

# Program Procedures

## Admissions Process

### Acceptance Requirements

To be admitted into the Bethel Doctor of Ministry degree program, the following are required:

1. Master of Divinity degree (some exceptions apply; see *M.Div. equivalence*).
2. 3.0 GPA or higher
3. 3 years of ministry/leadership experience
4. Completed and satisfactory admissions requirements

### M.Div. Equivalence

Applicants requesting entry into the Bethel Doctor of Ministry degree program who have not earned a Master of Divinity degree from an accredited institution must satisfy the following equivalency criteria:

1. possess a masters degree from an accredited institution
2. course requirements in eleven core areas
3. up to 128 quarter hours of credit
4. Non-MDiv Application Checklist with ministry portfolio documentation

Applicants who have not completed the full equivalent of a three-year accredited Master of Divinity degree, but who have a two-year seminary degree (at least 96 quarter units or 64 semester units), may apply for provisional admission. If accepted, the student must complete equivalency work to supplement their educational portfolio to gain the foundational elements that would have been provided by the M.Div. The M.Div. degree is not awarded in this case.

### Provisional Students

Students accepted into the D.Min. program who are in the process of completing M.Div. equivalence are classified as provisional. Once a student has 24 credits or less of M.Div. equivalency remaining, upon acceptance into the program, they may begin taking D.Min. courses. They must complete the equivalency requirements before receiving their D.Min. degree. Provisional status is removed by fulfilling required courses specified by the program at the time of admission.

### Visiting Students

Students admitted to the D.Min. program who are currently in another ATS accredited D.Min. program may take up to 12 credits. A special application must be procured from the Admissions Office and is subject to approval by the D.Min. director.

### Matriculation

Students must matriculate within one year of acceptance into the program. If one year passes and no classes have been taken, the acceptance expires and the student must re-apply to the program through the Seminary Admissions Office.

## Tuition & Fees

Tuition amounts are provided in the Bethel Seminary academic catalog annually. Amounts will be increased **annually** beginning in the fall based on budget parameters approved at the January Board of Trustee meetings.

### Billings

Students in the D.Min. program are billed for the entire program in 16 consecutive billing cycles in quarterly installments each year for four years beginning at matriculation of the first class. **A student is billed for the program, NOT for each class**; therefore a D.Min. student will be billed four times a year regardless of whether or not the student registers for a class each of those quarters.

Tuition is billed in quarterly installments. Quarterly payments are due on the first day of the academic term (fall, winter, spring, summer). Dates vary and will be provided yearly (**early June, early September, early January, late March**).

Payments begin the quarter of the year the student will be starting the program. Additional program fees are a \$50 non-refundable application fee (payable upon submission of application), \$300 for the Mid-Career Assessment Process (billed between the first and second intensive or whenever the assessments are taken by the student), and a \$650 thesis project fee charged in April of the year of graduation. Students are charged late fees for course projects that are submitted after the deadlines upon permission (\$50 late fee).

### Tuition Payment

Tuition payment is due upon receipt of the online monthly tuition statement. Charges are based on a student's program of study. Students are responsible for payment reaching the St. Paul Bethel Business Office when due, regardless of the source of payment. If loans are needed to help meet a financial obligation, students may apply for them through the Office of Financial Aid. Loan applications should be made well in advance of registration for funds to be distributed at the beginning of the quarter. A finance charge of one percent per month will be assessed on any charges more than 30 days old. Enrollment for succeeding terms is dependent on full payment of the previous term's expenses.

### Online Monthly Statements

Around the 17<sup>th</sup> of each month, the student will receive an email on their Bethel email address alerting them that the Bethel University *online monthly statement* (paperless) is available to view, with access instructions. To view online monthly statements: Blink (Student Services tab > My Statement channel > click Statement and Payment History > View Statement). **Students can view their account and/or pay online through Blink** (Student Services tab > My Bethel Account channel > select term > click "Online Payment" at the bottom of the page and follow instructions.)

### Payment Options:

- Online by E-Check: Authorize a one-time payment or automatic withdrawal from your checking or savings account.
- Online by Credit Card: Mastercard, American Express, or Discover are accepted, with a non-refundable convenience fee of 2.75% or \$3 minimum.

- In Person: Pay by cash, check, or money order at the St. Paul Business Office Banking Windows, 9 a.m. - 2 p.m., M-F (credit cards accepted online only.)
- By Mail: Mail your check to: Bethel University Business Office, 3900 Bethel Drive, St. Paul, MN 55112. Please include your student ID number in the memo portion of the check.

