



OBLATE
SCHOOL OF THEOLOGY

***DOCTOR OF MINISTRY
HANDBOOK***

2009

DOCTOR OF MINISTRY HANDBOOK

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Oblate School of Theology
Doctor of Ministry Program Handbook

Preface

Since 1903, Oblate School of Theology (OST) has provided theological education in the southwestern United States. While the Doctor of Ministry (D.Min.) Program is one of the newest programs at OST, it builds upon and furthers the school's original mission: preparing men and women for ministry in the Church and in the World. OST students join a living tradition of ministry, and each is welcomed to this journey of faith and learning.

This Handbook offers direction from admission through graduation. If questions about any part of the program arise, please contact the Director of the D.Min. Program. Questions about particular classes should be addressed to the respective instructors; financial matters to the Business Office; and questions about permanent records to the Registrar. Information in this Handbook reflects current administrative policies governing the D.Min. Program, and is subject to change as warranted. Policy changes will be communicated to students in a timely manner.

Goals and Objectives

Goal:

To enhance the understanding and practice of ministry through doctoral-level pastoral theological education

Objectives:

1. To design an original response to a pastoral issue in one's ministry
2. To identify and assess the scriptural and theological issues involved in specific pastoral contexts
3. To critique and utilize contemporary models of theological reflection
4. To demonstrate social research skills appropriate to pastoral issues

Outcomes:

1. Contributes to the practice of ministry by designing innovative responses to emerging pastoral issues
2. Identifies and assesses theological issues germane to a specific pastoral context
3. Employs models for theological reflection suitable for issues inherent in specific ministry contexts
4. Applies professional research standards in ministerial contexts

Means of Assessment:

1. Assignments specific to courses taken in the Doctor of Ministry Program
2. The doctoral project (paper and presentation)
3. Exit questionnaire and interview of program graduates

Program Overview

Foundational to the D.Min. Program is the study of theology, scripture, and pastoral practice from the perspective of the student's ministerial background and experience(s). The courses challenge the student to read, discuss, research, and integrate in the light of pastoral issues. It

is important that in each course the student considers the context of his or her ministry as theological and pastoral issues are articulated. The final research and writing project is rooted in ministerial experience and is intended to make a significant contribution to the practice of ministry. As the student reaches the level of the Doctoral Proposal and the Doctoral Project, she or he must consider the nature of the ministry in which the student is (or will be) involved, so that there is a correlation between the intended project and the ministerial role.

To facilitate dialogue between the academic and the experiential, the student is required to be in ministry for three years prior to admission, and to remain engaged in ministry during the course of study. Should the student's ministry context change while enrolled in the program, written notification of this change must be provided to the Program Director. Due discretion should be exercised if a change in ministry contexts is considered or planned during the actualization of the Doctoral Project. Since the project evolves from the student's pastoral concern, a significant change in ministry sites at the proposal stage or time of the Doctoral Project may require that the student revise the original proposal and receive a second approval from the Doctoral Project Committee.

Program Design

OST's Doctoral Program consists of four components. These are:

1. Six academic courses (18 credit hours)
 - a. 12 hour core curriculum
 - b. 6 hours in concentration-specific coursework.
2. Proposal for the Doctoral Project (non-credit)
3. Doctoral Project (12 hours)
 - a. PSC 9601 – Doctoral Project I (6 hours)
 - b. PSC 9602 – Doctoral Project II (6 hours)
4. Oral presentation of the Doctoral Project (non-credit)

The structure of the program recognizes the pastoral realities and ministerial engagements of students. The actual amount of time spent on campus is generally limited to the two-week long sessions held in June and January; still, the student is expected to engage in a significant amount of time each week in work related to their D.Min. process.

The school acknowledges that, from time to time, pastoral necessities may impede the student's work in the program. Should this scenario develop, the student should contact the Program Director as soon as possible. The director will help plan a resolution for major interruptions in studies. At the same time, students are encouraged to limit the number of outside commitments undertaken during their time in the D.Min. Program. Successful completion of the degree is directly related to the amount of study that a student is able to contribute to the program. Students should remember that the normal maximum time for completing the degree requirements is six years from the date of matriculation.

Concentrations

OST offers four fields of study, or concentrations, for students enrolled in the program. These are: Spiritual Formation in the Local Community, Clinical Pastoral Education, U.S. Hispanic/Latino Ministry, and Pastoral Leadership. Each concentration requires six courses, for a total of 18 credit hours. The doctoral Project earns 12 credit hours in two courses of six hours

each. The total degree program requires a total of 30 hours credit. A complete description of these courses is found in the OST Catalog.

