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# The Asbury Doctor of Ministry Program

## Welcome!

Welcome to the Asbury Theological Seminary Doctor of Ministry degree program. The Asbury D.Min. is designed for academically serious, mid-career congregational leaders who qualify to immerse themselves in a program of renewing, retooling and refueling. Ministry sustainability, over a lifetime, is the primary aim of the Asbury Doctor of Ministry degree. This handbook is provided to orient participants to key features of the program's operation, policies and procedures. It is our hope that God will use this program to shape you into the transformative leader He has called you to be.

## D.Min. Program Distinctives

**Our Mission.** The Doctor of Ministry program contributes to the mission of the Seminary *“to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit and to the glory of God the Father.”* Specifically, it supports our intention to assist participants in intellectual, emotional, physical and spiritual growth in their lifetime quest of becoming and doing all that God intends.

**Our History.** Asbury Seminary has been a pace setter in Doctor of Ministry education. In June 1970, the Association of Theological Schools approved the Doctor of Ministry degree at Asbury Theological Seminary. In 1971, only 13 American schools had approved D.Min. programs. By 1976, Asbury became a leader in evangelical theological education. The founders of the D.Min. program designed the degree to integrate the concerns of the Wesleyan tradition with an understanding of the dynamics of community life, culture, human development and relationships. They wanted recipients of this degree to effectively use and expand their ministerial skills and to teach pastors to train lay members for ministry by increasing their understanding of biblical faith.

**Our Vision.** The Doctor of Ministry program offers ministry renewal as participants model transformational habits for sustainable ministry. By immersing leaders in explicit Wesleyan practices of community-based formation around the priorities of Scripture, reason, tradition and experience, participants incorporate transformational habits for sustainable lifestyles. The Doctor of Ministry program integrates learning into a context-sensitive ministry practice to foster a leadership vision relevant to the participant's work. By deeply exploring one significant theme that can inform their ministries, participants refuel, establishing a trajectory for life-long contribution. As part of the Doctor of Ministry program, participants retool, adding to their biblical and theological exegesis a cultural exegesis that emphasizes the diverse demands within contemporary ministry settings. Our framework invites participants to consistently match their formational priorities with a vigorous prophetic and missiological relevance equal to the times in which we live.

**Our Process.** Many doctor of ministry programs are offered through the traditional pick-as-you go “cafeteria model.” Ours is designed as the stay-with-your-peers “cohort model.” Our program is different in several respects.

These features include:

- **Colleagues—Learning Partners in Mission.** Faculty and students partner together to engage in personalized learning contracts, track-specific seminars led by Seminary and guest faculty, field-based mentoring and ministry consultations, and professional and spiritual reflection experiences.
- **Coaches—Faculty Coach in Cohort, Participants Coach in Ministry.** Both faculty and participants experiment with structured learning goals around reflection and integration beyond the classroom experience and into ministry.
- **Colloquia—Campus-Based Scholarly Presentation.** As scheduling permits, faculty and participants present scholarly conversations and best practices reports on current issues, trends and learning within the cohort. Participants have access to 201 regular and visiting faculty members from the Seminary who are recognized practitioners, sought-after speakers and published authors. Guest speakers, who are also well-known, ministry-thought leaders, further enrich the classes.
- **Communities—Church-and-Community-Based Transformation Projects.** A focus on measurable transformation in churches and communities comprises one of the program's key distinctives. Analytic skills will be honed by practicing techniques used by social scientists, such as anthropologists, sociologists and organizational consultants. These complement traditional ministerial skills of exegesis, theological reflection and community-building. A ministry transformation research project will span the entire degree program.
- **Curricula—Learning Agreement-Driving Course Experiences.** While traditional classroom and syllabus-based teaching/learning may be employed in the cohort model, this approach will be considered one among many ways of delivering a teaching/learning conversation. Faculty are provided developmental experiences focused on topics such as: adult teaching/learning, participatory learning strategies, consultation, case methods, supervision, technology-enhanced community-building, and micro-casting education.

**Our Standards: Accreditation.** Participants who join our program can know that we make a quality-achieving experience our core concern. From the selection of faculty mentors who teach, to the prospective students who are eventually admitted, to the program staff who serve the administrative aims, we make it our concern to ensure our participants get the best in theological and leadership education design. To that end, we begin the mission of Asbury Theological Seminary with the accreditation criteria provided by our accreditors, specifically, the Association of the Theological Schools (ATS), and the operational mission of Asbury's life-long learning forum, the Beeson International Center. At key points throughout the process, various aspects of the program, participants, and faculty are assessed to ensure the highest standard set out for participants is being achieved, if not exceeded. The accreditation standards under which the program operates are provided here.

The Association of Theological Schools standards for Doctor of Ministry education require:

- "An advanced understanding and integration of ministry in relation to various theological and other related disciplines (F.2.1.1)."

- "The formulation of a comprehensive and critical understanding of ministry in which theory and practice interactively inform and enhance each other (F.2.1.2)."
- "The development and acquisition of skills and competencies, including methods of research, that are required for ministerial leadership at its most mature and effective level (F.2.1.3)."
- "The development and acquisition of skills and competencies, including methods of research, that are required for ministerial leadership at its most mature and effective level (F.2.1.4)."
- "The fostering of spiritual, professional, and vocational competencies that enable witness to a maturing commitment to appropriate religion-moral values for faith and life (F.2.1.5)."
- "Engagement with the diverse cultural, religious, and linguistic contexts of ministry (F.2.1.6)."

**Our Program Goals.** Asbury’s Doctor of Ministry program learning objectives are achieved by exercising participants – in and beyond the conventional classroom – in a transformative competency model of leadership. Asbury’s D.Min. program cultivates sustainable missional capacities among participants within a formative environment characterized by three goals. Upon graduation, D.Min. participants will be able to:

1. Revisit foundations for sustainable ministry.
2. Foster ministry leadership vision, ethic, and practice relevant to current ministry context and the world.
3. Appreciate transformational demands within contemporary ministry organizational contexts, such as congregations, non-profits and marketplace engagements through various analytic means of biblical, theological, social, and cultural exegesis.

## Marks of a Transformative Leader

Three overarching goals, expressed in 10 Formative Priorities, are used to assess participants’ realization in program design and teaching/learning outcomes. We call these developmental priorities “The Marks of a Transformative Leader.” Participants will be oriented to these learning priorities, practices and postures throughout the program. They will be used in observation, evaluation and assessments during peer formation processes and at key points in the program.

Postures in the Leader’s Heart	Practices in the Leader’s Life	Priorities in the Leader’s Learning
Congruence	Authenticity	<b>Integrity.</b> <i>Modeling honesty in all things</i>
Differentiation	Boundaries	<b>Courage.</b> <i>Challenging unhealthy patterns in self &amp; others</i>
Diligence	Productivity	<b>Contribution.</b> <i>Adding to the good in the midst of competing values</i>
Doxology	Mission-Bent	<b>Witness.</b> <i>Inspiring faithfulness to God in others</i>
Humility	Receptivity	<b>Learning.</b> <i>Acquiring a God-centered perspective for self and circumstances</i>
Intelligence	Judgment	<b>Decisiveness.</b> <i>Evaluating issues with keen awareness</i>
Reflective	Discernment	<b>Focus.</b> <i>Thinking before acting, reflecting then doing</i>
Reliant	Community	<b>Synergy.</b> <i>Collaborating with others to capture the best result</i>
Versatility	Agility	<b>Resourcefulness.</b> <i>Working creatively with what is available</i>
Vitality	Generativity	<b>Holiness.</b> <i>Relying on God’s grace for faithful living</i>

## Course of Study

Getting off to a good start is key to finishing the Doctor of Ministry program well. D.Min. seminars are scheduled so that participants can complete their programs within a minimum of three years at the residency rate of one visit per year. Campus visits include three, 2-4 week residencies (2 on campus, 1 immersion experience), plus a colloquium and graduation visit. The two core courses engage participants in biblical and theological reflection on ministry. Building on the distinctive strength of the Asbury Seminary Doctor of Ministry program, participants will connect with the course content with new eyes and new tools. Team teaching segments model the integrative and formational nature of Scripture and tradition in ministry contexts.

Seminars require approximately 600-800 pages of reading per credit hour, pre-session course readiness assignments and post-session research development and integration projects.

Asbury Seminary's D.Min. program uses the concept of "formative stages" as a way to move experiences toward a culminating and unified developmental experience. Four formative stages, plus an entry stage, are outlined below. The D.Min. team partners with the faculty to focus on key formative tasks applicable to that stage, such as retreats, field trips, assessments and online interaction.

**Entry Stage.** Once admitted, participants prepare for the first visit through a 30-day Ignatian *Examen* prayer retreat of self-examination. This will be coupled with the first 720 degree review (by yourself and journey partners), course readings and other assessment tools.

**First Stage: (8 Credit Hours): First Residency.** Participants will join their cohort in the first two courses based on their cohort theme and the first core course.

**Second Stage: (8 Credit Hours): Second Residency.** Participants gather in year two to experience the second two courses based on their cohort theme and the second core course.

**Third Stage: (8 Credit Hours): Immersion Experience.** All participants visit a "metaphor site" that represents key models, current trends, and issues based on the cohort's theme. Special emphasis is given to situational, systemic and socio-cultural exegesis of the selected context as a ministry leadership competency.

**Fourth Stage: (6 Credit Hours): Ministry Transformation Project.** Participants execute and evaluate a Ministry Transformation Project. The writing assignments from the coursework, plus the transformation project evaluation and a publishable article, make up the final document. The culminating experience entails presenting the publishable article at a closing colloquium.

The program has three parts: core courses, cohort courses within professional concentrations, and the Ministry Transformation Project. Participants begin their studies in a cohort, which begins each January or July.

## Degree At-a-Glance

Year One: Foundation	Year Two: Exploration	Year Three: Immersion*
<b>Two Week Residency</b> <ul style="list-style-type: none"> <li>• Core: <i>Habits that Sustain Ministry</i> (4)</li> <li>• Cohort Seminar I (4)</li> </ul>	<b>Two Week Residency</b> <ul style="list-style-type: none"> <li>• Core: <i>Discovering God's Missional Heart</i> (4)</li> <li>• Cohort Seminar II (4)</li> </ul>	<b>Two Week Residency</b> <ul style="list-style-type: none"> <li>• Cohort Seminar III (4)</li> <li>• Cohort Seminar IV (4)</li> </ul>

\*Cultural Immersion Experience in Field of Cohort's Choice & 6 Hours, Research Development Related.

## Cohort Process

The cohort model recruits participants into learning cohorts of 15-22 learners. Each cohort focuses on the faculty's area of research and ministry. The cohort develops around this theme. Participants from the U.S. and abroad visit campus annually for 2-4 week visits. Students receiving a scholarship visit for 4 weeks annually; self-paying visit for 2 weeks. All visits include leadership sessions with innovative practitioners, sought-after-speakers, rigorous researchers and accomplished writers. Through research, writing, and reflection, participants deepen learning around themes related to the faculty's field of scholarship and service.

