2014 ~ 2015
목회학 박사과정 한국부 핸드북
Doctor of Ministry Handbook

www.cbts.edu
6601 Monticello Rd. Shawnee, KS 66226
CENTRAL BAPTIST THEOLOGICAL SEMINARY
PURPOSE OF THE DOCTOR OF MINISTRY DEGREE

The Doctor of Ministry degree in Congregational Health (D.Min.) is designed to develop strengths, sharpen and expand skills, and nourish ministries of experienced Christian leaders for the challenging realities of our day. This program brings together evolving disciplines of congregational health, missional ministry, and pastoral care to equip leaders who are seeking God, shaping the church, and serving humanity. In all aspects of the program, we seek to balance theological, analytical, spiritual, and organizational understanding in context for the purpose of growth and transformation for our students and the communities they serve.

The D.Min. degree has five primary goals:

1. Utilize social-scientific research methods to analyze appropriately ministry situations and develop practices conducive of congregational health.

2. Use best-practice methodologies employed by the classical theological disciplines to critique ideas, beliefs, and practices in terms of their contributions for or against congregational health.

3. Demonstrate basic proficiency in the art of ministry praxis and leadership that contributes either to healthy faith communities that are missional in nature or to pastoral care that holistically develops healthy individuals and families.

4. Demonstrate commitment to continuing growth in personal, spiritual, and professional maturity.

5. Have acquired essential skills for mentoring new generations of leaders and equipping them for healthy practices of ministry.

DOCTOR OF MINISTRY CALENDAR

The Doctor of Ministry requires two years of coursework and a final year of project dissertation research and writing. Coursework in the first two years is divided into six, one-week seminar sessions, and three sessions per year. A current schedule may be found on the Central Baptist Theological Seminary website.
Students in the United States should be prepared to travel to the Shawnee, KS campus for the majority of seminars. One week of residential study will be conducted at Myanmar Institute of Theology in Myanmar. Students from Myanmar will do part of their coursework through Myanmar Institute of Theology faculty in Yangon, Myanmar, and the rest will be completed at the Shawnee, KS campus. Currently, students from Myanmar will do part of their coursework through Myanmar Institute of Theology faculty in Yangon, Myanmar, and the rest will be completed at the Shawnee, KS campus.

CURRICULUM AND COHORT 커리큘럼 및 반

The D.Min. degree involves 30 hours of work, with each seminar carrying 1-3 hours of credit. The curriculum consists of 13 – 15 seminars and a project. The project dissertation carries 6 hours credit. The D.Min. program offers three branches: Congregational Health 교회건강, Myanmar Institute of Theology 미얀마 트랙, and Korean Language 한국부 트랙.

An incoming student will chose one of the branches and will be placed in a cohort consisting of from 8 to 15 students and will remain in this cohort throughout the D.Min. program.

ADMISSION REQUIREMENTS 입학규정

Acceptance into the Doctor of Ministry program of Central Baptist Theological Seminary requires the following:

Shawnee Students

1. Completion of the Master of Divinity Degree from an ATS accredited institution. A minimum grade point average of 3.00 on a four point scale during graduate study (some exceptions possible with regard to provisional admission)
2. A minimum of three years of significant ministry experience at the time of acceptance beyond the date when the Master of Divinity degree (or another theological master's degree) was earned is a standard requirement. Exceptions may be made for qualified students with other ministry experience.
3. Completion of an online application at www.cbts.edu
4. A $50 non-refundable processing fee
5. Four references attesting to the individual's fitness for the program including
   a. a pastor or leader from the church of which the applicant is a member, and
   b. a denominational or organizational director of the religious or professional association, conference or organization to which she or he belongs
6. Official transcripts (undergraduate and graduate)
7. A personal statement reflecting the applicant's background, theological perspective, values, and goals for growth in the D.Min. program
8. An interview with the CBTS D.Min. Committee

Myanmar Institute of Theology Students

1. Completion of the Master of Divinity degree from Myanmar Institute of Theology or from a theological school accredited by ATESEA or Serampore Senate. MIT applicants from other accredited schools will be considered and approved by the Admission Committee and recommended for admission to the CBTS D.Min. Committee.

2. A minimum of three years of significant ministry experience at the time of acceptance beyond the date when the Master of Divinity degree (or another theological master's degree) was earned is a standard requirement. Exceptions may be made for qualified students with other ministry experience.