Courses are offered in two-week intensive sessions in June and January each year. Six to eight weeks prior to each session, students receive registration materials and a syllabus for the upcoming course. The syllabus contains information about required and recommended readings, course expectations, and instructions for preliminary and final writing assignments. The instructor's contact information is provided in the syllabus in the event that a student needs to contact the instructor concerning requirements for the course.

The importance of completing initial reading and written assignments *before* coming to campus cannot be overstated. Students are responsible for delivering all assignments to the instructor, and for bearing any financial burden for delivering the assignments in the time and manner requested by the instructor.

Accordingly, it is imperative that students keep the Program Director and Registrar informed of any changes in postal or electronic addresses. Students are required to provide an e-mail address, since announcements, registration materials, and syllabi are usually sent electronically. Students must be familiar with downloading material both in Word and Adobe formats.

Doctor of Ministry Curriculum

Below are schematic descriptions of the steps to be completed in the D.Min. process. Please remember that the precise sequence of courses depends upon the date of matriculation. Not all courses are offered every year.

Core Courses

PSC 7301 – Scripture as a Source for Ethics and Ministry
PSC 7302 – Theology as Critical Reflection on Particular Contexts
PSC 8301 – Integrative Seminar
PSC 8302 – The Use of Social Sciences in Ministry
(Ideally, PSC 8302 will be taken early in a student's course sequence, with PSC 8301 serving as a capstone course prior to the Doctoral Project.)

Concentrations

Spiritual Formation in the Local Community

PSC 6303 – Faith Development
PSC 7304 – Spirituality and Culture

Clinical Pastoral Education

(both courses taken at the CPE site)
PSH 6302 – The Supervisory Role
PSH 6303 – The Clinical Practice of Ministry

U.S. Hispanic/Latino Ministry

PSL 6302 – Contemporary Issues in Hispanic/Latino Ministry
PSL 7303 – Contemporary Hispanic/Latino Spiritualities

Pastoral Leadership

Students in this concentration will complete the core curriculum plus any two courses from the other concentrations, in keeping with the student's ministry context.

Steps to the Successful Completion of the Doctor of Ministry Program:

1. _____ Completion of all application materials and approval by the Admissions Committee
2. _____ Registration – Students MUST register for a course or continuation status EVERY semester while enrolled in the program.
3. _____ Completion of the four courses in the Core Curriculum (12 hours total)
4. _____ Completion of concentration-specific courses (6 hours)
5. _____ Creation of the Doctoral Project Committee (DPC) (in cooperation with the D.Min. Program Director)
6. _____ Preparation of a Doctoral Project Proposal for the approval of the DPC
7. _____ When the proposal is approved, student registers for PSC 9601 (Doctoral Project I) and begins research and writing under the direction of the student's DPC
8. _____ In the NEXT semester, the student registers for PSC 9602 (Doctoral Project II) and continues work on the project
9. _____ Completion of the Doctoral Project
10. _____ Oral Presentation of the Doctoral Project to the OST Faculty
11. _____ Submission of the final copy of the project paper (one printed copy and one copy on CD) to the Program Director, who will present the paper to the DEOL staff for binding
12. _____ Graduation and the awarding of the doctoral hood and degree

The Doctoral Project Process

The Doctoral Project Committee

After the grade for the student's final course is posted, the student begins to work with the Program Director to establish a DPC and to craft a proposal for the Doctoral Project. The initial stage in crafting the proposal for the doctoral project is to establish a Doctoral Project committee (DPC), comprised of qualified faculty members. One member is designated by the Program Director to serve as Chair of the DPC. This committee guides the student through the final stages of the D.Min. process, and

1. Determines if a student's doctoral proposal is acceptable (allowing registration for the Doctoral Project courses (PSC 9601 and 9602)
2. Monitors and assesses the research and writing stages of the project
3. Facilitates the Oral Presentation upon satisfactory completion of the research and writing component
4. Participates with the OST Faculty in the assessment of the student's project and presentation

As a student enters the proposal writing stage, but prior to submitting a proposal, the student discusses possible members of the DPC with the Program Director. The student will approach potential members to gauge their interest and availability, however, the student does NOT issue invitations to serve on a DPC. All official requests for participation on a DPC are made by the Program Director, who has sole responsibility for confirming that a DPC is established.