## Core Courses

The Asbury Seminary Doctor of Ministry degree achieves its programming standards through two core courses that assess the quality of formative foundations, while deepening the understanding practices of these disciplines to serve sustainable ministry over a lifetime. The two core courses are designed to deepen and broaden participants' formational foundations, while also helping them interrogate the adequacy of these for sustainable lifestyle and leadership within career ministry. These courses are *Transformative Habits: Scripture and Formation* and *Transformative Mission: Theology and Mission*. Both of the courses emphasize a simple, but fundamental, assertion about God, ministry and preparation for lasting service: *ministry, as witness, is always an overflow of an intimate life of communion with God*. The descriptions for each are provided below:

- *Habits that Sustain Ministry*. This course -- like its complementing core *Discovering God's Missional Heart* (DM911) -- is foundational to the Asbury Seminary D.Min. experience. The course's design is built on this claim: lasting ministry is an effect of the Spirit-filled life. It is a by-product of deep dispositions forged within a leader whose heart has been formed by affection for God, His Word and His means of grace. Worship, humility, receptivity, study and reflection have always informed the ministry of disciples. This course focuses on spiritual vibrancy in the life of ministry leaders as a means and end of sustainable life-long ministry. With the high regard for the appropriation of Scripture as the primary means of grace and formation, participants deepen their hermeneutical practices with an eye toward inviting God's transformative activity in experimental projects, such as *Examen* prayer retreats, *lectio divina* (contemplative) and *lectio continua* (continual) biblical readings, formation-in-common experiences with ministerial peer groups and in-ministry journey partners, and autobiographical reflection resulting in a durable rule of life.
- *Discovering God's Missional Heart*. This course -- like its complementing core course, *Habits that Sustain Ministry* (DM910) -- is foundational to the Asbury Seminary D.Min. experience. The course's design is built on this claim: lasting ministry is an effect of a life that is deeply derived from God's nature and image. The course examines the practice of ministry by fostering a critical theological understanding of the purpose of Christian ministry within the broader context of the nature and mission of the Church. It also seeks to provide biblical, theological and missiological insights which can inform specific functions of ministry. The course is intended to assist participants in formulating and clarifying a theological basis from which their vocations in ministry flow. It assists them in reflection



upon core elements of how their theological lineages impact their ministry philosophies, as well as their expressions of mission, witness and ministry.

### Cohort Seminars (Seminars I-IV)

The Asbury Doctor of Ministry program is designed to facilitate as many as 15 themed cohorts. Once a cohort of 15-22 has been recruited around a single theme, that group stays together, studies together, travels together and completes the process together. Examples of themed cohorts the program staff is currently recruiting for are listed here:

- Church Planting
- Multicultural Church, Multicultural Ministry
- Preaching & Leading: Shaping Prophetic Communities
- Faithwalking Congregational Transformation
- Activating Missional Communities
- Leading Healthy Ministry
- From Managing Conflict to Building Peace
- Preaching and Leading: Shaping Prophetic Communities (Bilingual)
- Social Justice, Ethics, and the Church

With each themed cohort building upon the two foundational core course experiences, 15-22 participants study together with a team of faculty mentors from their first cohort seminar to their last. Each of the cohort courses provides context for specific development tasks associated with completing the degree's formative outcome and academic objectives. Completion of the Ministry Transformation Project as participants progress together through the program (instead of writing a substantial dissertation project at the end of the coursework, as is customary) is a key distinctive of the Asbury D.Min. cohort process. The various developmental emphases are described below:

### Stage One: Foundation

- **Cohort Seminar I.** The first cohort seminar emphasizes an introduction to the theme. Surveys, terminology, important constructs, history of the issues, ethics and practices are common subjects in the first cohort seminar. Faculty mentors will require the completion of course learning exercises and projects, which are both relevant to the topic, but which also advance the participant's Ministry Transformation Project. **Key Developmental Task:** Clarifying key features of the research first steps for the Ministry Transformation Project with the conversational guidance of faculty mentors and cohort peers. Initiate and document select Leadership Formation Portfolio exercises and experiences.

### Stage Two: Exploration

- **Cohort Seminar II.** The second cohort seminar emphasizes both intensive and extensive orientation into the literature pertaining to the cohort's theme. Faculty mentors are tasked with creating exposure to significant theorists, schools of thought, and normative and practical bodies of knowledge. Faculty mentors will require the completion of course learning exercises and projects, which are both relevant to the topic, but which also advance the participant's Ministry Transformation Project. **Key Developmental Tasks:** Conduct an extensive and representative literature survey related to your ministry research, and identify the key themes which will help you analyze data that you will collect. Revisit and further document select Leadership Formation Portfolio exercises and experiences.

### Stage Three: Immersion

- **Cohort Seminar III.** The last two cohort seminars (III and IV) focus upon your field application pertaining to the topic at hand. Seminar III concentrates on the leadership capacity to gain situational

awareness, to conduct insightful observation and to describe faithfully – evidence-based – what is observed. For this reason, field immersion is critical. The skills of observation, participation and action-reflection are necessary leadership competencies for participants. In coordination with faculty mentors and programming staff, cohort participants select a location that is ideally suited to provide insight into the cohort's themes and to practice skill-guided interpretation and analysis in social contexts. Faculty mentors will require the completion of course learning exercises and projects, which are both relevant to the topic, but which also advance the participant's Ministry Transformation Project. **Key Developmental Tasks:** Learn how to exegete ministry, social and cultural contexts in a manner that results in objective data collection for analysis and ministry decision-making. Refine and further document select Leadership Formation Portfolio exercises and experiences.

- **Cohort Seminar IV.** Seminar IV, a course that will follow Seminar III in less than a week's time, will use evidence gleaned from observational protocols as the basis for structure analysis of the evidence. Faculty mentors will require the completion of course learning exercises and projects, which are both relevant to the topic, but which also advance the participant's Ministry Transformation Project. **Key Developmental Tasks:** Methodical use of implicit and explicit theory to analyze data and make informed decisions for ministry. Refine and further document select Leadership Formation Portfolio exercises and experiences.

#### Stage Four: Culmination

- **Ministry Transformation Colloquium:** If participants have successfully progressed through each of the stages as described above, and successfully completed the Key Developmental Tasks, they will have also completed four major sections required for the final Ministry Transformation Project. Having proposed a Ministry Transformation Project (Seminar I), deepened knowledge about the status of the literature (Seminar II), learned methods of data/evidence collection and analysis and applied these to their Ministry Transformation Project (Seminar III and IV), participants conclude the last cohort seminar ready to conduct either an intervention or evidence-based transformation strategy in their context. Participants have one year to complete their Ministry Transformation Project. At the point of readiness, but not later than one year, participants seek final approval on their final project report from their cohort faculty mentors.
- **Scheduling Colloquia:** The Colloquium is the equivalent of a final defense hearing conducted before select examiners, cohort faculty mentors and D.Min. peers (who will also be scheduled to present during this time frame). Although not all cohort peers may be ready or present at Ministry Transformation Colloquia, cohort members are challenged to support and encourage one another to progress together through the culminating experience as a unified cohort. Ministry Transformation Colloquia are scheduled immediately prior to the cohorts' graduation date. **Key Developmental Tasks:** On-campus Ministry Transformation Colloquia allow for a public forum for these presentations. The culminating experience for final approval of the Ministry Transformation Project will take this form: (1) 5-chapter research thesis, (2) a presentation of results in the form of a scholarly discussion, and (3) a final project evaluation hearing by faculty mentors, examiners and peer evaluators.

# When God Shapes a Leader

## The Leadership Formation Portfolio

**Our Model.** The Asbury Seminary Doctor of Ministry program blends a rigorous academic preparation with historic practices of formation and development. These elements combine in a formative process called the *Leadership Formation Portfolio*. Program participants develop a formative community – journey partners, faculty mentors, cohort peers and dissertation coaches – that contributes to the achievement of formational standards, dispositions and practices.

The Doctor of Ministry program aims at the reviving, engaging, growing and equipping of church leaders who will lead with increasing theological depth and leadership intelligence. Scripture, reason, experience and tradition, as well as, commitment to rigorous inquiry, dialogue and application, undergirds the curriculum of the Doctor of Ministry program. Collegiality, an exploratory demonstration plot of Wesleyan formational values, characterizes peer/faculty relationships throughout the doctoral process. An “action-reflection” educational model and principles of adult learning form the primary methodological orientation of each course experience.

### Learning Focus of the Asbury D.Min. Program



### Marks of a Transformative Leader



While elements of the Leadership Formation Portfolio will be developed in the first stage of the program, most of the elements are revisited for more intensive interaction at later stages of the program. The Leadership Formation Portfolio consists of these items:

- Journey Partners
- 720 Degree Review
- *Examen* Prayer
- Rule of Life
- Wellness Lifestyle Declaration
- Auto-Ethnography
- *Lectio Continua*
- Legacy Groups
- LEAD Initiatives

For more information and instructions on how to complete each segment, see the *Leadership Formation Portfolio*.

# Preparing for Residencies

## Textbooks and Kindle Information

The Doctor of Ministry office purchases Kindles for all Doctor of Ministry students. All participants receive textbooks, syllabi, articles, handbooks, catalogs and select public domain resources via Kindle. The Doctor of Ministry office distributes textbooks to students via Kindle using Whispercast from Amazon.com. Enrolled participants receive emailed instructions from the Doctor of Ministry office to setup an Amazon.com account and a Kindle device.

If you have problems or questions about operating your Kindle, contact Amazon Help ([www.amazon.com](http://www.amazon.com), click the Help link in the left corner of the screen, follow the prompts). The D.Min. office does not provide any Kindle support.

The Kindle is the property of Asbury Theological Seminary until you receive your degree. Should you default on your degree program, the Kindle may be reclaimed by Asbury Theological Seminary.

## Whispercast Instructions

The Doctor of Ministry team distributes course materials to users via Whispercast. Users will see the Kindle book in their Amazon Cloud or any of their devices with the free Kindle app. **Instructions:**

1. **STEP ONE: CREATE/USE AMAZON ACCOUNT.** Participants set up an Amazon.com account to which they will register their Kindle. Go to [amazon.com](http://amazon.com) to “create a new account,” and follow the step-by-step instructions.

*Kindle books can also be read on computers or smartphones through the use of Kindle apps. Link for Kindle apps:*  
[www.amazon.com/gp/feature.html?ref=amb\\_link\\_365823462\\_2&docId=1000493771](http://www.amazon.com/gp/feature.html?ref=amb_link_365823462_2&docId=1000493771)

*U.S. residents: You may use your existing Amazon account.*

*International residents MUST set up a new Amazon account with the following billing address: Asbury Seminary, 204 N. Lexington Ave., Wilmore, KY 40390. Use your Asbury Seminary email address to register your Kindle. This will make sure that all textbooks are available in your country. This will make sure all books are available in your home country. Using an international address will likely prevent your textbooks from being received, causing a delay in getting your textbooks to you for assignment completion. Note: Your account information can be changed upon graduation.*

2. **STEP TWO: JOIN THE D.MIN. WHISPERCAST NETWORK.** Participants will be emailed a unique URL Whispercast invitation to their Asbury Seminary email account. Clicking the link will add participants to the D.Min. Network, allowing for distribution of course materials.

Once you’ve registered with Whispercast, you can join and have access to books through Kindle apps on your laptop before you receive your actual Kindle.

3. **STEP THREE: REGISTER KINDLE READER.** Upon arrival of the Kindle readers, participants will register the readers to the Whispercast networked amazon.com account. The reader will prompt you with how to register to the account when powered on.

