Doctor of Ministry Handbook

School of Theology and Religious Studies
The Catholic University of America

Introduction

The Doctor of Ministry degree at The Catholic University of America (CUA) in the School of Theology and Religious Studies (STRS) offers advanced theological education and pastoral skills for experienced pastoral ministers. The program is designed for lay, religious, and ordained ministers, and it welcomes students from all Christian communities. In service to the New Evangelization and in continuity with Catholic tradition, it gives special attention to the interlocking ministries of catechesis, spiritual formation, and evangelization.

All students participate in a basic curriculum that serves as a foundation for enhanced pastoral ministry. In addition, they choose one of three areas of concentration according to their professional interests: Liturgical Catechesis, Spirituality, or Evangelization. Liturgical Catechesis concentrates on faith formation, deepening active participation in the liturgy, and the study of liturgical and catechetical documents and sacramental rites. Spirituality focuses on strengthening the spiritual life of others through a deeper engagement with the Christian spiritual tradition. Evangelization centers on proclaiming the Gospel to contemporary people and more effectively summoning others to share in the Church's mission to evangelize.

Learning is experienced through a combination of on-line education and a two-week summer residency at CUA over three consecutive summers. Upon completion of coursework, students prepare a ministerial project that makes a significant contribution to the development of pastoral ministry in their area of concentration. The degree is awarded after successful completion of the project, a written treatise, and a concluding oral presentation.

General Components of the Program

The Doctor of Ministry degree is comprised of four components: 10 three-credit courses, a ministry project related to the student's concentration, a treatise, and an oral presentation. Maintenance of a grade point average of at least a 3.0 for coursework is mandatory.

Coursework:

The Doctor of Ministry degree uses a Blended Learning Model for nine of its ten courses, taught over three consecutive summers (from approximately April 1 to July 15). Students normally take three courses each summer, two core courses and one concentration course. Students begin the summer semester online approximately eight weeks before the residency. It is followed by a two-week residency, usually the first two weeks of June, and concludes with four more weeks of online work.

One course is taught entirely online. This course, the Doctor of Ministry Seminar, is to be taken in the fall semester after students complete their second summer of coursework. This course enables students to prepare their project proposal and design the details of the project and is required for Candidacy.

Project:

Early in coursework, the student begins the process of identifying a significant ministerial problem or pressing pastoral issue in need of resolution or development that will become the basis for a project and treatise. The project and treatise will incorporate appropriate interdisciplinary resources and theologically and pastorally relevant methods for its resolution.

Once a student has completed the Doctor of Ministry Seminar and possesses 21 credits towards the degree, a student may apply for doctoral candidacy. Upon the receipt of candidacy, a project proposal is presented to the Doctor of Ministry Proposal Committee for approval. This is normally to be done before the completion of the third summer of coursework.

Upon approval of their project by the Dean of STRS, students complete the next phase of the program by implementing a project in ministry within their area of concentration in the specified period of time approved by the Institutional Review Board (details below).

Treatise:

A student writes a treatise of approximately 100-150 pages, excluding appendices and bibliography, presenting the pastoral issue explored in the project, the rationale for the project, the theological basis for the project, an evaluation of the project, what was learned from the project and what steps might be taken to continue the development of effective ministry in the area examined.

Oral Presentation:

Once the treatise is approved by the Project Director and Reader, the student makes an oral, on-campus presentation. The student has three years to complete the project and treatise and give the oral presentation within the specified time approved by the Dean (see details below). The Dean may grant an extension of up to one year with cause.

Leadership of the Program: Directors, Readers, Deans

Area Director

STRS is organized into Academic Areas. Three of these areas offer a D.Min. degree and have a faculty member who serves as the D.Min. Director: Pastoral Studies (Evangelization concentration), Catechetics (Liturgical Catechesis concentration), and Spirituality (Spiritual Formation). Applicants are encouraged to contact all three D.Min. Directors before beginning or completing the application process to learn about the degree and the areas of concentration.

Before acceptance into the D.Min. program, the applicant must declare an area of concentration on the application form. It is the Area Director of that concentration who reviews applications and admits the applicant to the degree program. The D.Min. Director of the student's concentration serves as the student's advisor while the student is in coursework.

Project Director

Once a student completes the D.Min. Seminar, is admitted to Candidacy, and has a draft of the D.Min. Project Proposal, the student and D.Min. Director discuss a Project Director (for details see below). The primary role of the Project Director is to guide and direct the student through the final draft of the D.Min. Project Proposal and the development of the D.Min. treatise. The Project Director is responsible for sending the final draft of the Project Proposal Packet (details below) to the Chair of the D.Min. Project Proposal Committee and attends the meeting at which the student's project is scheduled for discussion. Once a Project Director is designated and coursework is completed, the Project Director becomes the student's academic advisor for the remainder of the degree program.

Project Reader

The Project Director and student discuss and together identify a Project Reader whose primary role is to assist the student and Project Director in finalizing the D.Min. Project Proposal and developing a treatise. Together the Reader and Project Director determine an appropriate process for bringing the project and treatise to conclusion and serving the student in the process (see details below). In general, the Reader is to read and offer the student a critique on the work after consulting the Project Director. The Reader does not direct the student or independently ask or require the student to make revisions to the work without consulting the director.

Dean's Delegate

A Dean's Delegate is appointed by the Dean of STRS. This process is initiated once the Project Director and Reader determine the student is ready for the oral presentation of the project and treatise. The Dean's Delegate is to receive a copy of the final version of the treatise approximately one month before the scheduled presentation and is encouraged to read the document. The responsibilities of the Dean's Delegate include facilitating the Presentation and discussion following the Presentation and breaking a tie vote if a Project Director and Reader do not agree on the final vote about whether to pass a student and award the D.Min degree. The Dean's Delegate submits the required signed documents after the presentation to the STRS Staff. The Dean's Delegate does not sign the signature page of the Treatise.

Associate Dean for Seminary and Ministerial Studies

The Associate Dean for Seminary and Ministerial Studies serves the D.Min. program at various levels. The Associate Dean, on the recommendation of the given D.Min. Director, officially admits applicants to the D.Min program in the formal letters of admission, approves plans for prerequisite coursework, signs various forms required in the D.Min. program, and works with the STRS Staff and D.Min. Directors in the administration of the program.

Dean of the School of Theology and Religious Studies

The Dean of STRS is ultimately responsible for all degrees awarded through STRS. Some of the Dean's specific responsibilities in the D.Min. program are the formal approval of D.Min. Project Proposals, signing of the "Acceptance of D.Min. Treatise for Oral Presentation" form, and assigning a faculty member to serve as the "Dean's Delegate."