The DPC is comprised of three faculty members holding terminal degrees from accredited institutions of higher learning. These members usually have a special interest, expertise, or contribution relevant to the student's intended area of study.

While in most cases all three members of the DPC will be OST faculty, there may be situations in which non-OST scholars/professionals are invited to serve on a DPC. These persons may have particular expertise or may serve as an on-site resource person during the student's research and writing. The nomination of a non-OST committee member must be approved by the Program Director, who will issue the official request to serve on the DPC. To serve on the committee, the non-OST faculty member must hold a terminal degree from an accredited institution of higher learning. A current copy of the scholar's Curriculum Vitae will be provided for inclusion in the student's file. A student will never have more than two members who are non-OST faculty. In such instances, the OST faculty member automatically serves as Chair of the DPC.

The Program Director is open to student inquiries about potential DPC members and assists students in contacting appropriate resource persons at any stage of the program. Once the DPC is established, it becomes the student's responsibility to initiate and maintain contact with the DPC and to keep the committee members and D.Min. Program Director informed of progress made.

The Doctoral Proposal

The Doctoral Proposal is analogous to a blueprint; it contains and describes the nature, themes, and approaches taken in identifying a pastoral challenge and proposing a pastoral solution. The proposal is normally 20-25 pages (double spaced) of text. Appendices and bibliography are not counted in the page length. The proposal is expected to be grammatically and syntactically correct, and formatted in accordance with the latest edition of Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. The Proposal is written with footnotes rather than end notes or parenthetical documentation.

The Doctoral Proposal follows this outline:

Part 1: The Pastoral Challenge

- A. Give an adequately descriptive title to the project.

- B. Briefly explain the specific pastoral challenge/issue. This is a clear explanation of the scope of the issue to be addressed, involving the ministerial focus, target population, and location.
- C. Give a briefly annotated identification of the previous relevant research.

Part 2: The Pastoral Response

- A. Explain in detail the specific original pastoral response the student will undertake in response to the pastoral challenge. This includes an explanation of its original ministerial contribution, the objectives, and design.
- B. Summarize the specific pastoral issue and initiative in a concise thesis statement.

Part 3: Theological Reflection

- A. Briefly explain the religious (scriptural, theological, historical) themes that are addressed in order to reflect adequately on the pastoral issue. This includes a description of the student's scriptural hermeneutic and theological method. The presentation of the theological method includes a brief description of the student's denominational perspective. Present the theological foundation for the paper which will be further developed in the theological reflection and analysis section of the project paper.
- B. In some instances, psychological, cultural, organizational, and professional themes are presented here. Name the issues related to the student's personal formation and ministerial identity that are being addressed in this doctoral project.
- C. The explanation of themes listed in part three of the proposal is an explanation of why these themes are important to the proposed project, not a discussion of the themes themselves.
- D. Indicate the principle resource works consulted, stating the relevance of each work to the theme(s).

Part 4: Design and Methodology

- A. Detail an appropriate plan of social research to gather and evaluate the data. Provide operational definitions of important concepts. Explain why these methods and tools were chosen and identify the reference works used for these methods and tools.
- B. Provide a design of the project itself and a design for evaluation. Offer clear, concise, assessable learning goals. These goals state a method for achieving the goals, a criterion for success, and a means of assessing whether or not the goal has been reached. The student includes plans for implementing or testing his/her solution to the pastoral challenge. If implementation or testing is not possible, an explanation is provided.
- C. Address the relevant ethical issues
- D. Indicate the pastoral application and dissemination.
- E. Provide a timetable for completing the project.
- F. Provide a bibliography of relevant sources.
- G. Attach any appropriate appendices.

The proposal is submitted within one year of the completion of coursework (i.e. when the grade is posted for the final class). During this year of proposal writing, the student registers for *Continuation Status: Proposal Writing – PSC 7002*. A student may take up to two semesters of this continuation status. There are no tuition costs for continuation status; however, administrative fees (e.g. registration, library, etc.) do apply. If the proposal has not been

approved by the student's DPC by the end of the second semester of continuation status, the student will register for *Extended Status* – PSC 7005 each semester until the proposal is approved. Note that extended status incurs an administrative cost along with associated fees.

