

THE DOCTOR OF MINISTRY PROGRAM

Drew University Theological School



Summer 2020

Purpose of the DMIN Handbook

This handbook is a guide for the Doctor of Ministry program at the Drew Theological School. It provides information and structure to make it possible for students to move through the program without excessive technical distractions.

Each concentration offered in the Doctor of Ministry at Drew University Theological School is a community of learners. In the intensive and online learning spaces of the program, students ponder important and necessary questions about ministry. While building on and retaining the mission and vision of what might be called traditional church, we know that students are considering their vocation, call, and engagement in contexts where matters of social justice, the environment, and spiritual formation beyond the church demand dialogue and theological reflection.

As you are guided by those questions, we invite you to be faithful to deep listening to and for and with one another in this present moment, in a program where the many disciplines of the faculty provide the venue of study and the community of learners with whom you journey provide the context for thinking and for moving through the joy of a transformative journey.

This handbook provides:

- A Quick View of key Doctor of Ministry student expectations
- Requirements and timeline for each of the 2020/2021 concentrations
- Review of academic policies and processes most relevant to the program

The pursuit of a doctoral degree is no small task. D.Min. students are building relationships and skill sets that will deepen the impact of their ministry in their context, they are conducting original research, and they are developing new scholarship in their area of interest. With these lofty goals in mind, the Office of Doctoral Studies is here to support students who have taken this step of faith. It is our hope that this handbook can help to minimize confusion, make expectations clear, and track necessary timelines to help make this journey a smooth one.



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A Quick View of DMIN Student Expectations

√ Use your Drew email

Always use your Drew email account or have set it to auto-forward to the email address that you access most frequently. Staff and faculty will send important official notices only to your Drew University email account and you will need to be logged in with these credentials to access many of the documents stored on Google Drive.

√ When you are present, be fully present

All Doctoral of Ministry courses are held on an intensive schedule or online. These condensed schedules and virtual learning spaces are designed for the life demands professionals but also require intentionality and commitment. Students are expected to attend all classes for the complete allotted time. You **cannot** be fully present in an online class while driving or on the phone in a busy location. If, for reasons of illness or dire emergency you must miss all or part of a scheduled class or meeting, be sure to alert the faculty person(s) involved ahead of the scheduled class time.

√ Pay attention to Drew's deadlines and policies

Although D.Min. students learn in different times and spaces than other Drew students, you are nonetheless expected to work within Drew policies and procedures. Familiarize yourself with the deadlines related to withdrawals, grade extensions, and academic petitions. Information can be found on the Registrar's office page on the [Treehouse website](#). You can access this with your Drew email account and ID number.

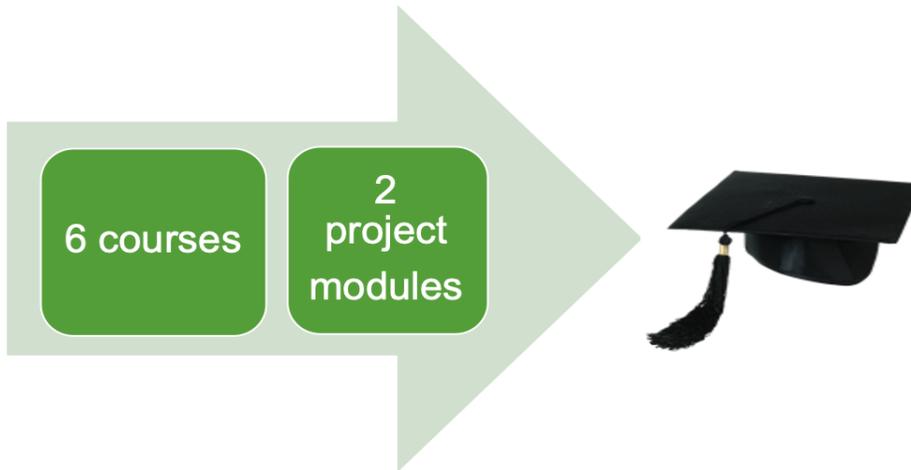
√ Keep Drew informed

Report changes in your address and phone number, your ministry location, your research or project proposal and project timetable, etc. to the Director of Doctoral Studies and your advisors in a timely way.

