

The Asbury Doctor of Ministry Program

Welcome!	4
D.Min. Program Distinctives.....	4
Course of Study	6

Preparing for Residencies

Textbooks	8
Course Registration Process & Deadlines	8
Tuition & Fees Billing.....	19
Auditing	20
Ways to Communicate.....	21
Submission of Assignments	22
Plagiarism.....	23
Copyright Policy	24
Style Manuals.....	25
Travel Arrangements.....	25
Insurance.....	26

Making the Most of Residencies

D.Min. Student Orientation.....	27
Class Attendance	27
Academic Probation.....	27
Student Services	28

The Residency Experience

The Beeson Center: Our Service Promise	30
Beeson Center Hours of Operation	30
Beeson Center Personnel	30
Chapel	31
Spiritual and Leadership Formation	31
Business Office Hours	32
Admissions Matters.....	33
Campus Phone List	34
Kentucky Campus Map	34
Contact.....	34

Between Residency Visits

D.Min. Previews/Prospective Students	36
Referring New Students to the D.Min. Program.....	36
Weekly E-Luncheons	37

Steps to Completing the Degree

Basic Degree Completion Steps	39
Colloquia Days.....	39
Graduation.....	40

Ministry Transformation Project

Ministry Transformation Overview	41
--	----

Scholarship Recipients

The Beeson Center: Life Beyond Seminary.....	43
Beeson Scholarship	43
Scholarship Reimbursement/Forfeiture	44

Appendix

International Participants	45
Scholarship Tax-Related Information	52
Local Dining.....	53
Asbury Seminary Student Handbook	54
Emergency Handbook.....	54
Forwarding Email.....	55
Packing List	56

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 adaptive framework and spiritual formation focus invite participants to serve this present age creatively and faithfully.

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 D.Min 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 off-campus), 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: Experience*
Two Week Residency <ul style="list-style-type: none"> • Core: <i>Habits that Sustain Ministry</i>, A & B (4) • Cohort Seminar I, A & B (4) 	Two Week Residency <ul style="list-style-type: none"> • Core: <i>Discovering God's Missional Heart</i>, A & B (4) • Cohort Seminar II, A & B (4) 	Two Week Immersion <ul style="list-style-type: none"> • Cohort Seminar III, A & B (4) • Cohort Seminar IV, A & B (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

Syllabi book lists for residencies will be provided to participants several months before the start of their courses. Participants can purchase either hard copy or digital textbooks, according to their preferences.

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

Per accreditation standards, D.Min students are required to read between 1,800 – 2,400 pages per 4-credit-hour course.

Limited financial assistance is available for textbooks. To request a Textbook Assistance Form for consideration, please contact the D.Min office at dmin.office@asburyseminary.edu.

Course Registration Process & Deadlines


Participants must register for courses through Asbury Connect 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 **Asbury Connect** (connect.asburyseminary.edu).
2. On the toolbar, click on the **grid matrix**.
3. On the dropdown menu, click on the **Portal** icon. See below.

MENU ▾

Welcome, Doctor of Ministry 

 53°
Wilmore, KY

ASBURYconnect



Search

Mon 9:30: 1:00: 5:45: 6:00: 7:15: Tues S. M 11:00: 1:30: 5:15:

- Email
- Drive
- Calendar
- Portal**
- Online Classroom
- B.L. Fisher Library
- Alumni Hub
- Course Schedule
- Jobs
- Rooms & Rides
- Community
- For Sale

4. Click the **Student Portal Homepage** link. See below.



Launch the Portal


[Student Portal Homepage](#)
Current Students Login Here

[Faculty Portal Homepage](#)
Faculty Login Here

[Applicant Portal Homepage](#)
Applicants Login Here

[Course Schedule](#)

5. Enter your **Seminary username and password** (e.g., the username and password you use to sign into connect.asburyseminary.edu).
6. Click the **Login** button. See below.



Login

Required Field*









Please Login

Username*

Password* Password is case sensitive

[Forgot your password?](#)

This site is best viewed with the following browsers for:

Windows 8 & up:	Mac:
   	   

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.

7. On the left sidebar, click the **Academics** button.
8. On the dropdown menu, click the **Online Registration** link. See below.