When a student believes that the proposal is ready for submission as an official Doctoral Proposal, the document is submitted to each member of the DPC. After reviewing the proposal, the DPC may:

1. Accept the proposal as is
2. Accept the proposal with requested modifications
3. Reject the proposal

When the DPC approves the proposal, the Chair of the DPC will notify the D.Min. Program Director. Acceptance of the proposal indicates that the student is ready to begin work on the Doctoral Project. Once the proposal is approved, the student registers in the next registration period for *Doctoral Project I* – PSC 9601. If the proposal is approved with a request for modifications, the student implements the DPC's instructions *before* registering for *Doctoral Project I* or starting work on the Doctoral Project.

If a proposal is rejected by the DPC, a student may have up to two additional opportunities to improve the quality of the proposal. A timeline for resubmission of the proposal is established by the DPC. The student is expected to engage in dialogue with the DPC concerning the necessary improvements required for the approval of the proposal. Failure to have a proposal approved after three attempts results in the student's dismissal from the Doctor of Ministry Program.

The Doctoral Project

Once the proposal is approved, the student registers for *Doctoral Project I* – PSC 9601 and begins work on the doctoral project. The doctoral project has two components: *Doctoral Project I* – PSC 9601 and *Doctoral Project II* – PSC 9602. Each component earns six credit hours, for a total of 12 credit hours earned with the completion of the project.

The research, development, and assessment of the project are conducted in accordance with the process outlined in the Doctoral Proposal. Any changes in the pastoral issue or the research methodology must be approved by the student's DPC. Significant changes to the scope of the project may warrant the need for additional approval by the DPC. Students must consult with the Chair of their DPC before making any substantial changes in the Doctoral Project.

A grade of Incomplete will be assigned by the Program Director for *Doctoral Project I* – PSC 9601 until the entire Doctoral Project is approved by the DPC and affirmed by the OST faculty following the student's oral presentation. At that time, the grade of Incomplete will be changed to a grade of Pass.

Doctoral Project I is considered a one-semester course. After one semester in PSC 9601, the student will enroll the next semester in *Doctoral Project II* – PSC 9602. During this course, the DPC will continue to oversee the student's research and writing. A grade of Incomplete will also be given for this course until the project is approved by the DPC and affirmed by the OST Faculty following the oral presentation. At that time the grade will be changed to a Pass.

If the Doctoral Project is not completed by the end of the semester in which the student is enrolled in *Doctoral Project II*, the student will, in subsequent semesters, enroll in *Continuation Status: Research and Writing – PSC 7003* until the project is completed. There is an administrative cost for this continuation status, along with fees mandated by institutional policies.

When the DPC approves the final form of the project paper, the Chair will notify the D.Min. Program Director, who will, in consultation with the student and the Vice-President for Academic Affairs, establish a date and time for the Oral Presentation of the Doctoral Project. In order for a student to graduate in May, a project must be approved by the DPC no later than March 1. This deadline facilitates the scheduling of oral presentations in the weeks prior to the commencement exercises.

When the DPC has approved the completed project, an Oral Presentation is scheduled and held on campus. The attendance of all DPC members is not required at the presentation. If unable to attend, DPC members are encouraged to submit questions for the student to answer during the presentation.

To assist the faculty to prepare for the presentation, the student submits to the Program Director an Executive Summary of the Project. The Executive Summary should include these elements:

- a. Student's Name
- b. Project Title
- c. Pastoral Setting and Challenge (approx. 100 words)
- d. Pastoral solution Advocated or Tested (approx. 50 words)
- e. Key Theological Issues and Theologians Utilized (approx. 100 words)
- f. Scripture Hermeneutical Model(s) Used (approx. 50 words)
- g. Social Science Research Model(s) Used (approx. 50 words)
- h. Summary of Research Results/Testing of Proposed Pastoral Solution (approx. 100 words)
- i. Bibliography of Most Important Resources (one page)

Presentations are usually 75-90 minutes in length, and are conducted under the following format:

1. The student makes a presentation of approximately 40-45 minutes covering the following content:

The Pastoral Setting and Challenge (10 minutes)

- a. Where is the research taking place, and why?
- b. Why is research in this area needed?
- c. What precisely is the student seeking to do in the project?
- d. How does the project go beyond previous research in this area?
- e. What is the proposed pastoral response/solution to the pastoral challenge?