√ Drew Health Services

Even though this program is low-residence, **every** student must have **updated vaccination records** on file with Drew University Health Services. For incoming Summer 2020 DMIN students, your health records must be filed before **Sept 15, 2020**. Without updated records, admitted students will be prevented from registering beyond the first semester. Specific information, health services offices and links can be found on the Drew Treehouse website. <http://www.drew.edu/health-services/>

The DMIN Program for Entering 2020 Students



DEGREE REQUIREMENTS	Number of Credits
SUMMER 2020: Intensive Session	
DMIN 701: Context and Change: Introduction to the Doctor of Ministry	3
DMIN 712: Women, Religion & Society OR DMIN 706: Pilgrim Spirituality OR DMIN 950: Religion, Faith, and Finance for Social Impact	3
FALL 2020: Summer Completion Registration	
DMIN 701: Context and Change (Completion)	0
Beginning SPRING 2021: Coursework	
4 cohort courses (D.Min. students take no more than 6 credits per semester)	12
Beginning Fall 2021 or after completion of coursework: Professional Project	
DMIN 977 Research Module 1: Theological and Biblical Research and Reflection (plus completion semester in Spring)	6
DMIN 978 Research Module 2: Contextual Leadership Project (plus completion semester in Spring)	6
TOTAL CREDITS	30

Completing the Doctor of Ministry Program

The Doctor of Ministry (DMIN) is the most advanced research degree in the practice of ministry. The program is normally completed in three years of study including two summer semesters.

Summer 2020 Intensives and Fall 2020 Completion

The first two courses of the program are offered in a three-week summer session at the end of July into the first week in August. In 2020, these courses are offered 100% online on Zoom during the three week intensive period. Students receive the syllabi for the courses in advance and are expected to prepare reading and writing for the courses before arrival.

In the fall of 2020, DMIN students register for a completion course--at no additional cost (CRN 11402). During this semester, students meet with faculty for additional online meetings as well as coaching and recommendations for developing writing and research skills as needed. All students also receive a narrative evaluation of their work and a rubric assessment of their preparedness for doctoral-level study. Please note that in order to be cleared to register for the completion course, students must complete the health forms required by the University.

All courses in your program are graded on a qualitative scale. As doctoral students, you are expected to do excellent work (“Q” for qualified) or exceptional work (“QD” for qualified with distinction). The successful Doctor of Ministry student must complete all coursework receiving no more than one “NQ” (does not qualify), and completing a professional doctoral project approved by their faculty adviser and assigned reader.

Coursework: Beginning in Spring 2021

After the first 2 courses are successfully completed, students take four more courses for a total of 18 credits of coursework. Each concentration has specific courses available to complete this portion of the program. See below for more information about cohort courses.

Students normally take two courses each in Spring and Summer 2021. For your planning, please consider the following information:

- **Time expectations:** For each 3-credit online course, students should expect to spend about twelve hours per week on study, course activities and assignments, and interaction with content and colleagues in online spaces. For weeklong intensives, students spend about 35 hours in class over a

five-day period. Students also spend about six hours per week before and after the intensive preparing for and completing the work of the course.

- **Financial Matters.** Students must resolve their tuition bills each semester before being allowed to proceed to the next semester. If students wish to qualify for federal loans in a particular semester, they must enroll in 6 credits that semester. Doctor of Ministry is a part-time professional program. Thus, Doctor of Ministry students are limited to 6 credits maximum in any particular semester.
- **Readiness for the Project Phase:** During coursework, students should access resources from the [Center for Academic Excellence](#) related to writing and research for graduate students in order to be prepared for the professional project.

Professional Project: Beginning in Fall 2021

A Doctor of Ministry project is a body of work that advances your leadership competence and makes a significant contribution to your ministerial context. The project is completed in two six-credit modules.

In DMIN 977: Research Module 1, offered in Fall 2021 and continuing in Spring 2022, students begin to thematize and explore a 25-page paper that will demonstrate a capacity to research, develop, and articulate a theologically and biblically reflective set of themes characterized by coherence and depth. This paper informs the second required paper of Research Module 2.

