill-enhancing, or problematic area of counseling ministry. The project must rest upon a biblical base, take into account any previous work done in that particular area of research, define in repeatable steps the course of the counseling ministry, and evaluate its conformity to biblical principles and effectiveness in reaching its goals.

*Note: If you have not taken any WTS or CCEF counseling courses, you must take two classes from CCEF as a prerequisite to this program. These classes are:*

1. *Dynamics of Biblical Change*
2. *Human Personality*

*They should be taken as pass/fail in the first year of the program and are to be taken through CCEF's distance education. Consult CCEF's website for details*

2. ***Pastoral Ministry Concentration.*** The purpose of the Pastoral Ministry Concentration is twofold. First, the concentration aims to build on the shepherding skills and competencies gained through previous Master of Divinity studies, while integrating subsequent ministry experience for the purpose of sharpening and deepening those skills. Foundational areas—such as pastoral

nurture, preaching, leadership, and evangelism—will be studied. Students will be encouraged to examine personal strengths and weaknesses, as well as to improve competencies in each of these areas. The challenges presented to the contemporary cultural context of ministry will also be considered. Careful attention will be given to the relationship of biblical theology to ministry practice.

Second, the pastoral ministry concentration strives to enable the student to make a significant contribution to the field of pastoral ministry through the Applied Research Project. Ideally this work is accomplished in the student's current ministry. Identifying a problem, challenge or question, proposing and applying a ministry model, and evaluating this model are essential aspects of the project. This work must be built upon a biblical foundation, taking into account both historical precedents and contemporary influences on the area in view.

**3. *Urban Mission Concentration.* The purpose of the Urban Ministry Concentration is twofold.** First, it seeks to develop skills for leadership and disciplined self-analysis in ministry in urban settings in North America and overseas. The student will learn to interact theologically with insights drawn from the behavioral and social sciences for a better understanding of urban cultures and urban ministries. A constant effort will be made to coordinate all the phases of the program with the concrete needs arising out of each student's particular place of ministry.

Second, the urban mission concentration seeks to support the student in making a contribution to the understanding and practice of urban mission through the Applied Research Project. The project is where the student identifies a particular need and brings new insight, applies biblical truth, and constructs a model to address the need and advance God's kingdom in the city. The project must include evaluation of the model's effectiveness.

# Part 2: Curriculum Program Design

**A. Core Modules – Four Required Modules**

1. PR 1: Orientation Module
2. PR 2: Pastoral Theology
3. PR 3: Counseling and Christian Ministry
4. PR 4: Theology of Missions and Evangelism

PR 1 is offered every year in the second full week of August; PR 2, PR 3, and PR 4 will be offered in the third week of August, on a rotating basis.

**B. Concentration Modules – Two Modules**

(The student must choose at least two modules from one of the following areas of concentration):

<b>Counseling Concentration</b>	<b>Pastoral Ministry Concentration</b>	<b>Urban Mission Concentration</b>
1. PC 3 Family Counseling	1. PM 2 Communication	1. PU 1 Mission Strategies/ Globalization
2. PC 4 Counseling Problems	2. PM 4 Leadership	2. PU 2 Contextual Theology
3. PC 5 Counseling Observation	3. PM 54 Biblical Conflict Resolution	3. PU 4 Mission Anthropology

**C. Elective Modules – Two Modules**

(These options are designed to allow the student flexibility in supporting their choice of concentration.) The following options are available.

1. Choose any module not already taken.
2. Take a module at another institution and receive transfer credit.
3. Take a module through independent study.
4. Choose an elective offering through the Doctor of Ministry program.
5. Choose a Ph.D. course adjusted to the Doctor of Ministry requirements.
6. Students with a Counseling Concentration may take PC 5 Counseling Observation and Evaluation twice.

Concentration and Elective Modules are offered in the fourth full week of August.

#### ***D. The Applied Research Project***

The program culminates in the completion of the Applied Research Project, through which the student is expected to demonstrate mastery in a particular area of practical theology. Identifying a problem, question, or topic; proposing and applying a ministry model; and evaluating that model are essential ingredients of the project. This work must be set upon a biblical foundation, taking into account both historical precedents and contemporary influences on the area in view.

1. ***The Purpose of the Applied Research Project.*** The Project enables you to dig deeply and develop expertise in a specific area of interest. It is designed to focus on a particular problem within the discipline of Practical Theology.