Theological Relevance (15 minutes)

- a. What are the critical theological aspects of this pastoral challenge?
- b. Who are the key theologians contributing to this study? Why these particular theologians?
- c. How did Scripture shape the student's understanding of the theological issues present in this study?
- d. How was the student's theology affected by the results of this study?

Research Methods (5 minutes)

- a. What is the student trying to measure or ascertain?
- b. What method(s) are used to gather and organize data?
- c. What method(s) are used to analyze data?

Results (15 minutes)

- a. What did the research discover?
- b. What conclusions can be demonstrated or proven as a result of the study?
- c. What areas of the research require further study?
- d. What contribution does this study make to the practice of ministry?

2. The student answer questions from the DPC.
3. The student answers questions from the OST doctoral faculty.
4. The student answers questions from other faculty members, administrators, or guests.

At the end of the question period, the student, guests, and non-OST doctoral faculty are excused. The faculty reviews the student's work and, after hearing the recommendation of the DPC, makes a decision regarding the student's Doctoral Project. The Faculty may fully accept the project, request modifications, or reject the project. In cases of a rejected project, the student has the opportunity to resubmit an amended project only once. The Faculty's decision is communicated to the student immediately, and recommendations to confer the degree are communicated to the OST Board of Trustees.

Preparing the Official Record

A student may finish the Doctoral Project and Oral Presentation at any time in a given semester. To participate in the May commencement exercises, the project must be approved by the DPC no later than March 1 of the academic year. All other processes related to finalizing the project must be complete 30 days before commencement. Those receiving the degree are encouraged to attend their graduation ceremony regardless of when the Doctoral Project was accepted by the Doctoral Faculty.

Students should not prepare the official copy of the Doctoral Project until after the Oral Presentation. This allows the inclusion of any recommendations, suggestions, or changes made by faculty members during the presentation. At the time of the presentation, students should have ready the title page of the Doctoral Project for the signature of the DPC members. There should be a title page for each copy of the paper intended for binding.

After a successful Oral Presentation, the student submits the final edition of the Doctoral Project to the D.Min. Program Director, adhering to the guidelines found in this Handbook. The final edition is to be either an original copy or a high contrast Photostat/offset copy. It should be printed on bond, acid-free, 100% cotton fiber (also called 100% rag content or 100% cotton content) paper. The final edition should not be punched, stapled, or bound in any way. The Program Director will confirm that an acceptable copy has been submitted, and in turn submits the final copy to a designated member of the Donald E. O'Shaughnessy Library staff (currently Bea Tovar). The library sends the copy to the bindery for processing, and notifies the student when the bound copies are returned. OST follows this process to insure that all bound D.Min. Projects have a uniform appearance.

Graduation fees include the cost for binding one copy, which is placed in the school's library. Students desiring one or more personal copies must pay binding and handling fees (\$30.00 in 2008). These personal copies may be given to the Program Director when the official copy is presented. The Director submits the personal copies to the Library Staff at the same time the official copy is submitted. A check covering the cost of binding the personal copies is due at the time copies are submitted. The check should be made payable to the Donald E. O'Shaughnessy Library.

In addition, the student submits a copy of the final edition of the paper on a CD-Rom. This electronic version of the paper will be archived in the school's library.

Students are encouraged to have their Doctoral Projects archived and distributed through ProQuest Information and Learning (formerly University Microfilms International) in Ann Arbor, Michigan. Doing so protects the project and makes it available for use by other researchers. Those desiring to do so complete an agreement form, pay a fee to ProQuest, and provide a separate copy of the Doctoral Project. This copy is on 8.5 by 11 inch, 20-pound paper, printed on one side only. The process also requires a letter from the Program Director confirming the school's acceptance of the Doctoral Project. OST also recommends acquiring a copyright and making their projects available for distribution upon request. Further information is available at www.ProQuest.com.

Administrative Issues

Grading Policies

Assignments and courses in the D.Min. Program are graded on a Pass/Fail basis. As befits doctoral work, the passing designation recognizes that the student's scholastic achievements, assignments, and participation are fully professional. A Pass grade on assignments and courses is equivalent to at least a "B" in the standard grading policies of OST (as found in the general academic section of the OST catalogue).

Professors are free to elaborate on the Pass/Fail designations given for assignments and courses. Further elaboration may be done to convey a student's level of competency for doctoral study.