Students in DMIN 977 identify project themes and resources, develop annotated bibliographies, research and discuss findings in synchronous and asynchronous online meetings, and develop written work with peer and faculty feedback. Writing assistance is available to students to provide feedback on argument, organization, and style. As DMIN 977 is 6 credits, it represents two courses worth of work. Thus, students normally register for DMIN 977 Completion in the spring semester in order to write, refine, and polish the final paper.

Students must complete the paper and receive a Q or QD in DMIN 977 before continuing to DMIN 978. Rubrics for each module are provided to define a qualifying achievement. While attendance, participation, and progress is expected of the student, however this is not sufficient to pass the module.

In the Fall of 2022, students register for DMIN 978 Research Module 2. In this module, you develop a project proposal that must be approved by a faculty advisor and assigned reader. The module is then completed with a write-up of a 50-page professional project demonstrating leadership skills by relating theological-biblical themes (developed in the first paper) to mobilize and effect change within your ministry context. Module 2 is completed under the guidance of a faculty member in the area of study most suited to the student's interest. A committee of 3-4 persons drawn from your ministry setting will serve as both a sounding board and support for the student in developing the project or issue and participate in part of the evaluation process in dialogue with your faculty mentor and an approved professional mentor.

As with Research Module 1, students normally register for DMIN 978 Completion (no fee) in the semester following Research Module 2 in order to continue to develop, hone, and finalize the doctoral project.

Any student who needs additional semesters following DMIN 978 - Completion will be required to register for DMIN 966 Continuous Registration. This course carries a continuous registration fee.

Graduation

Doctoral candidacy is conferred upon those who have not received more than one NQ in coursework, have an approved proposal on file in the Office of Doctoral Studies, and have submitted their doctoral project to the library according to the published deadlines and style requirements.

Students may complete the degree in August, December, or May of each year. Commencement exercises are held in May of each year for all students who have completed their degrees in the August or December prior to each Commencement.

Concentrations for Fall 2020 Students

Courageous Leadership in a Changing Culture

The Courageous Leadership (COLE) concentration is designed for students wishing to work closely with the Madison-based Drew faculty and pursue study in alignment with the Theological School's vision and mission to "empower creative thought and courageous action to advance justice, peace, and the love of God, neighbor, and the earth."

Because the Doctor of Ministry is a professional degree, all COLE students are **required to be in a ministry context while in the program**. The online and intensive elective courses for this concentration all have direct relevance to the practice of ministry and develop skills in theological and biblical reflection in relation to the variegated contexts of ministry. While some electives may speak directly to a student's interest, individual specialties are most directly determined and developed in the focus of the professional leadership project in the last 12 credits of the program.

The program begins with the 2020 summer intensive and fall completion sequence. In Spring 2021, COLE students have course format and timing options during their coursework:

- **Mode:** If you cannot travel to Drew for the intensive course in a semester, you can take 1 or 2 of the 100% online courses without having to travel. If you take all online electives, then you do not need to travel to New Jersey to complete the program.
- **Timing:** If you prefer to move at a slower pace, you can take 3-credit electives each semester (Spring 2021, Summer 2021, Fall 2021, Spring 2022), and move to Research Module 1 in Fall 2022. Please note that federal loans are not available to DMin students who enroll for only 3 credits in any semester.

These sample schedules provide an overview of possible timelines for completing the entire program:

Regular pace (3 academic years)	Consistently part-time study (4 academic years)
Summer 2020	Summer 2020
DMIN 701: Context and Change: Introduction to the Doctor of Ministry	DMIN 701: Context and Change: Introduction to the Doctor of Ministry
DMIN 712: Women, Religion & Society - or - DMIN 706: Pilgrim Spirituality - or - DMIN 950: Religion, Faith, and Finance for Social Impact	DMIN 712: Women, Religion & Society - or - DMIN 706: Pilgrim Spirituality - or - DMIN 950: Religion, Faith, and Finance for Social Impact
Fall 2020	Fall 2020
Context and Change completion/assessment	Context and Change completion/assessment
Spring 2021	Spring 2021
COLE Elective	COLE Elective
COLE Elective	
Summer 2021	Summer 2021
COLE elective	COLE Elective
COLE elective	
Fall 2021	Fall 2021
DMIN 977 Research Module 1: Theological and Biblical Research and Reflection	COLE Elective
Spring 2022	Spring 2022
DMIN 977 - Completion	COLE Elective
Fall 2022	Fall 2022
DMIN 978 Research Module 2: Contextual Leadership Project	DMIN 977 Research Module 1: Theological and Biblical Research and Reflection
Spring 2023	Spring 2023
DMIN 978 - Completion and May graduation	DMIN 977 - Completion
Fall 2023	Fall 2023
	DMIN 978 Research Module 2: Contextual Leadership Project
Spring 2024	Spring 2024
	DMIN 978 - Completion and May graduation