3. Completion of an application

4. Proficiency in English according to standards required by MIT faculty and the CBTS D.Min. Committee.

5. Four references attesting to the individual’s fitness for the program including
   a. a pastor or leader from the church of which the applicant is a member, and
   b. denominational or organizational director of the association, conference or organization to which she or he belongs

6. A letter containing a statement of financial support.

7. Official transcripts (undergraduate and graduate)

8. A personal statement reflecting the applicant's background, theological perspective, values, and goals for growth in the D.Min. program

9. An interview with the MIT D.Min. Committee

Korean Language Students 한국부 입학규정

1. Completion of the Master of Divinity Degree from an ATS accredited institution. A minimum grade point average of 3.00 on a four point scale during graduate study (some exceptions possible with regard to provisional admission). Korean language applicants from other accredited schools will be considered and approved by the Admission Committee and recommended for admission to the CBTS D.Min. Committee.

2. A minimum of three years of significant ministry experience at the time of acceptance beyond the date when the Master of Divinity degree (or another theological master's degree) was earned is a standard requirement. Exceptions may be made for qualified students with other ministry experience. MDiv을 마친 후 3 년 후의 목회 경력이 있어야 함.

3. Completion of an application 입학지원서류 제출

4. Four references attesting to the individual’s fitness for the program including 4 개의 추천서: 1. 동료(목사) 2. 목사 혹은 교단지도자 3. 교수 4. 동료 혹은 멘토
   a. a pastor or leader from the church of which the applicant is a member, and
   b. denominational or organizational director of the association, conference or organization to which she or he belongs

5. Official transcripts (undergraduate and graduate) 대학과 대학원 과정의 모든 성적표

6. A personal statement reflecting the applicant's background, theological perspective, values, and goals for growth in the D.Min. program 자기소개서: 지원자의 성장배경, 신학적인 견해, 목회학 학과 과정을 통해 성취하고자 하는 것이 포함되어야 한다.

7. An interview with the Korean Language D.Min. Committee 목회학박사 한국부위원회 면담
Admission Status 입학지위

Full Admission is granted to applicants who have met all admissions requirements in the judgment of the D.Min. Director and the D.Min. Committee. 목회학박사과정 디렉터와 목회박사 위원회가 심사하여 모든 요구사항이 충족되었을 경우 정규학생으로 입학이 된다.

Provisional admission may be granted to applicants who do not fully meet the admission requirements. A student accepted to the D.Min. program provisionally will be granted full admission by holding a GPA of 3.0 or better after the first year of her or his D.Min. program and, if required, completing leveling work. 조건이 충족되지 않을 경우 조건부로 입학이 허가될 수 있다. 필요한 경우 레블링 과정이 있게 된다. 조건부 학생이 목회학박사과정 입학 후 1 년 평점이 3.0 이나, 그 이상일 경우 정규학생신분이 부여된다.

The program will be based on the cohort plan. If an applicant does not begin the first semester after being accepted into the program, the admission will be honored for one additional year. 목회학박사과정은 코호트(반)별로 구성되어 진행된다. 신입생이 입학 후 반에 편성되어 수업을 시작하지 않았을 경우, 입학허락은 1 년간 유효하게 된다.

ENROLLMENT

Upon acceptance by the D.Min. Committee, a letter of acceptance will be sent, along with an Enrollment Intent Form to be filled out by the student and mailed to the Registrar, 6601 Monticello Rd., Shawnee, KS 66226-3513 or registrar@cbts.edu. Deadline: August 1. Receipt of the Enrollment Intent Form initiates the creation of the student’s seminary accounts in WebMail and Populi. After submission of the Enrollment Intent Form, new students may register for courses. Students must register for each week of doctoral seminars as listed in their cohort’s D.Min. Course Schedule. Billing of tuition and fees will occur after registration has been submitted by paper form or online through the Populi system.

To register by paper form: the form can be downloaded and printed from the schedules and registration page on the seminary website.

To register online: log into Populi, go to your Profile, click the registration tab, select the term of registration (ex. 2014-2015 Fall), select your courses, and save the registration.

