

A black and white photograph of a hand pointing at a grid on a wooden surface, with a large globe in the background. The globe is partially visible at the top, showing some numbers and a small globe icon. The hand is pointing at a grid of lines on a wooden surface. The background is dark and out of focus.

ASBURY THEOLOGICAL SEMINARY  
DOCTOR OF MINISTRY  
*Leading a Legacy*



## Doctor of Ministry Handbook

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# The Asbury Doctor of Ministry Program

## Welcome!

Welcome to the Asbury Theological Seminary Doctor of Ministry degree program. The Asbury D.Min. is designed for academically serious, seasoned, Christian leaders who qualify to immerse themselves in a program of renewing, retooling and refueling. Ministry sustainability over a lifetime is the primary aim of the Asbury Doctor of Ministry degree. This handbook is provided to orient you to key features of the program's operation, policies and procedures.

## D.Min. Program Distinctives

**Our Mission.** The Doctor of Ministry program contributes to the mission of the Seminary, *“a community called to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit and to the glory of God the Father.”*

**Our Mission Statement.** Asbury's Doctor of Ministry program invites ministry leaders into a community-based, transformational learning experience that deepens biblical and theological foundations to connect and engage missionally-centered men and women for global Kingdom impact through the love of Jesus Christ, in the power of the Holy Spirit, and to the glory of God the Father.

**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, students 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 student's work. By deeply exploring one significant theme that can inform their ministries, students refuel, establishing a trajectory for life-long contribution. As part of the Doctor of Ministry program, students 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 students 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.
- **Colloquium—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 students 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 students within a formative environment characterized by three goals. Upon graduation, D.Min. students will be able to:

1. Practice Christian dispositions and habits in community for faithful living.
  - a. D.Min. cohorts are immersed in community-based formation around the priorities of scripture, tradition, reason, and experience.
  
2. Integrate leadership vision, ethic, and practice contextualized to their ministry setting.
  - a. By methodically analyzing a specific ministry issue, D.Min. students contribute to the understanding of the practice of ministry.
  
3. Reflect biblically, theologically, and culturally as a lifelong learner and leader in ministry.
  - a. Students deepen their capacities for biblical, theological, and cultural exegesis as foundations for 21<sup>st</sup> century ministry around the world.

## 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 students can complete their programs within a minimum of three years, attending multi-day residencies either virtually or in person once per year. During the year they graduate, students also experience a graduates’ colloquium and graduation. The two core courses engage students in biblical and theological reflection on ministry. Building on the distinctive strength of the Asbury Seminary Doctor of Ministry program, students will connect with the course content with new eyes and new tools.

### Degree At-a-Glance

Year 1: Foundation (8 credit hours)	Year 2: Exploration (8 credit hours)	Year 3: Experience (8 credit hours)	Years 1 – 3: Dissertation (6 credit hours)
<ul style="list-style-type: none"> <li>• Core: <i>Habits that Sustain Ministry</i>, Part A (2 credits)</li> <li>• Core: <i>Habits that Sustain Ministry</i>, Part B (2 credits)</li> <li>• Cohort Seminar I, Part A (2 credits)</li> <li>• Cohort Seminar I, Part B (2 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Core: <i>Discovering God’s Missional Heart</i> , Part A (2 credits)</li> <li>• Core: <i>Discovering God’s Missional Heart</i> , Part B (2 credits)</li> <li>• Cohort Seminar II, Part A (2 credits)</li> <li>• Cohort Seminar II, Part B (2 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Cohort Seminar III, Part A (2 credits)</li> <li>• Cohort Seminar III, Part B (2 credits)</li> <li>• Cohort Seminar IV, Part A (2 credits)</li> <li>• Cohort Seminar IV, Part B (2 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional Research Board (IRB) project approval (3 credits)</li> <li>• Colloquium presentation (3 credits)</li> </ul>

## Cohort Process

The cohort model brings Christian leaders together around a common theme for three years. Through research, writing, and reflection, students 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

## Reliable Internet Access

D.Min. students participate in multi-day residencies, either virtually or in person, once a year for three years. The duration of these residencies varies, but eight days is the maximum amount of time students are together. This means that for the other weeks of the year, students work on their course assignments and dissertations from home. A large percentage of coursework occurs online (group discussions, posted articles to read, uploaded assignments, etc.); all dissertation resources, including a tutorial, are online. Successful degree completion is dependent upon students having reliable, consistent Internet access at home.

**Intermittent or unreliable Internet access will not be accepted as an excuse for lack of online participation or late assignments in academic courses or missed D.Min. program requirements.**

## Textbooks

Course syllabi containing required reading lists will be provided to students several months before their residency. Students can purchase either hard copy or digital textbooks according to their preferences.

**It is crucial that students acquire and begin reading textbooks as soon as possible after receiving their syllabi.**

Per accreditation standards, D.Min. students are required to read between 600 – 800 pages per credit hour. This translates into 1,800 – 2,400 pages per 4-credit-hour A/B course set, with the final credit hour represented by documentation of experiential learning.

We estimate textbook costs at approximately \$200 per A/B course set (for example, \$200 for all textbooks for DM910A & B), or \$400 per residency. NOTE: Textbook purchase/acquisition is solely the responsibility of the student. The D.Min. Program does not provide funding for textbooks, nor assist with textbook acquisition. Any scholarships received by the student help with tuition and fees only; scholarships do not cover the cost of textbooks.

International students: Some countries prohibit their residents from purchasing Christian-themed textbooks. In these instances, we recommend that students set up an account on [www.amazon.com](http://www.amazon.com) exclusively for their use during their time in the D.Min. Program, using the Seminary's mailing address as their billing address. See billing address example, below.