In some cases, a professor may choose to assign an "Incomplete" for a course. Requirements for completing the course must be satisfied successfully by the deadline and directives set by the respective professor, but no later than the end of the following semester. An inability to meet the deadline and satisfy the directives will result in failure of the particular course. The program policies recognize that, on occasion, a student may need additional time to complete an assignment due to pastoral or personal situations. In such cases, the student must contact the respective professor and request an "Incomplete" or an extension. Students are not to presume that an "Incomplete" must be or has been granted prior to contacting the professor. After contact has been made, a new deadline may be negotiated for satisfying the course requirements. Failure to satisfy renegotiated requirements may result in a failing grade for the course.

Failing a course does not result in automatic expulsion from the program. However, if a student does fail a course, the student should arrange a meeting with the Program Director and the

course instructor to discuss the student's continued enrollment and participation in the D.Min. Program.

Continuation/Extended Status and Withdrawals

Each semester a student MUST enroll for one of the following:

1. One of the six courses
2. Doctoral Project I or II
3. An appropriate Continuation or Extended Status

Failure to do so may jeopardize the student's continued enrollment in the program.

When a student is at the proposal writing stage, the student must register for the appropriate continuation status. PSC 7002 is titled *Continuation Status: Proposal Writing*, and is designed for students who have completed the coursework and are working to establish their DPC or are working with their DPC to craft an acceptable project proposal. Up to two semesters of PSC 7002 are allowed to develop an approved proposal. If a student needs more than two semesters (one year) to complete an acceptable proposal, then he/she registers in the following semester for PSC 7005 – *Extended Status*.

When a student's Doctoral Project is not completed after the two semesters devoted to PSC 9601 – *Doctoral Project I* and PSC 9602 – *Doctoral Project II*, the next step is to register for PSC 7003 – *Continuation Status – Doctoral Project Research/ Writing*. The student will normally register for this each semester until the project is completed. An exception occurs when there is an interruption of the student's academic work *at any stage of doctoral studies* that requires postponing her/his studies for more than a semester. Students in this situation must petition the Program Director *in writing* for permission to enroll in PSC 7005 – *Extended Status*. The petition should contain sufficient detail to enable the Director to make an informed response to the request. This status is renewed on a *semester by semester basis*. Students who elect to discontinue their studies and withdraw from the D.Min. Program must communicate this desire to the Program Director in writing.

The normal maximum time allowed for completing the Doctor of Ministry degree is six years from the date of matriculation. The Program Director has the option of granting, dependent upon circumstances, an extension of one year. Abuse of the registration system of Extended Status provision may jeopardize the student's continuation in the program, including the possibility of an Administrative Withdrawal. For example, the Director may opt to administratively withdraw a student from the program if a student neglects to register in consecutive semesters, fails to maintain contact with the Program Director (including current contact information), or exceeds the time granted for completion of the degree. In such cases, the Program Director may consult with the Vice-President for Academic Affairs, and remove the student from the Program.

Advising Students

During the initial stages of the D.Min. Program, and throughout the student's coursework, the Program Director serves as the primary advisor and liaison between the student and the school.

During this period, the student may, on occasion, be referred to other faculty members for assistance. An instructor may recognize that a student may benefit from another faculty

member's theological, scriptural, or ministerial expertise, and make a referral. In such instances, it is the student's responsibility to initiate contact with the other faculty member. Such a referral does not mean that the faculty member to whom the student is referred becomes that student's new advisor. Until coursework is completed and the DPC is established, the Program Director remains the student's advisor. Once the DPC is established, the Chair of the DPC becomes the primary advisor.

Financial Issues

Tuition and Fees

Students may refer to the yearly schedule of tuition and fees for current information. This is available on the school's web site under "Financial Information." Tuition and fee payments are due at the beginning of each semester, with payments made in U.S. currency. Failure to keep one's financial obligations may keep a student from being able to register for subsequent semesters. Degrees, diplomas, and transcripts will not be issued until the student fulfills all financial obligations due OST. If necessary, the student may consult the Business Office about possible payment plans.

Financial Aid

A limited amount of financial aid is available to qualified doctoral students through the OST Business Office. Application must be made on a semester-by-semester basis. Application forms for such aid are available in the Business Office. Students are also encouraged to explore other aid options, such as grants, loans, or other non-OST scholarships. Government financial aid forms are also available through both the Business Office and the Registrar for U.S. citizens and residents. OST is also approved for Veterans' benefits. Consult the OST catalogue for additional information regarding financial aid options.