Requirements for Admission

1. Possession of the Master of Divinity degree or its educational equivalent of approximately 72 graduate level credits in the field of theology and its related fields (e.g., church history, canon law, pastoral counseling, spiritual direction, etc.) with a minimum cumulative average of 3.00.
2. A minimum of three years of full-time service in pastoral ministry or its equivalent (e.g., 6 years of half-time ministry, etc.)
3. There are no foreign language requirements although international students from non-English-speaking countries must have a minimum score of 92 (internet based) on the TOEFL or an overall band score of 6.5 or higher on the IELTS for the English language.
4. Women and men religious, priests, deacons and seminarians must submit a letter of endorsement from their bishop or ecclesiastical superior.
5. A completed and signed application form available through the Office of Graduate Admissions:
   (https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=cuagrad)
6. Completion of a 1000-2000 word statement of purpose briefly presenting a history of the applicant's academic, pastoral and vocational background, his/her purpose for undertaking doctoral studies in pastoral ministry and his/her ministerial goals as they relate to the intended concentration area.
7. Official transcripts from every post-secondary school in approved, sealed envelopes.
8. Three letters of recommendation, one of which testifies to the applicant's personal aptitude for, as well as interest in and motivation for, the field of theology and pastoral studies. The other two letters must specifically attest to the applicant's ability to complete doctoral studies.
9. Non-refundable application fee (see: http://admissions.cua.edu/graduate/apply/index.html)
10. Submission of a graduate level writing sample (e.g., term paper, thesis, etc.)
11. GREs are not required.

For International Students Applying to the D. Min. Program

Because this is a summers-only program, the Office of Graduate Admissions will issue the I-20 with the caveat that this is a summer-only program and that the student will be in the U.S. only during those periods when courses requiring residency are occurring (i.e., maximum length of

time: mid-March through the end of July; minimum length of time: two-week residency, typically the first two weeks of June). (see: http://international.cua.edu/immigrationbasics/index.cfm)

Extra time should be factored into the application process for those submitting transcripts from non-U.S. institutions as they require review for equivalency with U.S. academic programs. The application website for International students states that "all transcripts issued from outside the United States must be certified by a recognized evaluator of international educational records (such as WES or AACRAO), even if in the English language."

General Details:

General Overview:

A total of 30 credit hours (i.e., 10 courses) beyond the Master of Divinity or its equivalent and at least 2 additional semesters of doctoral project guidance are required. In some cases, a maximum of six credit hours may be transferred for doctoral coursework completed elsewhere. Continuous enrollment is required until graduation once the project has been approved in writing by the University.

Core Courses:

- Re-Proposing the Good News: The New Evangelization
- Caring Conversations for Effective Pastoral Ministry
- Theology of Pastoral Leadership
- Context for Evangelization and Catechesis: The Domestic Church
- Ministry in a Multicultural Church
- Word and Sacrament in Pastoral Ministry
- Doctor of Ministry Seminar

Concentration Courses:

In the application process students choose an area of concentration: Liturgical Catechesis, Evangelization, or Spirituality. Three courses are offered for each concentration:

- Liturgical Catechesis concentration courses:
  - Liturgical Catechesis (RCIA and Sacraments)
  - Liturgical Catechesis and the Liturgical Year
  - Liturgical and Catechetical Documents

- Evangelization concentration courses:
  - Evangelization and Spirituality
  - Mission of Evangelization in the Parish
  - Evangelizing in a Digital Age

- Spirituality concentration courses:

- Spirituality and the Workplace
- Methods for the Study and Teaching of Spirituality
- Spiritual Practices

Grade Point Average:

Students are expected to maintain a grade point average of at least 3.00 in their course work to be eligible for the Doctor of Ministry degree.

Human Subjects Training:

At the end of the Doctor of Ministry seminar, students complete the Human Subjects Training program (completely online). Once the University's Institutional Review Board (IRB) approves the project, a student has three years to complete the implementation of the project. The IRB approval has a specific date attached to it. Implementing a project after the IRB expiration date without permission of the IRB invalidates the project.

The deposit of the treatise must take place by the end of the semester specified in the IRB deadline. For example: an IRB deadline is on a specific month, day, and year, e.g. Feb. 8, 2018. The deadline for depositing the treatise comes at the end of that semester, i.e., the last day of classes, as specified in the letter from the Dean authorizing the project and treatise to proceed.

Continuous Registration Requirement:

Students must maintain continuous registration. Specifically, during course work, students must register for three summer courses each March and for the Doctor of Ministry Seminar in August prior to the fall semester in they will take it. After 30 credit hours of course work are completed, a student must register **EVERY Fall and Spring Semester** for Doctor of Ministry Project Guidance (TRS 996C) with their Project Director until the oral presentation is completed. When a student's continuous enrollment lapses, the student must formally apply for readmittance into the program. Readmittance is not automatic and is granted only for a compelling reason by the Associate Dean for Seminary and Ministerial Studies. An application fee is also required.

Registering for Courses:

To register for courses, the student must contact his or her Academic Area Director and ask that the Advisor Hold be released. The Area Director is then responsible for releasing the hold so the student may register. Registration for courses must be completed in Mid-March. Students will be sent the exact date of registration each year.   See: http://trs.cua.edu/calendar.cfm

Registering for Project Guidance (TRS 996C):

To register for project guidance, the Candidate must contact his or her Project Director and ask that the Advisor Hold be released. The Project Director is responsible for releasing the hold and

informing the STRS Staff that the student needs a permission code to register for D.Min. guidance. Both the lifting of the hold and the code for D.Min. guidance are necessary for the student to register. Registration must be completed by the date posted on the STRS website calendar, preferably by the Friday before the first week of classes, each fall and spring semester to maintain continuous enrollment. See: http://trs.cua.edu/calendar.cfm

THE PROJECT IN MINISTRY:

Developing the Project Proposal:

A project proposal draft is prepared during the Doctor of Ministry Seminar online course, which is taken during the fall semester after the student has completed at least 18 credit hours of course work. The purpose of this course is to prepare and guide students in developing a project proposal. This includes tools for constructing surveys/questionnaires, an evaluation instrument, and research tools necessary for the writing of a doctoral treatise.

Steps in Identifying a Project Topic:

Preliminary Work before the Doctor of Ministry Seminar: A Topic:

> Before the Doctor of Ministry Seminar course begins, students, in consultation with their Area Director, choose a topic related to a particular pastoral ministry context. The initial conversation around this issue should begin during the first summer residency. Before taking the Doctor of Ministry Seminar, the student will accumulate preliminary data relevant to a possible project.

Doctor of Ministry Seminar:

- **Literature Review:**
  The online Doctor of Ministry seminar course begins in the fall semester after the second summer with a literature review to ascertain what has already been accomplished on the topic in ministry and what is still needed. The literature reviewed is foundational in developing the Identification of an Issue in Ministry and Background Information components required for the Project Proposal.

- **Develop Research Questions:**
  To guide the research needed for the project and treatise, students develop research questions.

- Development of Project Proposal Bibliography:
  The Project Proposal must come with a two-page Bibliography (see Appendix #2). Students begin to compile the Project Bibliography in the Seminar course. The Treatise

Bibliography is to expand the Proposal Bibliography; both are to include significant primary and secondary sources on the project topic.

Outline of the Proposal Content (see Appendix #1):

- **Identification of an Issue in Ministry and Background Information:**

  The proposal begins with the identification of the ministry issue or topic and describes reasons for a topic becoming a pastoral ministry issue. It includes information on what Church documents and theologians say about the topic. The student then proposes a specific resolution that will be developed in a proposed project.

- **Design of the Project and Methodology:**

  A Doctor of Ministry project must be original in design and content. The project must involve multiple sessions (at least four) that provide solid data for an evaluation to determine its outcome. An adult learning model (andragogy) is one methodology to which spiritual and catechetical methods can be adapted. Students must determine a foundational method to be used in their project.