(Your name)  
Asbury Theological Seminary  
204 N. Lexington Ave.  
Wilmore, KY 40390

This will allow students to purchase digital textbooks and read them on most devices using the Kindle for PC app, which is available for [free download](#) on Amazon. (NOTE: It is not necessary to purchase a Kindle in order to use this application.) For assistance with Amazon account setup, contact [Amazon Help](#).

# Course Registration Process & Deadlines

Your signature on your acceptance letter into the D.Min. Program authorizes the Registrar's office to register you for *all* of your courses in the D.Min. Program, including dissertation continuation. You will be automatically registered before the Registrar's deadline for a given semester. (These deadlines are located in the current year's Academic Catalog: <http://asburyseminary.edu/academics/registrar/academic-catalog/>).

If D.Min. students are not continuously registered during the official registration terms as determined by their program start model, their student status will be inactivated during their first term of non-registration. Inactive student status requires that the student reapply and be readmitted prior to taking further coursework. Please see the "Readmitting students" area of the "Admission policies and procedures" section of the Seminary's Academic Catalog for details.

Alternate Degree Plan: If your circumstances necessitate an alternate degree plan, that plan will be designed by your Academic Advisor, the Associate Director of the D.Min. Program. You will then be registered for the courses listed during the appropriate semester/term as outlined on your Alternate Degree Plan.

Deferral/withdrawal: If your circumstances require a deferral or withdrawal from the D.Min. Program, contact the D.Min. office at [dmin.office@asburyseminary.edu](mailto:dmin.office@asburyseminary.edu). We will facilitate your next steps with the Registrar's office.

## Tuition & Fees Billing

Student accounts will be billed for charges each term throughout the academic year. Those charges represent 1) D.Min. student tuition and applicable dissertation phases at the current rate, and 2) technology/Student Services fees at the current rates. See the [Academic Catalog](#) for more information.

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 their first semester and the first date of their first residency.

Please note that you will not receive any statements regarding your balance due; however, it is always visible in your student Portal, which is accessible from [Asbury Connect](#). It is your responsibility to be aware of your student account balance, including any charges that may be applied.

**Late Fees.** All payments made after billing due dates will be assessed a \$50 late fee.

**Payment Plan.** If you are interested in setting up your own payment plan over the course of a semester, add the \$50 late payment fee to your total balance due; then, make payments with no additional penalties until one week before the last day of the term.

**Other Expenses (*in-person residencies only*).** Students also need to anticipate the costs of accommodations and meals during their residencies, if in-person. The following approximate accommodation and meal costs on the Kentucky campus:

- Accommodations: The D.Min. Program blocks rooms at the on-campus Asbury Inn & Suites for student residencies at a reduced rate. There are also other hotels and bed & breakfasts in the area; rates and availability vary. See the Student Services section of this handbook for more information. Students are encouraged to share a room with a cohort member of the same gender in order to reduce housing costs.
- Meals: We recommend estimating a total of \$20.00 per day for lunch and supper, or a total of \$160.00 for an eight-day residency.

## Auditing

Current students, 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](mailto:registrar@asburyseminary.edu). (All auditors are invited to apply to the Seminary as an auditing student. Please contact the Admissions office for more information at [admissions.office@asburyseminary.edu](mailto:admissions.office@asburyseminary.edu).)
2. Submit a registration form signed by 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 students 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. Students should check this platform regularly for updates and to access information from various departments: Financial Aid, Registrar, Library, etc. Students may access Asbury Connect by logging into <https://connect.asburyseminary.edu/>

**Email.** Upon admittance to the D.Min. Program, students receive an Asbury Seminary Google Apps for Education account that is accessible via the "Email" button in Asbury Connect. This will be the main avenue by which Asbury Seminary and the Doctor of Ministry Office will communicate with students. 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](mailto:helpdesk@asburyseminary.edu). To forward your Seminary email to your personal email, see the instructions in the Appendix.

**Mail (*KY campus only*).** All personal mail and packages sent to students during Kentucky campus residencies may be picked up at the Seminary Post Office (SPO) in the Sherman Thomas Student Center building. Students will receive an email from the SPO when they have a package to pick up. Students must

check at the SPO window for expected letter mail; emails will not be sent to students for letter mail. All mail and packages to students must be addressed in the following manner, regardless of accommodation location while here for residency:

Student's Name  
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.** Students 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.

To access your calendar outside of this link, see next pages.

1. Go to **Asbury Connect** (connect.asburyseminary.edu).
2. Click on the **grid matrix** on the right (e.g., large square comprised of 9 smaller squares). See below.

MENU ▾

Welcome, Doctor of Ministry

56°  
Wilmore, KY

# ASBURY connect

REACH IT LEAD IT  
February 8-10, 2017

NIGHT OF PRAISE  
WEDNESDAY, FEBRUARY 8

GREENLIGHT

*Timothy Tennent*.com  
TIMOTHY TENNENT BLOG

timothytennent.com/blog

Search...