Pilgrimage and Spirituality

Taking an innovative approach to the pilgrim life, this concentration offers practical, transformative applications of the ideas of pilgrimage and spirituality for church leadership, spiritual formation, congregational development, and Christian service. Engaging biblical, historical, and contemporary sources, the program explores incarnational and metaphorical theology, the social applications of pilgrim spirituality, the utility of pilgrim values for ecumenical, multicultural, and interfaith relations, and the importance of civil and secular pilgrimage, including concepts of commemoration, place, and memory.

This Pilgrimage Program is directed by [Dr. Rodney Aist](#) (PhD and MA Wales; MDiv Duke; BA SMU). A veteran of the Camino de Santiago, Dr. Aist has a MA in Celtic Christianity and PhD in historical theology with a research focus on Christian pilgrimage to Jerusalem before the Crusades. His current research interests include a methodology for pilgrim spirituality and its applications for social justice, Christian formation, and the parish life. Dr. Aist will teach in the cohort as well as direct student projects in Research Module 1 & 2.

The program is completed in three years of study and includes expectations of both group and individual travel. During DMIN 977, the cohort will travel together to Israel for a pilgrimage experience followed by a time of cohort reflection. Details about this trip will be shared with the cohort by Dr. Aist, however, students should plan on likely traveling during the latter part of January-early February, 2022. This immersive group travel experience will include an additional travel fee of approximately \$1500.

Additionally, in DMIN 978, students will propose and complete individual pilgrimage travel in relation to their project plans. All travel expenses associated with this are the responsibility of the student.

Students follow a cohort curriculum for the program:

REQUIREMENTS	Number of Credits
SUMMER 2020	
DMIN 701: Context and Change: Introduction to the Doctor of Ministry	3
DMIN 706: Pilgrim Spirituality	3
FALL - 2020 (Completion semester)	0
SPRING 2021	
Online course: Place and Memory (Aist)	3
On campus intensive, March 8-12, 2021: Spirituality of Struggle (West)	3
SUMMER 2021	
On campus intensive, July 19-23, 2021: Contemporary Spiritualities (McEntee)	3
Online course: TBD	3
PROFESSIONAL PROJECT	
Research Module 1: Pilgrimage as Theological Method (Fall 2021 - Spring 2022) Including group travel to the Holy Land (save January or February 2021)	6
Research Module 2: Spirituality in Context (Fall 2022 - Spring 2023) Including individual pilgrimage travel	6
TOTAL CREDITS	30

Women's Religious Leadership

The Women's Religious Leadership (WRL) concentration explores the wisdom, skills, and collaborations that emerge from women's historical and contemporary leadership as well as feminist and womanist theology and theory. Students involved in this DMIN concentration will learn from and develop women's efforts in the U.S. and across the globe to be fully enfranchised in their religious traditions no matter their age, status, or sexual orientation.

In coursework and/or project phase, students in WRL cohort work with prominent women scholars, including several from the Theological School faculty: Althea Spencer Miller, Traci West, Kate Ott, Laurel Kearns, Melanie Johnson-DeBaufre, Angella Son, Danna Nolan Fewell, Meredith Hoxie Schol, and Tanya Linn Bennett.