- **Purpose of the Project in Ministry:**

  A purpose statement is about the direction, values, and beliefs related to the topic. This statement is broader and deeper and less visible than goals. It articulates a fundamental human, ministerial, theological need. It addresses the reason for the project and gives meaning to the project

- **The Project Design, Implementation, Evaluation:**

  The Doctor of Ministry Project is designed as a process of multiple sessions (workshops, seminars, focus groups, etc.) and implemented in a pastoral ministry context. It is practical in its application and is designed to be adapted to various pastoral contexts. Research is thorough but not exhaustive in contrast to a Ph.D. dissertation. The result is an original project for a specific aspect of Pastoral Ministry: Liturgical Catechesis, Spirituality, or Evangelization.

  An evaluation of the project is intentional and thorough, using an evaluation instrument that is designed with the project goals, objectives, and expected outcomes in mind.

- **Contribution to Ministry:**

  This section of the proposal articulates the specific contribution the project intends to make to Pastoral Ministry (the difference it will make to Pastoral Ministry) and how the project is original or distinct from any other existing ministry practice or project.

Attached Documents to the Proposal Packet: (see Appendix #3)**:**

In addition to the two-page Project Proposal and two-page project Proposal Bibliography, the following documents must be included in the Proposal Packet. These are developed in draft form during the D.Min. Seminar course:

- **Goals, Objectives, and Expected Outcomes:**

  Students are to develop "Goals, Objectives and Expected Outcomes" for the project as a whole and for the individual sessions that make up the project. These goals, objectives and expected outcomes (1-2 pages) are to be attached to the proposal.

- **Surveys and Questionnaires:**

  Surveys and Questionnaires are important in collecting data and completing an evaluation of the project. The design of the project dictates how these will be used. Sometimes the study will require a pre-survey and post-survey comparative study. Others need only an evaluation instrument completed at the end of the project. The evaluation may take place either soon after the project or after several months have passed. Rushing through the evaluation is to be avoided, especially if the expected outcome of the project is that participants come to a change in attitude or behavior since forming or changing habits takes time.

- **Qualification and Submission Process for Surveys and Questionnaires:**

  As part of the D. Min. Seminar, students complete online the Protection of Human Subjects in Research training through the Sponsored Program website: http://sponsoredresearch.cua.edu/regulatoryinformation/index.cfm.

  Students are to include in the Proposal Packet the completed forms required by the Institutional Review Board. The forms are found at the bottom of the website: http://sponsoredresearch.cua.edu/Human-Subjects-Protection/index.cfm.

  IMPORTANT: Students do not submit the Protection of Human Subjects in Research documents to the Office of Sponsored Programs (OSP). Instead, these are submitted to the Project Director as part of the Proposal Packet that the Project Director submits to the D. Min. Proposal Committee chair (see Project Proposal Contents Appendix #3). Once the Proposal Packet is approved and the approval form signed, the STRS Staff sends the Proposal Packet to OSP for approval by the Institutional Review Board.

Petitioning for Candidacy:

Candidacy is a significant benchmark for the doctoral student. It signifies that the student has demonstrated superior capacity at the doctoral level in coursework, pastoral aptitude and writing skills. Faculty who have taught the student and the student's Area Director are involved in the decision concerning candidacy.

A student may apply for candidacy after completing 21 credit hours of doctoral level course work inclusive of the Doctor of Ministry Seminar. The student may not receive candidacy and deliver the oral presentation on the Doctor of Ministry Project during the same semester. The student must be registered for at least two semesters of Doctor of Ministry Project Guidance (TRS 996C) after completing course work.

- **Procedure for Applying for Candidacy:**

  Following the Doctor of Ministry Seminar, a student possessing at least 21 credit hours of completed course work with a 3.0 or higher GPA may request candidacy. It is recommended that the student begin this process as soon as possible after the student's seminar grade has been posted. The form for this request can be found on the STRS website in the link "Forms and Procedures." See: http://trs.cua.edu/res/docs/Forms-and-Procedures/candidacy/Admission-to-Candidacy-D.Min.pdf . The student is responsible for completing the form online, signing it, scanning it and sending it electronically to his or her Area Director. The decision of the academic area faculty (Catechetics, Pastoral Studies (for Evangelization), or Spirituality) to admit a student to candidacy will appear in the student's Cardinal Station under "Transcripts: unofficial." No formal letter will be sent to the student announcing admission to candidacy but the student will be notified by the Area Director when a decision has been made. If a student is not admitted to candidacy, the Area Director will so inform the student in an official letter.

Identifying a Project Director and Reader:

- **Project Director and Reader:**

  Students must have a Project Director and Reader. Project Directors and Readers are professors affiliated with CUA as full-time, part-time, or adjunct professors. Any professor not directly affiliated with the University or who holds the status of lecturer at the University must be approved by the STRS Dean for service as Reader. The Area Director is responsible for initiating this process.

- **Procedures for Obtaining a Project Director and Reader:**

  An initial discussion between the student and the Area Director to explore project topics should occur during the first summer of coursework. These discussions, while informal, should continue regularly through the second summer of coursework. Before the student begins the Doctor of Ministry Seminar, the student's Area Director should ordinarily give informal approval of the project topic during the residency before the Seminar course.

  Once a student has concluded the Doctor of Ministry Seminar, the student is to contact the Area Director to discuss the project proposal draft and a possible Project Director. At this time the Area Director is to give "informal" approval to the project or request major revisions before allowing it to be sent to a Project Director. The student may not work with a Project Director until the Area Director agrees that the topic and design are generally acceptable. Detail of the project design and implementation will then be worked out with the Project Director.

A student may suggest names of professors to serve as Project Director but may not officially contact a prospective Project Director without the prior consent of the Area Director.

The Project Director, if someone different from the Area Director, becomes the student's academic advisor once all coursework is completed. The Area Director is responsible for notifying the STRS office with the student's change of advisor and request an update be made in Cardinal Station with this information.

The student is to contact the professor or professors suggested by the Area Director (independently and successively) to discuss the project and ask the professor to serve as the Project Director. The Area Director is responsible for working with the student until a Project Director is secured. Once a professor agrees to serve as the Project Director, the student and Project Director discuss professors who might serve as Reader. It is the student's responsibility to approach the suggested professor or professors and request their service as Reader. The Project Director and student work together until a Reader is secured. As a courtesy, the student is to notify the Area Director of the person who will serve as the Reader.

When students contact professors to serve as either Project Director or Reader, they are to present the professors with a draft of the proposal, including the Goals, Objectives, and Expected Outcomes, and drafts of questionnaires/surveys. Also, the student is to give the professors a general timeline for implementing and presenting the completed project.

The project proposal draft is to be reviewed first by the Project Director. After the Project Director is satisfied with the proposal, the student, with the Project Director's knowledge, is to present the proposal to the Reader. Once both the Project Director and Reader approve a "final draft" of the proposal, the Project Director is to submit the "Project Proposal Packet" (see Appendix #3) to the Chair of the Doctor of Ministry Project Proposal Committee for evaluation and approval.