**Wednesday, February 8**

11:00am	KY Chapel-Dr. Steve Martyn
6:00pm	Group Power (ATS Fitness)

**Thursday, February 9**

6:30am	Group Power (ATS Fitness)
11:00am	KY Chapel-Dr. Christine Parton-Bui
12:00pm	Daily Eucharist-Mr. Reynolds Sewe
4:45pm	Community House: CHILDCARE -
5:15pm	Boxing (ATS fitness)
6:15pm	Zumba (ATS Fitness)
7:00pm	Community House: Youth Study Ti

**Friday, February 10**

Experience Asbury Day

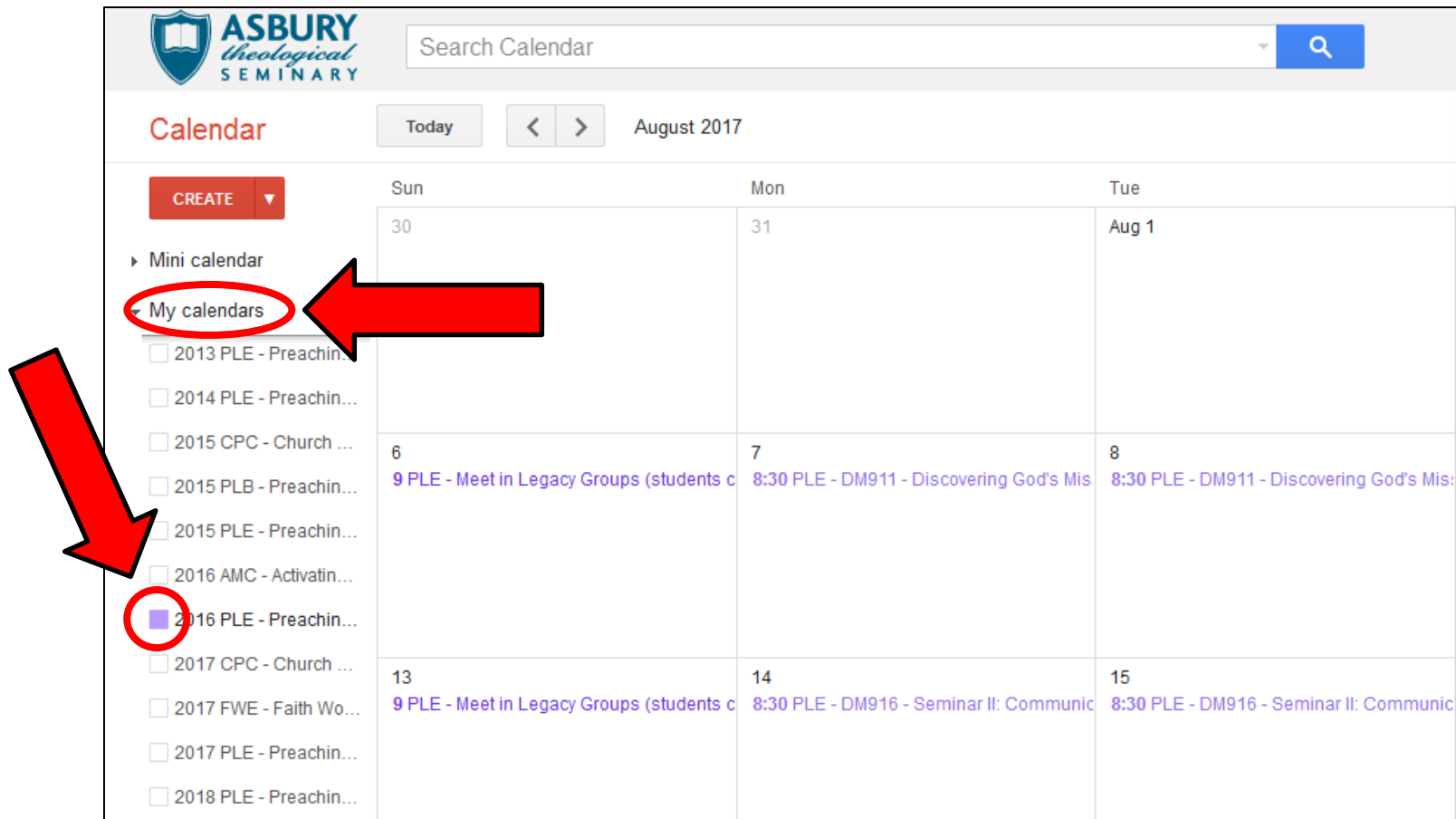
+ Google Calendar

(Full)

3. Click on the **Calendar** graphic. See below.

The screenshot shows the ASBURYconnect dashboard interface. At the top, there is a dark blue header with a 'MENU' dropdown on the left, the text 'Welcome, Doctor o...stry' on the right, and the 'ASBURYconnect' logo in the center. Below the header, the main content area is divided into several sections. On the left, there is a weather widget showing '56°' and 'Wilmore, KY'. The central part of the dashboard features a large banner for 'TIMOTHY TENNENT BLOG' with a photo of Timothy Tennent and his signature. To the right of the banner is a search bar and a vertical list of items including 'Wed 11:00', '6:00', 'Thu 6:30', '11:00', '12:00', '4:45', and '5-15'. On the far right, there is a grid of application icons: 'Email', 'Drive', 'Calendar' (circled in red), 'Portal', 'Online Classroom', 'B.L. Fisher Library', and a person icon. A large red arrow points from the top right towards the 'Calendar' icon.

4. On the left sidebar, under **My calendars**, click on the **box to the left of your cohort calendar**. This will cause details on the calendar to display in the same color on the calendar section to the right.
  - a. For example, if your cohort is the 2016 PLE Preaching and Leading cohort, click on the box to the left of that calendar. See below.



5. This calendar is also accessible from your Seminary email account. Follow the process above to click the grid matrix, then the Calendar graphic.

# Submission of 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 first 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 Beeson School of Practical Theology, 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 show 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 Seminary [Student Handbook](#).