### **Authorized Users**

If a student wants to give electronic access to a spouse or another person to view their account and/or make online payments, the student will need to authorize him/her as an Authorized User. Once the student has followed the steps below, the authorized user will receive an e-mail with further instructions. If the authorized user does not receive the email, it may have been delivered to their junk mailbox. Blink (Student Services tab > My Bethel Account > select term > click "Online Payment" at the bottom of the page > click Authorized Users on the toolbar and follow instructions.)

### **Registration Hold**

Registration for classes in succeeding terms is dependent on full payment of the previous term's expenses. A student whose account is in arrears will have a registration hold on their account and will not be permitted to register for the subsequent term.

### **Transcript Hold**

When full payment has not been received, a transcript hold is placed on the student account. A transcript hold will prevent an official transcript from being printed by the Office of the Registrar.

### **Financial Clearance for Graduation**

Students will not be issued an official transcript or receive their diploma until all financial obligations have been met.

### **Past Due Accounts**

A student who is not currently enrolled at Bethel University and has an account balance more than 60 days past due may be transferred to Educational Computer Systems, Inc. (ECSI). ECSI is a collections service that offers payment plans for students not currently enrolled at Bethel University. No student who has an account balance with ECSI will be considered for re-admittance.

### **Continuation Fee**

A continuation fee of \$1,000 per year will be charged in quarterly installments of \$250 beyond the 16 billing cycles in the fifth and sixth years in the program (depending on tuition arrangement). Program time limit is six years.

### **Tuition Refund**

A student registered in the D.Min. program is billed for the entire program on a 16-quarterly installment basis. Therefore, there is no provision for a tuition refund in the event of withdrawal or termination from the program. If a student withdraws, or is terminated from the program, any future quarterly billing installments will cease, and the student will be responsible for any outstanding balance on his or her student account for courses already taken.

**Miscellaneous Expenses**

Separate expenses include travel and living costs while on campus, plus textbooks, copy costs for handouts and course supplies.

**Transfer of Credit**

A maximum of 12-quarter hours may be transferred into the program for \$25 per credit hour. If the student incurred personal tuition costs in the acquisition of transferable credits, his or her tuition will be reduced by that amount up to the cost of our course minus \$25 per quarter hour of transferred credit.

**Transfer of Concentration**

If a student wishes to transfer his/her concentration, a request must be made in written form (i.e. email or letter) to the program coordinator.

**Scholarships****Adolph Carlson Scholarship Fund**

This scholarship is available to post M.Div. students ministering in a Canadian or western United States context. The scholarship application form can be obtained by contacting the Financial Aid office.

**Carlson Scholarship Fund**

This scholarship is available to those students who have been making satisfactory progress in the D.Min. program for a period of at least two years. The applicant must by quality of work have given promise of successful completion of the program, and must be facing financial pressures serious enough to prevent further progress in the program. The scholarship application form can be obtained by contacting the Financial Aid office.

**Financial Assistance**

To apply for these scholarships or to learn about any additional financial assistance, students can contact the **University Financial Aid office at (651)638-6241**. There are limited scholarships and grants available to D.Min. students.

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# Program Guidelines & Policies

## Program Duration

### Matriculation

Students must matriculate within one year of acceptance into the program. If one year passes and no classes have been taken, the acceptance expires and the student must re-apply to the program through the Seminary Admissions Office.

### Time Limit

Students have a set time limit of six years in the program: four years with no additional fees, and two years of allowable continuation at \$1,000 per year. This period may be extended to ten years for those on overseas assignment. The only exception would be if a student were granted a formal leave of absence from the program. Such a request would be granted only under extremely unusual circumstances. A continuation fee is charged for any time required beyond the six years.

## Course Registration

### Registration

Registrations received after the deadline (May 1 for summer courses or November 1 for winter courses) will be charged a late fee of \$25.00. Registrations that are changed after the registration form has been submitted will be charged a fee of \$10.00. Registrations are completed online <http://dmin.bethel.edu>. Students in cohort-based programs are automatically registered for classes.

### Student Account

No student currently active in the program may attend courses until their student account is paid in full. The Business Office will place a hold on the student's account so he or she is unable to register until the student's outstanding balance is paid in full. Students can contact the Business Office (651)638-6208 to make payments on his or her student account. Students who are in jeopardy with this policy should contact the D.Min. office.

### Curricula and Course Cancellation Disclaimer

Bethel Seminary, at its sole discretion, reserves the right to revise, replace, or eliminate curricula, delivery systems, or programs at any time as necessary to streamline, improve, or expand learning opportunities. Bethel also reserves the right to cancel any course due to insufficient enrollment.