Submitting the Proposal to the Doctor of Ministry Project Proposal Committee:

- **Overview:**

  Once the Project Director and Reader have approved the Proposal Packet, the Project Director is responsible for submitting the Proposal Packet (see Appendix #3) to the Chair of the Doctor of Ministry Project Proposal Committee. The Chair of the Committee must send the packet to the committee members at least one week (7 days) before the Committee meeting at which it will be discussed. Meeting dates of the Committee are posted on the STRS calendar. The Project Director's presence at the meeting is important and strongly encouraged. When it is not possible for the Project Director to be present, the Chair of the Committee will communicate the Committee's decision to the Project Director who is then responsible for notifying the student and Reader of the Committee's decision. A project may be re-submitted to the Committee up to three times. If the student proves unable to develop a proposal that is well-articulated, clearly organized, and appropriate for a doctoral degree the student may not proceed with the degree.

- **Proposal Packet Contents:**

  After the Project Director and Reader approve the Proposal Packet, the Project Director is to send it to the Chair of the Doctor of Ministry Project Proposal Committee. The contents of the packet are to be in one file in the following order:

  - Two-page Proposal
  - Two-page Bibliography
  - One-to-two Pages of Goals, Objectives, and Expected Outcomes for the Project
  - Surveys/Questionnaires to be used
  - Evaluation Instrument
  - Human Subjects Completion of Training form
  - Exemption Certificate
  - Justification for Exemption
  - D.Min. Topic Approval Form (see http://trs.cua.edu/res/docs/DMin-Topic-Approval-Form1.pdf

- **Procedure for Project Proposal Approval**

  Once a proposal is approved by the STRS Doctor of Ministry Proposal Committee, it is sent to the Associate Dean for Seminary and Ministerial Programs for approval. Once the Associate Dean signs the approval form it is sent to the Dean of STRS who must also sign the form. The STRS Staff then sends the Proposal Packet to the Office of Sponsored Programs for the Institutional Review Board's approval for implementing a project that includes human subjects. Once the IRB approval is granted the Office of Sponsored Programs and Research Services returns the Proposal Packet to STRS for processing.

After each of the above persons/boards have signed the approval form, a formal letter from the Dean of STRS will be sent to the student, the Project Director, the Area Director, and the STRS office. The above process can take 4-6 weeks. No project may be implemented until the formal letter has been received.

- **Proposal Approval Goal:**
  The project proposal must be approved within two years from the date upon which the student is awarded doctoral candidacy.

- **Registering for Project Guidance (TRS 996C):**
  The Candidate is required to register for project guidance beginning the semester after the completion of coursework. To register for project guidance, the Candidate must contact his or her Project Director and ask that the Advisor Hold be released. Registration for the fall semester begins mid-March; for the spring semester it begins at the beginning of November (See Cardinal Station for specific dates). Registration must be completed by the end of the first week of **EACH** fall and spring semester the Candidate is in project guidance to maintain continuous enrollment.

THE TREATISE

Project Director, Reader, and Student Relationship:

The Project Director is responsible for <u>directing</u> a student to a successful completion of a project and treatise. The Reader is to <u>assist</u> in this process, primarily in regard to the writing of the treatise. The Reader does not direct the student; rather, the Reader offers a constructive critique and requests edits to the treatise, as needed.

Once a Project Director and Reader are identified, the two are to agree on specific procedures for directing and assisting the student in completing the project and treatise. The issues that must be agreed upon include, but are not limited to, the following: when the Reader will review the student's work (after each chapter or after the entire treatise is in final draft form), how the Reader's critique will be communicated to the student (directly to the student, through the Project Director). After the procedure is agreed upon, the Project Director is responsible for putting the procedure into writing and giving a copy to the Reader and the student.

When a Reader has concerns about or requests to edit the treatise, the Reader is to communicate these to both the student and the Project Director before the student makes any changes to the treatise. When disagreements about edits to the treatise arise between Director and Reader or Reader and student, it is the responsibility of the Project Director to discuss this with the Reader and then direct the student on what must be edited and how.

All e-mail communications between the student and Reader that concern the treatise are to include the Project Director.   Once the treatise is completed and both Project Director and Reader approve a final draft, the Project Director prepares the form "Acceptance of Doctor of Ministry Treatise for Oral Presentation," and is responsible for getting the signatures of both the Reader and the student's Academic Area Director. Once the form has received these signatures, the Project Director submits the form to the STRS Staff to begin the process of securing a Dean's Delegate and scheduling the presentation (see, The Oral Presentation section below for more details).

General Information:

The treatise is written more for experienced pastoral ministers than for theological scholars. It is to contain solid theological background on the project topic and articulate the design of the project, its implementation, and an evaluation and interpretation of the evaluation.

The treatise, between 100-150 pages, is to include at least three major sections: theological and ministerial research on the project topic, the project design and implementation, and the evaluation of the project. In addition, the treatise is to come with appendices with surveys/questionnaires, evaluation instruments, PowerPoints used in presentations, hand-outs, etc. and an extensive bibliography on the topic rather than a "Works Cited" section. Appendices and the bibliography do not constitute part of the 100-150 pages of text.

The following components make up the treatise:

- Title page
- Abstract
- Table of Contents
- General Introduction/Chapter One
- Background chapter(s) that articulate the research on the theological, biblical, cultural, historical foundation for the project topic
- Chapter on the design and implementation of the project
- Chapter on the evaluation of the project
- Chapter on the general Conclusions
- Appendices on the details of the project, instruments used, hand-outs, etc.
- Bibliography of the sources used and related sources

The treatise is to demonstrate that the student has attained a level of competence in researching, designing, implementing, and evaluating a project as well as an ability to integrate theoretical and experiential knowledge.

- **Project and Treatise Completion Goal:**
  The project must be completed before the deadline imposed by the University's Institutional Review Board (IRB), three years from the date of the authorization letter from the IRB and specified in the official approval letter from the Dean of STRS.

THE ORAL PRESENTATION:

Approval for the Oral Presentation:

Once the Project Director and Reader agree that the treatise is in a final draft form, the process for approval for the oral presentation may begin.

A final-draft is considered one in which the Project Director and Reader agree to the following:

- No major changes are required to the content of the treatise
- The text is written at a level that is acceptable for graduate work
- The text is structurally and grammatically correct
- The text, citations and bibliography are formatted according to the *Chicago Manual of Style*

Upon approval of the final draft version of the treatise and at least two months before a proposed oral presentation date, the Project Director and Reader complete the "Acceptance of D. Min. Treatise for Oral Presentation" form and the Project Director submits it to the STRS Staff for processing and scheduling.

It is the responsibility of the STRS Staff to locate a room with appropriate technology and of sufficient size for the presentation. Before the room is scheduled, the Candidate is responsible for notifying the STRS Staff of the approximate number of guests expected to attend the presentation.

Only upon the scheduling of the day and time of the oral presentation should a Candidate finalize travel plans.

Appointment of the Dean's Delegate:

The STRS Staff sends the signed "Acceptance of D. Min. Treatise for Oral Presentation" form to the Dean for his signature and requests that the Dean appoint someone to serve as his delegate for the presentation.

The Dean consults, if he wishes to do so, with the Project Director and the Area Director for their suggestions about who might serve as his delegate.

The Dean appoints a Delegate and notifies the STRS Staff as well as the Project Director who in turn notifies the Reader and the Candidate.

Approximately six weeks before the presentation date, the Candidate submits three final draft paper copies of the treatise to the STRS Staff. The STRS Staff distributes the treatise copies to the Project Director, Reader, and Dean's Delegate.