FINANCIAL INFORMATION 수업료

Shawnee, KS Students

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$475 per credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation fee (registration, technology, etc.)</td>
<td>$300 per session (3 sessions/year, 6 sessions total)</td>
</tr>
<tr>
<td>Myanmar Institute of Theology Exchange</td>
<td>$2,000 - $2,500 (estimated 2015, includes $1,000 CBTS scholarship)</td>
</tr>
<tr>
<td>Advisor/Reader fee</td>
<td>$850</td>
</tr>
<tr>
<td>Graduation fee</td>
<td>$250</td>
</tr>
</tbody>
</table>

Korean Language Students 한국부과정 수업료

<table>
<thead>
<tr>
<th>Tuition 수업료</th>
<th>$200 per credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation fee 등록비(등록, 온라인 수업 등)</td>
<td>$300 (학기당)</td>
</tr>
</tbody>
</table>
Advisor/Reader fee 논문 어드바이저 및 리더 비용 $800
Graduation fee 졸업비 $250
Continuation Fee 논문학기 연장 $1200

The Seminary does not provide tuition scholarships for students in the Doctor of Ministry program. Students needing financial aid are encouraged to apply for scholarships and grants from sources such as church, denominational, and religious organizations.

신학대학원은 목회학박사과정 학생에게 수업료에 해당하는 장학금을 지급하지 않는다. 재정적 도움이 필요한 학생은 교회, 교단 및 그 외 교회단체로부터 도움을 받아야 한다.

D.Min. students are eligible to apply for Federal Student Aid. To begin the federal aid process, students will need to complete the online Free Application for Federal Student Aid (FAFSA). Questions regarding federal loans may be addressed to the Seminary business office.

목회학박사 학생은 연방정부학비보조 프로그램을 이용할 수 있다. 이를 위해서, FAFSA 에서 온라인으로 신청을 해야 한다. 궁금한 사항은 학교에 문의하기 바란다.

ACADEMIC POLICIES 학사행정

Academic Dean of the Seminary 학장

The academic dean of Central Baptist Theological Seminary is responsible for all the academic programs of the seminary including the Doctor of Ministry program. 학장은 목회학박사과정을 포함하여 모든 학사에 대해 책임을 가지고 있다.

Doctor of Ministry Committees 목회학박사위원회

The Doctor of Ministry Committee will be appointed by the academic dean of Central Seminary and will provide guidance and oversight of the program under supervision of the Faculty Senate. The CBTS D.Min. committee oversees all branches of the program. This committee shall be composed of the academic dean, D.Min. director, D.Min. branch coordinators, two faculty members, alumni/ae representative, denominational representative and a student representative from each branch of the program. Shawnee students will have access to the Committee through the D.Min. director and their student representative.

목회학박사위원회는 센트럴신학대학원의 학장에 의해 임명되며, 교수회 감독을 받아 목회학박사학위 프로그램을 진행하고 관리한다. 목회학박사위원회는 목회학박사 모든 과정을 관리한다. 위원회는 학장, 목회학박사과정 디렉터, 과정별 코디네이터, 2 인의 교수, 동문회 대표, 교단 대표, 학생대표로 구성된다. 학생들은 목회학박사과정 디렉터를 통해 위원회에 의견을 제시할 수 있다.

The MIT D.Min. Admission Committee serves as a subcommittee of Central Baptist Theological Seminary's D.Min. Committee. This committee shall be composed of the president, the vice president, the academic dean, Myanmar Institute of Theology D.Min. coordinator, two faculty members and a student representative.

The Korean Language D.Min. Committee serves as a subcommittee of Central Baptist Theological Seminary's D.Min. Committee. This committee shall be composed of the CBTS a CBTS academic dean, the Korean Language D.Min. coordinator, two faculty members and a student representative.

한국부 목회학박사위원회는 센트럴 목회학박사위원회의 하위기관으로 학사를 관리한다. 이 위원회는 학장, 한국부 코디네이터, 2 인의 교수, 학생대표로 구성된다.
Director of the Doctor of Ministry Program 목회학박사 프로그램 디렉터

The director of the D.Min. program is nominated by the academic dean in consultation with the president and elected by the faculty. This person provides academic leadership for the D.Min. program and is the primary contact person for D.Min. students regarding the program.

목회학박사디렉터는 교수회의 추천 받은 사람을 총장과의 면담을 통해 학장이 임명한다. 디렉터는 목회학박사 프로그램의 진행자이며, 학생들과 접촉하여 돕는다.

Faculty 교수진

The D.Min. faculty in Shawnee, Korean Language and MIT branches normally shall possess at least one accredited Ph.D., Th.D., D.Min. or other recognized earned doctoral degree.