## Copyright Policy

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

([https://docs.google.com/a/asburyseminary.edu/file/d/1Kkg\\_K9tZYKQLXLjzL3N0uCFirXZ8on78ue\\_7NkuiRbDdGPBoXcbCo7kiHB6T/edit?pli=1](https://docs.google.com/a/asburyseminary.edu/file/d/1Kkg_K9tZYKQLXLjzL3N0uCFirXZ8on78ue_7NkuiRbDdGPBoXcbCo7kiHB6T/edit?pli=1))

If a student wishes to use material in a 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 latest edition of the MLA Handbook from the D.Min. office. All course work should follow 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

All students are responsible to arrange and pay for their travel to/from campus for Residencies 1 and 2 and commencement, if in-person. Students flying to their residency or commencement location may wish to utilize the services of our D.Min. travel agent, Melonie, at Avant Travel Agency ([melonie@avanttravel.net](mailto:melonie@avanttravel.net)).

**Questions.** Direct all travel-related questions to the D.Min. Coordinator at [dmin.office@asburyseminary.edu](mailto:dmin.office@asburyseminary.edu).

## Insurance

**In-person residency, KY campus only.** Doctor of Ministry students whose residency takes place in person on the Kentucky campus 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, Elizabeth Clevenger ([beth.clevenger@asburyseminary.edu](mailto: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

## Orientation

Orientation to the D.Min. Program familiarizes students with their courses, their classmates, and the program itself. During orientation, students will join in community building, spiritual formation, leadership and professional development, technology training, library and research training, self-care practices, and program overview.

For in-person residencies, 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

**Participation.** Due to the intensive nature of class sessions, in-person site visits, and all other extracurricular activities, 100% participation is required. Students may be excused in the event of an emergency (family illness, death, etc.) with permission from the Director of the Doctor of Ministry program.

**Dress Code.** For in-person orientation and courses 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. 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. Should a student be

placed on academic probation after completing their first two courses, they will not be assigned a Dissertation Coach until after being taken off academic probation.

## Student Services (*In-Person Residencies, KY Campus Only*)

**Airport Shuttle.** Pre-arranged, complimentary shuttle services (e.g., airport pickup and drop-off) from the Blue Grass Airport to campus are available to students by contacting the D.Min. Coordinator at [dmin.office@asburyseminary.edu](mailto:dmin.office@asburyseminary.edu). 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.

**Accommodations.** All students must arrange their own housing for the duration of their in-person residency. The D.Min. Program blocks rooms at the on-campus [Asbury Inn & Suites](#) for residency. Rooms are available on a first-come, first-served basis. To receive the reduced rate, please mention that you are a Doctor of Ministry student when making your reservation.

Other local accommodation options include [bed & breakfasts](#) (click the “View Listings” button) in the town of Wilmore, where Asbury Theological Seminary is located, as well as the [Holiday Inn Express](#) and [Comfort Inn](#) in the nearby city of Nicholasville. Contact these accommodations for rates and availability.

**Family visits:** Bringing your family with you for your in-person 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 in-person residency.

**Student Identification Cards.** Student ID cards are used to check out library books and Student Center equipment. Students, visiting missionaries, faculty and staff ID cards are made at the Help Desk, at the front circulation desk of the B.L. Fisher Library, during normal hours of operation. Guest passes for spouses and Seminary family members over 18 are also available through the Help Desk. Initial ID cards are free; replacement cards cost \$10. (Photographs can be updated in the computer system at any time.)

**Meals.** The Seminary cafeteria will be open for lunch only Monday through Friday during the week-long intensives of in-person residencies. Other options include a grocery store within walking distance of the Seminary, as well as a very few restaurants in Wilmore. There are considerably more restaurant options in the nearby cities of Nicholasville and Lexington. We recommend estimating the cost of meals to be a total of \$20 per day during your residency, for a total of \$160, assuming that you will take advantage of breakfast at your accommodation location.

Asbury Inn & Suites provides an economically-priced breakfast for your convenience (complimentary if you are staying at the Asbury Inn & Suites; available for purchase for all others). They accept credit cards and cash.

**Study Carrels.** For in-person residencies, Doctor of Ministry students may choose to study in D.Min. study carrels in the Beeson Center or the B.L. Fisher Library, or in their own dormitory rooms. Beeson Center study carrels are pre-assigned based on availability; to reserve a study carrel, contact the D.Min. Coordinator at 859.858.2254. Keys will be distributed on the first day of student orientation. Students have access to the Beeson Center and study carrels 24/7.

**Exercise Options.** A workout facility is housed in the basement of the Sherman Thomas Student Center for your convenience, and is equipped with the following. Contact the Student Center front desk for hours and with questions (859-858-2349).

- Weight room with machine and free-weight equipment
- Cardio room with treadmills, ellipticals, stationary bikes, and stair masters
- Fitness studio for group exercise classes
- Regulation-size basketball court
- Soccer goals for indoor soccer
- Two racquetball courts
- Sports equipment available for checkout.

# The Residency Experience

## The Beeson Center

**About the Beeson Center.** Asbury Theological Seminary's Beeson International Center for Biblical Preaching and Church Leadership is named after Mr. Ralph Waldo Beeson, an insurance executive committed to strengthening pastors in their ministries. He passed away in 1990, and his will bequeathed a multi-million-dollar gift to Asbury Theological Seminary. Mr. Beeson's generosity funded several teaching positions, buildings, and scholarships.

The ministry of the Beeson Center serves as Asbury's bridge to the global church. The Beeson Center is uniquely positioned to support students as they explore the next step in their Christian call. It houses the Doctor of Ministry Program, the Church Planting Initiative, and several other programs 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 School of Practical Theology (located in the Beeson Center) 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 Center Service Promise.** At the Beeson Center, we are committed to stewarding our gifts to provide tangible demonstrations of the way the Lord is working, both here and around the world. In order to fulfill our mission and vision, we strive to uphold these *LASTING* promises.