At the oral presentation, the Dean's Delegate facilitates and fully participates in the presentation procedures but votes only to break a tie regarding the approval of the presentation. The Dean's

Delegate may offer final requests for editing, minor changes, etc. to the treatise after the presentation which, with the consent of the Project Director, must be incorporated into the final version prior to its being deposited with the University.

The Presentation:

A Candidate must give a presentation on the project after the treatise is completed and approved by the Project Director and the Reader. The Candidate is to prepare and present the project in a formal, public presentation addressed in first place to the Project Director, Reader, and Dean's Delegate. The presentation is open to the public and the student is welcome to invite family, friends, and project participants.

The presentation is approximately one hour in length: a 20 minute presentation and a 40 minute discussion on the project and presentation. The Project Director, Reader and Dean's Delegate's presence are required. They are the only ones permitted to engage the Candidate during the presentation. Once the Project Director, Reader and Dean's Delegate are satisfied with the presentation and discussion and time remains, others present may be invited to participate in the discussion. It is the responsibility of the Dean's Delegate to make this determination and draw the discussion to a conclusion.

The first portion of the presentation consists of the following: (20 minutes)

- Brief Introduction of the Pastoral Issue and Choice of Project (5 minutes)
- General Synopsis of the Project (15 minutes)

The second portion of the presentation consists of the following: (40 minutes)
- Discussion around what was learned from the project and future trends
- Questions and answers around the project and treatise

The first portion of the presentation will normally incorporate technology. The Candidate consults with the Project Director for assistance with this if necessary. If the Project Director is unable to assist with this, the Candidate may approach the Area Director.

At the conclusion of the oral presentation, the Dean's Delegate invites all but the Project Director, Reader and Dean's Delegate to leave the presentation room. The Director, Reader and Delegate assess the oral presentation itself and offer any final words regarding the treatise. At this time the process should be determined for the Project Director to handle any remaining revisions needed to the treatise. At the conclusion of the discussion, the Dean's Delegate asks the Project Director to formally vote to pass or not pass the Candidate. Then the Dean's Delegate invites the Reader to vote. Only if there is a tie vote is the Delegate to vote.

The Project Director conveys the outcome of the vote to the Candidate. A reception follows during which the Associate Dean for Seminary and Ministerial Studies (or a delegate) presents the Diploma Card to the new Doctor.

It is the responsibility of the STRS Staff to provide the Dean's Delegate with the forms that must be signed after the Presentation. It is the Dean Delegate's responsibility to secure the appropriate signatures, notify the STRS Staff that the Presentation has concluded, and return the signed forms to the STRS Staff.

- **Oral Presentation Completion Goal:**

    The Oral Presentation is scheduled approximately six weeks after the final draft of the Treatise is approved by the Project Director and Reader. The completion of the Oral Presentation is expected to take place within three years after the Candidate receives official written approval of the project from the Dean of STRS.

PREPARING THE OFFICIAL COPY OF THE TREATISE FOR DEPOSIT:

The following is an edited version of the official *Doctoral Dissertation Handbook* available from the Office of Graduate Studies and is used with permission.

Procedures for Doctoral Student Manuscripts from the Office of Graduate Studies

All doctoral degree Candidates who are required to submit a formal, written paper are required to submit the final, approved manuscript to the Administrator in the Office of the Vice Provost and Dean of Graduate Studies prior to graduation. The Office of Graduate Studies is responsible for processing the document for final deposit resulting in the required publication of your treatise.

Because your treatise is an important University document, both academically and for you personally, you must exercise utmost care in the preparation of the final manuscript for submission. In order to ensure that the treatise manuscripts from The Catholic University of America reflect the importance we place on them, we require that you follow strict formatting and submission guidelines. By following them, you can be assured of encountering no problems in the publication process with the CUA contracted publishing company, ProQuest.

Since you are ultimately and personally responsible for following the guidelines and instructions in the *Doctor of Ministry Handbook*, you are required to read it completely and carefully. We encourage Faculty and Staff to familiarize themselves with the contents of the handbook, since they are often asked to advise students in the preparation of the manuscripts.

Writing Your Treatise

Style:

Please note: The guidelines regarding format and style outlined in this handbook are requirements of the University and supersede any instructions that may be given in the various style manuals or in any other publications. For any items not specifically addressed in this handbook, you should consult your Project Director.

As stated in the University's Graduate Announcements "the [treatise] must follow the approved format, which conforms to the norms of *The Chicago Manual of Style* [Chicago: The University of Chicago Press, current edition] (hereafter *The Chicago Manual*) ... with whatever adaptations are appropriate for the Candidate's discipline." You may find helpful Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: The University of Chicago Press, current edition), which is an interpretation of *The Chicago Manual* specifically addressing the preparation of academic papers that will remain in typescript form.

Since these guides are periodically revised and updated, please be sure to consult the most current edition of any manual used.

Copyright

The Office of General Counsel of The Catholic University of America has prepared an information sheet on the issues involved in the copyright of your treatise and registering your copyright with the Library of Congress. It is important that you read this document prior to making the decision whether or not to register your copyright with the Copyright Office of the Library of Congress.

You can also access extensive information on your copyright at the website of the Office of General Counsel (http://counsel.cua.edu/copyright) and of ProQuest (http://www.umi.com/products_umi/Treatises/copyright).

The Elements of Your Treatise:

Preliminary Pages:

- **Title Page:**

  The Title of the Treatise:

  Your title must be exactly the same one as submitted on your Doctor of Ministry Project Proposal. If you have made any changes to the title, you must submit a Request for Change in Doctoral Treatise Title for approval prior to your deposit date.

  The title page must follow exactly the formatting examples given in Appendices #3 and #4. This is not the place for any creative efforts — special fonts, spacing, sizing,

boldface or italic type, etc. Do not place the title in all caps. ProQuest requires that you use word substitutes for formulas, symbols, superscripts, Greek letter, or other non-alphabetical symbols in the title.

Your Name:

You must use your "name of record" on the title page. This is your official name, as recorded by the Office of Enrollment Services. If this name uses titles or suffixes, include them. However, you may not include job titles or organizational affiliations (your diocese, your military unit, your employer, etc.). Although you may have been sponsored and supported in your studies, your treatise is your own work, for which you are solely responsible. You may recognize sponsors in an acknowledgement or dedication.

The Copyright Symbol ©:

Copyright privileges vest with you as author immediately upon creation of your treatise, whether or not you include the © symbol on your title page, and whether or not you register your copyright with the U.S. Copyright Office in the Library of Congress. You must decide whether to place the © symbol on your title page.

The Date:

The date on the title page of your treatise is the year (no day or month) in which your treatise will be published. This is also the year in which you graduate and your copyright takes effect.

- **Abstract:**

You are required to write an abstract of your treatise. The abstract must be written in English, even if your treatise is written in a foreign language. It should contain no special characters or any text written in a non-Roman alphabet. The text of the abstract should be double-spaced.

The abstract should provide a concise summary of the following information:

- A statement of the problem
- A description of the research procedure or method
- An explanation of the results of the research
- A summary of your conclusions

Since the abstract is an important summary of your work and is the basis upon which scholars may decide to read the entire treatise, you should exercise great care in preparing the text. Remember, when placing your name of record at the top of the abstract, to include the abbreviation of the degree you will receive upon graduating immediately after your name.