샤니본교, 한국부, 미얀마 과정의 목회학박사 프로그램의 교수진은 인준 받은 학교의 Ph.D., Th.D., D.Min, 학위 및 다른 정규 박사학위소지자로 한다.

Faculty members intending to teach in the D.Min. program shall submit a syllabus for the course(s) he or she intends to teach to the director of the D.Min. program at CBTS or the coordinator of the MIT or Korean Language program at least six months in advance for approval.

목회학박사학위에서 가르칠 교수들은 적어도 6 개월전에 실리버스를 디렉터에게 제출해야 한다.

Faculty members shall submit the grades of the students in any given seminar within two weeks after the final assignment deadline of each course. 

교수는 마지막 과제 제출기한이 지난 후 2 주일내에 학생들의 성적을 제출해야 한다.

Duration of the Program 기간

The D.Min. degree is a three year program normally consisting of two years of seminar work and one year devoted to the writing of the prospectus, carrying out the approved project of ministry and the writing of the project dissertation. Candidates for the degree must complete the program within 6 years from the date of entering the program. Requests for extensions will be considered on an individual basis and will carry a per year charge for extension(s) after the third year (see “Project Dissertation”, p. 10, 11).

목회학박사 프로그램은 2 년의 코스워크 기간과 1 년의 프로젝트 실행 및 논문쓰기로 구성된다. 모든 학생들은 입학 후 6 년이내에 과정을 마쳐야 한다. 기간연장은 학생 개인의 사정을 고려하여 허락되며, 3 년이 지난 이후부터는 매년 기간 연장을 위한 비용을 지불한다 (프로젝트 항목 참조)

Leveling 레블링

A review of the transcripts of a potential D.Min. student may reveal the necessity of taking prerequisite courses at the M.Div. level to bring the student to the level of M.Div. equivalency. Leveling courses are required for applicants who have a theological master's degree, but not an accredited M.Div. The student will receive notification of the need to take leveling courses by the D.Min. Director of CBTS. Ordinarily, leveling courses should be taken before one begins the D.Min. program; however, with the approval of the CBTS D.Min. Committee, the student may begin taking seminars while concurrently taking leveling courses. All leveling work must be completed before the student begins the second year of seminar work. It must be understood that the student must maintain a B average in the D.Min. seminars during this first year and that approval to take the seminars while finishing leveling courses does not guarantee that the student will be approved for the doctoral program.

지원자의 성적표에 목회신학석사과정에서 필수적으로 이수해야 할 것이 빠졌을 경우 레블링
단계를 거치게 된다. 레블링이 필요한 지원자는 신학석사학위 소유했지만, 인가 받은 신학교에서 M.Div.를 이수하지 않은 자로서, 목회학박사과정 디렉터로부터 레블링 통보를 받게 된다. 일반적으로 레블링은 목회학박사 과정을 시작하기 전에 진행된다. 그러나 목회학박사과정 위원회의 허락이 있을 경우 동시에 진행할 수 있다. 레블링의 성적은 B 이상을 유지해야 한다. 레블링의 이수가 목회학박사학위 프로그램의 입학을 보장하는 것은 아니다.

Transfer Credit 학점인정

For the Shawnee applicants, up to 6 hours of "B" level credit may be transferred from an ATS accredited D.Min. institution, subject to approval by the D.Min. Director. This transfer credit must be similar in nature to the courses offered by Central's D.Min. program. Credit taken at another institution must be D.Min. course credit. A 3-hour credit course will be transferred to the Central's D.Min. program as 2-hour credit. 샤니지원자의 경우 목회학박사과정 디렉터의 허락이 있을 경우, ATS 인준을 받은 학교의 B 이상의 6 학점까지 인정을 받을 수 있다. 이 학점은 센트럴의 목회학박사과정과 일관성이 있어야 한다. 타학교에서 받은 학점은 목회학박사과정의 학점이어야 한다. 타학교의 3 학점이 센트럴의 2 학점으로 인정된다.

Seminar Completion 박사세미나 완료

Seminar assignments are due to the professor at the times set by the professor. Penalties for late assignments will be determined by the professor in each seminar. 세미나 과제는 담당교수가 정한다. 과제를 늦게 제출할 경우 담당교수가 정한 불이익을 받을 수 있다.