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

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

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

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

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

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

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

## Beeson Center Hours of Operation (*KY campus only*)

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

## Beeson Center Personnel

Tom Tumblin, Ph.D. *Dean of the Beeson School of Practical Theology* (ext. 2340). In this role, Dr. Tumblin provides general oversight for all Beeson School of Practical Theology (BSPT) degree programs and initiatives. He considers himself a fellow learner of how to steward God's ministry in the local church.

Jennifer Miller. *Manager, Beeson School of Practical Theology* (ext. 2084). Jennifer serves a diverse position, supporting Dr. Tumblin and the BSPT in ongoing initiatives developed through research and project management, as well as the Church Planting Initiative and others.

Ellen L. Marmon, Ph.D. *Director, Doctor of Ministry Program* (ext. 2054). Dr. Marmon oversees Asbury Seminary's 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 a full 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 students.

Ashley Watson. *Coordinator, D.Min Program* (ext. 2254). Ashley primarily handles admissions, travel, and residency logistic arrangements and details for students. 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 students. She'll be your front-line contact for the program.

Lasting Impressions Team. (ext. 2254). A variety of students will be providing hospitality to D.Min students while on campus.

## Contact the D.Min. Office

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](mailto:dmin.office@asburyseminary.edu)

## Kentucky Campus Business Office

The Business Office 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](mailto:business.office@asburyseminary.edu), or 859-858-2286.

Below are instructions for performing basic functions within your student account, where tuition, fees, and other Program-related expenses will be charged.

### Viewing Your Student Account Online.

- Log onto **Asbury Connect** ([connect.asburyseminary.edu](http://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 Help Desk ([helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu), 859-858-2100).

### 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](http://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.

## 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.

## Kentucky Campus Chapel

Chapel is a hallmark of life together at Asbury Seminary. Chapel is held on Tuesdays, Wednesdays, and Thursdays from 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.

The Kentucky chapel schedule can be found at: <https://asburyseminary.edu/students/chapel/kentucky-chapel/chapel-schedule/> You can listen to Kentucky chapel services at <https://asburyseminary.edu/live/>

## Kentucky Campus Map

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

<https://asburyseminary.edu/about/campuses/kentucky-campus/directions/>

## Kentucky Campus Phone List

For the most up-to-date version of the Kentucky campus phone list, refer to this link and select the appropriate phone list: <https://connect.asburyseminary.edu/departments/switchboard/>

## 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 learn about ancient Christian prayer methods; construct a Rule of Life;

participate in a small group; and discover patterns of self-care. We suggest that students form a prayer team at home for encouragement and guidance throughout the duration of the program.

## Admissions Matters

### 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. degree?
- Do they have at least 3 years of experience in ministry after earning their degree?
- Would they benefit from an early/mid-career leadership experience?

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

**3. Request 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. Come for a visit.** In-person Doctor of Ministry Previews can be scheduled anytime on the Kentucky campus.

During a visit, prospective students will:

- Meet with a Doctor of Ministry Admissions team member.
- Participate in a Kentucky campus tour.
- Attend chapel as available.
- Enjoy a free lunch with a Doctor of Ministry Team member.
- Chat with a D.Min. Admissions team member in a personalized Q&A session.

**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 [asbury.to/apply](https://asbury.to/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.

### Admission Requirements.

- [Application Form](#)
- \$50 non-refundable application fee
- Meet one of the following three sets of criteria:
  - Earned an M.Div. degree AND have at least three years of substantial ministry experience;
  - Earned 72 hours Master's degree with 30 hours of Bible, theology, church history, doctrine, ministry practice AND have at least three years of substantial ministry experience; or
  - Completed a Master's degree that is theological in nature, with 30 hours of Bible, theology, church history, doctrine, ministry practice AND have at least 3 years of substantial ministry experience AND participate in an interview (in person or online) with the D.Min. Director, Associate Director or D.Min. faculty member AND submit an [exegetical assignment](#) to be evaluated by two faculty members at a "Developing" level or above. Watch [this video](#) for exegetical assignment highlights.
- Complete the [Personal History Essay and Resume Form](#)
- 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 research paper written during your Master of Divinity degree (or educational equivalent). [Paper guidelines](#)
- For applicants whose primary language is not English, a TOEFL score of 550 (79 internet-based) or an IELTS score of 7. TOEFL Waivers are available on a limited basis to students who have received a degree from the U.S. or Canada. Ideally, your TOEFL should be less than 5 years old. You may download a TOEFL waiver form [here](#). The request will be considered, but not guaranteed.
- Note: Web Access: Registration, course schedules, syllabi and much of the program's communication is online: [asbury.to/dmin](http://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 deadlines:
  - Cohorts launching in September 2021: Admissions file complete by June 1, 2021.
  - Cohorts launching in February 2022: Admissions file complete by November 1, 2021.
- Applications must be submitted online. All application requirements must be completed by the dates listed.

- You will receive notice of your admittance to the D.Min. program with complete instructions for how to proceed.
- All students whose admission file is complete by the above deadlines will be considered for a scholarship award, if available for their cohort.

# 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 revisions of Ministry Transformation Project.

Step 6: Pay student account balance.

## Colloquium Days

The completion of your Asbury Seminary D.Min. degree concludes with a successful presentation and examination of your Ministry Transformation Project, held during colloquium days. Colloquium days are a time of discussion and culmination of your doctoral research. During this time, you will present your questions and answers based on your research, but you will also hear your classmates and other graduates' presentations as well. Some think of the colloquium as an oral progress and process report, in which you outline your research questions, the steps you took to answer them, and the results.

The Asbury D.Min. Program schedules colloquium days prior to your graduation. By design, it is a public examination of your research process and results. The examination team is comprised of the student's faculty mentor, your cohort colleagues and representatives from the D.Min. Team.