My Home Page

[FA Packet](#) [Make a Payment](#) [Tk20](#)

0 Holds 0 Alerts 0 Appoi

[Campus Info](#)

[Academics](#)

[Online Registration](#)

[My Class Schedule](#)

[GPA Calculator](#)

[View My Grades](#)

[Unofficial Transcript](#)

[Official Transcript](#)

[Course Syllabi](#)

[Course Schedule](#)

[My FERPA](#)

[My FERPA ATS](#)

[My Profile](#)

[Message Center](#)

[My Finances](#)

[My Financial Aid](#)

[My Documents](#)

Calendar

Monday Choose Day

≤ November 2016 ≥

S	M	T	W	T	F	S
30	31	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	1	2	3
4	5	6	7	8	9	10

Message Center

🖱 You have 0 [Holds](#)

⚠ You have 0 [Alerts](#)

📅 You have 0 [Appts.](#)

9. In the Enrollment dropdown menu, select the **Doctor of Ministry** option.
10. In the Term dropdown menu, select the **appropriate session** for your residency.
11. Click the **Select** button. See below.

[Packet](#)[Make a Payment](#)[Tk20](#)[Online Classroom](#)

0

Holds

0

Alerts

0

Appointments

Monday, Nov

Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.

WE STRONGLY RECOMMEND THE USE OF INTERNET EXPLORER OR CHROME ON WINDOWS AND CHROME ON MAC. DO NOT USE SAFARI.

NOTICE: YOU MUST HAVE JAVASCRIPT, POP-UPS, AND COOKIES ENABLED TO SUCCESSFULLY USE THE REGISTRATION SYSTEM.

Enrollment and Term

Enrollment

9/8/2015 ATS - Doctor of Ministry - 2

Term

2017 January Session

Select

12. Click the **Begin Online Registration** link. See below.

[My Home Page](#)

[FA Packet](#)
[Make a Payment](#)
[Tk20](#)

0 Holds
0 Alerts
0

[Campus Info](#)

[Academics](#)

[Online Registration](#)
[My Class Schedule](#)
[GPA Calculator](#)
[View My Grades](#)
[Unofficial Transcript](#)
[Official Transcript](#)
[Course Syllabi](#)
[Course Schedule](#)
[My FERPA](#)
[My FERPA ATS](#)

[My Profile](#)

[Message Center](#)

[My Finances](#)

[My Financial Aid](#)

[My Documents](#)

[External Links](#)

Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.

WE STRONGLY RECOMMEND THE USE OF INTERNET EXPLORER OR CHROME ON WINDOWS AND CHROME ON MAC. DO NOT USE

NOTICE: YOU MUST HAVE JAVASCRIPT, POP-UPS, AND COOKIES ENABLED TO SUCCESSFULLY USE THE REGISTRATION SYSTEM

Enrollment and Term

Enrollment 9/8/2015 ATS - Doctor of Ministry - 2

Term 2017 January Session

Registration Status:

Registration Period	Last
10/17/2016 12:00 AM - 1/5/2017 12:00 AM	

Previously Registered Courses

Course	Sec	Cr	Campus	Seating
DM911	O1	4.0	ATS	1/20/0

[Begin Online Registration](#)

You can add courses to your Selected Courses by Searching the campus catalog or use the Quick Add if you already know the Course Code and Sec

13. Click the **plus sign** next to the course for which you want to register.
 - a. NOTE: To find a course that's not listed, enter the appropriate criteria in the Course Search/Quick Add fields in the left sidebar and click Search/Add as necessary.

- b. NOTE: Never register/unregister from DM900. This course number indicates continuation in the D.Min program.
14. Click the button in the **Add column** to confirm your choice. See below.

Registering for 2017 January Session

Select

View

Register

Display

Required

Sort by

Default

Areas of Study

Default

Keyword

Code

Type

All

Level

All

Instructor

MO TU W TH F R SA SU

☒
☒
☒
☒
☒
☒
☒

☐ Meets ONLY on these days

Classes starting between:

Any

-

Any

Quick Add

Enter course code and section to add to Selected Courses.