ProQuest does not place a word limit on the abstract, as that constrains the student's ability to describe their research in a section that is accessible to search engines, and therefore would limit potential exposure of the work. However, ProQuest does publish print indexes that include citations and abstracts of the treatises it publishes. These print indexes require limits of 350 words for doctoral treatises. Additionally, ProQuest print indexes allow only text to be included in the abstract. In the editorial process for printing doctoral treatises, ProQuest will truncate the abstract if it exceeds the 350 word limit and will remove any non-text content. Therefore, you may wish to limit the length of the abstract to 350 words if this concerns you.

The abstract as you submit it, no matter the word count, will NOT be altered in your published manuscript.

Students often use the same text for both their abstract and for publication in the treatise brochure published by their school prior to the Oral Presentation.

Place the abstract directly behind the title page, but do not number it (see Pagination details below).

- **Signature (Approval) Page:**

  Your treatise must have an approval page signed by your Project Director, Reader and Dean's Delegate. You are responsible for typing this page and obtaining the necessary signatures at the end of an approved Oral Presentation (see http://trs.cua.edu/res/docs/academic/Oral-Presentation-Acceptance-Form-03-19-14.pdf). Manuscripts that do not include an approval page, signed by all treatise Committee Members, cannot be accepted for deposit. Signature substitutions are unacceptable (i.e., a Dean or an Area Director may not sign for a Committee Member).

  You should prepare the signature page, following the formatting guidelines in Appendix #6, print it out on the acid-free paper and take it with you to your Oral Presentation, when all of your Committee Members will be present. If there are no major changes to be made to your treatise, your Project Director, Reader, and Dean's Delegate should sign the signature page at that point. Although the Committee, following your presentation, may ask you to make minor corrections to your treatise, this usually does not prevent Committee Members from signing the treatise approval page. If this is not possible, please make arrangements to get the signature page to all members of your committee for completion.

  Number the signature page at the bottom center of the page with the lower-case Roman numeral "ii" (see Pagination details below).

Optional Preliminary Pages:

You may include a dedication, an epigraph, a list of illustrations, a list of tables, a list of abbreviations (these may alternately appear in the end matter), a foreword, a preface, or

acknowledgements in the front matter of your treatise. Please refer to the Pagination section of this handbook for information on the order of appearance and pagination of these optional preliminaries.

Body of Text:

- **Introduction:**

  Chapter One is an introduction to the treatise and is paginated as page 1.

- **Chapters:**

  In addition to the introductory chapter the treatise must include a chapter on the theological foundation for the project. Another chapter describes the project design and implementation of the project. Additional chapters are to describe and report the evaluation of the project and conclusions drawn from the implementation and evaluation.

- **Notes/Footnotes:**

  Footnotes rather than end notes are to be used. Footnotes are to be in the same font as the body of the treatise, however, the font for footnotes is to be set at 10 point. Computers do not automatically format properly even if the *Chicago Manual of Style* format is selected on a computer. Be sure to correct the format manually, if necessary.

  Generally, you should number footnotes consecutively throughout the entire paper. However, if there are more than 100 footnotes, number them consecutively by chapter.

- **Illustrative Materials:**

  Illustrative materials include photographs, charts, graphs, tables, prints, maps, reproductions, renderings, hand-drawn items, etc. Since these items will be filmed and reduced in size when reproduced, you should select only the highest quality items.

  Color

  You may include color items in your original manuscript.

  Placement within Manuscript

  You may include illustrative materials either in the body of the text or in the appendix. If included in the text, the materials should be inserted as close as possible to their first reference in the text. The explanation should precede the item. If you include the materials in an appendix, the explanation should also precede the item.

  Placement on Page

  Smaller items such as photographs or other reproductions that are glued onto pages

should be staggered in alternating locations on the pages throughout the text: one at the top of a page, the other at the bottom of another page; one to the left, one to the right. The items must be placed within the specified margins for the manuscript. See the examples of placement options in the *Doctoral Dissertation Handbook*, page 16. http://graduatestudies.cua.edu/res/docs/DissertationHandbook.pdf

Alignment of Page Numbers

Whether or not the illustrative material is placed in the manuscript in portrait or landscape format, the pagination should follow the alignment rules established for the rest of the manuscript. Please refer to the section on pagination in the *Doctoral Dissertation Handbook*, page 15. http://graduatestudies.cua.edu/res/docs/DissertationHandbook.pdf

Charts and Graphs

When designing your charts and graphs, keep in mind that when they are reproduced from the microfilm, they will be reduced in size. The charts and graphs may be in color.

Photographs

The inclusion of photographs in your manuscript is discouraged, because these do not film or reproduce well. If you do include photographs, they must be of excellent quality. If in color, they should have been produced using a color process producing sharp images and brilliant and long- lasting color (for example, using glossy rather than pearl backing).

Over-Sized Items

If possible, reduce over-sized items to 8.5 x 11 inch page size, making the copies as clear and precise as possible.

Reproductions

Use only excellent quality reproductions, if possible in black and white. Remember, the item will lose definition in the filming and reducing process, easily becoming illegible, and colors may fade with age.

Hand-Drawn Items

If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, render these elements as carefully, clearly, and neatly as possible.

End Matter:

- **Optional End Matter:**

  Optional end matter may include an appendix or appendices, a glossary, a list of abbreviations (which may also appear with the preliminary pages) and addenda (non-text items such as CDs, etc.).

- **Letters of Permission:**

  In the event you are including in your manuscript material that does not fall in the "fair use" category, you must request permission from the holder of the copyright to include the materials. For information on "fair use" and an example of a letter requesting permission to use the material, see the Web site of the Office of General Counsel (http://counsel.cua.edu/copyright).

  If you have requested permission from other authors or publishers to use material in your treatise, you should include the letters of permission in your manuscript. Place such letters, separately labeled in an appendix, at the rear of the manuscript.

- **Packaging Addenda:**

  Where appropriate, addenda should be placed in pockets designed for that type of material. Label the pockets clearly with the title of the treatise, your name, a description of the contents of the pocket, and instructions for the use of the contents.

  List the addenda, in the order of inclusion but unnumbered, in the Table of Contents.

- **Bibliography:**

  Bibliography is to follow *Chicago Manual of Style* formatting in the same font and font point as the body of the treatise. Computers do not always format correctly. Be sure to program your computer to the *Chicago Manual of Style's* official format.

Preparing Your Manuscript:

- **Computer:**

  The use of computers from the very earliest stages of writing is a virtual necessity for doctoral treatises. By using modern word processing programs (e. g., MS Word), it is possible to make corrections, edit, check grammar and spelling, place footnotes, and define formatting.

  Although the grammar and spell-check features of a word processing program are helpful, do not rely upon them completely. The program cannot recognize your specific use of a word, and will not necessarily pick up on such things as comma rules for independent and dependent clauses, or the difference between "forth" and

"fourth."

In the end, you alone must carefully edit and correct the final version of your manuscript.

- **Typeface:**

The following standard printing fonts are acceptable: Times New Roman, Garamond, Palatino Linotype, or Century Schoolbook. The text of the manuscript should be printed with a 12-point font size. Footnotes are to be set in the same font but with a 10-point font size.