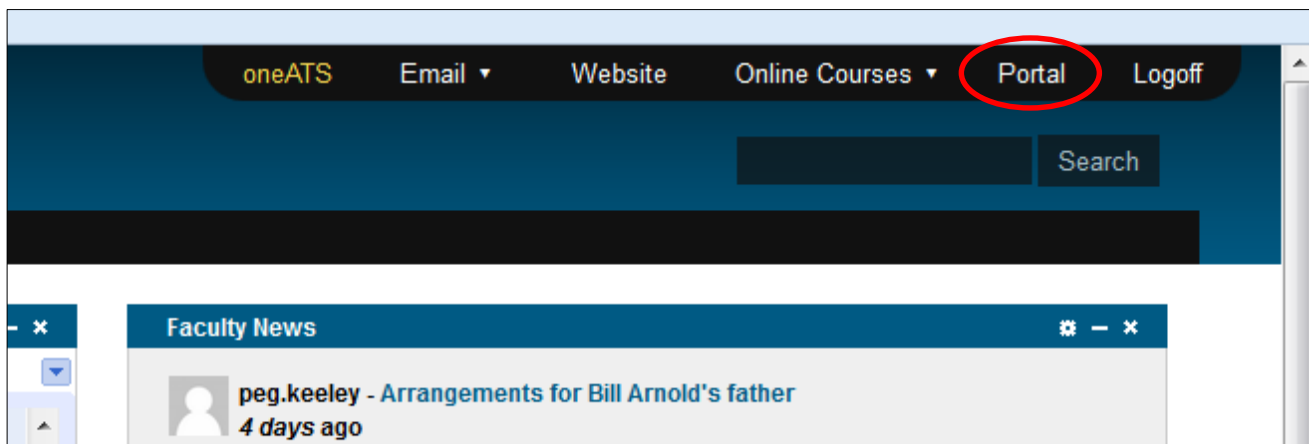
**Preparatory work is required before arriving on campus. Read all syllabi carefully. Participants must begin course reading before arrival or there will not be enough time to adequately prepare prior to the start of classes.**

## Registration Process & Deadlines

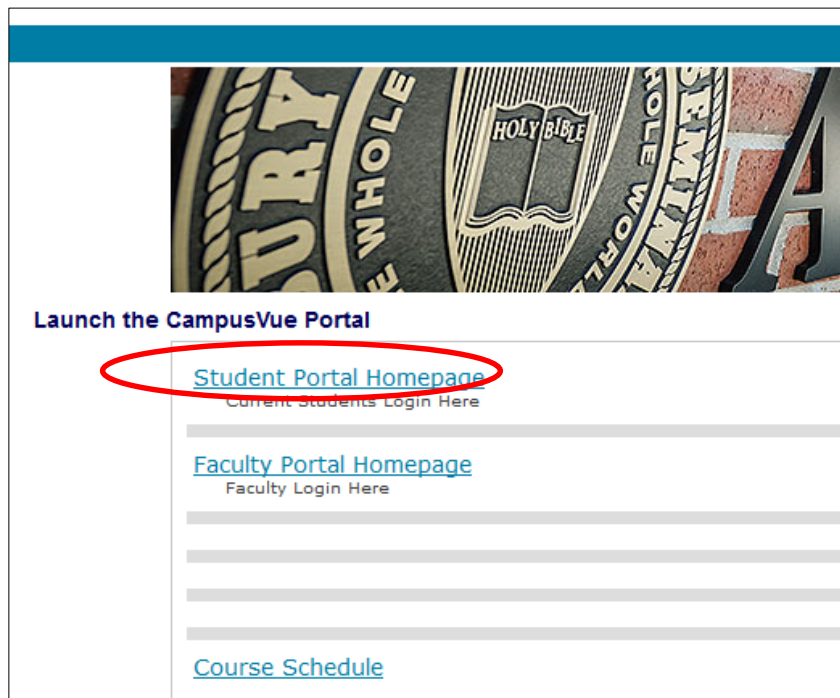
Participants must register within the specified time as assigned by the Registrar and do so on their Asbury Information System (AIS) registration page. If registration assistance is needed, a written registration request from the participant's Seminary email address is required. Registration clearance from the participant's academic advisor or postgraduate faculty advisor/mentor is required each semester. Special arrangements for financial payment must be made with the business office.

### How to Register for Classes

1. Go to **oneATS** (one.asburyseminary.edu).
2. Click the **Portal** link in the upper right corner. See below.



3. Click the Student Portal Homepage link. See below.



4. Login with the username and password that you use to log into oneATS. See below.



## Login

YOUR CONTINUED USE OF ASBURY THEOLOGICAL SEMINARY SYSTEMS WILL INDICATE YOUR AGREEMENT TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH [HERE](#). IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, PROMPTLY EXIT THIS SITE.

### Required Field\*

Please Login

**Username**\*

**Password**\*

Password is case sensitive

Login

The site may not function properly if you are using a non-supported browser. Recommended browsers with minimum supported browser versions include Chrome 1.0, Internet Explorer 7.0 and Firefox 1.0 for Windows. Also, Chrome 1.0, Firefox 1.0 and Safari 3.0 for Macintosh users.



5. On the left navigation sidebar, click Academics, then click Online Registration. See below.

The screenshot displays the myATS PORTAL interface. The top header features the myATS PORTAL logo. Below the header is a blue bar with the text "My Home Page". A white bar below that contains the link "Make a Payment". The left sidebar is a vertical menu with the following items: "Campus Info", "Academics", "Online Registration" (highlighted with a red circle), "Degree Audit", "Your Class Schedule", "GPA Calculator", "View My Grades", "Unofficial Transcript", "Official Transcript", and "My Profile". The main content area is divided into two sections. The top section is titled "Calendar" and shows a calendar for March 2015. The calendar is a table with days of the week as columns and dates as rows. The date 26 is highlighted in yellow. The bottom section is titled "Message Center" and shows a notification: "You have 0 Holds".

myATS PORTAL

My Home Page

[Make a Payment](#)

Campus Info

Academics

[Online Registration](#)

[Degree Audit](#)

[Your Class Schedule](#)

[GPA Calculator](#)

[View My Grades](#)

[Unofficial Transcript](#)

[Official Transcript](#)

My Profile

Calendar

Thursday Choose Day

March 2015

S	M	T	W	T	F	S
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Message Center

You have 0 Holds

6. Click the View Online Registration Tutorial link near the center of the page. See below.

<a href="#">Campus Info</a>	<h2>Online Registration</h2>
<a href="#">Academics</a>	Welcome to Online Registration. Please select your term below and check your registration status.
<a href="#">Online Registration</a>	NOTICE: YOU MUST HAVE JAVASCRIPT, POP-UPS, AND COOKIES ENABLED TO SUCCESSFULLY U
<a href="#">Degree Audit</a>	<b>Enrollment and Term</b>
<a href="#">Your Class Schedule</a>	<b>Enrollment</b> 9/8/2015 ATS - M.A. in Pastoral Counseling
<a href="#">GPA Calculator</a>	<b>Term</b> *Select* ▼
<a href="#">View My Grades</a>	
<a href="#">Unofficial Transcript</a>	
<a href="#">Official Transcript</a>	
<a href="#">My Profile</a>	<a href="#">View Online Registration Tutorial</a>
<a href="#">Message Center</a>	Learn how to Select Courses, Arrange Courses to make your schedule and Register.
<a href="#">My Finances</a>	NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download

7. Follow the **step-by-step instructions** for registering for a course. See below.

## Monthly Installment Plan

The 36-month payment plan spreads the cost of three annual visits into manageable segments. Every six months (on July 1 and January 1), students are registered for DM900 that costs \$2,922. This can be paid in lump sum form or spread into six monthly installments broken down per amount of scholarship received. Note: Monthly payments provide a credit of approximately \$2,000 for the participant's international travel fund to be used during the third residency, as well as a Kindle.

**Late Fees.** If participating in the payment plan, monthly tuition payments are due on the 25th of the month. Payments received after the first of the following month will incur a \$25 late fee.

**Missed Payments.** A missed monthly payment will result in the loss of the equivalent amount from the international travel fund built into the 36-month payment plan. More than three missed monthly payments may result in dismissal from the program.

**Refund Policy.** The 36-month payment plan spreads the cost for three annual visits into manageable segments. The 12 monthly payments cover the expenses of one annual visit. Therefore, refunds of tuition payments will not be available unless the full 12 months of payments have been received for each annual visit. If a participant drops out of the D.Min. program before attending an annual visit, and a full 12 payments have

been received for the prior annual visit, the participant may apply for a refund of unused tuition payments. Refunds will be granted only after all expenses on the participant's account have been cleared.

Beeson Scholarship Payment Breakdown			
100%	75%	50%	0%
Makes no monthly payments	Makes monthly payments of \$121.75 for 36 months <i>*First payment is due in July of first summer residency</i>	Makes monthly payments of \$243.50 <i>*First payment is due in July of first summer residency</i>	Makes monthly payments of \$487.00 for 36 months
Expected to pay for lodging and food for first two residences – approximately \$200 and \$150 respectively	Expected to pay for lodging and food for first two residences – approximately \$200 and \$150 respectively	Expected to pay for lodging and food for first two residences – approximately \$200 and \$150 respectively	First payment is due in July of first summer residency
Food and lodging for all 3 immersion trips is covered	Food and lodging for all 3 immersion trips is covered	Food and lodging for all 3 immersion trips is covered	Expected to pay for lodging and food for first two residences – approximately \$200 and \$150 respectively
Travel to and from campus is covered <i>Exact cost for international students</i> <i>Airfare or mileage (whichever is less) for domestic students</i>	Travel to and from campus is covered <i>Exact cost for international students</i> <i>Airfare or mileage (whichever is less) for domestic students</i>	Travel to and from campus is covered <i>Exact cost for international students</i> <i>Airfare or mileage (whichever is less) for domestic students</i>	Food and lodging for first 2 domestic immersion trips is covered, along with \$2000 is available to defray the cost of the 3rd immersion trip to Asia.  Travel to and from campus is student's responsibility
NOTE: International students must also pay for health insurance to cover the residency time.	NOTE: International students must also pay for health insurance to cover the residency time	NOTE: International students must also pay for health insurance to cover the residency time	NOTE: International students must also pay for health insurance to cover the residency time

## How to Pay Online

1. Go to <http://www.one.asburyseminary.edu>.
2. Login to your oneATS account, using your username and password.
3. Click **Portal** at the top right of your screen.
4. Click Student Portal Homepage and again enter your username and password
5. Click “My Finances-Student Account” to view your online statement..
6. To make a payment, click “Make A Payment-make a payment”(Please use any internet browser but Safari)
7. Complete all the fields as prompted to complete your payment.

Contact the Business Office with questions at [business.office@asburyseminary.edu](mailto:business.office@asburyseminary.edu) or [859.858.2286](tel:859.858.2286).

## Auditing

Current participants, Asbury Seminary alumni, and missionaries are invited to audit Doctor of Ministry courses.

Follow these steps to audit a course:

1. Asbury Seminary alumni, missionaries, current participants, or current participants’ spouses should email the Registrar’s office directly to audit a class. They can be contacted at [registrar@asburyseminary.edu](mailto:registrar@asburyseminary.edu). All auditors are invited to apply to the Seminary as an auditing participant. Please contact the Admissions office for more information at [admissions.office@asburyseminary.edu](mailto:admissions.office@asburyseminary.edu).
2. Submit a registration form signed by the instructor and the Director of the Doctor of Ministry program.
3. The President’s office approves missionaries who wish to audit.
4. Appropriate course fees apply per the current catalog. (Spouses of current D.Min. students are exempt from these fees.)