The program is completed in three years of study. Students follow a cohort curriculum for the program

DEGREE REQUIREMENTS	Number of Credits
SUMMER 2020	
DMIN 701: Context and Change: Introduction to the DMIN	3
DMIN 712: Women, Religion & Society (Spencer-Miller)	3
FALL 2020 - Completion semester	
SPRING 2021	
Online: Lives of Commitment: Feminist/Womanist Religious Resources (Ott)	3
On campus intensive, March 8-12, 2021: Spirituality of Struggle (West)	3
SUMMER 2021	
On campus intensive, July 19-23, 2021: Wo/men's Leadership and Scripture (Johnson-DeBaufre)	3
Online: WRL Course - Ministerial Entrepreneurship (TBD)	3
PROFESSIONAL PROJECT: Beginning fall after completion of coursework	
DMIN 977 Research Module 1: Theo/Ethical Reflections on Leadership (Fall 2021 - Spring 2022)	6
DMIN 978 Research Module 2: Professional Leadership Project (Fall 2022 - Spring 2023)	6
TOTAL CREDITS	30

Frequently Asked Questions

The Theological School Academic Policies are published annually in Drew University's Theological School Catalog. This document can be accessed in its entirety from the [Registrar's webpage](#). If there is any contradiction between this Catalog and the FAQs below, the Catalog dated to the student's semester of entrance takes precedence.

How long do I have to complete the program?

The Drew Doctor of Ministry Program concentrations are designed to be completed within three years, comprised of at least six registered semesters. After three years, continuing students who have not yet completed their project may maintain their matriculation for an additional four semesters before being withdrawn from the program. All candidates must complete the program within five years. Leaves of absence are not included in the five-year total time (see the Registration Status section below).

Who is my advisor?

For the coursework portion of your degree, the **Director of Doctoral Studies** (Meredith Hoxie Schol) is your primary advisor. You are encouraged to discuss your work with faculty members in courses and as recommended by the Director. At the project phase, you will begin working with a faculty advisor who will be your academic mentor through the completion of your professional project.

Is Drew housing available for the intensive weeks?

University housing at Drew is very limited in the summer (and unavailable during the Fall/Spring semester intensives.) You are encouraged to look into local hotels and home-sharing (eg. AirBnB or [Places4Students](#)) options during your intensive sessions.

What is the difference between a “completion semester” and “continuous registration”?

DMIN students need to register for three “completion semesters” during their program. This is a placeholder that allows students to continue/complete their credits across the semester schedules kept by the rest of the university. These completion semesters are **zero credit** and **zero fee**.

Students who need continuity in course credit during these semesters for student loan deferment should be in touch with the Director of Doctoral Studies.

Students who require additional semesters (beyond the 30 credit hours of the program) will register for “continuous registration.” These semesters are zero credits but carry a continuous registration fee set by the university (approximately \$600 each semester).

How is the program billed?

Tuition for the Doctor of Ministry program is billable by the credit hour and payable each semester. Current rates and fees can be found on the Drew Business Office web page on the Theological School tab:

<http://www.drew.edu/fba/students-parents/tuition-and-fees-schedules/tuition-and-fees-2018-2019/>

Failure to make timely tuition payments at the time of registration, results in a hold on the student’s account. In addition to tuition, each Doctor of Ministry student is responsible for travel, housing, and food costs related to attending intensive sessions.

Refunds for Doctor of Ministry students are determined by the University Policy covering students not receiving state or federal aid. Prorated charges are based upon the date of actual withdrawal. See

<http://www.drew.edu/fba/students-parents/institutional-refund-policies/>

What financial assistance is available?

Students are eligible for Federal Student Loans during the semesters in which they are taking **6 or more credits**. To apply, contact the Drew University Office of Financial Aid, request, and complete the federal Free Application for Federal Student Aid (FAFSA) form for determination of need. A new FAFSA form must be completed for each year of financial need.

Military Financial Assistance and Veterans Educational Benefits may be available to some. For eligibility, you may wish to contact the Department of Veterans Affairs at 1-800-827-1000.

Since the Doctor of Ministry degree requires lay participation in the ministry project, directly benefits the church congregation or community agency, and has intrinsic programmatic value, many church or organizational boards support their ministerial leader financially and professionally. Be sure to explore congregational and denominational resources. Some denominational boards and agencies provide special scholarships and loans for professional continuing education.

For further information concerning financial aid, please contact the Drew Office of Financial Aid at 973-408-3112.

I have an unpaid bill. Can I attend a course without registering?

Students are required to register for courses prior to attending them. Those who are not properly registered are not permitted to attend classes and cannot receive a grade. Student accounts must be current at the beginning of each semester. Registration requests received after the Registrar's deadlines are subject to a late registration fee.