Copying Costs

The copying of any assignments, journal articles, or other resources is the financial responsibility of the student. On occasion, a professor may have articles Xeroxed for student use. Such articles are usually available through the Business Office, where payment may be made. Students pay only the cost of copying such articles.

Likewise, the printing costs of internet resources, or articles, or books found in the Donald E. O'Shaughnessy Library are the student's responsibility. The library has set fees for pages printed by copiers or OST computers. Please consult the library staff for current price scales.

When a student is working on the Doctoral Project, it may become necessary to Xerox a student's work for distribution to other DPC members. Given the size of these documents, any Xeroxing necessary, whether by the student, Program Director, or DPC, is the student's responsibility. In a similar way, student accounts are subject to postal expenses (e.g. priority or overnight mail costs) related to conveying the doctoral Project or Proposal.

The Graduation Ceremony

OST holds a graduation ceremony each year in early May. The Registrar will send specific details and procedures about the D.Min. student's participation. As stated above, students may complete degree requirements at different times of the academic year. However, to participate in graduation ceremonies, the written portion of the Doctoral Project must be completed by March 1, with all other requirements satisfied at least 30 days before the ceremony.

A non-refundable fee is charged for graduation, whether a student participates or not. The annual financial information, available on the web site, lists the amount of this fee. This fee provides for a limited number of invitations, the renting of doctoral regalia, diplomas, the binding of the library's copy of the Doctoral Project, etc. Damage to rented regalia becomes the student's responsibility, and instructions concerning the return of rented gowns and hoods will be provided.

Graduates desiring to purchase a doctoral gown or hood should consult the Vice-President for Academic Affairs for specific information and requirements. For the sake of consistency, the doctoral hood must be purchased from OST's supplier.

Formatting Instructions

Style and Grammar

For all written assignments, elements of style follow the directives of Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. Students are expected to use the latest edition of this style guide and familiarize themselves with its various rules and guidelines. Doing so with the initial D.Min. assignment will prove helpful during the research and writing of the Doctoral Project.

While Turabian now permits the use of end notes and parenthetical references, OST (and most Religion Departments and Schools of Theology) requires the use of footnotes when citing a source. The use of good grammar and syntax is presupposed in every written assignment. Assignments containing numerous grammatical, syntactical, or formatting errors may be returned ungraded for revision by the student. Students who have difficulty with style, grammar, and composition *should consider using the services of a professional proofreader*.

Word Processing and Page Appearance

While computers offer a wide range of font styles, students should use only standard print fonts such as Times New Roman or Arial. For texts and titles, the standard font height is twelve points. A ten-point font may be used for footnotes. The bold feature may be used for titles and subtitles. Contemporary directives discourage underlining in favor of *italic* print. A variety of software programs on the market claim to format directly into Turabian style. Students should not become dependent upon such programs. Occasionally the software is not consistent with the directives provided in Turabian. At OST, Turabian always takes precedence over computer-generated formatting.

The professional nature of the Doctoral Project requires both a computer with adequate word processing capabilities and the use of a high quality printer. Older dot-matrix style printers are unacceptable for work at OST.

Since the official copy of the Doctoral Project is professionally bound, students will use a 1.5 inch left margin on all pages. Use a one inch margin at the right, top, and bottom edges of each page.

The right margin of each text page should not be justified. For some word processing programs, a student may need to disable the full justification of the text lines. Doing so will leave a ragged right margin, which is acceptable. Hyphenation at the right margin is also permitted.

If material is to be centered on a line, centering should be done between the 1.5 left margin and the one inch right margin. Do not calculate centering margins from the edges of the sheet of paper.

Some word processing programs have a default setting to prevent *widows* and *orphans*. These occur when one line of text is separated from the remainder of the paragraph, which is on another page. Students should avoid the occurrence of *widows* and *orphans* in all written assignments at OST.

Pagination of the Doctoral Project is important. Follow the Turabian guidelines to the letter, especially regarding front materials and appendices. *The normal length of an OST Doctoral Project is 150-200 pages, excluding appendices.*

Citations

In scholarly and professional works such as the Doctoral Project, it is common to use ideas, quotations, and materials from other authors and scholars. These citations occur in many forms: direct quotations from published works and speeches, a synthesis of another person's ideas and writings, lyrics, poetry, material found on the internet or a person's web page, etc. Professional courtesy and academic integrity require that every citation be carefully documented, using the guidelines in Turabian. Any act of plagiarism by a student in the D.Min. Program will be dealt with severely.