## Ways to Communicate

**oneATS.** Asbury Seminary’s platform is called oneATS. This platform is used for announcements, community forums, emergency notifications and internal web pages. Participants should check this portal regularly for updates and to access information from various departments: Financial Aid, Registrar, Library, Career Services, etc. Participants may access the portal at <https://one.asburyseminary.edu/home>

**Email.** Upon admittance to the D.Min. program, participants receive an Asbury Seminary Google Apps for Education account that is accessible via the “Email” tab in oneATS (<https://one.asburyseminary.edu/home>). This will be the main avenue by which Asbury Seminary and the Doctor of Ministry Office will communicate with participants. For problems with accessing the Seminary Google Apps account, contact Information Commons at 800.2.ASBURY or 859.858.2100 or

by emailing [information.common@asburyseminary.edu](mailto:information.common@asburyseminary.edu). To forward your Seminary email to your personal email, see the instructions in the Appendix.

**Mail.** All personal mail and packages sent to participants during campus visits may be picked up at the Seminary Post Office (SPO) in the Administration Building. Participants will receive an e-mail from the SPO when they have a package to pick up. Participants must check at the SPO window for expected mail; emails will not be sent to participants for regular mail. All mail and packages to students must be addressed in the following manner, regardless of accommodations while on campus:

Participant's Name  
SPO #921, Orlean House  
204 N. Lexington Ave.  
Wilmore, KY 40390

Note: If mail or packages are not picked up prior to the student's departure from campus, the material will be forwarded to the student's home address at the student's expense.

**Google Calendar.** Participants receive emailed invitations to access related program calendars. From within the Seminary email account, click on "Accept Shared Link." The calendar will automatically upload.

## Submission of Assignments

### Course Assignments

Refer to syllabi for course assignment submission instructions. Assignment questions: Contact your professors for that course directly. Their e-mail addresses are listed on the front page of the syllabus.

### Leadership Formation Portfolio assignments

The Tk20 Portfolio allows Asbury D.Min. participants to collect, submit, review and update program assignments throughout the entire three-year program. More information to follow.

### Uploading to Tk20

To access Tk20:

- Open an Internet browser.
- Enter <https://asburyseminary.tk20.com> into the URL field.
- Login to the Asbury Seminary oneATS Network, using your username and password.
- In the upper left corner of the screen, click on the Portfolios tab.
- Click on the D.Min. E-Portfolio link.
- Click on the appropriate tab
- Select "Click to Attach" and follow the instructions on screen to upload files.

For questions or support:

- E-mail: [information.common@asburyseminary.edu](mailto:information.common@asburyseminary.edu)
- Phone: 859.858.2100

## Plagiarism

Asbury Theological Seminary is committed to intellectual, spiritual and moral growth with the pursuit of truth and knowledge as an indispensable goal of the academic community. Knowledge leading to wisdom is a necessary means to faithful and effective mission and ministry, including the spreading of scriptural holiness, which greatly increases the importance of integrity of heart, mind and life.

Faculty and participants share equally in the responsibility of maintaining the standard of academic integrity as a part of their commitment to truth. Thus, any action that does not maintain academic honesty and scholarly integrity is a violation of community trust and expectation and compromises the character needed for ministry.

In addition to maintaining integrity in their own academic pursuits, faculty have the responsibility and obligation to establish and clarify academic requirements for the work prepared by their participants. Conduct that is considered dishonest includes: reusing previously and/or concurrently submitted material in another class without faculty permission, cheating by copying from another's work, allowing another to copy from one's own work, reading an examination prior to the date it is given without the instructor's permission, and similar types of conduct. Unlawful duplication of copyrighted material such as music, library materials, computer software, as well as plagiarism, are other examples of academic dishonesty. Plagiarism is the presenting of another's ideas or writings as one's own; this would include both written and oral presentations. (Seminary guidelines related to acceptable duplication practice of copyrighted materials can be found at the library's circulation desk.)

In cases of suspected participant plagiarism, the instructor should take steps necessary, including meeting with the participant to determine whether plagiarism has in fact been committed. In cases of participant plagiarism, the instructor, working in conversation with the Dean of the student's school has four options, depending on his or her judgment regarding severity and recurrence of the problem: (1) to provide an opportunity for the participant to redo the same or comparable assignment, typically with the grade for that assignment penalized to account for the act of plagiarism; (2) to record a failing grade for the assignment in question; (3) to fail the participant for the course; and (4) to recommend to the Dean of the student's school that the participant be dismissed from the Seminary. In every case of participant plagiarism, a written report of the episode and of the disciplinary action taken should be submitted to and affirmed by the Dean of the student's school. Recurrence of plagiarism by a participant will lead to the dismissal of the participant from the Seminary. The participant may appeal the decision of the instructor or the Dean through the academic appeal process, which is spelled out in the Asbury Seminary Student Handbook.

## Copyright Policy

All students are expected to abide by U.S. copyright law in their research and writing. Guidelines for copyright at Asbury Theological Seminary are contained in the Asbury Seminary Copyright Manual, which is posted online.

[https://docs.google.com/a/asburyseminary.edu/file/d/1Kkg\\_K9tZYKQLXLJzL3N0uCFirXZ8on78ue7NkuiRbDdGPBoXcbCo7kiHB6T/edit?pli=1](https://docs.google.com/a/asburyseminary.edu/file/d/1Kkg_K9tZYKQLXLJzL3N0uCFirXZ8on78ue7NkuiRbDdGPBoXcbCo7kiHB6T/edit?pli=1)

If a student wishes to use material in their dissertation, which is not original work that falls outside of the guidelines for fair use (including charts, graphs, images, poetry, photographs, curriculum material developed by others, etc.), they must have written permission from the original copyright holders. This paperwork should be submitted with their dissertation at the completion of the project. All items used, whether in or out of copyright, should be properly cited in the final thesis.

If there are any questions about copyright, the student can contact the Scholarly Communications Librarian in B.L. Fisher Library for advice. This librarian serves as the chief copyright officer for the entire Seminary community.

## Style Manuals

For matters of writing style, please refer to Carole Slade's book, *Format & Style*, the 13th edition (2008). For an additional reference, use *The Wadsworth Essential Reference Card to the MLA Handbook for Writers of Research Papers*, 7th ed. (2009). All course work should follow the MLA formatting style. As the D.Min. degree is a professional learning experience, the written aspects of the program should reflect the highest of both academic and professional standards.

## Travel Arrangements

Travel to and from campus is arranged individually by each participant.

**All international participants must have an approved visa before arranging for travel. See the Appendix for Visa instructions.**

Domestic students may choose to drive or to fly. The D.Min. Program will reimburse mileage at the Seminary approved rate or the cost of a round-trip ticket, whichever is less. The program does not reimburse for gas, food and lodging during the trip.

Students with a scholarship **must** book their travel with Avant Travel in Lexington in order to have travel paid for by the program. If you book your travel using another agent, you will not be reimbursed. Participants are responsible for contacting the agent by email to set your itinerary ([melonie@avanttravel.net](mailto:melonie@avanttravel.net)). Once the itinerary is confirmed with Melonie, it cannot be changed. Any additional requests (i.e. special routings, stops, or layovers) will be at the participant's expense.

Direct all travel-related questions to [kasey.tinsley@asburyseminary.edu](mailto:kasey.tinsley@asburyseminary.edu).

**Immersion Trips.** The scholarship or the total cost of the program includes an allowance of up to \$2,000 for the participant's travel fund to be used during the third residency. Year one and two immersion trips are covered in the cost of your tuition.

## Insurance

All Doctor of Ministry participants are required to purchase short term/travel health insurance, unless proof of active, comparable insurance is shown. For questions and assistance in purchasing health insurance contact [student.services@asburyseminary.edu](mailto:student.services@asburyseminary.edu) or 859.858.2093.



# Making the Most of Residencies

## D.Min. Student Orientation

An orientation to the D.Min. program is scheduled to familiarize participants with the campus, their classes and classmates. During orientation, participants will join in community building, spiritual formation, leadership and professional development, technology training, library and research training, self-care practices, and program overview.

We recommend that international students arrive two days prior to orientation in order to recover from jet lag. All students must arrive on or before the day of orientation.

## Class Attendance

Due to the intensive nature of class sessions, immersion experiences, site visits and all other extra-curricular activities, participation is required. Participants may be excused in the event of an emergency (family illness, death, etc.) with permission from the Director of the Doctor of Ministry program. Church responsibilities, including funerals, do not qualify as excusable. For orientation, courses and immersion experiences, dress is business casual/comfortable clothes. Some LEAD Initiatives may require casual clothes, such as T-shirts, shorts and athletic shoes.

**Fundraising.** As a D.Min. student on scholarship neither you, nor someone on your behalf, are allowed to raise funds during your residencies. This commitment honors the generosity of scholarship donors, as well as the seminary.

## Student Services

**Airport Shuttle.** Complimentary shuttles to and from the Lexington Bluegrass Airport are available to all Doctor of Ministry students. Airport pickup and drop off can be scheduled by emailing flight details two weeks prior to arrival or departure to [dmin.office@asburyseminary.edu](mailto:dmin.office@asburyseminary.edu). In the event of flight delay or change, call 859.858.2254 to leave updated flight information for the Lasting Impressions Teams.

**Housing.** All students will be assigned on-campus housing for the duration of their experience. All students are charged at the rate of \$100/week or \$25/night. Towels, linens and weekly light housekeeping are provided. Men and women are housed in separate areas.

Participants are responsible for removing the trash from their living areas and washing dishes. Personal laundry facilities are available in the living quarters. Contact the Beeson Host for assistance using the machines.

To sign up for housing, refer to the fill-able form that will be emailed to current students and posted in the cohort classroom.

**Local residents:** You may go home on weekends after required activities are done (e.g., LEAD initiatives, half-day courses, etc.). However, during the week, we ask that you stay on campus due to the community formation that occurs during residency.

**Off-campus housing:** Due to the community formation that occurs, we strongly encourage you to stay on campus during your residency. Off-campus housing requests will be considered on a case-by-case basis.

**Questions:** Direct all other housing questions to [single.housing@asburyseminary.edu](mailto:single.housing@asburyseminary.edu), 859-858-2188.

**Student Identification Cards.** Student ID cards are used to check out library books and student center equipment. Participants, visiting missionaries, faculty and staff ID cards are made at the Information Commons front desk during normal hours of operation. Guest passes for spouses and Seminary family members over 18 are also available in the Information Commons. Initial ID cards are free. (Photographs can be updated in the computer system at any time.)

**Maintenance Requests.** Contact the Doctor of Ministry Office.

**Meals.** Participants may prepare meals in the kitchen of the housing unit (all basic kitchen utensils and supplies are provided) or dine at (limited) restaurants in Wilmore. We estimate the cost of food to be a total of \$15/day while in Wilmore.

Asbury Inn provides an economically priced breakfast for your convenience, as well. The Asbury Inn accepts credit cards and cash.

Snacks are provided on class days at 10 a.m. and 3 p.m.

**Carrels.** Doctor of Ministry students are provided a study location while on campus. The carrel desks are pre-assigned based on availability. Keys will be distributed upon check-in. Students have access to the Beeson Center and study carrels 24/7.