2. ***The Nature of the Applied Research Project.*** As the name implies, the Applied Research Project is something that you *do* in the context of ministry. As you have engaged in ministry, undoubtedly a problem, question or topic, has arisen that will serve as the subject of your Project. This topic should be something in which you are deeply interested and to which you are deeply committed. The project will be something to which you devote years of your life, so it should be chosen prayerfully and thoughtfully. You should also consider the transferability of your work to benefit the church-at-large.

The completion of the project requires disciplined and systematic study of the topic. This disciplined study involves two components: *library-based research*, which informs the development of a ministry model, and *field-based research*, which involves the carrying out of the model. Field-based research involves several cycles of using the ministry model and collecting responses from those for whom it was designed. These responses will inform changes in your model, so that in its final version, it is both biblically and theologically sound as well as empirically tested and perfected. The work that you do in these important areas will help you to shape your model wisely so that it answers the problem, challenge, or question you have raised. This process will also help you to sharpen the focus of your work.

The heart of the project is this ministry model, which will be developed by working closely with the Director of the Doctor of Ministry Program and the Project Advisor. The process of developing a model will begin the first year and continue throughout the program. The model may take a variety of forms, including (but not limited to) the following:

- course syllabus and set of teaching materials
- handbook or partnership manual
- detailed description of a pastoral or counseling approach
- action plan targeted for a particular group in the church

3. ***The Parts of the Applied Research Project.*** Ordinarily, the Project will consist of five chapters. The titles of the chapters should include the content indicated below.

#### **Chapter 1: Introduction**

In this chapter you will outline the nature of the problem, question, or topic you have chosen, how it came to interest you, and what you intend to accomplish through your ministry model to address the problem. You will also define key terms so that your reader will know exactly what you mean (and what you don't mean) when you use them. You will

also need to communicate the delimitations of your work, i.e., what you are *not* intending to include or accomplish.

### **Chapter 2: Biblical and Theological Foundations**

In this chapter you will examine the biblical materials that relate to the problem or question you have identified. Your goal will be to describe the nature of the problem and provide a biblical and theological foundation for a response to the problem. To do this, you will carry out exegesis using a biblical-theological, redemptive historical approach to the major passages that pertain to the problem, and you will also consider the theological issues involved

### **Chapter 3: Historical Precedents and Current Cultural Conditions**

This chapter will review two important areas of research in which you will answer some basic questions about your topic. This is similar to the literature review section of a standard Ph.D. dissertation.

*Historical Precedents:* What has been done about this particular problem in the past? Who has addressed this issue in the past? How was it approached? What was done? What was the result? What influence do these have on the current situation? What has happened in the past that shapes the way we think about this issue today?

*Current Influences:* What approaches are being taken to the problem now? What is being done and by whom? What are the influences that are either helpful or harmful in my area of interest?

### **Chapter 4: Ministry Model**

Chapter 4 will give an account of how your ministry model flows from, or is connected to, the bibliographical research that you reported on in chapters two and three. After studying the problem deeply, what is your solution? This is what you will actually do with a group of people as your solution to the problem or challenge you have identified. There should be a clear connection between your ministry model and the problem or challenge you identified in the Introduction.

Remember that your ministry model will not be perfect on the first round. It is important to evaluate your model and to repeat the evaluation several times, incorporating suggestions from users. Thus, in chapter 4, you will also report on the feedback and input you received from those who have used your model, and you will describe how you changed the model in response to this feedback. The actual curriculum materials, handbook, detailed action plan, or other material you used in deploying the model should normally be included in the Appendix to your Applied Research Project.

### **Chapter 5: Conclusion**

In this chapter you will pull everything together. First, you will comment on the effectiveness of your ministry model. You must be objective and honest as you make this assessment. Second, you will make recommendations and suggestions that have arisen from your research and work concerning the problem. End with a final summary.

4. ***Steps to Completing the Applied Research Project.*** The final Applied Research Project must be of sufficient length (200 pages minimum in body of text) to demonstrate an ability to integrate exegetical and theological insight with the contemporary practice of ministry. Following these steps will help you complete this task.

**Step One: Choose a Topic.**

“Where do I begin?” is a question rarely heard among Doctor of Ministry students. Most already have some idea or an area of interest within which they would like to do their Project. This is undoubtedly related to a question, challenge, or problem already faced in ministry. Therefore, topics vary greatly as they reflect the interest, gifts and experiences of various students. Questions you should ask as you consider a topic:

*Is this an area where I already have significant experience and/or expertise?*

*Is this something for which God has given me a great burden?*

*Is this something that will maintain my interest for the long haul?*

*Is this something that will benefit the church-at-large?*

During the Orientation Module, you will be considering several areas of interest from which you will choose your topic and develop your proposal. Ask the Lord to help you identify what will be most beneficial to you and to His people.