Course Code

Section

Add

Select

Drag Select

Remove

Drag Remove

Search Results - Required Courses

☐ Hide courses that are Full (no seats are available) from the Search Results

Course	Course Title	Cr	Type	Status
DM900	Active Status Registration	0.00	Program Active Status	Available
	Discovering God's Missional Heart	4.00	Lecture	Available

Add	Section	Campus	Location	Course Schedule	Delivery Method	Instructor
<input checked="" type="radio"/>				Click for details	Hybrid	Perez

Displaying 1-2 of 2 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

View Courses

Proceed to Final Step

Currently you have no selected courses.

Classes

-

Selected: 0

Reserved: 0

Registered: 0

Audited: 0

Waitlist: 0

Credits

-

Selected: 0.00

Reserved: 0.00

Registered: 0.00

Audited: 0.00

Total: 0.00 of 999.00

15. Click the **Proceed to Final Step** button. See below.

Registering for 2017 January Session

Select

Remove

Register in 3 easy steps.

1 Select

2 View

3 Register

Course Search

Display Required

Sort by Default

Areas of Study Default

Keyword

Code

Type *All*

Level *All*

Instructor

MOTUWETHERSASU

Meets ONLY on these days

Classes starting between:

Any - *Any*

Quick Add

Enter course code and section to add to Selected Courses.

Course Code

Section

Add

Reset

Search

Search Results - All Courses

Hide courses that are Full (no seats are available) from the Search Results

Course	Course Title	Cr	Type
DM900	Active Status Registration	0.00	Program Active
DM911	Discovering God's Missional Heart	4.00	Lecture

Go to Page:

Displaying 1 to 2 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

View Courses

Proceed to Final Step

Select	Action	Course	Sec	Cr	Campus	Delivery Method	In
<input checked="" type="checkbox"/>		DM911	O1	4.0	ATS	Hybrid	Pe

Classes - Selected: 1 Reserved: 0 Registered: 0 Audited: 0 Waitlist: 0

Credits - Selected: 4.00 Reserved: 0.00 Registered: 0.00 Audited: 0.00 Total: 4.00 of 999.00

16. Confirm the courses for which you registered.
17. Click the **Register/Drop** button. See below.

16

Registering for 2017 January Session

Register in 3 easy steps: **1 Select** **2 View** **3 Register**

Monday, November 28, 2016 10:04 AM

Student Information

Student	Francis Q Asbury	Student ID	ATS068907
Address	204 N. Lexington Ave. Wilmore, KY 40390	Student Status	Conditional
		Enrollment ID	2014032102
		Enrollment Status	Open
		Program	ATS - Doctor of Ministry - 2
		Start Date	9/8/2015

Please click the Register / Unregister Courses button to submit your schedule.

[Return to View Courses](#) or [Register / Drop](#)

Adding Classes

The following classes will be added to your schedule.

Course	Cr	Campus	Instructor	Seating	Status	Areas of Study
DM911	4.0	ATS	Perez	0/20/0	Selected	

18. Confirm that your registration is correct. See below. You are finished!

Registering for 2017 January Session

Register in 3 easy steps.

1 Select 2 View 3 Register

Student Information

[Print Page](#) 

Student	Francis Q Asbury
Address	204 N. Lexington Ave.
	Wilmore, KY 40390

Student ID	ATS068907
Student Status	Conditional
Enrollment ID	2014032102
Enrollment Status	Open
Program	ATS - Doctor of Ministry - 2
Start Date	9/8/2015

Course Schedule

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study
DM911				Perez	1/20/0	Registered	

Attendance and Withdrawal Policy:

Students may drop and add classes without penalty during the add/drop period: • Fall, spring and summer semesters, through the first week of the term; • Intensive courses, through the end of the first day of class. Students withdrawing from courses after the add/drop period will receive a grade of "WD" (withdraw) on their transcripts, provided they meet the deadline for withdrawal: • Fall, spring and summer semester courses, through the end of the sixth week of the term; • Intensive courses, equivalent of the sixth week of classes, with one day equaling three weeks in a semester. After these posted deadlines, a grade of "F" will be assigned to the course from which the student has withdrawn. See the academic calendar for specific deadline dates throughout the year and the financial information section for the tuition refund schedule. Note particularly that the refund schedule applies only to full withdrawal. There is no refund for individual courses dropped beyond the change of registration period.