### Attendance

Attendance is mandatory in all sessions of D.Min. courses. In the case of an emergency, arrangements must be made with the instructor prior to missing a class session—a student may be required to take another course to satisfy the requirements. Travel arrangements (e.g., flight reservations) are not to interfere with attendance to the class sessions.

**Schedule**

Because Bethel Seminary is committed to the observance of Martin Luther King, Jr. day, a change in course dates has been made. This schedule will affect students taking courses in January—courses that begin the week of the MLK holiday will meet Tuesday through Saturday.

**Coursework****Style and Form**

All work submitted in the D.Min. program must conform to the form and style described in this manual (see Section 7), and the most current edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* (seventh edition, 2007) by Kate L. Turabian.

**Grading**

Only grades of B or above are considered passing. Grades of B- may be given for work that is substandard. Students may not graduate with less than B average overall grade.

**Waived Projects**

Of six courses before Thesis Proposal Workshop, only five projects will be required. One may drop (waive) the project for one course. The dropped course project can be taken from an elective or concentration course, but not from a required (core) course. For cohort students, the Professor of Record should be consulted regarding which courses may receive a project report waiver. In order to receive a grade for the course, the student must submit a letter/email to the D.Min. office stating his/her intention of waiving the project **before taking the course intensive**. The final grade will be given by the instructor following the course intensive, based on participation during the intensive and completion of pre-intensive assignments.

**Active Status**

All course projects are to be completed and submitted to one's instructor at the deadline (6 months after intensive). If one does not turn in projects by the deadline, the student will receive a failing grade for the course. The only exception is if a student is granted an incomplete from the instructor and D.Min. office (which is only issued under extreme emergency situations). All late projects will be charged a late fee (\$50) and must be turned in by the extended deadline, if granted, in order for the student to continue in the D.Min. program. If a student does not take a course for two years, that student becomes inactive.

**Candidacy**

Candidacy will be granted when the student has successfully completed the Mid-Career Assessment Process, all courses and projects, has attended the Thesis Proposal Workshop, and has an approved thesis project proposal. Those requiring M.Div. equivalence must have completed all outstanding requirements. Upon reaching candidacy, students are eligible to receive a Certificate of Advanced Graduate Studies in the event that they either do not or are unable to complete the thesis process.

**Certificate of Advanced Graduate Studies**

The Certificate of Advanced Graduate Studies is awarded to Doctor of Ministry students who enter formal Doctor of Ministry Candidacy, but who are unable to successfully complete the thesis.

**Independent Study**

The purpose of an independent study is to provide the student an opportunity to pursue a specialized area, which he or she would not be able to explore through the normal course offerings. Its design is flexible to meet the varying needs of individual students. Certain minimum requirements, however, are part of any design. Approximately 180 hours of study will be involved in such courses of 6 credit hours. The student has two quarters to complete such a course. Before an independent study is approved, the student must submit a written proposal of the project to his or her faculty advisor, and secure the signature of approval from the advisor. The student must then submit the proposal and signed contract to the D.Min. office for final approval and registration. A registration fee of \$250 will be charged to the student account. If a student wants to take more than one independent study during his/her program, approval will need to be granted by the D.Min. director and in some cases, the FDMAC (Faculty Doctor of Ministry Committee).

**Course Audit**

D.Min. graduates may audit D.Min. courses for \$25 based upon space availability. All pre-course work must be completed in order to participate in the course. This audit status is also available to current D.Min. students who have achieved candidacy status. Audit status applies only to concentration courses in the Self-Directed track (required courses and cohort courses are not available to audit status).

**Transcripts**

To receive an official transcript, or to have an official transcript sent to another institution, submit a request in writing—include your name, ID number and \$2.00 for each transcript requested. The request must include your signature. Transcript requests are to be sent to: Registrar, Bethel Seminary, 3949 Bethel Drive, St. Paul, MN 55112.

**Use of Bethel Seminary Letterhead**

Bethel Seminary will not approve use of letterhead for use in student thesis project surveys. Use of Bethel's letterhead carries with it the authority and responsibility of its offices and therefore lends its weight in the request for response. Students should use a private letterhead or the second alternative would be to use the letterhead of the organization identified as the primary agency in the list of limitations should one exist. An academic institution from which the student is seeking a degree does not qualify as an appropriate entity.

**Withdrawing Procedures****Withdrawal from Course**

Once a student has registered for a course, withdrawal must be requested in writing. In the event that the student needs to withdraw from a course, transcripts will read as follows depending upon the situation:

*Prior to on campus attendance:* if a student wishes to withdraw from the course, the course registration can be removed, and a registration change fee will apply.

*During the course intensive:* if a student wishes to withdraw from the course, the course grade will be a "W" (withdrawal).