**Shopping Trips.** A weekly shopping trip is available to all Doctor of Ministry students without personal modes of transportation. These trips will be scheduled on the Google Calendar.

**Sherman Thomas Student Center.** A workout facility is housed in the student center for your convenience with these hours during the summer:

Monday-Thursday: 6am-9pm

Friday: 6am-8pm

Saturday: 9am-6pm

Sunday: closed

# The Campus Experience

## The Beeson Center: Our Service Promise

At the Beeson Center, we are committed to stewarding our gifts to provide tangible demonstrations of the way the Lord is working, both here and around the world. In order to fulfill our mission and vision, we strive to uphold these *LASTING* promises.

**L**ow Bureaucracy - We will work with those whom we serve to reduce the administrative obstacles between promises made and promises kept.

**A**ccountable Execution - We will nurture a bias for promises, ensuring a union between word and deed, expecting the same from those we serve.

**S**tewardship Vigilance - We will maximize resources to advance our mission, our benefactors' gifts and our learning communities' legacies.

**T**raditioned Innovation - We will explore tensions arising from fidelity to an ancient apostolic heritage and an uncharted pioneering kingdom future.

**I**ntentional Teaming - We will weave a spirituality of team unity, team fit and team play into our culture, achieving more together than we could alone.

**N**atural Hospitality - We will foster a community of welcome, inclusion and grace, remembering we experienced times when we were also strangers.

**G**lobal Recipients - We will shape our learning experiences to foster obligation to the receiving communities throughout the global Church.

## Beeson Center Hours of Operation

The Beeson Center is open from 8:30 a.m.-5:00 p.m., Monday through Friday.

## Beeson Center Personnel

**Tom Tumblin, Ph.D.** *Dean of the Beeson Center* (ext. 2084). In this role, Dr. Tumblin provides general oversight for all Beeson Programs, as well as teaching in the leadership area. He considers himself a fellow learner of how to steward God's ministry in the local church.

**Russell West, Ph.D.** *Associate Dean of the Beeson Center* (ext. 2084). Dr. West oversees each area of the Center's mission to bridge Asbury Seminary to the global Church. Those areas include the Doctor of Ministry program, the Center for Lay Mobilization, the Center for Lifelong Learning, our extension campuses and our research and development work supporting pastoral leaders.

**Ellen Marmon, Ph.D.** *Director, Doctor of Ministry Program* (ext 2054). Dr. Marmon oversees the Asbury Seminary Doctor of Ministry Program, including all cohorts, dissertations, coaches and Doctor of Ministry faculty. She focuses particularly on creating meaningful residency experiences for Doctor of Ministry students.

**Milton Lowe, D.Min.** *Director of Networks for the Beeson Center* (ext. 2146). Milton spent 26 years in pastoral ministry and is a graduate of Asbury's D.Min. Program. He'll provide insight to you as you progress through the program and make sure your questions are answered. He is responsible for developing and maintaining relationships with current, prospective and former participants.

**Kasey Tinsley.** *Coordinator, D.Min. Program* (ext. 2254). Kasey primarily handles travel, accommodations and scholarship details for participants. She'll be your front-line contact with the program.

**Lacey Craig.** *Administrative Assistant, D.Min. Program* (ext. 2187). Lacey primarily handles details of the D.Min. Program and provides logistical support for all faculty and participants. Call her with any questions that you may have.

**Ginny Proctor.** *Manager of Lifelong Learning* (ext. 2301). Ginny manages the details for all lifelong learning, continuing education and conference events sponsored by the Beeson Center.

**Bill Castillo.** *Administrative Assistant for the Beeson Center* (ext. 2084). Bill serves a diverse position, assisting and supporting Dr. West, Dr. Tumblin and the Beeson Center in ongoing initiatives developed through research and project management.

**Winfield Bevins.** *Director, Church Planting Initiative* (ext 2388). Asbury's church planting initiative focuses on four areas: degree programs and academic certificates, church planting networks, field research and church planting practices. Winfield has trained pastors and develops innovative resources for planting and re-missioning churches.

**Lauren Schrepfer.** *Administrative Assistant to Lifelong Learning & the Center for Lay Mobilization* (ext. 2047)—Lauren coordinates details for Lifelong Learning and Lay Mobilization events throughout the year. In addition, she provides administrative support to the Manager of Lifelong Learning.

**Heidi Heater.** *Editorial Assistant to the Beeson Center* (ext. 2178)—Heidi supports all Beeson Center programs and initiatives with communication and marketing.

**Lasting Impressions Team.** A variety of students and others will be providing hospitality to D.Min. students while they're on campus.

## Chapel

**Kentucky Campus.** Chapel is a hallmark of life together at Asbury Seminary. Chapel gathers on Wednesday at 11:30 a.m. - 12:00 p.m. in Estes Chapel. Preachers, teachers and world leaders add to the richness of these experiences.

## Business Office Hours

Sept.-May	Mon.-Fri.: 8:45 a.m.-4:00 p.m.	Closed Tues. & Thurs. 11:00 a.m.-12:00 p.m. for chapel
June-Aug.	Mon.-Fri.: 8:45 a.m.-4:00 p.m.	Closed Wed. 11:30 a.m.-1:00 p.m. for chapel and lunch

## Admissions Matters

### Admission Requirements

- Application Form
- \$50 non-refundable application fee
- Accredited Master of Divinity degree or its educational equivalent. The educational equivalent is 75 hours of master's-level work with 30 hours in Bible, Theology and/or Church History (all courses from Asbury's M.Div. Core Theological and Biblical Foundations qualify), including at least one completed master's degree. (3.00 / 4.00 GPA\*)
- 3 years full-time ministry experience subsequent to master's degree
- Personal history essay and Resume
- Official transcripts from all postsecondary institutions attended sent to Admissions directly from the institutions
- Letter of congregational or institutional approval
- References from:
  - A leading lay person in your present church
  - Your immediate supervisor in ministerial appointment (e.g., your District Superintendent)
  - Two colleagues
- A writing sample/research paper written during your Master of Divinity degree (or educational equivalent).
- For applicants whose primary language is not English, a TOEFL score of 550 (79 internet-based) or an IELTS score of 7.
- Note: Web Access: Registration, course schedules, syllabi and much of the program's communication is online: [www.asbury.to/dmin](http://www.asbury.to/dmin)

### Admission Procedure

- After your application has been received, members of the D.Min. Admissions team will carefully and prayerfully examine your documents and contact you at appropriate points along the journey.
- File completion deadline for summer cohorts: March 15. File completion deadline for January cohorts: September 15. Applications must be submitted online.

- Application deadline for the Kentucky-based Preaching and Leading Beeson Scholarship (full-scholarship, summer only) consideration: January 2. All application requirements must be submitted by this date.
- You will receive notice of your admittance to the D.Min. program with complete instructions for how to proceed.

## Transfer of Credit

In rare cases, academic credit received from another institution could be transferred to Asbury Seminary for addition to a participant's D.Min. record. The following information will serve as a guide for those who are considering this option:

1. Discuss with the D.Min. team the anticipated course to be taken from another institution for transfer credit. The D.Min. team will examine a description of the intended transfer course (furnished by the participant). The course must be seen as contributing to the overall goals of one of the cohort themes.
2. The D.Min. Director must grant approval.
3. The course must be taken at an Association of Theological Schools accredited graduate school or seminary.
4. Courses taken at a secular university will be subject to scrutiny regarding course content in light of the emphasis desired in our D.Min. program.
5. Only courses with grades of "B" and above are transferable. No grade less than a "B" will be accepted.
6. Verify with the Registrar at the school from which the credits will be transferred that the credits are either semester hours or translated to semester hours.
7. It is the participant's responsibility to have other institution's transcript sent to Asbury.

## Campus Phone List

For the most up-to-date version of the phone list, refer to this link:

<https://one.asburyseminary.edu/resources/resources>. You will see a screen similar to this. Select the appropriate form from the list.

- **Phone lists (printable downloads):**
  - **Alphabetical List**
  - **Kentucky Office Phone List**
  - **Florida Office**

## Campus Map

For the latest version of our campus layout, visit: <http://www.asburyseminary.edu/files/Asbury-Seminary-KY-Campus-Map-2012.pdf>

## International Travel/Experiential Learning

1. Participants who have scheduled their colloquium session are eligible for the capstone trip.
2. The capstone trips will rotate between Brazil and Kenya.
3. Participants receiving the Beeson Scholarship (from 2012 forward) have their way paid to one capstone trip. They may go on a second capstone trip a) if there is room and b) if they pay their own way.
4. Non-scholarshipped participants may join a capstone trip a) if there is room and b) if they pay their own way.

## Contact

Asbury Theological Seminary  
Doctor of Ministry Office  
204 N. Lexington Ave.  
Wilmore, KY 40390

888.5BEESON  
[dmin.office@asburyseminary.edu](mailto:dmin.office@asburyseminary.edu)

# Between Residency Visits

## Staying Connected: Facebook, Twitter & You

Connect with us on Facebook at [www.facebook.com/beesoncenter](http://www.facebook.com/beesoncenter) and Twitter at [www.twitter.com/beesoncenter](http://www.twitter.com/beesoncenter).

## D.Min. Previews/Prospective Students

On-campus Doctor of Ministry Previews are scheduled every Thursday morning during the spring and fall semesters. Premier visits are also available in July, August and January when class is in session.

During your visit, you will:

- Meet with a Doctor of Ministry Admissions Counselor and a representative from the Doctor of Ministry program.
- Participate in a campus tour.
- Attend chapel.
- Enjoy lunch with Doctor of Ministry faculty.
- Chat with the Admissions team in a Q&A session.

## Referring New Students to the D.Min. Program

**1. Share the benefits with others.** Look around you for friends who have exceptional leadership and preaching qualities. When selecting a potential student for our program, think about these things:

- Have they completed an M.Div.?
- Do they have at least 3 years of experience in ministry?
- Would they benefit from an early/mid-career leadership experience?

**2. Take a courageous step, ask them to consider the program.** Take note of emerging and executive leaders in your world who have an insatiable curiosity, who regularly attend conferences and seminars, and who are learning and motivating themselves and others to be all they can be for God. These are some of the key markers of folks who benefit from an ordered learning process like a D.Min. offers. Instead of weekend conferences that sometimes seize upon fads and celebrity personalities, our D.Min. program provides structured learning with times of reflection, class participation and international travel. Think about it: you may be one of the first people to recognize a friend's capacity for a higher lever of service, stewardship and leadership.

**3. Request materials—request a phone call.** The D.Min. team and the admissions staff are standing by to make a personal phone call to your friend. At any time, you can make us aware of friends that you want to refer to our program. We promise to give them the VIP treatment, joining in the discernment process, but never engaging in high-pressure sales tactics. We think the decision to pursue early/mid-career professional doctoral studies is a serious commitment, one that requires prayerful discernment and a community of support.



**4. Do lunch—an e-luncheon together.** Join Asbury Seminary’s D.Min. Director of Networks at a weekly e-luncheon. During the e-luncheon, you and your friend can explore the program together, learning about the unique aspects of Asbury’s D.Min., chatting about dissertation projects and topics, navigating the admissions process, and discovering ways to afford an Asbury D.Min. Get your friend in the hands of someone who is ready and prepared to talk them through the discernment process. If they can’t do lunch, invite them to come to campus with you for a visit during one of your class sessions.