Can I transfer credits into my degree?

Students may petition to transfer up to two courses (6 credits) into the D.Min. program. Petitions for such transfer should include a written explanation of how the course relates to the degree pursued at Drew. To request a credit transfer, complete the Graduate Academic Standing petition found on the Resources for Current Theo Students [webpage](#).

What happens if I miss class?

Students are expected to attend all class sessions and complete the course assignments within the specified time. A full day's absence amounts to a significant loss of the contact hours. Stay in close contact with your professor. A student should not expect to pass the course with an "A" grade if absent from a scheduled class.

What should I do if I cannot complete a course?

In extenuating circumstances, a student may request and be granted an extension of time in which to complete a course. Before the course ends, speak with your professor and submit a petition for an incomplete through the Graduate Academic Standing petition on the Resources for Current Theo Students [webpage](#).

Can I drop an intensive course before the first class meets?

The last date to drop a class without a "W" or with a "W" may occur before the first meeting of an intensive course in a particular semester (see the Academic Calendar on the Registrar's webpage). In this case, students may petition to the Graduate Academic Standing Committee to drop the course without a "W" and receive a refund on tuition. Because the faculty and students are expected to prepare for the course well before it meets in person, this request will not be approved except in cases with notable extenuating circumstances.

How do I request exceptions or propose alternatives for my program?

Begin by talking with the Director of Doctoral Studies, who is an advisor for all Doctor of Ministry students. The Director may also recommend that you consult with faculty about certain requests. In order to request exceptions or propose alternatives, submit a petition to the Graduate Academic Standing Committee. Petitions are submitted electronically and can be found on the Resources for Current Theo Students [webpage](#). Petitions are needed for tutorials, leaves of absence, late changes in registration, extensions for completing a course.

Can I take a tutorial in this program?

Given the cohort-learning model of the Doctor of Ministry, tutorials are not normally approved. Exceptions may be made by petition and most often to allow a student to proceed with the program on schedule with other students, for example, after a leave of absence or in order to be ready to begin Research Module 1 in a fall semester.

How do I get accommodations for a disability?

Students who require accommodations should contact the Office of Accessibility Resources (OAR), in Brothers College, 973-408-3962, for a private, confidential appointment. Accommodation Request Letters are issued to students after documentation, written by a qualified professional, is reviewed and accommodations are approved by OAR. For more information, see: <http://www.drew.edu/academic-services/disabilityservices>. Accommodations are implemented by faculty only after the student presents the Accommodation Request Letter issued by OAR. Letters should be presented to the faculty at least one week before the accommodation is needed. Students' requests for accommodations thus should be submitted to OAR within the first two weeks of a course. Returning students with previously approved accommodations should make letter requests for the current semester to Accessibility Resources within the first two weeks of class.

What happens if bad weather prevents me from getting to class?

Students are expected to attend class when the University is open. Long-distance commuting students should stay in close contact with the Professor in cases of inclement weather. The decision to cancel classes due to weather will be made by the University. To sign up for the University's emergency notification system or to view policies regarding snow closings, visit: <https://www.drew.edu/emergency/>

What resources are available to help me with my writing?

Given that the D.Min. requires three years of demonstrated leadership in a ministry setting, many of our students have been away from the academy for some time and find they need some assistance getting back into the world of academic writing. Students are encouraged to look into the resources available to Drew students at the Center for Academic Excellence: <https://www.drew.edu/center-academic-excellence/>

The Theological School has Writing Assistants available to work with D.Min. students. The Director of Doctoral Studies will share this information with students each year (you can also check the Center For Academic Excellence for additional resources)

Am I expected to use inclusive language in my work for this program?

The Drew University Theological School affirms the full equality of all persons in God's all-inclusive love, regardless of gender, race, nation, class, age, ability, religion, or sexual orientation (Galatians 3:28). This theological conviction finds social expression in spoken and written language. In order to live out a crucial practical dimension of our equality in Christ and to avoid marginalizing members of our community, the Theological School expects students to use non-discriminatory and mindfully inclusive language for humanity both in the classroom (that is, in writing assignments, presentations, and classroom discussions) and in the chapel liturgy (that is, in prayers and sermons). Students are also encouraged to use a variety of metaphors when referring to God. While students will not receive grade deductions on specific assignments, they will be evaluated on their overall efforts to engage the theological and social problems of discriminatory and exclusive language. This policy thus encourages students to work to integrate a theology of God's love and justice with the everyday practice of leadership.