*Following the course intensive:* courses withdrawn prior to the course project due date will receive a grade of “W” (withdrawal). Courses withdrawn after the course project due date will receive a grade of “F”.

Quarterly tuition payments will not be reversed after withdrawal once the quarter has begun.

### **Withdrawal from Program**

If a student decides to withdraw from his or her D.Min. program, a formal notification is required in writing to the program coordinator. The withdrawal will be in effect immediately upon receiving the written notice. All future billing installments will cease, and the student will be responsible for any outstanding balance on his or her student account. Students who withdraw from the program with course project work pending will have the option to complete any incomplete work within 60 days. Should the student decide not to complete the course project work, the following will apply: Courses withdrawn prior to the course project due date will receive a grade of “W” (withdrawal). Courses withdrawn after the course project due date will receive a grade of “F”.

### **Readmission/Reinstatement Policy**

If a student has withdrawn from the program but wishes to be reinstated to complete the degree, the student must complete the application process through the Admissions Office and follow the current application procedure. If accepted, the student can transfer in 12 credits (2 courses) to the program or more (if given approval by the D.Min. director). Once reinstated, tuition payments start over at the current tuition rate, and the student must complete the degree in the allotted time.

## **Leave of Absence**

### **Requested Leave of Absence**

A leave of absence from the program is granted only under serious and unusual extenuating circumstances and only for a maximum of one year. A student who wishes to request leave of absence should write a letter to the D.Min. director explaining the circumstances and reasons for the request. Students on leave of absence must demonstrate they are making significant progress on outstanding projects and coursework before returning to active status. Quarterly tuition billing will be placed on hold during a leave of absence and will resume once a student returns to active status. A student’s account will need to be paid up-to-date before resuming classes after a leave of absence. A total of sixteen quarterly payments will still need to be paid for a student’s program, and if the leave of absence causes the student to extend their program past four years, an additional \$1000 will be added to the student account for years five and/or six.

### **Forced Leave of Absence**

A forced leave of absence from the program will be issued automatically by the D.Min. director for a maximum of one year for any student that:

- (1) falls behind in payments (more than two quarterly payments);
- (2) falls behind in coursework (more than two projects);
- (3) has an unusual circumstance that the Director deems necessary for leave;
- (4) is charged with criminal activity.

A student who is issued a forced leave of absence, must pay the outstanding balance on his or her student account AND complete all outstanding projects and coursework before returning to active status. A forced leave of absence generally is for a minimum of six months, but students may petition the D.Min. director to return earlier if the reason for the forced leave of absence has been addressed. Quarterly tuition payments are suspended during a forced leave of absence to allow the student to catch up on payments. Upon resuming active status, the billing cycles will continue at the point that the forced leave of absence was issued until a total of sixteen quarterly payments are paid or an additional \$1000 per year for years five and/or six. If a student does not pay the outstanding balance on his or her student account OR complete outstanding projects and coursework during the one year forced leave of absence, the student will be subject to termination from the D.Min program and must re-enroll if he or she wishes to return to the D.Min. program.

## **Termination**

### **Termination from Program**

A student will be subject to termination from the D.Min. program under the following circumstances:

- Student has not been active in the D.Min. program for two years (not taken courses or completed any projects in two years).
- Student has not completed the D.Min. program in the maximum time limit of six years, without requesting a special extension status.
- Student is two or more quarterly payments behind on his/her student account.
- Student has not completed outstanding projects and/or paid his or her outstanding balance in full after the one year of forced leave of absence.
- Student is guilty of gross moral failure as determined by the FDMAC (Faculty Doctor of Ministry Committee).
- Student is found guilty of criminal activity.

If a student is terminated from the D.Min. program, all future billing installments will cease and the student will be responsible to pay for any outstanding balance on his or her student account. Any outstanding projects will receive a failing grade.

## **Benefits**

### **Spousal Tuition Benefit**

Spouses of D.Min. students will be permitted to receive half-tuition benefit to pursue D.Min. coursework only. Both students must remain at full-time active status in order for the benefit to apply.

### **V.A. Benefits**

This policy applies to those students who are receiving V.A. benefits toward their D.Min. tuition. In order to receive V.A. benefits, the student must have their enrollment in the D.Min. program certified by the school's V.A. Certifying Official (who is a member of the Registrar's Office). Students must submit to the Official a copy of their V.A. benefits application, or a copy of their Notice of Eligibility, received from the V.A. office. Certification by the V.A. Certifying Official releases benefits. Upon enrollment, the student should contact the Bethel Seminary Registrar's Office at 651.638.6181 to begin the process.