**Step Two: Submit a Project Proposal.**

A Project Proposal is simply your plan for what you would like to do for the Applied Research Project. It must be submitted by November 15 following the completion of the Orientation Module.

We ask you to draft your proposal during the Orientation Module to help you choose topics and carry out research for your modules having the research goals for your Project in mind. In addition, the initial statement of the topic is often too broad or the methodology is too ambitious, so the Orientation Module is designed to help you narrow and refine your topic. A carefully refined proposal sets the trajectory for the successful completion of the Project and will pay dividends throughout the process. Ordinarily, your proposal will need revision before it receives full approval.

The Project Proposal should be about 12 –15 pages long, including bibliographies. The primary purpose of this document is to demonstrate to your advisor and the Director of the D.Min. program that your project is theologically and historically well grounded and that your research plans are feasible. Each major section of the project thus requires a specifically focused bibliography, as described below. The proposal must contain the following elements:

- 1) A concise, clear ***title***
- 2) A description of the specific nature of the ***problem, question, or topic*** and your reasons for choosing it. Library-based research as well as case studies or interviews will

provide concrete and detailed information to help you describe the problem. Include quotations and interact with the literature. (4 - 5 pages)

- *Include a bibliography of sources on your problem here*

3) **Research questions and bibliography for biblical and theological foundations.** See the description of chapter 2 above. Develop a set of initial questions to guide your research. You should include 4 to 5 questions; a paragraph explaining how answering the questions in that area will contribute to addressing the problem; and a bibliography. (2 – 3 pages total)

- *Include a bibliography on biblical and theological foundations here*

4) **Research questions and bibliography for historical precedents and current cultural conditions.** See the description under chapter 3 above. Develop a set of initial questions to guide your research. You should include 4 to 5 questions for each of the areas; a paragraph explaining how answering the questions in that area will contribute to addressing the problem; and a bibliography. (2 – 3 pages total)

- *Include a bibliography on historical precedents and current cultural conditions here*

5) A **proposed ministry model** to address the problem, what you hope to accomplish through the model, and how you intend to evaluate it. See description under chapter 4 above. (3 - 4 pages)

- *Include a bibliography here of methodological literature you will need to carry out the model (e.g., books on curriculum design, interviewing techniques, etc.)*

6) A **project timeline** will help you keep on track to finish your work. The timeline should include deadlines for such things as the submission of each chapter, final project submission, project defense, and graduation. Please consult the submission process outlined in the “Format Guidelines for WTS Theses, Dissertations, and Projects” ([http://www.wts.edu/resources/westminster\\_center\\_for\\_theolog/format\\_guidelines.html](http://www.wts.edu/resources/westminster_center_for_theolog/format_guidelines.html)) for a detailed description of the process and important deadlines.

7) A **signature page** (see Appendix B) with blank lines for the signatures of

- a) Student
- b) Director of the Doctor of Ministry Program

### **Step Three: Write an abstract**

In a single paragraph, clearly and succinctly describe your project. Include a brief description of the problem, the significance of the problem, your model, and your plan for evaluating the model. We will use this abstract to assign your project advisor, second reader, and outside reader.

**Step Four: Carry out research.**

The opening chapters of your Applied Research Project will require extensive study in your area of interest. You will read the sources you named in your proposal (see bibliographies in step 2 above), which will lead you even deeper into your subject matter and help you shape and refine the ministry model that you proposed.

**Step Five: Develop, use, and evaluate your ministry model.**

Your previous research and reflection will lead to the development of a ministry model that you will actually use among a particular group of people. It is important that your ministry model clearly address the problem or question described in your Proposal. The influence of your bibliographical research should be evident in your ministry model as well. *Please note that the connection between your bibliographical research and the ministry model you propose must be clear!*

**Step Six: Submit your project to your advisor no more than a chapter at a time.**

Submitting your project step-by-step will help you to keep the work fine-tuned and will preclude the major surprises and changes that can occur when this incremental approach is not followed. You should consult with your project advisor concerning the timing of chapter submissions and the schedule you agree on should be reflected in your project timeline.

During this initial review of your chapters, advisors will warn of potential problems with content (quality, clarity, and completeness of argumentation and presentation) and technical matters (grammar, syntax, typing, and spelling). Readers will return such draft manuscripts to students with comments no more than four weeks after receiving such manuscripts (except that manuscripts which are given to readers during June, July, and August may not be returned until one month after the fall semester begins.)

