

The Asbury Doctor of Ministry Program

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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, seasoned, Christian 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 you to key features of the program's operation, policies and procedures.

D.Min. Program Distinctives

Our Mission. The Doctor of Ministry program contributes to the mission of the Seminary, *“a community called 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 Asbury's intention to join Christian leaders in their lifelong journey of becoming all that God intends.

Our History. 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 creators of Asbury's Doctor of Ministry experience designed the program to integrate Wesleyan distinctives in the context of community and holistic development. They wanted recipients of this degree to evaluate and expand their capacities both as faithful disciples and as theologically reflective practitioners.

Our Vision. 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 match their formational priorities with a 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 Ministry.** Faculty and students partner together to engage in personalized learning, track-specific seminars led by Seminary and guest faculty, field-based mentoring and ministry consultations, and professional and spiritual reflection experiences.

- **Coaches.** Faculty and DMin alumni join students as Dissertation Coaches for their capstone contribution, the Ministry Transformation Project.
- **Colloquia—Campus-Based Scholarly Presentation.** Before graduation, students present best practices reports from their completed Ministry Transformation Project.
- **Church-and Community-Based Transformation Projects.** Student analytic skills will be honed by practicing research techniques used by social scientists, such as anthropologists, sociologists and organizational consultants. These new capacities complement traditional ministerial skills of exegesis, theological reflection and community-building. A ministry transformation research project will span the entire degree program.
- **Learning-Centered Curriculum.** Faculty provide developmental experiences focused on topics such as: adult teaching/learning, participatory learning strategies, consultation, case methods, and reflection-on-action methodology.
- **Our Standards: Accreditation.** 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 participants benefit from the best in theological and leadership education design. 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 (E.2.1.1)."
 - "The formulation of a comprehensive and critical understanding of ministry in which theory and practice interactively inform and enhance each other (E.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 (E.2.1.3)."
 - "A contribution to the understanding and practice of ministry through the completion of a doctoral-level project that contributes new knowledge and understanding of the practice of ministry (E.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 (E.2.1.5)."
 - "Engagement with the diverse cultural, religious, and linguistic contexts of ministry (E.2.1.6)."

Our Program Learning Outcomes. 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 their ministry context and 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.

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 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.

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

Degree At-a-Glance

Year 1: Foundation	Year 2: Exploration	Year 3: Immersion*
Two Week Residency <ul style="list-style-type: none"> • Core: <i>Habits that Sustain Ministry</i> (4) • Cohort Seminar I (4) 	Two Week Residency <ul style="list-style-type: none"> • Core: <i>Discovering God's Missional Heart</i> (4) • Cohort Seminar II (4) 	Two Week Immersion <ul style="list-style-type: none"> • Cohort Seminar III (4) • Cohort Seminar IV (4)

*6 hours' credit is assigned to the dissertation-project.

Cohort Process

The cohort model brings Christian leaders together around a common theme for three years. Through research, writing, and reflection, participants deepen learning related to their ministry – and they do all of this together.

Core Courses

The Asbury Seminary Doctor of Ministry degree achieves its programming standards through two core courses: *Habits that Sustain Ministry* and *Discovering God's Missional Heart*. Both of the courses emphasize a simple, but fundamental, assertion about God, ministry and preparation for lasting service: ***ministry is always an overflow of an intimate life of communion with God the Father, Son and Holy Spirit.***

Preparing for Residencies

Textbooks and Kindle Information

The Doctor of Ministry office purchases Kindle e-Reader devices for all Doctor of Ministry students. Participants receive textbooks and other resources on their Kindles, which are distributed by the Doctor of Ministry office via a Whispercast network managed through Amazon.com.

If you have problems or questions about registering or operating your Kindle, contact Amazon Help (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 participants' Kindles via Whispercast. Users will see the Kindle book in their Amazon Cloud or any of their devices with the free Kindle app. 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&

Instructions:

1. **STEP ONE: CREATE/USE AMAZON ACCOUNT.** Participants set up an account on Amazon.com to which they will register their Kindle. To create a new Amazon account, go to www.amazon.com, click on "Hello. Sign in, Your Account", then click on "New customer? Start here" and follow the step-by-step instructions.

U.S. residents: You may use your existing Amazon account, provided that your mailing address is a U.S. mailing address.

International residents (including North American countries): You MUST set up a new Amazon account in your name with the following billing address:

Asbury Theological Seminary
204 N. Lexington Ave.
Wilmore, KY 40390

Also, you MUST use your Asbury Seminary email address (firstname.lastname@asburyseminary.edu) to register your Kindle. This will make sure that you can access all of your textbooks regardless of your country of residence. Using an international address will often prevent your textbooks from being received. Note: You may change your account information upon graduation.