A student who is unable to complete a seminar due to circumstances beyond his or her control may request an extension and a grade of "I" (incomplete) for the seminar. Requests for a course extension must be made to the D.Min. director or MIT or Korean Language coordinator before the end of the pertinent term. The professor(s) of the course involved and the D.Min. director or coordinator must agree on the terms of the extension, with the primary responsibility lying with the professor(s). Each party should have a copy of the agreement. The maximum length of extension is three months. After three months, a grade will be assigned. 불가피한 상황으로 세미나를 이수하지 못하게 될 경우 "I" (incomplete)를 요청할 수 있다. 이 요청은 디렉터에게 전달이 되며, 디렉터와 코디테이터와의 협의를 거쳐 담당교수가 최종결정을 한다. 기간연장은 3 달까지 가능하며, 그 이후에 성적이 주어진다.

Continuous Enrollment 등록

Since the D.Min. program is conducted on the cohort model, each student in the cohort is expected to matriculate for each series of seminars until the seminar requirement is completed. In exceptional cases, a student may request permission from the D.Min. committee to take alternative course work. MIT and Korean Language students will follow the same procedure with the coordinators and committees of their branches. MIT and Korean Language Committee recommendations will be forwarded to the CBTS D.Min. Committee for final approval. 목회학박사과정은 코호트(반)별로 운영되기 때문에 학생은 지속적으로 같은 반에 편성되어 등록을 해야 한다. 예외적으로, 다른 코스를 이수하기를 원할 경우 목회학박사위원회의 허락을 받아야 한다.
**Academic Progress 학점**

D.Min. students will earn a letter grade (A, B, C, F) for each seminar. Students who receive a grade of "C" in any seminar will be on academic probation. Earning a second "C" will terminate the student’s doctoral program. The student must have at minimum a "B" average before being allowed into the project phase of her or his degree program. Failing a seminar will require a consultation with the D.Min. director or branch coordinator, typically leading to termination of the program. A student who has completed seminar work for the D.Min., but whose GPA is below a 3.0, will be evaluated by the CBTS D.Min. committee concerning eligibility for advancing to the project dissertation level. MIT and Korean Language D.Min. committees will evaluate students in their branches and make recommendation to the CBTS D.Min. committee for a final decision.

목회학박사 과정의 성적은 A, B, C, F로 주어진다. 박사세미나에서 C를 받은 경우, 학사경고를 받게 된다. 두 번째 C를 받을 경우 목회학박사 프로그램에서 제적이 된다. 코스웍에서 평균 B 학점을 유지해야 하며, 그럴 경우 프로젝트과정에 들어갈 수 있다. 요구된 성적을 취득하지 못할 경우, 디렉터와의 면담을 거쳐 제적처분을 받게 된다. 코스ワーク를 마쳤지만 평점 3.0에 미치지 못할 경우 프로젝트과정에 들어가기 위해서는 목회학박사위원회의 평가를 받아야 한다. 한국부위원회는 그 학생을 평가하여, 그 결과를 목회학박사위원회에 보고하여 최종결정을 하도록 해야 한다.

**Withdrawal From a Course 수강철회**

A student may withdraw from a course with a grade of "W" on or before the last day for withdrawals as shown in the current calendar. Withdrawals are not used to compute grade point averages. To withdraw officially, the student must complete a Course Change Request (obtained from the Registrar's Office). If the official withdrawal is not completed within the time limits described, a grade of "F" will be assigned. The student who receives an "F" in this instance may appeal to the D.Min. Committee of their respective branch for reinstatement and, if approved, may enter the next cohort at the place where they dropped out.

수강 철회 기간 전에 수강을 취소할 수 있고, 성적은 "W"로 표시된다. 이 성적은 평점에 포함되지 않는다. 수강을 철회하기 위해서는 수강신청취소서를 등록처에 제출해야 한다. 지정된 기간이 처리가 되지 않았을 경우 성적은 "F"로 처리된다. "F"를 받은 학생은 목회학박사위원회에 재심을 요청할 수 있으며, 위원회가 허락할 경우 다음 코호트(반)에 편성되어 과정을 이수한다.

**Withdrawal from the Seminary 제적/자퇴**

A student may, because of personal or vocational circumstances, withdraw from all courses. The student must complete a “Withdrawal from Seminary Courses” form from the Registrar's Office. After completing the form in which the reason(s) for withdrawal are explained, the student will submit the form in the Registrar's Office. A student must withdraw within the time limit prescribed in the seminary calendar. A student withdrawing after the deadline will receive an "F," except in extreme personal circumstances and with appropriate documentation. In such cases a "W" may be awarded.