Important Dates

Payment Due Date

Tuition & Fees Billing

Participants' student accounts will be billed for two charges each term throughout the academic year. Those charges represent 1) D.Min student tuition at the current rate, and 2) technology/Student Services fees at the current rates.

- Summer term: 4 credit hours; payment due one week before last day of term.
- Fall term: 4 credit hours; payment due two weeks after drop/add date for term.
- Spring term: 2 credit hours; payment due two weeks after drop/add date for term.

Students are responsible for tuition charges even if they are accepted into the program and confirm matriculation intent, but choose not to begin the program anytime between the drop/add date of the Summer semester and the first date of their first residency.

Please note that you will not receive any statements regarding your balance due. It is your responsibility to be aware of your student account balance, including any charges that may be applied.

Monthly payments can be arranged with the Business Office.

Late Fees. All payments made after billing due dates will be assessed a late fee.

Scholarship Coverage Breakdown. See table, below.

Program Component	Scholarship Student (100%-75%-50%-25%)	Self-Paying Student (0% Scholarship)
Residencies 1 & 2	Participant pays for food and lodging - approximately \$200 for food and \$375 for lodging.	Participant pays for food and lodging - approximately \$200 for food and \$375 for lodging.
Residency 3	Food and lodging for all immersion experiences is covered by the D.Min program.	Food and lodging for all immersion experiences is covered by the D.Min program.
Travel	Transportation to and from campus is covered by the D.Min program. <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.
Health insurance	Both domestic and international students must pay for health	Both domestic and international students must pay for health

Program Component	Scholarship Student (100%-75%-50%-25%)	Self-Paying Student (0% Scholarship)
	insurance to cover the duration of their residencies.	insurance to cover the duration of their residencies.

Making a Payment on your Student Account

To make a payment, you can do one of the following:

- Visit the Business Office in the Administration Building and pay with cash or personal check.
- Mail a personal check or money order to Asbury Theological Seminary, Attn: Business Office, 204 N. Lexington Ave., Wilmore, KY 40390.
- Pay online via your student portal by either an electronic check, which is free of charge, or by debit/credit card, which will add an additional 2.75% fee to your payment. (Note: If you are using a Mac computer, the Safari browser is not compatible with the online payment system.)
 - Log onto **oneATS** (one.asburyseminary.edu).
 - Sign in using your Seminary email address and associated password.
 - In the upper right corner of the screen, click on the **Portal** link.
 - Click on the **Student Portal Homepage** link.
 - Sign in again.
 - On the left navigation sidebar, click on the **Make a Payment** link.
 - Click on the **Balance** link.
 - Click on the title of the payment.
 - This should show your account balance and take you to the shopping cart. (If you are trying to pay an amount that differs from your balance due, change the amount shown to reflect the amount you want to pay.)
 - The second payment option is an electronic check; there is no fee for this service.

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

Asbury Connect. Asbury Seminary's intranet platform is called Asbury Connect. 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, etc. Participants may access Asbury Connect by logging in at connect.asburyseminary.edu.

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 Asbury Connect. 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 the Library Help Desk at 800-2-ASBURY or 859-858-2100, or by emailing helpdesk@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 location 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 Google cohort calendars. From within the email, click on the link. The calendar will automatically upload to your email account in the **My Calendars** section; see below. (NOTE: Click on the box next to the name of your cohort calendar to view appointments on that calendar.) If you do not immediately see your cohort calendar, close the calendar application, then re-open it.

Calendar

Today < > Jan 22 - 28, 20

CREATE

Mini calendar

My calendars

- 2013 PLE - Preachin...
- 2014 PLE - Preachin...
- 2015 CPC - Church ...
- 2015 PLB - Preachin...
- 2015 PLE - Preachin...
- 2016 AMC - Activatin...
- 2016 PLE - Preachin...
- 2017 CPC - Church ...
- 2017 FWE - Faith Wo...
- 2017 PLE - Preachin...
- 2018 PLE - Preachin...

Sun 1/22

D.Min. Cohort Residency - Asbury Se

GMT-05

6am		
7am		
8am	8 - 9 PLB: Breakfast @ Canterbury	
9am	9 - 9p PLB: Meet in Groups (stud choose time location)	9 - 9p PLB: Optional dissertation work session with Ellen (by appointment)
10am		
11am		

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/academics/registrars-office-academic-advising/academic-catalog/>).