Registration Status

Students in the Doctor of Ministry program are expected to maintain communication and connection with Drew throughout the entire program. Different registration statuses indicate your progress through the program.

Active

Students who are consistently registered for classes (3 or 6 credits per semester) or continuous registration will maintain “active” status with Drew. This status allows students access to all academic, support, and student life services at the University. Students who fail to register in any semester will have their status revised to “inactive.” Students not registered for two semesters will be automatically withdrawn from the program and will have to petition for re-entry through the Registrar’s [webpage](#). Other than the first required summer session, Doctor of Ministry students are not required to register for January or summer terms.

Continuous Registration (or, Maintaining Matriculation)

Students may register for a continuous registration (DMIN 966) course at any time during the program. All continuous registration is counted toward the total time allotted for the completion of the program. Students who are not taking courses must either register for continuous registration or have an official leave of absence. A continuous registration course fee is charged per semester.

Leave of Absence

Unexpected life events or personal challenges can interrupt a student’s ability to make progress in the degree. At times like this, students might reduce the number of credits they plan to take or consider a complete leave of absence. This status stops the clock on your allowed time to completion of your degree. In addition to the five years allowed to complete the degree, students are allowed two semesters of official leave from the program. As a leave of absence is intended to provide time away from the work of the degree, students do not have access to academic, support, and student life services at the University.

Students may apply for a leave of absence at any time during matriculation in the program. To obtain a leave of absence from the program – whether for medical, financial, or personal reasons – students must

file a leave of absence application online. This form is found on the Registrar's [webpage](#). Any leave of absence that is approved becomes effective as of the date it is processed and is not applied retroactively.

Students who take the leave during a semester should be aware of the grading and refund policies of the University. A leave of absence does not exempt a student from receiving grades for courses they have been registered for nor does it guarantee a refund of tuition paid. The date a leave is requested determines the amount of tuition refund (if any). For example, a leave of absence requested and received in the middle or at the end of a semester will not be effective from the beginning of the semester. If you are considering a leave of absence, please review the leave policies and deadlines found on the [Registrar](#) and [Business Office](#) webpages.

RE-ENTRY FOLLOWING LEAVE OF ABSENCE: When a student plans to return to the program following a leave of absence, they must submit a Re-Entry form, which can be found on the Registrar's [webpage](#). If a student does not return from a leave of absence in the semester following the leave, the student's status will be revise to "inactive." If the student is inactive for two semesters, they will be withdrawn from the program by the University.

Medical Withdrawal from a Semester

Students with personal emergencies that occur after the drop/add dates have passed may apply for a medical withdrawal from an entire semester. The student must provide documentation of the medical situation. Upon approval by the Associate Dean for the Theological School, the student will be put on leave of absence and receive "W"s for all courses in the semester. Regular tuition refund policies apply to medical withdrawals as to leaves of absence.

Voluntary Withdrawal from the Program

If for any reason a student finds it necessary to withdraw from the program, it is important that this decision be discussed with the Director beforehand and that an appropriate and timely written notice is given to the Director and the University. In order to withdraw from the program, a student completes a Withdrawal form on the Registrar's [webpage](#). Any notice of withdrawal from the program becomes official as of the date it is received. A student who has withdrawn from the program has no access to academic, support, and student life services at the University. A student wishing to re-enter a program after withdrawing must re-apply to the program through the Graduate Admissions office. All withdrawals are subject to the Drew University refund and grading policies and deadlines. Students are encouraged to review these policies with the Director of Doctoral Studies, the Registrar, and the Business Office before submitting an application for withdrawal.

Academic Standing

In addition to regular course grading and assessments, students are evaluated each semester according to the standards of academic achievement and progress. The Graduate Academic Standing Committee reviews each student's academic performance after each semester and may revise student standing based on this review.