2. **STEP TWO: JOIN THE 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 Whispercast network, allowing for distribution of textbooks and other resources.

Once you've joined the network, you will have access to books through Kindle apps on your laptop before you receive your actual Kindle. See the beginning of the "Whispercast Instructions" section for the Kindle apps link.

3. **STEP THREE: REGISTER YOUR KINDLE.** Upon arrival of your Kindle, register it to the same Amazon.com account through which you joined Whispercast. Your Kindle device will prompt you how to register your Kindle when you power on (e.g., turn it on).

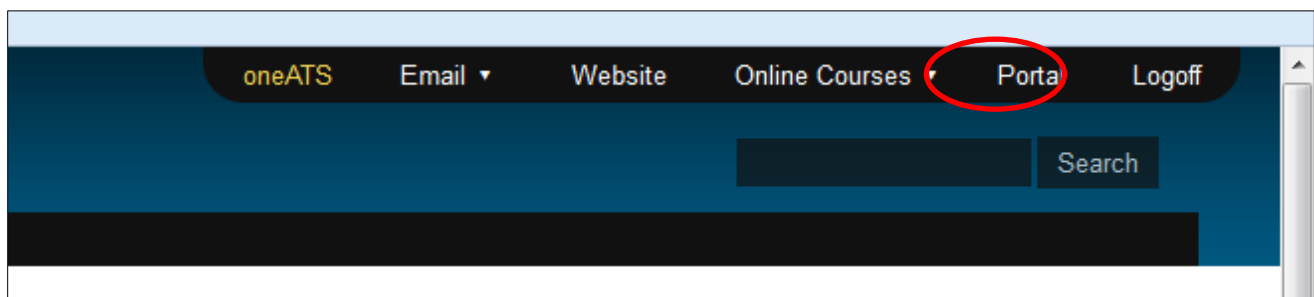
Preparatory work is required before arriving on campus. Read all syllabi carefully. Participants must complete course reading before arrival or there will not be enough time to adequately prepare prior to the start of classes.

Course Registration Process & Deadlines

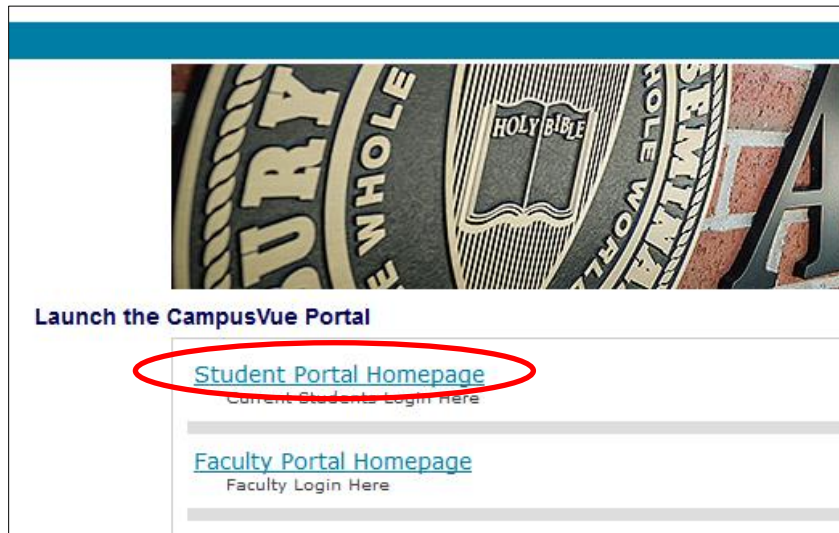
Participants must register for courses through oneATS before the Registrar's deadline for the given semester during which the participant will be taking courses. The D.Min. office will inform you of this deadline. If registration assistance is needed, you may send an email from your Seminary email address to Registrar@asburyseminary.edu to request help.

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 onto 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.

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

The screenshot shows the myATS PORTAL interface. At the top, there is a logo and the text "myATS | PORTAL". Below this is a "My Home Page" section with a "Make a Payment" link. A navigation sidebar on the left contains "Campus Info" and "Academics". Under "Academics", the "Online Registration" link is circled in red. Other links in the sidebar include "Degree Audit", "Your Class Schedule", "GPA Calculator", "View My Grades", "Unofficial Transcript", and "Official Transcript". To the right of the sidebar is a "Calendar" widget showing "Thursday" and "Choose Day". The calendar is for "March 2015" and has the date "26" highlighted in yellow.