Typical colloquium 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 student 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 by the deadline listed on the graduation timeline..

## Graduation

The student must meet all requirements for graduation, including applying for graduation before the Registrar's office deadline. See academic calendar in the Asbury Seminary Student Handbook, <http://asburyseminary.edu/Students/Student-services/Student-handbook/>, for current application deadlines.

Ceremonies on the Kentucky and Florida Dunnam campuses are for those students completing their requirements in the spring term. Students who do not complete requirements must re-apply for graduation, complete all degree requirements and pay an additional graduation application fee. During the student'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), which is included in the graduation fee.

Any student who was planning to attend commencement in person, but became unable to do so, 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 student does not show character and personality indicating continued readiness for ministry.

Students need to engage in seven to eight hours of reading and research weekly in order to graduate in three years.

# Ministry Transformation Project (Dissertation)

## Ministry Transformation Project Overview

The Doctor of Ministry degree is a practitioner's 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. Students 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, as well as 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:

- Chapter One: The Nature of the Project
- Chapter Two: Literature Review for the Project
- IRB Application & Chapter Three: Research Methodology for the Project
  - Your IRB application is submitted during this stage.
- Chapter Four: Analysis of the Project
- Chapter 5: Findings of the Project

A dissertation workbook and step-by-step worksheets accompany each stage of your project.

## Ministry Transformation Project Assignment

D.Min. dissertations add to the understanding of the practice of ministry; they strategically investigate pressing ministry issues from the students' context. Beginning in the students' first semester, they choose a topic for their dissertation project and are assigned a Dissertation Coach (either a faculty member or a D.Min. alumnus) to guide them through the entire project. Students have access, via Canvas, Asbury Seminary's learning management system, to the Dissertation Research and Writing Tutorial, which includes a dissertation template, a chapter-by-chapter approach to writing the dissertation (supplemented by video instruction), and other resources. Each cohort of students in the D.Min. Program receives a tailored research timeline identifying when each draft, revision, and final chapter is due to the student's Dissertation Coach. Asbury's Writing Center is available to students, as well as research specialists, through Library Services.

## Scholarship Recipients

### Beeson Scholarship



Our vision for the Beeson 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 our alumni witness, lead, and live. Scholarships of varying percentages are made possible annually through the bequest of Mr. Ralph Waldo Beeson (*Organizational Leadership* and *Preaching and Leading* cohorts only.)

**Scholarship Details.** To be considered for the scholarship, applicants must have completed admissions files by the date published on the [website](#). Scholarships are granted by invitation only after the student is admitted into the D.Min. Program.

The scholarship includes partial coverage of tuition and fees.

**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 Tax-Related Information

All U.S. residents, including all international students, must file income tax returns by April 15 each year. Students 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 student owes or is owed nothing. Students 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 (GlacierTax). Please contact the Manager of International Services for more information.

Some students will need to pay income tax on their stipends if funds awarded exceed the costs of tuition and fees. Monies received in scholarship fund above tuition costs will be taxed at a 14% rate. The Seminary will pay these taxes on the student's behalf from his/her student account in January of the following year. (For example, tax charges for funds received in 2021 will be charged to student accounts in early 2022.) This will cause a debit on the student account, which the student will be responsible for paying. Students 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.

NOTE: This information is not exhaustive and is subject to change without notice. International students 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 student.**

# 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. However, we understand that sometimes life circumstances necessitate program withdrawal.

**Withdrawal.** To withdraw from the D.Min. Program, contact the Associate Director of the D.Min. office at [dmin.office@asburyseminary.edu](mailto:dmin.office@asburyseminary.edu), and complete the [Withdrawal from Seminary Request Form](#).

**Scholarship Forfeiture.** 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. **This also applies to students who are accepted into the program and confirm matriculation intent, but choose not to begin the program anytime between the drop/add date of their first semester and the first date of their first residency.**

If at any point you are placed on academic probation (e.g., dropping below the 3.0 minimum GPA required), you will forfeit your scholarship in its entirety.

**Dropping an Intensive Course.** From the Seminary's Academic Catalog: Students who drop individual courses but do not fully withdraw from the Seminary are refunded tuition and fees according to the following refund schedule:

- Through the first week of the term (drop/add period): 100%. When an intensively scheduled course meets the first week of the term (prior to the close of the drop/add period), the 100% tuition refund is applied only through the end of the first class meeting date.
- After the close of the drop/add period and before the end of the first class meeting date: 50%.
- On or after the second class meeting date: 0%.

# Appendix

## International Students (*In-Person, U.S. Residencies Only*)

### Step One: Understanding Your Immigration Documents

As soon as you have confirmed your participation in the D.Min. program at Asbury, a representative from International Services will be in touch with you. For many Students, the difficult part of entering into seminary is over after the school accepts them. However, for international Students, the difficult section of passage is just beginning. To study in-person in the United States, a Student must have four important documents to prove his/her legal foreign Student status: passport, I-94, I-20, and visa.

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

**2. I-94 Entry Permit:** The I-94 is a record of a Student'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 year.

- 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 Student's authorized stay is written when he/she enters the U.S. 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 (F-1) for the correct duration (D/S). There is, however, no legal requirement to keep a paper copy of the electronic I-94 number with the passport, though Students may need a paper copy of this form for various applications or documents within the United States.
- **\*\*A Student must be careful when filling in the I-94 upon arrival at the port of entry. The Student 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.**

3. **Form I-20: Certificate of Eligibility for Nonimmigrant Student Status (F-1 Visa).** The I-20 certifies that the Student is eligible to receive an F-1 Visa from the U.S. Government. The Manager of International Services issues these upon completion of Financial Certification, which is described more fully in step two, below. The Form I-20 will only be valid for your period of residential study each year. Students must complete the financial certification process each year, as more than five months elapses between the periods of residential study within the United States.