**5. Take the leap—it’s time to apply.** Applying to Asbury Seminary is a fairly straightforward process. All they need to do is go to [asburyseminary.edu/admissions/apply](http://asburyseminary.edu/admissions/apply) to begin the journey. If they have attended an e-luncheon (and are applying within two weeks of attending), their application fee is waived. As a friend, if they haven’t attended, you might decide to pay the fee for them.

**6. Check on your friend, offer them prayerful encouragement.** After you’ve discovered your friend has applied, call them. Meet with them. Encourage them on the journey to which God is calling them. Offer to be a partner in prayer. Offer to be a conversation partner. This is when the fun begins. Potentially, travelling to the campus together could become a new part of your journey. Becoming one of their journey partners is also an option for you as you begin and develop a mentoring relationship.

## Weekly E-luncheons

Since not all students can come to campus for a preview, we’re coming to you. Join the Director of Networks for the Doctor of Ministry Program each Monday at noon (12:00 p.m.) Eastern Time to learn more.

**The e-Luncheon will last an hour or less. During the session, you will:**

- Learn about the unique aspects of Asbury’s D.Min. program
- Chat about your dissertation project
- Learn about the Admissions process
- Discover ways to afford an Asbury D.Min.
- Ask your questions
- Get a \$50 application fee waiver for attending!

**How do I register?**

1. Visit the [e-Luncheon Registration](#) page.
2. Select the date you wish to attend the e-luncheon by clicking the appropriate date on the calendar.
3. Click the blue registration button on the right hand side of your screen.
4. Enter your first and last name and email address in the fillable forms, clicking “Register Now” when complete.
5. You will see a “Registration Confirmed” screen. Select OK.
6. Check your email inbox. You will receive a meeting invitation from Webex with a link to join the meeting at the appropriate date and time.

**How do I join the e-luncheon?**

1. Use the link from your email invitation to join.
2. Sign in at least 15 minutes ahead of time to make sure that Webex is running correctly on your computer.
3. Mute yourself to eliminate background noise.
4. Install a plug-in as Webex prompts.

5. After logging in, select either your phone or computer for audio. A screen will prompt you to do so. Make your choice and follow the instructions on screen to call in or test your computer speakers and microphone.
6. If you are calling internationally, use the VOIP option on your computer to avoid international charges. Note: If you call in using the toll number in this email, you will be charged for an international call.

# Steps to Completing the Degree

## Degree Completion Steps

**Step 1: Complete all coursework.** In order to successfully graduate from the Doctor of Ministry program, you must complete all assignments as outlined in your syllabi. Courses include: DM910 *Transformative Habits: Scripture and Formation*, DM911 *Transformative Mission: Theology and Practice*, DM915 *Seminar One*, DM916 *Seminar Two*, DM917 *Seminar Three*, and DM918 *Seminar Four*.

**Step 2: Complete Leadership Formation Portfolio requirements.** Additional assignments arise as part of the Leadership Formation Portfolio process. All participants receive a copy of the portfolio and participate in these exercises throughout the program.

**Step 3: Secure Approval of Final Ministry Transformation Project from Coach and D.Min. Office.**

**Step 4: Schedule and Present Ministry Transformation Project during Colloquium.**

**Step 5: Complete Post–Colloquium Requirements for Ministry Transformation Project.**

**Step 6: Apply for Graduation.**

**Step 7: Pay Student Account Balance.**

**Step 8: Attend Graduation Celebration & Ceremony.**

## Colloquium Days

The completion of your Asbury Seminary D.Min. degree concludes with a successful presentation and examination of your Ministry Transformation Project. The Asbury D.Min. program schedules colloquium days immediately prior to your graduation. By design, it is a public examination of your research process and results.

The examination team is comprised of the participant's faculty mentor, your cohort colleagues and other faculty as needed. Examiners are selected based on their area of expertise and in collaboration between the mentor and candidate.

In order to complete the D.Min. Degree, you must:

1. Have a mentor approved copy of your Ministry Transformation Project Document on file with the D.Min office (at least 2 weeks in advance).
2. Your colloquium presentation will be made available for public review in the Doctor of Ministry office.
3. All members of the student's research examination team must be present for the defense. Under extenuating circumstances, participants may petition for members to participate via phone or online.

## Final Colloquium

The final colloquium is a time of discussion, presentation and culmination of your doctoral research. During this time, you will present your questions and answers based on your research, but you will also hear your classmates' presentations as well. Some think of the colloquium as an oral progress and process report, in which you outline your research questions, the steps you took to answer them, and the results.

Typical colloquia proceed as follows:

1. Although some presentations may require more or less, all candidates should plan on a 15-20 minute presentation. Handouts, PowerPoint, etc. are encouraged. The presentation is comprised of the following:
  - a. Review of the Research Questions
  - b. Review of Data Collection Criteria and Method
  - c. Discussion of the Findings
  - d. Implications for Ministry
  - e. Future Directions of the Study

The bulk of your time focuses on items c-e.

2. After the presentation of the findings, faculty and coaches engage the candidate around particulars of the research process, design and conclusions. After the faculty examiners have satisfied their questions, the candidate will take questions from their cohort colleagues. At this time, the candidate is responsible to reply to members of the audience with not only scholarly control of the material, but also with clarity to communicate in terms that would make sense to a general audience. The oral presentation and ability to make learning relevant to any audience is part of the evaluation.
3. After the evaluation, your coach will contact you with the committee's decision
  - Pass with Minor Revisions (Minor revisions refer to corrections, such as spelling, grammar, form and style faults, and minimal structure changes.)
  - Pass with Major Revisions (Major revisions imply additional analysis, structural development, or additional literature grounding for the study.)
  - Fail (With invitation to revise and resubmit. Implies substantial corrections are required in order for the study to be considered viable. The participant is likely to be invited to revise and resubmit when there are substantial corrections, such as errors in design, development and execution process and clarity.)

Candidates are required to record the required changes and supply a list to their faculty coach within 48 hours of the close of the colloquium. The examination team will negotiate the deadline for revisions, usually 2 weeks, but in enough time to meet graduation requirements.

## Graduation

The participant is held responsible for meeting all requirements for graduation, including applying for graduation before the deadline. December graduation application is required in September. May graduation application is required between February and March (see academic calendar in the Asbury Seminary Student Handbook for current application deadlines).

The May ceremonies on the Florida Dunnam and Kentucky campuses are for those participants completing their requirements in the spring term or before the end of August. Participants who do not complete requirements in the graduation term in which they applied must re-apply for graduation, complete all degree requirements and pay an additional graduation application fee. During the participant's last full semester, a graduation fee will be assessed to cover diplomas and other final processing costs. All graduates participating in graduation ceremonies must rent academic attire. Academic attire rental cost is separate from the graduation fee.

Any participant unable to attend commencement must notify the Registrar in writing no less than two weeks prior to the ceremony. The trustees, upon recommendation of the faculty, reserve the right to deny a degree if, in their estimation, the participant does not show character and personality indicating continued readiness for ministry.

# Ministry Transformation Project (Dissertation)

The Doctor of Ministry is a “professional degree,” meaning DMin students are in ministry and will continue to serve as such after they complete the program. One implication of pursuing a professional doctorate is *doing research that emerges from the student’s specific ministry context*. Participants choose an issue that they face regularly and want to investigate thoroughly. Because the dissertation is practical, the findings become a gift to the local church in general or other ministry settings. Students begin exploring possible topics for a Ministry Transformation Project (dissertation) before their first D.Min. Residency begins. This is different from many programs in which the project is developed *after* the coursework phase of learning.

You develop the Ministry Transformation Project in five distinct stages, each stage corresponding to a chapter in a research dissertation:

- ☐ First Steps and Chapter One: The Nature of the Project (Residency 1)
- ☐ Chapter Two: Literature Review for the Project (Residency 1)
- ☐ IRB Application & Chapter Three: Research Methodology for the Project (Residency 2)
- ☐ Chapter Four: Evidence for the Project (Residency 3)
- ☐ Chapter 5: Learning Report for the Project (Residency 3)

Video instruction and step-by-step worksheets accompany each stage of your project.

## Ministry Transformation Project Assignment

1. **Pre-Residency.** View instructional videos and complete dissertation worksheets as directed in the Dissertation Timeline. DMin alumni also share their insights regarding each phase of the project.
2. **In-Residency.** Dissertation Coaches, DMin Mentors, and the DMin Team will arrange discussion sessions to review the content of your worksheets and help you refine your ministry project design. This is also a good time for sharing insights on the process in your Legacy Group.
3. **Post-Residency.** Complete the relevant chapter as directed in the Dissertation Timeline. Your coach will review and return with feedback for improvement, after which you will submit a final version of that chapter.
4. **All Along the Way.** These five stages of writing represent an ongoing conversation you have between your puzzle (ministry questions or problem) and biblical, theological, and historical content as well as other relevant academic fields. For example, if your project focuses on adult discipleship in the local church, you will want to explore the social sciences for insights into adult education. While you design a thorough research process, surprises always surface. People who signed up to take your survey drop out; others who promised to attend leadership development classes you create only show up two out of ten times. Working with people invites us to plan exhaustively and anticipate change. Discovering something different than you anticipated is not a failed project, it’s honest research. Take a deep breath and begin the exploration!

# Scholarship Recipients

## The Beeson Center: Life Beyond Seminary

**About the Beeson Center.** The Beeson International Center is named after Mr. Ralph Waldo Beeson, an insurance executive who passed away in 1990, bequeathing a multi-million dollar gift to Asbury Theological Seminary. His generosity funded several teaching positions, buildings and scholarships.

The ministry of the Beeson International Center at Asbury Theological Seminary is to serve as Asbury's bridge to the global church. The Beeson Center is uniquely positioned to support participants as they explore the next step in their Christian call. It houses the Doctor of Ministry program, the Center for Lifelong Learning, the Center for Lay Mobilization, Church Planting and several other initiatives specifically designed to meet the needs of the local church and its leaders.

**Beeson International Center Mission.** As a bridge between Asbury Seminary and the global Church, the Beeson International Center for Biblical Preaching and Church Leadership stewards its gifts to provoke legacy-quality demonstrations of what God will do through leaders convinced of the world's need for biblical transformation.

## Beeson Scholarship

Our vision for this scholarship is to translate the entrustment of the Beeson Doctor of Ministry learning experience into a legacy of thousands of D.Min. alumni making God's kingdom visible in every time zone around the world through the way they witness, lead and live. Twenty scholarships are made possible annually through the bequest of Mr. Ralph Waldo Beeson, an insurance executive committed to strengthening pastors in their ministries. (*Preaching and Leading: Shaping Prophetic Communities* Summer Cohort only.)

**The Scholarship.** To be considered for the scholarship, applicants must have completed admissions files by **January 2** of the year they want to begin the D.Min. degree. Scholarships are granted by invitation only after the participant is admitted into the D.Min. program for *Transformative Preaching and Leading*.

The scholarship includes:

- Full/partial coverage of tuition and fees
- Reimbursement of course-related travel
- Cross-cultural immersion experiences
- Kindle reader and textbooks

### Scholarship Responsibilities:

If selected for the Beeson Scholarship, you must:

- Invest in reproducing leaders by mentoring one or more pastoral leaders.
- Seek opportunities to adapt John Wesley's field preaching and evangelism ministry concepts into your own context.
- Participate in U.S. immersion experiences to exercise situational exegesis by engaging systems, culture, change and relational leadership learning.