**Step Seven: Follow the submission process outlined in the WTS Formatting Guidelines**

The “Format Guidelines for WTS Theses, Dissertations, and Projects”

([http://www.wts.edu/resources/westminster\\_center\\_for\\_theolog/format\\_guidelines.html](http://www.wts.edu/resources/westminster_center_for_theolog/format_guidelines.html))

explains the procedures required for formatting and submitting your Project. An important hint is that you should strive to comply *from the beginning* of your writing to the format to which your final product must conform. You must purchase the **seventh edition** of the *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian (ISBN: 0-226-82337-7).

It is the responsibility of the student to make sure that ALL errors of spelling, grammar, and Turabian conformity be corrected before submitting the completed copy on December 15. Submitting your work to an editor who has expertise in the Turabian format will involve some expense to the student but will be well worth it. It is not the responsibility of the advisor or second reader to make such corrections. A list of individuals who are qualified to proofread your work is available from the Center for Theological Writing ([http://www.wts.edu/resources/westminster\\_center\\_for\\_theolog/editorial\\_referral\\_system.html](http://www.wts.edu/resources/westminster_center_for_theolog/editorial_referral_system.html)).

**Step Eight: Submit four copies of your completed project by December 15 before the May in which you intend to graduate.**

Please see the “Format Guidelines for WTS Theses, Dissertations, and Projects” ([http://www.wts.edu/resources/westminster\\_center\\_for\\_theolog/format\\_guidelines.html](http://www.wts.edu/resources/westminster_center_for_theolog/format_guidelines.html)) for details of the submission process.

**Step Nine: Arrange for the oral “defense” of your project by March 15.**

The defense provides an opportunity for you to interact with your advisor, second reader, and other members of the Practical Theology Department about your work. You will have to demonstrate expertise in your subject area, be able to explain the rationale for your ministry model, and defend the conclusions and recommendations that you have made as a result. This should be arranged to occur no later than March 15 before you intend to graduate.

Ordinarily, the defense must be in person on campus. However, in extenuating circumstances, it can be accomplished through conference call (at the student’s expense). This arrangement must be previously approved by the Project advisor and the director of the Doctor of Ministry program.

**Step Ten: Submit the approved thesis for binding by May 1.**

Please see the “Format Guidelines for WTS Theses, Dissertations, and Projects” ([http://www.wts.edu/resources/westminster\\_center\\_for\\_theolog/format\\_guidelines.html](http://www.wts.edu/resources/westminster_center_for_theolog/format_guidelines.html)) for details.

**NOTE:** The Applied Research Project will not be accepted for review unless all other requirements of the program have been fulfilled. The student’s academic responsibilities (including responsibility for Continuation Fees) continue until the Project has been fully and finally approved by the appropriate committee and the project has been sustained by the Practical Theology Department.

# Part 3:

## Administrative Support

### *A. Administrative Support*

Each participant in the Doctor of Ministry program carries out his or her program with the advice, guidance, consultation, and evaluation of the following administrative support network.

1. ***The General Director of the Doctor of Ministry Program.*** The director of the Doctor of Ministry program functions as the major supervisor and administrator of the overall program. He is responsible for maintaining the integrity and excellence of the Doctor of Ministry program. He teaches the Orientation Module and consults with Doctor of Ministry students in the development of their Project Proposals.

2. ***Administrative Assistant to the Director of the Doctor of Ministry Program.*** The Administrative Assistant to the director of the Doctor of Ministry Program administers the details of the program. She mails course schedules and assignments for the modules and also sends an annual worksheet update to inform the student as to the seminary's record of the student's progress.

3. ***Project Advisor and First Reader.*** The major responsibility for the supervision of the student's progress lies with the project advisor. The advisor may be appointed as soon as two modules are completed. The choice is made in consultation with the student and in light of the student's intended project. The advisor is the key source of advice throughout the subsequent modules of the Doctor of Ministry program and is the First Reader of the Applied Research Project.

As the First Faculty reader, your advisor will primarily review the project for the quality and clarity of its argumentation. In order to make sure that what is submitted by the listed deadlines is in its final form, students are strongly urged to consult regularly with their First Reader and to submit material chapter-by-chapter or section-by-section as described under "Steps to Completing the Applied Research Project" in Part Two.