As stated above, OST requires the footnote style of documentation. Students whose research is in a very specific field that requires an alternative style of documentation may petition the Chair of the DPC and the Program Director in writing for permission to use a documentation style other than footnotes.

Tables and Illustrations

Students should follow Turabian guidelines for the use, identification, and placement of all tables, charts, and illustrations.

Compiling the Doctoral Project

The components of the Doctoral Project paper are to be compiled in the following order. Note that some components are optional. The number to the right is the top margin for the first page of that particular section.

Title page	1"
Blank page or copyright page (copyrighting optional)	
Dedication (optional)	3"
Epigraph (optional)	3"

Table of contents	1”
List of illustrations (if applicable)	2”
List of tables (if applicable)	2”
Preface (optional)	2”
Acknowledgments (optional)	2”
List of abbreviations (if applicable)	2”
Glossary (if applicable)	2”
Editorial method (if applicable)	2”
Abstract	1”
Text (first page of each chapter)	2”
Text (remaining pages of each chapter)	1”
Appendices (cover page optional)	2”
Bibliography (or reference list or works cited)	2”
Biography of the author	1”

Title Page

Follow the example found later in this section. For binding purposes, centering of the title page is done between the left and right margins. Students should use the same font and font height as used in the text of the paper. A student may choose to use the **bold** feature; however, if chosen, it must be used for all text on the title page.

Abstract

Students are to include an abstract in the front material of the Doctoral Project. An example is provided later in this section. The abstract has a one-inch top margin. The abstract should be no more than 300 words long and no longer than one page in length. It should be single spaced with double spacing between paragraphs. The abstract summarizes the main points of the project and is usually arranged according to the subject matter in each chapter. The abstract provides the researcher with a concise summary of the entire project. The abstract does not contain references or footnotes.

For the section pertaining to a student’s name, D.Min. students who are members of a religious congregation are to include the initials (with periods) of the respective religious congregation.

Biography

At the conclusion of the Doctoral Project, students are to include a brief, one page biographical sketch of the author. This biography contains the full name of the author, date and place of birth, schools attended with years of enrollment and degrees received (including the D.Min.). In resume-like format the biographical sketch also contains the ministerial or professional positions held, and other professional affiliations or information relevant to the student’s professional life. Students belonging to religious communities provide the religious order to which he/she belongs, as well as the years of first and solemn professions. A student who is ordained provides the year of ordination. Follow the example provided later in this section.

TITLE: ALL CAPS, SINGLE-SPACED IF MULTI-LINED
(1.5 inches from top of page)

(one inch below title, and double spaced)
Submitted to the Faculty of

Oblate School of Theology

In partial fulfillment of the requirements

for the degree of

Doctor of Ministry

By

Name (with previous degrees)

(One inch below student name comes the following)

Name
Director
(one inch)

Name
(one inch)

Name

San Antonio, Texas
Month, Year of conferral (one inch from bottom of page)

(One inch from top of page)
ABSTRACT
(Double Space)
TITLE OF THE DOCTORAL PROJECT
(Double space)

Example:

DeMazenod, Eugene, O.M.I., M.A., M.Div., D.Min. Oblate School of Theology,
San Antonio, Texas, 2008. (Members of religious communities provide their
Congregational initials, using periods.)

(Double space)

Here begins the abstract text. The abstract is a summary of the doctoral project's chapters and provides other researchers a quick reference to the doctoral project. The abstract should contain key points of both the academic and field research. The abstract must be concise; containing no more than 300 words, and no more than one printed page. The text of the abstract is single spaced, with double spacing between paragraphs. The abstract does not include footnotes or references.

(One inch from top of page)
BIOGRAPHY OF THE AUTHOR

NAME: Firstname X. Lastname

BORN: 12 December 1955, Smallville, TX

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Smalltown, TX
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Oblate School of Theology 1988-2001
San Antonio, TX
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RELIGIOUS PROFESSION AND ORDINATION:

Solemn Profession 1984
Ordination as Deacon 1988
Ordination as Presbyter 1989

EMPLOYMENT: Associate Pastor 1984-1985
St. Matthew's Parish
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Associate Pastor 1985-1986
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Backwater, NC
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PRESENT CHURCH RELATIONSHIPS:
Oblate of Mary Immaculate, United States Province
Roman Catholic Diocese of New Orleans
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