- Engage in life-deepening conversation with select Asbury faculty and practitioners in Beeson forums to grow as a legacy leader.
- Sponsor Beeson Scholarship prospects by commending qualified candidates to Asbury's D.Min. program through recommendations and/or reference letters.



# Appendix

## International Participants

### Visa Information from Beginning to End

#### Step One: Understanding Your Immigration Documents

For many participants, the difficult part of entering into seminary is over after the school accepts them. However, for International participants the difficult section of passage is just beginning. To study in the United States, a participant must have four important documents to prove his/her legal foreign student status: passport, I-94, DS-2019, and visa.

**Passport:** A passport is used by both foreign governments and the U.S. government to identify a participant as a citizen of his/her country. **A participant's passport must remain valid at all times.** It is not allowed to expire. Visitors traveling to the United States should have a passport valid for six months beyond the period of their intended stay. A participant may renew a passport by contacting his/her Embassy/Consulate within the U.S.

**I-94 Entry Permit:** The I-94 is a record of a participant's entry and exit from the United States. If the student enters the United States at a land border (from Mexico or Canada), the I-94 will be a small white card stapled into the passport on which the visa classification and the expiration date of the participant's authorized stay is written when he/she enters the U.S. The participant will complete these on the airplane or at his/ her port of entry. It is recommended that he/she staples the I-94 to the passport to prevent losing it. The cost to replace a lost or stolen I-94 is \$330.

For students who enter the United States by air, the I-94 card is now electronic. Students can access their I-94 record online at <https://i94.cbp.dhs.gov/I94/request.html> after their arrival in the United States. It is important for students to verify that they have been admitted in the correct status (J-1) for the correct duration (D/S). There is, however, no legal requirement to keep a paper copy of the electronic I-94 number with the passport, though students may need a paper copy of this form for various applications or documents within the United States.

A student's I-94 number changes with each arrival to the United States. This is important especially for D.Min. students who enter the US each summer.

**\*\*A participant must be careful when filling in the I-94 upon arrival at the port of entry. The participant must write his/ her name clearly and EXACTLY as it appears on the passport, one letter in each space. This document is now electronically scanned and careless writing can result in long delays at the port of entry.**

Form DS-2019: Certificate of Eligibility for Exchange Visitor Status (J-1 Visa). DS-2019: The DS-2019 certifies that the participant is eligible to receive a J-1 Visa from the U.S. Government. The Manager of International Services issues these upon Financial Certification. The DS-2019 must be signed by a Responsible Officer in the bottom right corner (under "Travel Validation") no more than one year prior to each arrival date. If you have been outside the United States for more than one year, an updated DS-2019 will be shipped to you for your next cohort visit. Please contact the Manager of International Services for more details.

Visa: A visa normally is a stamp placed in the participant's passport by an official of the United States (or the country he/she is entering) permitting entry. It is required that all students enter the United States on a visa valid for study; students are not permitted to enroll at Asbury on a B-1 or B-2 visa. **The participant must have a valid visa to enter the United States.** However, unlike a passport, once in the U.S., a visa is allowed to expire if the participant remains in the United States and maintains all visa status requirements. If the participant's visa will expire before he or she enters the United States for the next cohort visit, it must be renewed at the US Embassy in his or her country prior to arrival. The participant should request a DS-2019 with an updated signature in advance of the visa renewal appointment.

Once the participant learns and understands each of these important terms and documents, he/she should take the second step, showing eligibility for his/her I-20/DS-2019. The Seminary is here to walk with each participant on this journey.

#### Step Two: Show Eligibility

To receive a DS-2019, a participant must be approved as eligible, which means that the participant must show how he/she will fund their Seminary experience. This is called Financial Certification. Whether the participant has the resources personally or through sponsorship of a denomination, individual, or organization, the participant's responsibility is to show the Manager of International Services how he/she will fund their degree. In order to qualify for J-1 status, a participant must have substantial funding outside of personal or family funds. Once this paperwork has been approved, the participant will receive a DS-2019 document in the mail.

#### Step Three: Enter SEVIS (Student & Exchange Visitor Information System)

The Manager of International Services enters the participant's information into the SEVIS system as the DS-2019 is being created. SEVIS is a national tracking/monitoring system that will allow the U.S. government to record various events during the participant's program of study, such as travel or holiday.

SEVIS requires a fee that every participant must pay in order to apply for a visa. Participants can pay the SEVIS fee or receive more information at [www.fmjfee.com](http://www.fmjfee.com). Once the SEVIS fee has been paid, the participant must print the receipt (I-901) as proof of payment. It is very important to keep this receipt for the duration of the D.Min. program, as it can be reviewed in every visa appointment. Contact the Doctor of Ministry Office if you experience problems making your SEVIS payment.

#### Step Four: Applying for a Student Visa

Now the participant is ready to apply for a student visa. However, before beginning this process, the participant must be committed to following all the regulations related to his/her visa status. Violations of status will put the participant's visa and their residency here at risk. The Seminary is here to help each participant complete his/her goal of following God's call to Asbury Seminary.

When a participant receives his/her Certificate of Eligibility (DS-2019), they will need to make an appointment with the nearest United States Consulate or Embassy. Although the participant can apply at any U.S. Consular office abroad, it is highly recommended that participants apply in their country of permanent residence or citizenship. It will be more difficult to qualify for the visa outside the country of the participant's permanent residence.

Participants should apply for student visas well in advance of the date they would like to depart for Wilmore, Kentucky. Each participant should remember that they are required to show proof of having paid the SEVIS Fee (I-901) at his/her visa interview.

The summer period is very busy at U.S. embassies and consulates worldwide, and it is important for participants to have their visas in time to arrive at least five days before orientation.

Appointments are now mandatory for all student visas, and some U.S. embassies and consulates require that appointments be made at least four to eight weeks in advance. All U.S. embassies and consulates have a website where the latest information on visa procedures can be found. Participants can visit:

<http://travel.state.gov> to locate the embassy or the nearest consulate. For information on waiting times for student visa appointments, participants can visit the following link:

[http://travel.state.gov/visa/temp/wait/wait\\_4638.html](http://travel.state.gov/visa/temp/wait/wait_4638.html)

What participants should bring to the Visa interview:

- Passport (valid, with an expiration date at least 6 months in advance)
- Required photo(s)
- Visa fee or proof of visa fee payment
- SEVIS Fee (I-901) payment receipt (\$180 for J-1 Exchange visitors)
- U.S. non-immigrant visa application forms (unless participants will complete it at the consulate or embassy)
- Asbury Theological Seminary admission letter
- Asbury Theological Seminary SEVIS DS-2019
- Test scores and academic records

- Proof of English proficiency
- Proof of financial support
- Evidence of ties to participant's home country
- Any other documents required by the embassy or consulate. It is suggested that each participant review the website of the US embassy/consulate they will visit for further information about the process at that specific embassy.

Participants from Canada will not need to apply for a J-1 visa before entering the United States. They must, however, have a valid DS-2019 and proof of SEVIS fee (I-901) payment when they enter the United States so that they enter in the correct status.

#### Visa Denial or Visa Delay

The majority of Asbury Theological Seminary participants will be successful in obtaining their student visas. Despite this, a small number of participants might have their visa applications denied. The most common reasons for visa denial are as follows:

- failure to prove sufficient ties to home country; or
- failure to provide sufficient evidence of financial support.

The visa officer must verbally inform the participant of the reason for the visa denial. If a participant's visa is denied, they can send an email message to [international.services@asburyseminary.edu](mailto:international.services@asburyseminary.edu) and provide the date and location of the visa interview and details regarding the reason given by the visa officer for the denial. The participant should also notify the Seminary if he/ she is subject to a security check and the check is not completed in time to arrive for the scheduled semester.

Once the participant has obtained his/her visa, both the Beeson Center and the Manager of International Services need to be contacted. The participant will then be ready to make travel arrangements to the U.S. Congratulations! At this point, participants are almost ready to begin their studies at Asbury Theological Seminary. We look forward to your arrival.

#### US-Visit Entry/Exit System

"US-VISIT" is a U.S. Department of Homeland Security program that monitors the country's entry and exit system. It enables the United States to effectively verify the identity of incoming visitors and confirm compliance with visa and immigration policies.

## Upon Arrival

**A participant must be absolutely certain to travel with his or her passport/visa and DS-2019! He or she must have these documents in their carry-on baggage upon arrival in the United States. They should absolutely not be packed away in checked luggage!**

At an airport or seaport, travel documents such as a passport and visa will be reviewed and a U.S. Customs and Border Protection Officer will ask specific questions regarding the visitor's stay in the U.S.

As part of the enhanced procedures, participants will have a minimum of two fingerprints scanned by an inkless device and a digital photograph taken. All of the data and information is then used to assist the border inspector in determining his/her status. These enhanced procedures will add only a few seconds to the overall processing time.

When participants leave, they will again scan their travel documents and give fingerprints on the same inkless device. The system is intended to validate their identity, verify their departure, and confirm their compliance with U.S. immigration policy. Compliance with these new security procedures is critical because the exit information will also be added to the participant's travel record to protect his/her status for future visits to the United States.

### Special Registration Requirements for Certain Non-Immigrants

There are requirements for some foreign nationals to go through the special registration process upon arrival in the United States and to report to U.S. Customs and Border Patrol (CBP) inspection before leaving the country. Foreign nationals from Iran, Iraq, Libya, Syria, Sudan, Pakistan, Saudi Arabia and Yemen are required to register at ports of entry. Foreign nationals from all other countries are registered if CBP Officers deem it necessary based on initial questioning upon arrival.

### D.Min. Residency

Scholars in the D.Min. program are permitted to enter the US 30 days before their summer courses begin and must leave the US no more than 30 days after their summer courses end. They are not permitted to remain in the US during the school year, as they are not actively engaged in courses during that time. Because of the design and schedule of D.Min. coursework, families are not permitted to accompany participants. Family members will not be issued DS-2019s to apply for J-2 visas.

Special permission to remain in the US for further research may be granted by the Manager of International Services in conjunction with the Beeson Program Offices once a student has completed their third cohort meeting, in the year before their dissertation defense and graduation. A specific period of time will be granted in writing, and students must arrange to depart by the stated deadline. Please note that students are personally responsible for requesting the required current signature on their DS-2019 in this circumstance.

## Department of Homeland Security Regulation

### Maintaining Your Status

Participants on F and J visas are admitted for “duration of status.” It is the participant’s responsibility to do everything to remain in status and to be sure that his/her dependents also remain in status. Each visa and each category within that visa classification has specific criteria for what is required to maintain good visa status. One of the most serious visa violations is unauthorized employment. The requirements for employment authorization depend on numerous factors. Employment and other issues are very complex. (For a list of status issues go to: [http://www.ice.gov/sevis/ SEVISFactSheet.htm](http://www.ice.gov/sevis/SEVISFactSheet.htm))

Therefore, it is the participant’s sole responsibility to be informed about what it takes to maintain good visa status. The ultimate definition of what is required to maintain good visa status is dynamic and the most up-to-date information can be found on the Department of Homeland Security site [<http://www.dhs.gov>], the U.S. Customs and Immigration site [<http://www.uscis.gov/graphics/index.htm>], the Department of State site [[http:// www.state.gov/](http://www.state.gov/)], and the SEVIS site [<http://www.ice.gov/sevis/index.htm>].