Avoid typefaces smaller than these, or special typefaces that print in script or in any other nonstandard mode. It is permissible to mix typefaces and fonts to give the finished product a professional appearance, for example using bold typeface or a larger font in titles. It is important, however, that your style elements be consistent throughout the manuscript.

Use either underlining or italics to emphasize text. Do not use bold typeface for emphasis, since such typeface may not be clearly discernible on microfilm or reprints from microfilm. Because to a typesetter underlining is a symbol to put the underlined text in italics, do not mix underlining and italics for emphasis — one system should be used consistently throughout the paper.

You may use proportional spacing, as well as right-margin justification, as long as you use hyphenation appropriately. Control carefully for orphan and widow lines. An orphan line is the first line of a paragraph that is the last line on a page. A widow line is the last line of a paragraph that is the first line on the next page. These sometimes look awkward because the bulk of the paragraph is on another page.

- **Paper Alignment:**

The text should appear on the paper so that the left-hand margin of the text runs along the 11-inch length of the paper and 8.5 inches represents the width of the top and bottom of the paper. The long left-hand edge is the binding edge. Exceptions may be made for charts, graphs, drawings, etc. However, pages must always be paginated with 11 inches representing the length and 8.5 inches representing the width, regardless of the placement of charts, graphs, or drawings.

- **Margins:**

All margins must be one inch wide. Page numbers are considered text and should not fall within the one-inch margins. There must be at least a clear one-inch space between the edge of the paper and the edge of the page numbers. A common error made in creating bottom and top margins is not adjusting the header and footer of the page. To do so, look under File-Page Setup and change the header and footer from the default of 0.5 inch to 1 inch to be sure you have the required one-inch margins both at the top and

bottom of the page. When the manuscript is bound, the paper must be trimmed, occasionally more than once. The one-inch margin is necessary to ensure that the page numbers will not be lost in case of successive cuts.

- **Line Spacing:**

  Double-space the text uniformly throughout the manuscript, with the exception of footnotes, quotations, etc. Refer to Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* or to your discipline's style manual for proper spacing instructions.

- **Pagination:**

  Every page of the manuscript following the title page, with the exception of the abstract, must carry a number. Preliminary pages should be numbered in lower case Roman numerals. The text should be numbered in Arabic numerals, which continue consecutively throughout the remainder of the paper, including end matter.

  Do not accompany page numbers with any other symbols. For example, the following methods are not acceptable: "Page 1," "Page One," "p. 1," "-1-," etc. Also, pages may not be supplemented, for example, 7a, 7b, 7c.

- **Page Number Placement**

  All preliminary page numbers should be centered at the bottom of the page. Additionally, all end matter, that is every page after the main text, including appendices and bibliography, should be paginated at center bottom throughout.

  All text page numbers can either be centered at the top of the page, or appear in the upper right-hand corner, with the exception of those pages carrying a major heading, such as the first page of a chapter, in which case the number should be centered at the bottom of the page. In order for chapter/major heading pages to be paginated at center bottom (while the remainder of the chapter is paginated at right or center top) remember to create these pages as their own documents. Even if charts, illustrative materials, etc., are inserted in the manuscript in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format.

  On rare occasions, it will not be possible to place a page number on an illustration, photograph, or other special insert. Consider that page to have the next consecutive number, continuing the sequence on the following page. Please see the page number placement table on page 15 in the *Doctoral Dissertation Handbook*. http://graduatestudies.cua.edu/res/docs/DissertationHandbook.pdf

DEPOSIT OF THE FINAL MANUSCRIPT:

After you have successfully completed your Oral Presentation, you must submit your final treatise manuscript **online** through ProQuest. The Administrator of the Office of the Vice Provost and Dean of Graduate Studies may approve manuscripts at any time throughout the calendar year. The deadlines for deposit published in the Academic Calendar specify the latest date upon which a treatise may be deposited in order for you to be able to graduate on the next graduation date.

In order to ensure that the deposit of your treatise goes smoothly, you must set up a preview of your manuscript **PRIOR TO** your Oral Presentation. The preview is done **online** using an electronic PDF of your complete Treatise. The Administrator will give you directions for the formatting of your manuscript. The preview allows time for you to make those changes. Past experience has shown that this works very well in relieving anxiety over the final deposit.

Prior to your final deposit appointment, it will be your responsibility to make any changes to your manuscript required by your Treatise Committee and to obtain the signatures of the Project Director, Reader, and Dean's Delegate on the signature page. Your Project Director and Dean must also sign the *Permission to Publish* form, available online and from the Administrator of the Office of the Vice Provost and Dean of Graduate Studies. Many Candidates find it helpful to bring this form, along with the signature page, to their Oral Presentation, where all committee members are present.

You are required to submit your treatise **online** through ProQuest at http://www.etdadmin.com/cua 48 hours prior to your deposit appointment. This step is only completed once you have made the necessary changes to your final treatise. You will be required to set up an account with ProQuest, convert your Treatise to PDF format, pay your ProQuest fees, and submit your treatise.

Students have the opportunity to complete the treatise process in person or through the mail. If depositing in person, you must bring all the required documents at the time of your deposit appointment with the Administrator, who will review your online submission with you, determine if it is ready for the final deposit, submit to ProQuest, and issue you a deposit receipt indicating a completion of the treatise deposit process. A copy of your deposit receipt will be submitted to the Dean of your school. If you have met all other requirements for the doctoral degree, your Dean will place your name on the graduation list submitted to the Academic Senate for final approval.

Your deposit may be denied by the Administrator if it does not meet all the requirements. It is to your advantage to make your deposit appointment as far in advance of the deadline as possible to allow time for the Administrator to review your online submission and accept your manuscript. The deadlines for final online submission for Administrator review cannot be extended.

Please note that individual schools may require you to submit your final treatise manuscript to your Treatise Committee by a deadline earlier than the final University deposit date listed in

the Academic Calendar. Please consult with your school Dean's office concerning your school's requirements for submission.

- **Submitting Your Manuscript to the Office of Graduate Studies:**

  On page 18 of the *Doctoral Dissertation Handbook*, you will find a *Doctoral Dissertation Deposit Checklist* outlining the steps to follow in preparing to submit the manuscript online to ProQuest and listing the documentation and fees you must submit before the Administrator can accept your submission. Please note that the Administrator cannot accept for submission any manuscript if the necessary fees and documentation have not been turned in to the Office of the Vice Provost and Dean of Graduate Studies. Please do not expect the Administrator to obtain any necessary signatures or complete any required documentation on your behalf.

- **Personal Bound Copies of the Manuscript:**

  The University does not provide personal binding services for students. You may opt to purchase hard- or soft-cover copies from ProQuest. Or you may order bound copies from a commercial bindery. Information on this option is available from the Administrator.

- **After Deposit:**

  Once the Administrator of the Office of the Vice Provost and Dean of Graduate Studies has accepted the **online** submission of your treatise, a receipt will be issued. A copy of this receipt will be sent to the Dean of your school as proof of deposit, a prerequisite to graduation from your program.