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

The screenshot shows the "Online Registration" page. The left sidebar is expanded to show "Online Registration" circled in red. The main content area has a heading "Online Registration" and a welcome message: "Welcome to Online Registration. Please select your term below and check your registration status." Below this is a notice: "NOTICE: YOU MUST HAVE JAVASCRIPT, POP-UPS, AND COOKIES ENABLED TO SUCCESSFULLY U". Under the heading "Enrollment and Term", there are two sections: "Enrollment" with a dropdown menu showing "9/8/2015 ATS - M.A. in Pastoral Counseling" and "Term" with a dropdown menu showing "*Select*". At the bottom of the sidebar, the "View Online Registration Tutorial" link is circled in red. Below the sidebar, there is a note: "NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download".

7. Follow the step-by-step instructions.

Monthly Installment Plan

The 36-month payment plan spreads the cost of three residencies into manageable segments. Every six months (on January 1 and July 1), students are registered for DM900 that costs \$2,994. This can be paid in lump sum form or spread into six monthly installments broken down per amount of scholarship received. Note: Monthly payments cover the participant’s international travel during the third residency, as well as a Kindle. The 12 monthly payments cover the expenses of one residency.*

Late Fees. All payments for each registration are due in full by June 15 and December 15 in order to continue enrollment in the DMin program.

Scholarship Payment Breakdown				
100% Scholarship	75% Scholarship	50% Scholarship	25% Scholarship	0% Scholarship
Makes no monthly payments	Makes monthly payments of \$124.75 for 36 months <i>* First payment is due during month of first residency</i>	Makes monthly payments of \$249.50 for 36 months <i>* First payment is due during month of first residency</i>	Makes monthly payments of \$374.25 for 36 months <i>* First payment is due during month of first residency</i>	Makes monthly payments of \$499.00 for 36 months <i>* First payment is due during month of first residency</i>
Expected to pay for food and lodging for first two residencies – approximately \$200 and \$150 respectively	Expected to pay for food and lodging for first two residencies – approximately \$200 and \$150 respectively	Expected to pay for food and lodging for first two residencies – approximately \$200 and \$150 respectively	Expected to pay for food and lodging for first two residencies – approximately \$200 and \$150 respectively	Expected to pay for food and lodging for first two residencies – approximately \$200 and \$150 respectively
Food and lodging for all immersion experiences is covered.	Food and lodging for all immersion experiences is covered.	Food and lodging for all immersion experiences is covered.	Food and lodging for all immersion experiences is covered.	Food and lodging for domestic immersion experience during second residency is covered. \$2,000 is available to defray cost of the third

Scholarship Payment Breakdown				
100% Scholarship	75% Scholarship	50% Scholarship	25% Scholarship	0% Scholarship
				residency immersion experience.
Travel to and from campus is covered <i>Domestic students: Airfare or mileage (whichever is less)</i> <i>International students: Exact cost</i>	Travel to and from campus is covered <i>Domestic students: Airfare or mileage (whichever is less)</i> <i>International students: Exact cost</i>	Travel to and from campus is covered <i>Domestic students: Airfare or mileage (whichever is less)</i> <i>International students: Exact cost</i>	Travel to and from campus is covered <i>Domestic students: Airfare or mileage (whichever is less)</i> <i>International students: Exact cost</i>	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.	NOTE: International students must also pay for health insurance to cover the residency time.

**Program expenses are subject to change annually.*

How to Pay Online

1. Go to <https://one.asburyseminary.edu/home>
2. Login to your oneATS account using your username and password.
3. Click **Portal** in the top right corner of your screen.
4. Click **Student Portal Homepage**.
5. Enter your username and password again.
6. To view your statement: On the left navigation sidebar, click **My Finances**, then click **Student Account**.
7. To make a payment: On the left navigation sidebar, click **My Finances**, click **Make a Payment**, then click **Click here to make a payment**.
 - a. Note: This function is not compatible with the Safari Internet browser.
8. Complete all the fields as prompted to complete your payment.

For questions, contact the Business Office at business.office@asburyseminary.edu or 859-858-2286.

Auditing

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

Follow these steps to audit a course:

1. Email the Registrar's office at 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.)
2. Submit a registration form signed by both the course instructor and the Director of the Doctor of Ministry program.
3. Appropriate course fees apply per the current catalog. (Spouses of current participants are exempt from these fees.)
4. The President's office approves missionaries who wish to audit.

Ways to Communicate

oneATS. Asbury Seminary's intranet platform is called oneATS. This platform is used for announcements, community forums, emergency notifications and internal web pages. Participants should check this platform regularly for updates and to access information from various departments: Financial Aid, Registrar, Library, Career Services, etc. Participants may access oneATS by logging in 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. 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 student.support@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 Sherman Thomas Student Center building (*Kentucky campus only; service not available on other campuses*). Participants will receive an email 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 lodging 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 to your email account.

Submission of Assignments

Course Assignments

Refer to syllabi for course assignment submission instructions. For all assignment questions, contact your professors for that course directly. Their email addresses are listed on the front page of the syllabus.