The Manager of International Services functions in an advisory capacity for the D.Min. participants. The manager serves the Seminary and participants by (1) keeping up-to-date on the daily and weekly changes; (2) advising all of the aforementioned persons; and (3) advising international participants on how to get here and how to maintain good visa status. Therefore, it is critical that international participants see and check with the manager before doing anything that might affect their visa status.

### Requirement to Keep Your Passport Valid

A participant’s passport must be valid at all times. Renewal applications must be made with the Embassy or Consulate of the country issuing the passport. Participants will need a certification of participant status from Asbury Theological Seminary (this can be obtained from the Registrar’s office). Addresses of embassies and consulates are available from the U.S. Department of State website at: <http://www.state.gov>.

### Requirement to Report Address Changes to the Manager of International Services

Participants are required to report any address change to Asbury Seminary within 10 days of the address change. This includes address changes of any of the participant’s dependents as well. However, it is best for participants to see the Manager of International Services **before moving**, to determine if a move will have any consequences for his/her participant status.

### Requirement to Maintain Status as a Full-Time Student

Participants are required to pursue a full course of study during normal enrollment periods. Participants are allowed to deviate from this full course of study only with **prior** authorization from the manager, and only under very limited circumstances.

### Requirement to Report Departure Date and Reason to the Manager

For a variety of reasons, participants may leave Asbury Theological Seminary early or unexpectedly. Some of these reasons include graduation, leave of absence, suspension, expulsion or family emergencies. Participants are required to inform the manager if they plan to leave the Seminary, and the reason for doing

so. They can do this by completing the SEVIS Update Form found in the Financial Aid and Non-Immigration Services office.

#### Requirement to Abide by Employment Regulations

J-1 exchange visitors must have written authorization from the Manager of International Services prior to employment on campus or off campus. This authorization is valid for up to one year. It is the participant's responsibility to renew this authorization.

#### Requirement to Give Notice of Intent to Attend Another School

If a participant decides to attend another school in the U.S., he/she must notify the manager of International Services of the intent to transfer and the name of the school to which he/she intends to transfer. This is done using the "Request to Transfer" form found in the Financial Aid and Non-Immigration Services office. The manager will then enter a "Release" date in SEVIS (usually the day the current term ends). After this date is reached, the new school can issue an I-20 or DS-2019. The participant will then have to report to the Designated School Official/Responsible Officer at the new school within 15 days of the program start date in order to complete the transfer.

#### Requirement to Apply for an Extension of Program

Participants must apply for an extension of their program 30 days prior to the expiration date on their Form DS-2019 if they cannot complete the program by that date. Requests for extensions should be submitted to the Manager of International Services prior to the expiration date on the Form DS-2019 so the extension process can be completed before the expiration date on the participant's document. Participants must follow the instructions found in the Manager's office.

#### Requirement for Changing Your Academic Program or Degree Level

Participants must obtain a new DS-2019 if they change their academic program from one degree level to another (e.g., from Master's to Doctoral level) or one major/field of study to another (e.g., from Master of Arts to Master of Divinity). The participants must receive a new DS-2019 from the Manager of International Services within 15 days of beginning the new program/degree level. Participants must follow the instructions from the Manager.

#### Requirement for Receiving Authorization to Travel

Participants must notify the Manager of International Services prior to traveling outside the U.S. so that the DS-2019 can be endorsed for travel or a new form can be issued, if required. Participants and scholars must complete and submit a "Travel Request Form" at least five working days prior to the anticipated travel date, although participants are strongly encouraged to submit the form even earlier. When buying an airline ticket or making other arrangements for travel, participants can submit a request for a travel letter. The form can be found in the Registrar's office. These forms can be completed at any point in time up to at least five working days prior to the anticipated travel date.

#### Requirement to Maintain Health Insurance

Participants are required to maintain student health insurance at or above the required levels for J-1 Exchange Visitors. More information about the health insurance requirements will be sent to each participant



individually. Participants must bring proof of health insurance coverage to the Manager of International Student Services to maintain their visa status.

## Scholarship Tax-Related Information

All U.S. residents, including all international participants, must file income tax returns by April 15 each year. Participants must use the form 1040NR-EZ or form 1040NR and form 8843. Form 8843 must be completed even if the participant owes or is owed nothing. Participants are required to file an income tax return even if they have no income from U.S. sources, or if their income is exempt from U.S. taxes due to treaties between the U.S. and their home country. The forms are available for free at any local post office and also at public libraries in Nicholasville and Lexington during tax season; these may be downloaded from <http://www.irs.gov>. Access is provided annually to international tax software (CINTAX) and a tax workshop is held in February or March, to answer questions and provide instruction on completing the proper tax forms.

Some participants will need to pay income tax on their stipends if paid by a scholarship. Monies received in scholarship fund above tuition costs will be taxed at a 14% rate. The Seminary will pay these taxes on the participant's behalf from his/her student account. This will cause a debit on the student account, which the participant will be responsible for paying. Participants who have been in the United States for a minimum of five years are responsible for reporting and paying this tax themselves as it will not be paid by Asbury Seminary on their behalf.

### IMPORTANT NOTE:

This information is not exhaustive and is subject to change without notice. International participants should contact the Manager of International Services at 859.858.2386 with questions on any of the information presented above. **The responsibility for maintaining a non-immigrant status is up to each participant.**



## Local Dining

\*Multiple Locations

Restaurants			
Wilmore	Nicholasville		Lexington
Marathon Station (Cluckers) 404 N. Lexington Ave.	A&W Root Beer/Long John Silver's 1041 N. Main St.	Hardee's 903 S. Main St.	Applebee's*
Fitch's IGA 102 E. Main St	Applebee's 113 N. Plaza Dr.	Ichiban Buffet 960 N. Main	Azur 3070 Lakecrest Cir #550
Great Wall Chinese Restaurant 104 E. Main St.	Bob Evans (Brannon Crossing) 121 Marlene Dr.	Los Dos Amigos 107 E. Edgewood Dr.	Fayette Mall Area
Solomon's Porch 111 E. Main St.	Bruster's Ice Cream 111 N. Plaza Dr.	McDonalds*	Malone's*
Subway 100 E. Main St.	Captain D's Seafood 189 Imperial Way	Papa John's Pizza 1027 N. Main St.	Masala Indian Cuisine 3061 Fieldstone Way
Tastebuds 319 E. Main St.	Cottage Café 409 N. Main St.	Panera Bread (wifi) 101 Cynthia Dr.	Qdoba*
Victorian Rose Vintage Tea Room 313 Walters Lane	Cracker Barrel 4089 Lexington Rd.	Pizza Hut 521 N. Main St.	Ramsey's Diner*
La Casa de Jose's 325 E. Main St.	Dairy Queen 900 S. Main St.	Red Robin 101 E. Brannon Rd.	Sal's Italian Chophouse* 3373 Tate's Creek Rd.
	Domino's 800 S. Main St.	Sonic Drive-In 100 Village Parkway	Starbucks Coffee*

## Asbury Seminary Student Handbook

Participants may access the Asbury Seminary Student Handbook at the following link:

<http://www.asburyseminary.edu/community/student-services/student-handbook/> The Student Handbook covers additional information not covered in the Doctor of Ministry Handbook. You are responsible for all information in the Asbury Theological Seminary Student Handbook as well.

## Emergency Handbook

The Asbury Seminary Emergency Information Handbook is provided by the administration of the Physical Plant to assist members on the Kentucky campus in reporting and responding to emergencies. If a situation requires the response of Asbury Seminary, Wilmore Police Department, Wilmore Fire Department or other emergency personnel, follow the guidelines outlined in this document. Students living on the Kentucky campus are encouraged to keep their doors locked. Likewise, cars parked on campus or adjacent to Seminary housing units should be locked at all times. Communicate any security concerns or potential problems to the Assistant Vice President for Finance. In accordance with federal regulations, information on campus crime statistics is distributed to all enrolled students the first week of October.

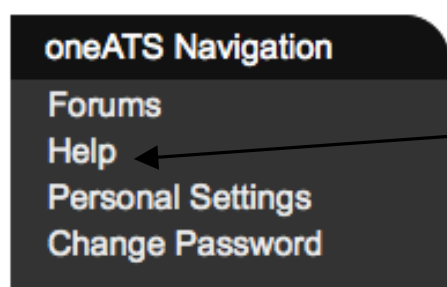
Click to download: <http://www.asburyseminary.edu/about/campuses/kentucky-campus/campus-safety/>

## Accessing oneATS and Forwarding Email

Visit the Seminary website and register for a oneATS account at <https://one.asburyseminary.edu/> (Participants should have been prompted to do this initially in an email from the Admissions office.)

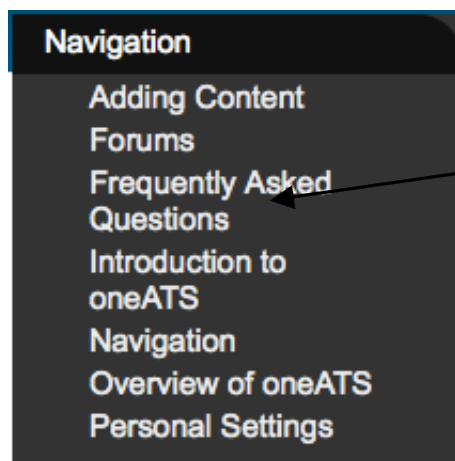
This online account with Asbury will enable you to learn about Seminary resources and connect with the Asbury community through your Seminary email account.

NOTE: All official communication will be sent to your Seminary email account. The Business Office sends student account statements only through oneATS. The D.Min. office will send information and announcements to this address. We will, of course, reply to emails sent to us from other accounts but anything we initiate will be sent through oneATS.



Once in oneATS, click on the “Help” link in the left navigational bar.

From here, click to start the oneATS Welcome Video.



Basic overview information is available on this page along with links to other help topics – see right navigational box:

Check FAQs and Introduction.

**Forwarding email.** Gmail lets you automatically forward incoming mail to another address, if you'd like. Here's how to forward messages automatically:

1. Click the **gear icon** at the top of any Gmail page and choose **Mail settings**.
2. Click the **Forwarding and POP/IMAP** tab.
3. From the first drop-down menu in the "Forwarding" section, select "Add new email address."
4. Enter the email address to which you'd like your messages forwarded.
5. For security, participants will receive a verification to that email address.
6. Open the forwarding email account, and find the confirmation message from the Gmail team.

Click the verification link in that email.

7. Back in your Gmail account, select the "Forward a copy of incoming mail to..." option and select your forwarding address from the drop-down menu.
8. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
9. Click **Save Changes**.

You also can set up [filters](#) to forward messages that meet specific criteria. You can create 20 filters that forward to other addresses. You can maximize your filtered forwarding by [combining filters](#) that send to the same address.

**How to stop auto-forwarding.** If you no longer want to auto-forward your e-mail, follow these instructions:

1. Click the **gear icon** at the top of any Gmail page and choose **Mail settings**.
2. Click the **Forwarding and POP/IMAP** tab, or if you use Google Apps, you might have a **Forwarding** tab instead.
3. In the "Forwarding" section, select the **Disable forwarding** radio button.
4. Click the first drop-down menu in the "Forwarding" section and check for any forwards created by filtering.

If you suspect that forwarding was added without your permission, [change your password immediately](#). Click [here](#) to learn how this can happen.

NOTE: it is recommended that you disable POP and enable IMAP.