  If you will be attending the May graduation ceremonies, you will receive your diploma at that time. If you are graduating in October or January and require certification of your degree before May, you may request a transcript from the Office of Enrollment Services. The request, in writing, must include the following information:

  - Full name
  - Address
  - Date of birth
  - School
  - Department (where applicable)
  - Dates of attendance

  Until your treatise has been fully processed, please keep the Administrator informed of any change of address. Should any problems arise during the processing, the Administrator of the Office of the Vice Provost and Dean of Graduate Studies will then be able to keep in touch with you. Remember to keep the Office of Alumni Affairs informed also about any further address changes.

If you publish your treatise with a publisher other than ProQuest after receiving your degree, you are expected to acknowledge in the publication that the paper was originally submitted in partial fulfillment of requirements for a doctoral degree awarded by the Catholic University of America. Doctoral Candidates should note that ProQuest retains the exclusive right to reproduce and distribute treatises in and from microform. ProQuest retains the non-exclusive right to reproduce and distribute treatises in and from an electronic format. These rights do not prevent you as author from granting other publishing rights as you may choose.

- **What Happens to Your Treatise after Deposit:**

  The Administrator of the Office of the Vice Provost and Dean of Graduate Studies will approve and submit your treatise to ProQuest/UMI. It usually takes ProQuest/UMI two to three months to microfilm the treatise and post the treatise information on their website. Once ProQuest/UMI has filmed your treatise, they will send a copy of the microfilm to the Office of Graduate Studies. The Administrator sends the microfilm to the American Catholic History Research Center and University Archives for storage.

- **CUA'S Open Access Policy:**

  If you sign the *ETD@CUA Submission Copyright Statement*, an electronic copy of your treatise will be deposited into ETD@CUA at Digital Scholarship@CUA (online at http://aladinrc.wrlc.org/dspace/handle/1961/62) according to your direction on the statement. It then becomes available for viewing and printing by the public. Please know that it may take several weeks to process your treatise in ETD@CUA.

  Should you have any further questions, please visit the Office of the Vice Provost and Dean of Graduate Studies or call the Administrator there at 202-319-5247.

GRADUATION:

All Candidates for graduation must file a diploma card in their school Dean's Office by the deadline stated in the Final Class Schedule for the semester in which they plan to graduate. You should indicate at that time whether you plan to participate in the May commencement exercises.

You may go to http://commencement.cua.edu/apply-for-graduation.cfm#diploma to register for graduation.

APPENDIX #1

DOCTOR OF MINISTRY PROPOSAL
The Catholic University of America
Washington, DC

TITLE:

CANDIDATE: (Name and Master Degree)

DIRECTOR: (Name without titles and Doctoral Degree)

READER: (Name without titles and Doctoral Degree)

Identification of an Issue in Ministry and Background Information

1. Identify and describe the ministry issue to be addressed in the project (be descriptive)
   a. What is the issue
   b. Why is it an issue
2. What is the background for the issue developing
   a. Give some historical context for the issue: what is the reality and why is it no longer feasible?
   b. What do Church documents say about the issue?
   c. What are theologians and practitioners saying?
3. What needs to be explored in ministry to address the issue
   a. Name the project but not in detail (that comes in the methodology)
      i. Training for pastoral ministers
      ii. Catechesis
      iii. Workshops
      iv. Seminars

Purpose of the Project in Ministry

Purpose is about direction, values, belief; it influences goals but is broader and deeper and less visible than goals. It articulates a fundamental human, ministerial, theological need. Addresses the reason for the project and gives meaning to the project

Project Design and Implementation

1. Development of the objectives: Design (description of the project)

       a. What ministry method will you use: Adult learning, RCIA (model of all catechesis), spiritual school of discernment, etc.

       b. Who will participate in the project and how will the participants be informed of the session or invited to participate. If by invitation: How/who will determine the invitees? How will you extend the invitation?

2. Design and Implementation

       a. What will be the **design** and **content** of the sessions? (design might be the same each session but the content will vary - explain). At least four sessions are required.

       b. Include other details: use of surveys/questionnaires (before and/or after the project)

       c. Where will the project take place?

       d. How long (hours) will each session be?

       e. What materials will you need to implement it?

Evaluation

1. What will be evaluated: You, the parts of the project (content, format, context, etc.). Whatever you evaluate it must be related to the purpose, goals, objectives, and expected outcomes of the project.

2. Instrument to be used for the evaluation, and if used, the instruments for survey/questionnaire/interviews

3. When will the evaluation take place and how: soon after the session, weeks/months later, will it be in person, by snail mail, electronically or a combination of these?

Contribution to Ministry

Articulate how the project contributes (what difference it will make) to pastoral ministry and how it is original.

APPENDIX #2

BIBLIOGRAPHY

The bibliography is to be two-pages using *Chicago Manual of Style format* and contain the following information.

CHURCH DOCUMENTS

- **List <u>at least three</u> church documents that relate to your project topic and will be used in your treatise or project content**

SECONDARY SOURCES

Books and Chapters in Books

- **List at <u>least five</u> books and or chapters in books that relate to your project topic and will be used in your treatise or project content**

Journal Articles

- **List <u>eight to twelve articles</u> that relate to your project topic and will be used in your treatise or project content**

Methodology

- **List <u>at least two sources</u> (books or scholarly articles) that are foundational to your project methodology**

APPENDIX #3

<u>PROPOSAL PACKET</u>

SUBMITTED TO THE CHAIR OF THE D.MIN. PROJECT PROPOSAL COMMITTEE

Except for online forms, documents are to be submitted in Word format in the following order:

- Two-page proposal
- Two-page Bibliography
- One to two-pages of Goals, Objectives, and Expected Outcomes for the project

- Surveys/Questionnaires to be used
- Evaluation Instrument

- D.Min. Topic Approval Form found at:

  http://trs.cua.edu/academic/grad/pastoralstudies/dmin.cfm

- Human Subjects completion of training form

- Exemption Certificate and Justification for Exemption (two forms on the STRS website)

  http://sponsoredresearch.cua.edu/Human-Subjects-Protection/index.cfm

APPENDIX #4

Sample Treatise Title Page without Copyright

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Treatise Should Appear Here
[Do Not Put Title in All Capitals or Bold]

A TREATISE

Submitted to the Faculty of the
School of Theology and Religious Studies
Of The Catholic University of America

In Partial Fulfillment of the Requirements
For the Degree
Doctor of Ministry

By
Author's Name of Record found in Cardinal Station

Washington, D.C.

Year of Graduation

APPENDIX #5

Sample Treatise Title Page with Copyright

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Treatise Should Appear Here
[Do Not Put Title in All Capitals or Bold]

A TREATISE

Submitted to the Faculty of the
School of Theology and Religious Studies
Of The Catholic University of America

In Partial Fulfillment of the Requirements
For the Degree
Doctor of Ministry

© Copyright

All Rights Reserved

By

Author's Name of Record found in Cardinal Station

Washington, D.C.

Year of graduation

APPENDIX #6

Sample Treatise Signature Page

This treatise by (Author's Name) fulfills the treatise requirement for the doctoral degree in Ministry approved by (Name, degree), as Director, and by (Name, degree), as Reader.

_____

(Name, degree of Director), Director

_____

(Name, degree of Reader), Reader

APPENDIX #7

Sample Treatise Abstract

The Title of the Treatise Should Appear Here
[Do Not Put Title in All Capitals or Bold]

Doctor of Ministry

Director: Name, Degree

The text of the abstract appears here, double-spaced; pages are not numbered.

The abstract may be two pages in length.