Note: Late assignment submission and/or academic probation status will result in a loss of all levels of Asbury Seminary scholarships that students may have received. Refer to policies in syllabi and Asbury Seminary Academic Catalog (posted online at <http://asburyseminary.edu>).

Plagiarism

Plagiarism is form of academic dishonesty and is defined as the presenting of another’s ideas or writings as one’s own; this includes both written and oral presentations. Usually, plagiarism involves more than a simple lack of precision, accuracy or proper form in the use of citations.

Cases of suspected academic dishonesty will be addressed through the following process:

1. The professor(s) teaching the course(s) at issue will meet with the student as promptly as possible to review the allegations and any supporting proof, and give the student a chance to address that information. The professor may arrange for a third person to attend and document the meeting.
2. If a professor concludes from the meeting that academic dishonesty has occurred, he/she will submit a written report to the Dean of the International Beeson Center, describing the incident and attaching supporting proof, and recommend one of the following consequences:
 - allow the student to redo the same or comparable assignment, typically with the grade for that assignment being penalized to account for the act of academic dishonesty;
 - record a failing grade for the assignment in question;
 - record a failing grade for the entire course; or
 - dismissal from the seminary (required for repeat offenses of academic dishonesty; also see below concerning repeat offenses).
3. The dean/director will promptly provide the student with a copy of the professor’s written report, recommendation and supporting proof, and give the student five (5) business days to submit a written response, together with any supporting proof the student may wish to offer in his or her defense. The

dean/director will include notice to the student concerning whether this instant allegation, if confirmed, will constitute a repeat offense that could require dismissal.

4. The dean/director will review the record and either affirm, modify or reverse the professor's recommendation consistent with the options set out above, and provide written notice of that decision to both the student and the professor. If the dean's/director's decision is to affirm a recommendation of dismissal from the Seminary, the dean/director will refer the matter to the Provost for review as described in this policy. All other decisions of the dean/director may be appealed by the student directly to the Academic Council by submitting a written request as stated in this policy. Failure to appeal within the time set out in this policy will result in the dean's/director's decision becoming final.

5. If the decision of the dean/director is to affirm a recommendation of dismissal from the Seminary, the Provost will conduct a review of the case. The Provost may affirm, modify or reverse the decision of the dean/director. (If the Provost's decision is to affirm a recommendation of dismissal, the Provost first may offer the student the option of voluntarily withdrawing from the Seminary. This offer of withdrawal is not automatic or required.) The student may appeal an adverse decision of the Provost to the Academic Council by submitting a written request as stated in this policy. Failure to appeal within the time set out in this policy will result in the Provost's decision becoming final.

6. A request for appeal to the Academic Council must be submitted in writing to the Provost such that it is received by the Provost within five (5) business days after the student receives notice of the underlying decision (dean/director or Provost). The Provost will promptly forward the request for appeal and underlying record to the Academic Council. Unless an extension is needed, the Academic Council will review the underlying record, deliberate and render a decision within thirty (30) calendar days after the appeal is received by the Provost.

The Academic Council may request both the student and the professor to appear together before the Academic Council and answer any questions it may have prior to rendering a decision. If the student's appeal is from a decision of the Provost, the Provost will recuse himself or herself from participation in the Academic Council's review and decision. (If the Provost is not present the Academic Council meeting will be chaired by the Associate Provost for Faculty Development or a designee). The decision of the Academic Council in all appeals that come before it under this policy will be final.

7. At all stages of review under this policy, the standard of review is (a) whether the evidence and record shows it is more likely than not that the student committed academic dishonesty; and (b) if so, whether the recommended consequence is reasonable under the circumstances.

8. If any level of review is aware that a confirmed act of academic dishonesty represents a repeat offense by a student who already has been disciplined once before for academic dishonesty, that level may impose or recommend (as the case may be) dismissal from the Seminary even though the information of the prior offense may not originally have been part of the underlying record presented for review. The appropriate school or program dean/director should always and promptly inquire of the office of the Provost as to whether there are prior incidents by the student in any academic school or program of the Seminary.

9. Students may have an advisor (parent, friend, attorney, etc.) during this process; however, that person will be limited to participating in a secondary and advisory role only.

10. Each stage of review will provide the student and the professor with a written copy of its decision within any time frames established above.

11. Upon issuance of a final decision of dismissal under this policy, the party issuing that decision will fill out a Registration Changes for Academic Disciplinary Cases form and submit it to the Registrar's Office. Voluntary withdrawals made under this policy must also be recorded on that form and submitted to the Registrar's Office. This form is available from the Registrar's office.

12. Copies of all written reports and forms will be forwarded to the office of the Provost at the appropriate time based upon the policy above.

Academic Appeals

The course complaint and Christian Formation complaint processes are detailed in the Student Handbook, which is located on the Asbury Theological Seminary website.