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.

All students, whether scholarship or self-paying, are responsible for costs associated with rescheduled flights, with the exception of a flight that is rescheduled due to a family emergency.

Direct all travel-related questions to the D.Min Coordinator at 859-858-2254.

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 D.Min Program.

Making the Most of Residencies

D.Min Student Orientation

Orientation to the D.Min program familiarizes participants with their residency surroundings, their courses, their classmates, and the program itself. 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.

Academic Probation

Per the Asbury Seminary Academic Catalog, “A student is placed on academic probation when the cumulative grade point average falls below the adequate standard for graduation (3.00/4.00 for D.Min. students). When placed on academic probation, course load is restricted and the student must meet with the Registrar prior to the next term’s registration. When the cumulative grade point average reaches the standard required for graduation, the student is removed from academic probation.

“At the end of each semester, a student on academic probation is considered by the Office of the Registrar to determine future academic status. A student who remains below the minimum GPA required for graduation from his/ her program for two consecutive terms is normally discontinued from the seminary; after three consecutive terms of academic probationary status, the student must be discontinued from the seminary.

“A student who makes a grade point average in a given semester which is below the minimum for graduation (if allowed to continue in seminary), may be required to take a reduced load during the following semester.”

If at any point a student is placed on academic probation, he/she will forfeit scholarships in their entirety, and must settle any outstanding student account balances with the Business Office.

Student Services

Airport Shuttle. Pre-arranged shuttle services (e.g., airport pickup and drop-off) are available to participants by contacting the D.Min Coordinator (859-858-2254; *Kentucky campus only*). Note: If your plans change and you no longer require a shuttle, please contact the Coordinator immediately. A \$10 charge will be posted to your student account for cancelling a shuttle service less than 90 minutes before the scheduled shuttle pickup time.

Housing. All students must arrange their own housing for the duration of their residency. Students are charged at the rate of \$150/week or \$50/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 washing machines or dryers (*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.

Direct all housing questions to Student Services at 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 at the Library Help Desk, 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 through the Library Help Desk. 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 Coordinator 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 \$15/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.

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 courses on Christian discipleship and instructional development.

Milton Lowe, D.Min. *Associate Director, Doctor of Ministry Program* (ext. 2146). Milton spent 26 years in pastoral ministry and is a graduate of Asbury's D.Min Program. As your Academic Coach, 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.

Ashley Watson. *Coordinator, D.Min Program* (ext. 2254). Ashley primarily handles admissions, travel, and residency logistic arrangements and details for participants. Contact her with any questions that you may have related to these topics.

Lacey Craig. *Administrative Assistant, D.Min Program* (ext. 2187). Lacey handles many other details of the D.Min Program and provides general support for all participants. She'll be your front-line contact for the program.

Bryan Sims, Ph.D. *Lay Equipping Director, Lay Mobilization Institute* (ext. 2333). Bryan has worked since 2001 as a leadership and organizational change coach, most recently by taking the message of the Lay Mobilization Institute (LMI) to numerous churches throughout several states.

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.

Shelby Rhea Parrish. *Administrative Assistant to Lifelong Learning and LMI* (ext. 2047). Shelby Rhea coordinates details for LMI and Lifelong Learning events throughout the year. In addition, she provides administrative support to both the Lay Equipping Director for LMI and the 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

The Business Office (Kentucky campus) is open 8:30 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. Contact them at business.office@asburyseminary.edu, or 859-858-2286.

Below are instructions for performing basic functions within your student account.

1) Viewing your student account online:

- Log onto **Asbury Connect** (connect.asburyseminary.edu).
- Sign in using your Seminary email address and associated password.
- In the upper right corner of the screen, click on the **Portal** link.
- Click on the **Student Portal Homepage** link.
- Sign in again.
- On the left navigation sidebar, click on the **My Finances** link.
- Click on the **Student Account** link.

Note: You will be able to view your online account statements for your class(es) after the drop/add date for the term in which you are taking the class(es).

If you have difficulty accessing your student account, please contact the Library Help Desk (helpdesk@asburyseminary.edu, 859-858-2100).