The Applied Research Projects must be written in good, standard English, and they must be free from grammatical, syntactical, spelling, and typographical errors before the completed project is submitted on December 15. If, in reading the final version of a Research Project, the First Faculty Reader discovers any grammatical, syntactical, spelling, or typographical errors, those errors will be marked and must be corrected before the project is finally accepted. If the First Faculty Reader discovers more than two such errors on any single page or more than ten such errors in the entire manuscript, the reader may cease reading the manuscript and return it to the student for corrections to be made. These error totals are inclusive and cumulative; for example, if two typographical errors and one syntactical error are made on a page, the manuscript may be returned to the student.

Exceptionally, another language besides English may be authorized. This must be decided at the beginning of each year, and should be subject to the availability of at least two faculty readers competent in the language in question.

4. ***Other Faculty Members.*** The Doctor of Ministry student should feel free to consult and make use of other WTS faculty members in connection with the appropriate parts of the program. Background studies and/or chapters in the research project may be prepared with the advice of such faculty. Students can receive helpful information regarding bibliographical data, suggestions for exegetical and theological research, supplementary historical studies from faculty members.

5. ***The Second Faculty Reader.*** The Second Faculty Reader is appointed to read the student's *completed* Applied Research Project and is chosen well into the writing phase of the project. He will present his comments, not to the Doctor of Ministry candidate, but directly to the faculty advisor. He will also participate in the oral defense of the Project.

6. ***The Outside Reader.*** If the Research Project is deemed acceptable by the First Faculty reader, it will be submitted for review to an individual who is unaffiliated with Westminster Theological Seminary but is actively engaged in a ministry related to that covered by the Project. This outside reader must receive the Project no later than January 1, and must provide the faculty advisor with an evaluation before February 1. The outside reader will review the project solely for the quality and clarity of the presentation. The outside reader will indicate clearly and specifically whether the work is of sufficient quality for the awarding of the Doctor of Ministry degree.

7. ***Director of Library Services.*** The Director of Library Services verifies that all projects conform to the guidelines for Projects and Dissertations as outlined in the "Format Guidelines for WTS Theses, Dissertations, and Projects" ([http://www.wts.edu/resources/westminster\\_center\\_for\\_theolog/format\\_guidelines.html](http://www.wts.edu/resources/westminster_center_for_theolog/format_guidelines.html)) and the seventh edition of the *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian (ISBN: 0-226-82337-7). No project will be approved until they satisfy formatting guidelines.

8. ***Practical Theology Field Committee.*** The Practical Theology Field Committee makes the final determination on all DMin. projects.

9. ***The Registrar*** is your contact person for the following requests:

- a. Requests for leaves of absence from the program should be addressed directly to the Registrar. A copy of such a request should be sent to the Director of the DMin. his Administrative Assistant.
- b. No later than December 15 before the anticipated graduation date the following May, an original and three copies of the completed Applied Research Project must be submitted to the Registrar, NOT your faculty advisor. The Registrar will forward the copies to the faculty advisor. The project fee and external reader fee are also due at this time.

- c. The faculty advisor will be responsible to report the successful completion of the “defense” to the Registrar.
- d. After making final corrections, two copies of the approved project should be submitted to the *Registrar no later than the May 1 before graduation.*

***B. Other Services Available to Doctor of Ministry Students***

1. ***Library.*** The Seminary’s full library resources are available to Doctor of Ministry students. No I.D. cards are necessary to borrow books. Books may be loaned and circulated by mail to the student’s working address.

2. ***Campus Bookstore.*** Orders for books can be placed through the seminary website (<http://www.wtsbooks.com/>)

# Appendix A: Worksheet for Completing the Program

– DOCTOR OF MINISTRY –

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

Initial Registration \_\_\_\_\_

*4 Required*

Date Completed

Grade

_____	_____
_____	_____
_____	_____
_____	_____

*2 Concentration Modules*

_____	_____
_____	_____

*2 Electives*

_____	_____
_____	_____

**APPLIED RESEARCH  
PROJECT**

	<b>Goal</b>	<b>Actual</b>
<b>Project Proposal Approval</b>	_____	_____
<b>Submit Completed Project</b> (three copies due to Registrar by December 15 before graduation)	_____	_____
<b>Project Defense</b> (schedule to occur before March 15)	_____	_____
<b>Submit Approved Project</b> (two copies due by May 1)	_____	_____
<b>Graduation</b>	_____	_____

# Appendix B: Project Proposal Signature Page

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

**Student** \_\_\_\_\_

**Director of the D. Min. Program** \_\_\_\_\_