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_K9tZYKQLXLJzL3N0uCFirXZ8on78ue_7NkuiRbDdGPBoXcbCo7kiHB6T/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

Students receive *The Wadsworth Essential Reference Card to the MLA Handbook for Writers of Research Papers, 7th ed. (2009)*, as well as the latest MLA Handbook. 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 by **each participant through Avant Travel.**

International students must have an approved visa before arranging for travel. See the Appendix for visa instructions.

Scholarship students, whether domestic or international, **must** book their travel with Avant Travel Agency in Lexington, KY in order for travel to be paid by the program. If you book your travel using another agent, you will not be reimbursed. Participants are responsible for contacting the travel agent, Melonie, by email to set your itinerary (melonie@avanttravel.net). Once the itinerary is confirmed with Melonie, it cannot be changed. Any additional requests (special routings, stops, layovers, etc.) will be at the participant's expense. The program reimburses for travel from the student's residence to the departing airport in the form of mileage (for the student's personal vehicle) or mode of transportation (e.g., train, taxi, rental car, etc.). The program does not reimburse food or lodging expenses before, during, or after the flight. Also, the program does not reimburse SEVIS or visa fees or other travel-related costs.

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

Direct all travel-related questions to the D.Min. Administrative/Admissions Assistant at 859-858-2254.

Immersion Experiences. 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. The immersion experience during your second residency is 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 the Manager of International Services (beth.clevenger@asburyseminary.edu, 859-858-2386). Failure to comply with this Federal regulation will result in being dropped from the DMin Program.

Making the Most of Residencies

D.Min. Student Orientation

Orientation to the D.Min. program familiarizes participants with their residency surroundings, their classes and their 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 by the day before orientation.

Class Attendance

Due to the intensive nature of class sessions, immersion experiences, site visits and all other extra-curricular activities, 100% 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.

As necessary, you may preach in your home pulpit during the second weekend of your residency (e.g., the weekend following orientation weekend). However, we strongly recommend that you arrange for a supply pastor to preach all weekends during your residency so that your attention is not divided while on campus.

Dress Code. For orientation, courses and immersion experiences, dress is business casual/comfortable clothes. Some leadership learning events may require more casual clothes, such as T-shirts, shorts and athletic shoes. You also need to bring appropriate clothing for extreme hot and cold temperatures to account for indoor climate control variances (heating and air conditioning levels are not under the control of the Beeson Center). See the Appendix for a suggested packing list.

Fundraising. Neither you, nor someone on your behalf, is allowed to raise funds during your residencies. This commitment honors the generosity of scholarship donors, as well as the Seminary.

Student Services

Airport Shuttle. Refer to the “Travel and Housing” section of your cohort classroom for more information.

Housing. All students must arrange their own housing for the duration of their residency. Students are charged at the rate of \$100/week or \$25/night, whichever is less expensive (*Kentucky campus only*). To make reservations for housing, complete the fillable “Housing Application” form posted in your online cohort classroom (*Kentucky campus only*).

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 Physical Plant (859-858-2298) for assistance using the machines (*Kentucky campus only*).

Family visits: Bringing your family with you for your residency is strongly discouraged. Students are expected to be active participants in all cohort activities during the week and on the weekend, as itemized on your residency calendar. Families are welcome to visit during free time on the weekend.

Off-campus housing: Due to the community formation that occurs, we strongly encourage you to stay on campus during your residency.

Questions: Direct all housing questions to single.housing@asburyseminary.edu, or 859-858-2349.

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 in Information Commons, at the front circulation desk of the library, during normal hours of operation. Guest passes for spouses and Seminary family members over 18 are also available in Information Commons. Initial ID cards are free. (Photographs can be updated in the computer system at any time.)

Maintenance Requests. For all maintenance issues, contact the D.Min. Administrative/Admissions Assistant at 859-858-2254, or the number provided by the staff of your location. .

Meals. Participants may prepare meals in the kitchen of the housing unit (all basic kitchen utensils and supplies are provided); there is a grocery store within walking distance of the Seminary (*Kentucky campus only*). There are also a very few restaurants in Wilmore, as well as considerably more restaurant options in the nearby cities of Nicholasville and Lexington. We estimate the cost of food to be a total of \$20/day while in Wilmore.

Asbury Inn & Suites 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 may choose to study in D.Min. study carrels (*Kentucky campus only*), the B.L. Fisher library, or their own dormitory rooms. Study carrel desks are pre-assigned based on availability. Keys will be distributed upon student 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 who did not come to campus with a personal mode of transportation. These trips will be scheduled on your cohort-specific Google calendar.

Exercise options. A gymnasium is available for reservation in the Sherman Thomas Student Center. Contact the Student Center front desk for reservations (859-858-2349). Also, a workout facility is housed in the basement of the Student Center for your convenience. Summer hours are:

Monday-Friday: 6am-9pm

Saturday: 9am-6pm

Sunday: closed

The Residency 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.