2) Making a payment:

To make a payment, you can do one of the following:

- Visit the Business Office in the Administration Building and pay with cash or personal check.
- Mail a personal check or money order to Asbury Theological Seminary, Attn: Business Office, 204 N. Lexington Ave., Wilmore, KY 40390.
- Pay online via your student portal by either an electronic check, which is free of charge, or by debit/credit card, which will add an additional 2.75% fee to your payment. (Note: If you are using a Mac computer, the Safari browser is not compatible with the online payment system.)
 - Log onto **Asbury Connect** (connect.asburyseminary.edu).
 - Sign in using your Seminary email address and associated password.
 - In the upper right corner of the screen, click on the **Portal** link.
 - Click on the **Student Portal Homepage** link.
 - Sign in again.
 - On the left navigation sidebar, click on the **Make a Payment** link.
 - Click on the **Balance** link.

- Click on the title of the payment.
- This should show your account balance and take you to the shopping cart. (If you are trying to pay an amount that differs from your balance due, change the amount shown to reflect the amount you want to pay.)
- The second payment option is an electronic check; there is no fee for this service.

3) Printing a statement:

If you are expecting tuition assistance from a church or other organization and they require a printed statement, you can print your statement from your student account portal the day after drop/add by doing the following:

- Access your student account through the portal.
- On the left navigation sidebar, click on the **My Finances** link.
- Click on the **Student Account** link.
- Near the center of the screen, click on the **Registration Bill** tab.
- In the **Term** section, place a checkmark in the box next to the appropriate term.
- Click the **Student's Registration Bill** link.

Admissions Matters

Admission Requirements

- [Application Form](#)
- \$50 non-refundable application fee
- Accredited Master of Divinity degree or its educational equivalent. The educational equivalent is 72 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: January 1. Applications must be submitted online. All application requirements must be submitted by this date.
 - Application deadline for Kentucky-based *Preaching and Leading: Shaping Prophetic Communities* Beeson Scholarships consideration: January 1.
- 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://connect.asburyseminary.edu/departments/switchboard/>. You will see a screen similar to this. Select the appropriate phone list.

Switchboard

[Florida Dunnam Campus Phone numbers](#)

[Kentucky Campus phone list \(sorted alphabetically\)](#)

[Kentucky Campus phone list \(sorted by Department\)](#)

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

D.Min Previews/Prospective Students

On-campus Doctor of Ministry Previews can be scheduled during the Spring and Fall semesters (*Kentucky campus only*). Premier visits are also available in July and August 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 lever 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 Associate Director of the D.Min Program 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 Associate Director of the D.Min 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

Basic Degree Completion Steps

Step 1: Successfully complete all coursework on time, with a 3.0 or above GPA. 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 of Ministry Transformation Project.

Step 6: Pay student account balance.

Colloquia Days

The completion of your Asbury Seminary D.Min degree concludes with a successful presentation and examination of your Ministry Transformation Project, held during colloquia days. Colloquia 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 colloquia 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 D.Min 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.)

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

Graduation

The participant must meet 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. 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

A dissertation workbook 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. Scholarships of varying levels 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 1** 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

Scholarship Responsibilities:

If selected for the Beeson Scholarship, you must:

- Invest in reproducing leaders by mentoring one or more pastoral leaders.
- 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 Ministry Transformation Project. 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. **Please note: This also applies to students who are accepted into the program, confirm matriculation intent, but choose not to begin the program anytime between the drop/add date of the Spring semester and the first date of their first residency.**

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 D.Min 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/#/home> 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.** 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. Documents fully explaining the financial certification requirements will be emailed to each international D.Min student several months before class begins. Once this paperwork has been completed and 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. Currently, this fee is \$180.00 - \$200.00. Participants can pay the SEVIS fee or receive more information at www.fmjfee.com. Some students (those born in, or citizens of, Cameroon, Ghana, Kenya, Nigeria, or Gambia) may have

trouble playing the SEVIS fee online due to certain regulations. These students are strongly encouraged to pay the advance deposit described in the financial certification packet so that Asbury can pay the fee on their behalf.

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 with the financial certification information. 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
Sim's Drugs Pizza 319 E. Main St.	Domino's 800 S. 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.
		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/>

Forwarding Email

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 repellant (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 attire