4. **Visa:** A visa normally is a stamp placed in the Student'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 Student must have a valid visa to enter the United States.**

Students entering the United States for the second residency period of the D.Min. program **may** need to apply for a new visa to accompany the new I-20 and SEVIS ID. The Manager of International Services will update Students about the best course of action during the financial certification process for the second residency.

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

## Step Two: Show Eligibility through Financial Certification

To receive an I-20, a Student must be approved as eligible, which means that the Student 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 Student has the resources personally or through sponsorship of a denomination, individual, or organization, the Student's responsibility is to show the Manager of International Services how he/she will fund their degree. 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 Student will receive an I-20 document via DHL.

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

The Manager of International Services enters the Student's information into the SEVIS system as the I-20 is being created. SEVIS is a national tracking/monitoring system that will allow the U.S. government to record various events during the Student's program of study, such as travel or holiday. Each Student is assigned a SEVIS ID when the I-20 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 Student must pay in order to apply for a visa. Currently, this fee is \$200.00. Students can find more information at [www.fmjfee.com](http://www.fmjfee.com). Some Students (those born in, or citizens of, Cameroon, Ghana, Kenya, Nigeria, or Gambia) may have trouble paying the SEVIS fee online due to government restrictions. **Therefore, all Students are strongly encouraged to pay the advance deposit**

**described in the financial certification packet so that Asbury can pay the SEVIS fee on their behalf.** Asbury will use the funds from the advance deposit to pay this nonrefundable fee on behalf of the student and include the payment receipt with the shipped I-20. Please keep this document with your I-20 as it may be needed both when applying for the visa and when entering the US. Because Students will receive a new I-20 with a new SEVIS ID for each residency period, Students must pay a new SEVIS fee for each residency period.

## Step Four: Applying for a Student Visa

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

When a Student receives his/her Certificate of Eligibility (I-20), they will need to make an appointment with the nearest United States Consulate or Embassy. Although the Student can apply at any U.S. Consular office abroad, it is highly recommended that Students apply in their country of permanent residence or citizenship. It will be more difficult to qualify for the visa outside the country of the Student's permanent residence.

Students should apply for Student visas well in advance of the date they would like to depart for Wilmore, Kentucky. The summer period is very busy at U.S. embassies and consulates worldwide, and it is important for Students 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 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. Students can visit: <http://travel.state.gov> to locate the embassy or the nearest consulate.

What Students 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
- U.S. non-immigrant visa application forms (unless Students will complete it at the consulate or embassy)
- Asbury Theological Seminary admission letter
- Asbury Theological Seminary I-20 (Certificate of Eligibility)
- Test scores and academic records

- Proof of English proficiency
- Proof of financial support
- Evidence of ties to Student's home country, including evidence of employment and property in home country. (This is very important; you must demonstrate your intent to return to your home country in your visa interview.)
- Any other documents required by the embassy or consulate. It is suggested that each Student review the website of the U.S. embassy or consulate they will visit for further information about the process at that specific embassy.

Please be sure that you are prepared to explain why you intend to pursue the Doctor of Ministry and how it will benefit you in your ministry and career and why you chose Asbury for this program. You will also need to be prepared to explain how the program is structured.

**Students from Canada will not need to apply for a F-1 visa before entering the United States. They must, however, have a valid I-20 and proof of SEVIS fee (I-901) payment when they enter the United States so that they enter in the correct status.**

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

**If a Student will be arriving later than expected according to the program start date on your I-20, he or she should let the Manager of International Services know prior to departing his or her home country.**

### Visa Denial or Visa Delay

The majority of Asbury Theological Seminary Students will be successful in obtaining their Student visas. Despite this, a small number of Students 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 Student of the reason for the visa denial. If a Student's visa is denied, they can send an email message to [international.services@asburyseminary.edu](mailto:international.services@asburyseminary.edu) and provide the date and location of the visa interview and details regarding the reason given by the visa officer for the denial. At that time, the Student can determine whether or not reapplying is an option. The Student 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.

## Upon Arrival

**A Student must be absolutely certain to travel with his or her passport/visa and I-20! He or she must have these documents in their carry-on baggage upon arrival in the United States. The I-20 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, Students 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 Students 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 Student'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. This extra process is at the discretion of the U.S. Customs and Border Patrol agents.

## 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, I-20, 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 Time Limits & Dependents

Students in the D.Min. program are permitted to enter the U.S. 30 days before the semester in which their courses begin and must leave the U.S. no more than 30 days after their 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 Students. Family members will not be issued dependent I-20s to apply for F-2 visas.

## D.Min. Colloquium and Commencement

When coming to campus for colloquium and commencement events, D.Min. program students must come on a tourist visa, regardless if their J or F visas are still valid. Benefits of securing a tourist visa include no

SEVIS fee or proof of financial certification. Contact the Manager of International Services with questions ([beth.clevenger@asburyseminary.edu](mailto:beth.clevenger@asburyseminary.edu), 859-858-2386).

## Department of Homeland Security Regulation

### Maintaining Your Status

Students on F and J visas are admitted for “duration of status.” It is the Student’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](http://www.ice.gov/doclib/sevis/pdf/sevis_English_fs.pdf))

Therefore, it is the Student’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. Students. The manager serves the Seminary and Students by (1) keeping up-to-date on daily and weekly changes; (2) advising all of the aforementioned persons; and (3) advising international Students on how to get here and how to maintain good visa status. **Therefore, it is critical that international Students see and check with the manager before doing anything that might affect their visa status.**

### Requirement to Keep Your Passport Valid

A Student’s passport must be valid at all times. Because D.Min residencies are so short, it is essential to enter the US with a passport that will remain valid through the residency period. Renewal applications must be made with the Embassy or Consulate of the country issuing the passport.