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

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

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

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

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

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

Global 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 (*Kentucky campus only*).

Beeson Center Personnel

David Gyertson, Ph.D. *Dean of the Beeson Center* (ext. 2084). In this role, Dr. Gyertson provides general oversight for all Beeson Center programs. He considers himself a fellow learner of how to steward God's ministry in the local church.

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

Ministry students. Also an Associate Professor, Ellen teaches in Christian discipleship and instructional development.

Milton Lowe, D.Min. *Director of Networks, 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 Puckett. *Coordinator, D.Min. Program* (ext. 2254). Kasey primarily handles travel, lodging and scholarship details for participants. She'll be your front-line contact for these issues.

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. Contact her with any questions that you may have.

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

Kelly Bixler. *Administrative Assistant, Beeson Center* (ext. 2084). Kelly serves a diverse position, assisting and supporting Dr. Gyertson and the Beeson Center in ongoing initiatives developed through research and project management, as well as the Office of Faith, Work, and Economics.

Winfield Bevins, D.Min. *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 trains pastors and develops innovative resources for planting and re-missioning churches.

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

Lasting Impressions Team. (ext. 2254). A variety of students 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. During the summer, chapel is held 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. Dean of Chapel: Jessica LaGrone

Florida Campus. Dean of Chapel: Dr. Jeff Frymire

Spiritual and Leadership Formation

Running underneath every dimension of Asbury's D.Min. Program is the conviction that our Christian journey engages believers holistically: mentally, physically, spiritually, emotionally and relationally. Therefore, with each residency, students will practice ancient Christian prayer methods; construct a Rule of Life; participate in a small group; and discover patterns of self-care. Students will form a prayer team at home for encouragement and guidance throughout the duration of the program.

Business Office Hours

The Business Office (Kentucky campus) is open 8:15 a.m. – 4:30 p.m. Monday through Friday. The office is closed from 12:00 – 1:00 on Mondays and Fridays for lunch, and from 11:00 a.m.– 1:00 p.m. on Tuesdays, Wednesdays, and Thursdays 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.
- Web Access: Registration, course schedules, syllabi and much of the program's communication is online: 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: December 1. File completion deadline for January cohorts: May 1. Applications must be submitted online.
- Application deadline for Kentucky-based *Preaching and Leading: Shaping Prophetic Communities* Beeson Scholarships (summer only) consideration: December 1. 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.

Campus Phone List

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

<https://one.asburyseminary.edu/resources/calendar>. 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](#)

Kentucky Campus Map

For the latest version of our campus layout, click on the below link:

http://issuu.com/asbury-seminary/docs/campus_map/1?e=2294457/8941476

Contact

To reach the Doctor of Ministry office, you may contact us at:

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

888-5BEESON

859-858-2187

dmin.office@asburyseminary.edu

Between Residency Visits

Staying Connected: Facebook, Twitter & You

Connect with us on Facebook at www.facebook.com/beesoncenter and Twitter at 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 (*Kentucky campus only*). Premier visits are also available in July, August and January when classes are in session.

During your visit, you will:

- Meet with a Doctor of Ministry Admissions team member 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 D.Min. 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 after earning their degree?
- 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 seasoned 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 level of service, stewardship and leadership.

3. Request materials, request a phone call. The D.Min. team and 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 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 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. program, chatting about dissertation projects and topics, navigating the admissions process, and discovering ways to afford an Asbury D.Min. degree. Get your friend in the hands of someone who is ready and prepared to talk them through the discernment process.

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 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 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 as you begin to 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 Zone) 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
- Receive 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 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: Successfully complete all coursework on time. In order to graduate from the Doctor of Ministry program, you must complete all assignments as outlined in your syllabi.

Step 2: Secure Approval of Final Ministry Transformation Project from Dissertation Coach and D.Min. Office.

Step 3: Apply for graduation within the time frame set by the Registrar

Step 4: Present Ministry Transformation Project during Colloquium.

Step 5: Complete Post-Colloquium Revision for Ministry Transformation Project.

Step 6: Pay Student Account Balance.

Colloquium Days

The completion of your Asbury Seminary D.Min. degree concludes with a successful presentation and examination of your Ministry Transformation Project, held during colloquium days. Colloquium days are a time of discussion 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.

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 representatives from the DMin Team.

Typical colloquia days proceed as follows:

1. After the presentation of the findings, faculty and Dissertation 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. The oral presentation and ability to make learning relevant to any audience is part of the evaluation.
2. After the evaluation, your Dissertation Coach will contact you with feedback:
 - 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 (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.)

The examination team will negotiate the deadline for revisions, usually 2 weeks, but in enough time to meet graduation requirements.