Good Standing

Doctoral students are expected to do excellent work ("Q" level) and exceptional work ("QD" level). The successful Doctor of Ministry student must complete coursework receiving no more than one "NQ", and completing a professional doctoral project approved by their faculty adviser and assigned reader.

Warning or Probation

Students who receive an NQ course assessment at any time during the first 18 credits of their program will be placed on academic probation based on the criteria outlined in the Theological School Academic Catalog posted on the Registrar's [webpage](#). A second NQ (even if acquired in the same semester) will result in the student being withdrawn from the program or, in extenuating circumstances, permitted by the Graduate Academic Standing Committee to repeat course(s) in an attempt to achieve qualifying assessment. Students granted such permission to repeat a course who still fail to achieve a Q will be withdrawn from the program.

Required Withdrawal

Students can be placed on required withdrawal in any of the following circumstances:

- Any D.Min. student who receives a second NQ course assessment;
- Any student who has been on probation and has not returned to Good Standing at the end of the probationary semester;
- Students with two or more non-consecutive semesters on Warning or Probation.

Under exceptional circumstances only, a student on Required Withdrawal may appeal to the Academic Standing Committee to be re-admitted in the next term. If the appeal is approved, the student will be reinstated and placed on Probation. Such re-admissions are granted only in unusual cases, and in no cases may a student be re-admitted twice.

Standards of Academic Integrity

You can find the Academic Integrity policy for the Theological School in full here:

<http://catalog.drew.edu/content.php?catoid=26&navoid=1231>

Drew University Standards

Drew University has established standards of academic integrity and procedures. These basic standards apply to all work done at Drew. Students are expected to study and comply with these principles.

The standards of academic integrity apply to information that is presented orally, in writing, or via the computer, in any format ranging from the most informal comment to a formal research paper or the writing of the final paper in reference to the project. These standards apply to source material gathered from other people, from written texts, from computer programs, from the Internet, or from any other location.

The following are examples of academic dishonesty, as defined in this policy:

Duplicate Submission - Submitting one's work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

False Citation - Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. See the *Turabian Manual of Style* (latest edition and/or online quick guide) for how to cite quotations within the body of another author.

Plagiarism - Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting them as one's own or without proper acknowledgment. This includes submitting as one's own a thesis, a paper, or part of a paper written by another person, whether that material was stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material. When in doubt, err on the side of referencing material. Note that each syllabus will outline clearly the Drew University policy.

Sanctions - Sanctions are imposed for demonstrated breaches of academic honesty or scholarly integrity. See the section of the catalog on procedures for dealing with allegations of academic dishonesty. If dishonesty is determined, the sanctions may range from requiring that an assignment be redone to automatic failure of a course to dismissal from the Theological School.

Drew University Offices

Office of Doctoral Studies

Rev. Meredith Hoxie Schol, PhD

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(973) 408-3452

Office of the Registrar

Brothers College

(973) 408-3025

regist@drew.edu

Financial Aid Office

Brothers College

(973) 408-3112

finaid@drew.edu

Student Accounts

<http://www.drew.edu/fba/student-accounts/>

Center for Academic Excellence

<https://www.drew.edu/center-academic-excellence/>

Residential Life – Housing

<http://www.drew.edu/campus-life/campus-life/housing-residential-life/housing-options/>

Health Services

(973) 408-3414

health@drew.edu

Theological School Dean's Office

Seminary Hall, First Floor

Maxine Beach Suite, Room 102

(973) 408-3419

Melanie Johnson-DeBaufre

Acting Dean of the Theological School (Sept 1)

Associate Dean of Graduate Studies

tsacademicdean@drew.edu

Tanya Linn Bennett

Associate Dean for Vocation and Formation

tsdeanvocform@drew.edu

Forms

Health Forms

<https://treehouse.drew.edu> (Student Tab, Health Services, My Health Portal)

Graduate Academic Standing Petitions

<http://www.drew.edu/theological-school/resources/> (Left side menu: Petition Academic Standing)

Leave of Absence/Return from Leave

<http://www.drew.edu/registrars-office/about-us/students/> (Scroll down to Theological Students: Leave of Absence/Withdrawal)

ETD Release Form

<http://www.drew.edu/specialized-honors/wp-content/uploads/sites/14/2016/11/ETDRelease.pdf>