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

Students are required to report any address change to Asbury Seminary within 10 days of the address change within the United States.

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

Students are required to pursue a full course of study during normal enrollment periods. Students 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, Students may leave Asbury Theological Seminary early or unexpectedly. Some of these reasons include graduation, leave of absence, suspension, expulsion or family emergencies. Students are required to inform the Manager of International Services if they plan to leave the Seminary, and the reason for doing so.

## Requirement to Abide by Employment Regulations

Visa regulations do not allow international Students to work off campus while attending classes. Please see the Manager of International Services for all questions regarding work within the United States.

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

If a Student decides to attend another school in the U.S. during the time of his or her residency period or within 30 days of the end date of the residency, 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. If you intend to transfer to another school, please consult with the Manager of International Services prior to your I-20 program end date!

## Requirement to Apply for an Extension of Program

In the unlikely event that the cohort's residency dates change, Students must apply for an extension of their program prior to the expiration date on their Form I-20 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 I-20 so the extension process can be completed before the expiration date on the Student's document. Students must follow the instructions found in the Manager's office.

## Requirement for Changing Your Academic Program or Degree Level

Students must obtain a new I-20 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) during the cohort visit or grace period which follows. The Students must receive a new I-20 from the Manager of International Services within 15 days of beginning the new program/degree level. Students must follow the instructions from the Manager.

## Requirement for Receiving Authorization to Travel

Students must notify the Manager of International Services prior to traveling outside the U.S. during the cohort visit so that the I-20 can be endorsed for travel or a new form can be issued, if required. Students and scholars must complete and submit a "Travel Request Form" at least five working days prior to the anticipated travel date, although Students are strongly encouraged to submit the form even earlier.

Travel letters are **not** needed for a Student's arrival to or departure from the United States to attend residential coursework.

## Requirement to Maintain Health Insurance

Students are required to maintain Student health insurance at or above the required levels for F-1 Students 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 Student individually with the financial certification information. Students must bring proof of health insurance coverage to the Manager of International Student Services to maintain their visa status.

## Local Dining (*Kentucky campus only*)

Note: Dozens of Lexington options are not listed due to space limitations.

\*=Multiple Locations

Wilmore	Nicholasville		Lexington
Zip Code: 40390	Zip Code: 40356		Zip Code: Various
<b>Marathon Gas Station “Cluckers”</b> 404 N. Lexington Ave.	<a href="#"><u>Applebee’s</u></a> 113 N. Plaza Dr.	<a href="#"><u>Fiesta Mexico</u></a> 801 S. Main St.	<a href="#"><u>Aqua Sushi</u></a> 3347 Tates Creek Rd
<a href="#"><u>Fitch’s IGA</u></a> 102 E. Main St.	<a href="#"><u>Arby’s</u></a> 902 S. Main St.	<b>Ichiban Buffet (Chinese)</b> 960 N. Main	<a href="#"><u>Chuy’s (Mexican)</u></a> 3841 Nicholasville Centre Dr.
<b>Great Wall Chinese Restaurant</b> 104 E. Main St.	<a href="#"><u>Big City Pizza</u></a> 114 Williams Rd.	<a href="#"><u>McDonalds*</u></a>	<a href="#"><u>Fayette Mall Area</u></a> (BurgerFi, Chick-fil-A, Moe’s, Olive Garden, PF Chang’s)
<a href="#"><u>Solomon’s Porch</u></a> 111 E. Main St.	<a href="#"><u>Bob Evans (Brannon Crossing)</u></a> 121 Marlene Dr.	<a href="#"><u>Papa John’s Pizza</u></a> 1027 N. Main St.	<a href="#"><u>Malone’s*</u></a> <b>(Fine Dining)</b>
<a href="#"><u>Subway</u></a> 100 E. Main St.	<a href="#"><u>Bruster’s Ice Cream</u></a> 111 N. Plaza Dr.	<a href="#"><u>Panera Bread</u></a> 101 Cynthia Dr.	<a href="#"><u>Masala Indian Cuisine</u></a> 3061 Fieldstone Way
	<a href="#"><u>Captain D’s Seafood</u></a> 189 Imperial Way	<a href="#"><u>Pizza Hut</u></a> 521 N. Main St.	<a href="#"><u>Qdoba*</u></a>
	<a href="#"><u>Cracker Barrel (Brannon Crossing)</u></a> 4089 Lexington Rd.	<a href="#"><u>Red Robin</u></a> 101 E. Brannon Rd.	<a href="#"><u>Ramsey’s Diner*</u></a> (Southern)
	<a href="#"><u>Culver’s</u></a> 961 N. Main St.	<a href="#"><u>Sonic Drive-In</u></a> 100 Village Parkway	<a href="#"><u>Starbucks Coffee*</u></a>

# Asbury Seminary Student Handbook

Students 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 this Doctor of Ministry Handbook. You are responsible for all information in the Asbury Theological Seminary Student Handbook, as well as the information in this handbook.

## Emergency Handbook

The Asbury Seminary Emergency Information Handbook is provided by the administration of Facilities and Security Department 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 staying 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

**How to start auto-forwarding.** Want to automatically forward your incoming Seminary email to another email address? Here's how:

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

**How to stop auto-forwarding.** Want to stop sending forwarding your Seminary email to another email address? Here's how:

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.

## Suggested Packing List

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

Regardless where your residency occurs, you might find the following helpful:

### For Class

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

### For Outdoor Learning Activities

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

### For Church Services

- ✓ 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