In order to complete your D.Min. degree, you must have a coach-approved copy of your Ministry Transformation Project on file with the D.Min office (at least 2 weeks in advance).

Graduation

The participant is held responsible for meeting all requirements for graduation, including applying for graduation before the deadline. Graduation application is required by the Friday of the first week of the Spring semester (see academic calendar in the *Asbury Seminary Student Handbook* for current application deadlines).

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 purchase specific academic attire (e.g., regalia). The regalia 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

Ministry Transformation Overview

The Doctor of Ministry degree is a “professional degree,” meaning D.Min. 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: Analysis of the Project (Residency 3)
- Chapter 5: Findings of the Project (Residency 3)
- Colloquium: Immediately before Graduation

Video instruction and step-by-step worksheets accompany each stage of your project. Students need to engage in seven to eight hours of reading and research weekly in order to graduate in three years.

Ministry Transformation Project Assignment

1. **Pre-Residency.** View instructional videos and complete dissertation worksheets as directed in your Academic and Research Timeline.
2. **In-Residency.** Dissertation Coaches and the D.Min. team will arrange discussion sessions to review the content of your worksheets and help you refine your ministry project design.
3. **Post-Residency.** Complete the relevant chapter as directed in your Academic and Research Timeline. Your Dissertation 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 Center is named after Mr. Ralph Waldo Beeson, an insurance executive committed to strengthening pastors in their ministries 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 Center at Asbury Theological Seminary serves 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, the Office of Faith, Works, and Economics, and several other initiatives specifically designed to meet the needs of the local church and its leaders.

Beeson 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 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. Full and partial scholarships are made possible annually through the bequest of Mr. Ralph Waldo Beeson. (*Preaching and Leading: Shaping Prophetic Communities* summer cohort only.)

Scholarship Details. To be considered for the scholarship, applicants must have completed admissions files by **December 15** of the year before 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 the *Preaching and Leading: Shaping Prophetic Communities* cohort.

The scholarship includes:

- Full/partial coverage of tuition and fees
- Reimbursement of most course-related travel expenses
- Cross-cultural immersion experiences

Scholarship Responsibilities:

If selected for the Beeson Scholarship, you must:

- Invest in reproducing leaders by mentoring one or more pastoral leaders.

- Participate in U.S. and international 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 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.

Scholarship Reimbursement/Forfeiture

We anticipate that each student enrolled in the program will complete the full Doctor of Ministry degree, including the dissertation. If you are attending the D.Min. program under any type or level of Asbury-related scholarship, in the event that you should decide you are not able to complete your coursework, dissertation or fulfill all graduation requirements, you could be responsible for reimbursement of portions of tuition you received from said scholarship.

If at any point you are placed on academic probation (e.g., dropping below the 3.00 minimum GPA required), you will forfeit your scholarship in its entirety.

Appendix

International Participants

Step One: Understanding Your Immigration Documents

As soon as you have confirmed your participation in the DMin program at Asbury, a representative from Student Services will be in touch with you. 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 or 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. 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 U.S. each summer.

- 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 staple 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 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). 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 U.S. Embassy in his / 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 or DS-2019. The Seminary is here to walk with each participant on this journey.

Step Two: Show Eligibility through Financial Certification

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, including costs of tuition, fees, living expenses, and health insurance. 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. Each student is assigned a SEVIS ID when the DS-2019 is created. This information is used in booking a visa appointment and paying the SEVIS fee as described below.

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. 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. Please keep in mind that once a visa is granted, there is a waiting period of several days before the student's passport with visa inside is returned.

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.

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 U.S. embassy or 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 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 D.Min. office 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.

If a participant will be arriving later than expected according to the program start date on your DS-2019, he or she should let the Manager of International Services know prior to departing his or her home country.

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.

Mandatory Check-in

Once a student has arrived on campus, he or she **must** check in with the Manager of International Services with passport/visa, DS-2019, and proof of health insurance with specific coverage notations. Each international student's records must be activated in SEVIS upon arrival in order to maintain status. Students should plan to check in within 3 days of arriving in the US.

D.Min. Residency

Scholars in the D.Min. program are permitted to enter the U.S. 30 days before their summer courses begin and must leave the U.S. no more than 30 days after their summer courses end. Students are not permitted to remain in the U.S. 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 U.S. for further research may be granted by the Manager of International Services in conjunction with the D.Min. office 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/doclib/sevis/pdf/sevis_English_fs.pdf)

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:

- Department of Homeland Security site: <http://www.dhs.gov>
- U.S. Customs and Immigration site: <http://www.uscis.gov/graphics/index.htm>
- Department of State site: <http://www.state.gov/>
- 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 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 of International Services, 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 of International Services 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 and encouraged to purchase a plan that meets the requirements prior to their arrival in the United States. 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 who have received any level of scholarship 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). Please contact the Manager of International Services for more information.

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 (*Kentucky campus only*)

Note: Many Lexington options are not listed due to space.

*=Multiple Locations

Wilmore	Nicholasville	Lexington	
Marathon Gas Station 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 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 Tates 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.

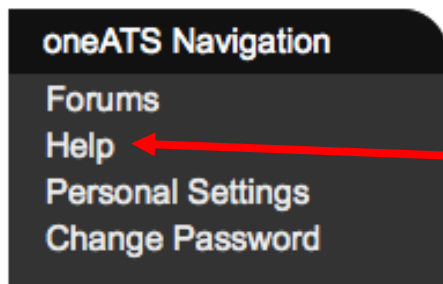
Click to download: <http://www.asburyseminary.edu/about/campuses/kentucky-campus/campus-safety/>

Accessing oneATS and Forwarding Email

Upon application to the Seminary, participants should have been prompted to register for a oneATS account in an email from the Admissions office. If not, register for an account at <https://one.asburyseminary.edu/>.

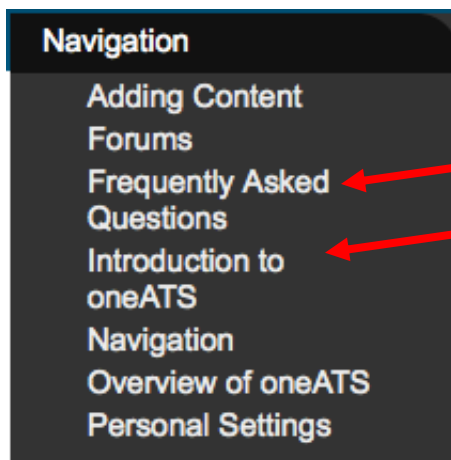
This online account with Asbury will enable you to learn about Seminary resources and connect with the Asbury community through your Seminary email account.

NOTE: All official communication from the Seminary will be sent to your Seminary email address. The D.Min. office will send information and announcements to this address. We will reply to emails sent to us from other accounts, but anything we initiate will be sent to your Seminary email address.



After you have signed into oneATS, click on the “Help” link in the left navigational bar.

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 “Frequently Asked Questions” and “Introduction to oneATS.”

Forwarding email. Gmail lets you automatically forward incoming mail to another address.

Here's how to forward messages automatically:

1. Click the **gear icon** at the top of any Gmail page and choose **Settings**.
2. On the menu bar at the top of the screen, click the **Forwarding and POP/IMAP** tab.
3. In the “Forwarding” section, click the **Add a forwarding address** button.

4. Enter the email address to which you'd like your messages forwarded.
5. Click the **OK** button.
6. Click the **Proceed** button.
7. Click the **OK** button.
8. Click the radio button next to **Forward a copy of incoming mail to...** and select your forwarding address from the first drop-down menu.
9. Select the action you'd like your messages to take from the second drop-down menu.
10. Click **Save Changes**.

You also can set up [filters](#) to forward messages that meet specific criteria.

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

1. Click the **gear icon** at the top of any Gmail page and choose **Settings**.
2. On the menu bar at the top of the screen, click the **Forwarding and POP/IMAP** tab.
3. In the "Forwarding" section, select the **Disable forwarding** radio button.
4. Click the first drop-down menu and select the **Remove [your forwarding email address]** option.
5. Click the **OK** button.
6. Check for any forwards created by filtering.

If you suspect that forwarding was added without your permission, change your password immediately. For details, click [here](#).

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

Packing List

Experience has taught us that you might find suggestions for both indoor and outdoor settings helpful. Pack light! Laundry facilities are available in both Kentucky and Florida.

For Class

- ✓ Casual long pants (trousers), skirts, capris, nice shorts
- ✓ Short and long-sleeved shirts as needed
- ✓ Light jacket or sweater (air conditioning can make for cold rooms)
- ✓ Appropriate shoes

For Outdoor Learning Activities

- ✓ Jeans and/or shorts
- ✓ T-shirts
- ✓ Walking or tennis shoes
- ✓ Umbrella
- ✓ Insect repellent (DEET); sun protection (sunscreen, hat, sunglasses)

For Church Service

- ✓ What we call “business casual” in the U.S. (nice long pants or shorts, collared shirt or blouse, dress/skirt, dress shoes or sandals)
- ✓ NOT NEEDED: tie and jacket or formal dress

For Personal Time

- ✓ Comfortable clothes (jeans, t-shirts, shorts, etc.)
- ✓ Work-out clothes
 - Limited exercise equipment: treadmill, free weights, stationary bicycle; plenty of room outdoors for walking and running
- ✓ NOT NEEDED: swimming pool attire