개인적이나 사역의 상황 때문에 학생은 자퇴를 할 수 있다. 이 경우 자퇴서를 제출해야 한다. 자퇴서에는 사유가 기록되어야 한다. 학생은 자퇴서를 등록처에 제출한다. 성적은 "F"로 처리되며, 특별한 경우 "W"가 수여될 수 있다.

Students who do not formally withdraw from courses, or totally from the seminary, may be assigned grades of "F." Non-attendance does not constitute official schedule change, withdrawal, or session withdrawal.
Repeating a Course 재수강

A student may NOT repeat a course in which the student earned an "F," except in the case as described in section "Withdrawal from a Course" above. A student may repeat one seminar, if the student received a "C." However, the student must wait until the course is offered again and will therefore need to transfer to another cohort. Failure to maintain a "B" overall course work average will result in the student's dismissal from the doctoral program.


Leave of Absence 휴학

To obtain a leave of absence from the Doctor of Ministry Program without penalty—whether for medical, financial, or personal reasons—a student must request a Leave of Absence/Withdrawal form from the D.Min. Office. This information is recorded with the D.Min. Office, the Registrar, the Financial Aid Office and the Business Office. Any notice of withdrawal or leave of absence becomes official as of the date received and is valid for one full year. The D.Min. degree must be completed within six years of starting, excluding any official leave of absence. Candidates are advised to be prompt in their requests for leaves of absence because the date a leave is requested determines the amount of a refund, if requested.

불이익 없이 의료, 재정, 개인적인 이유로 휴학을 하기 위해서는 휴학을 신청해야 한다. 휴학에 대한 기록은 한국부, 등록처, 사무처에 통보가 된다. 휴학은 집수 처리된 날부터 유효하며 1 년간 유효하다. 휴학을 하고자 할 경우 신속히 처리하는 것이 환불에 유리하다.

Approved Leave of Absence 허락된 휴학

A Shawnee campus student who is on an approved leave of absence retains in-institution status for Title IV loan repayment purposes. However, if the student does not return from a leave of absence, the student's loan grace period starts at the date the leave began.

사니 본교 학생의 경우 학생융자와 관련하여 학생신용융자를 위해 허가된 휴학이어야 한다. 그러나 휴학 후 복학하지 않을 경우, 학생대출의 유예기간은 휴학이 시작된 날부터 시작된다.

Generally, only one leave of absence may be granted within a 12-month period. The Doctor of Ministry Committee may grant one additional leave of up to 30 days for a reason not defined in regulation if it determines that the leave is necessary due to unforeseen circumstances. The MIT D.Min. Committee will review requests for leaves of absence from its students and will make the decision as to whether or not to grant the request.

일반적으로 12 개월동안에 1 회의 휴학이 가능하다. 불가결한 상황에 처했을 경우 목회학박사위원회는 30 일에 걸쳐 1 회 더 휴학을 허락할 수 있다.

For Shawnee students, Jury duty, military service, and conditions covered by the Family and Medical Leave Act are acceptable reasons for granting an additional leave.

Unapproved Leave of Absence for Shawnee students 허가 받지 않은 휴학

An unapproved leave of absence is a leave granted by the D.Min. Committee for academic
reasons that do not meet the conditions of the Title IV regulations for an "approved" leave of absence. However, this unapproved leave of absence must be treated as a withdrawal for Title IV reasons.

허가 받지 않은 휴학은 목회학박사위원회에 의한 학업성적에 따른 휴학으로 학생대출규정에 충족하지 못했을 경우이며, 학생대출 자격상실을 가져오게 된다.

For a student who takes a leave of absence that does not meet the requirements for approval, the withdrawal date is the date that the student began the leave of absence.

**Academic Probation** 학사경고

A grade point average of 3.0 (B) is considered the minimum for satisfactory progress toward the degree of Doctor of Ministry. A student whose average falls below 3.0 in any session will meet with the director of the CBTS D.Min. program or the MIT or Korean Language coordinator to discuss methods for improving academic performance. The student may be placed on academic probation and be reviewed regularly regarding improvement in progress toward the degree. If the student's progress does not improve during the next session, he or she will be required to withdraw from the Central D.Min. program.

목회학박사과정 유지를 위해서 평점 3.0 이 유지되어야 한다. 어느 세션인가든지 3.0 이 되지 않을 경우 담당 디렉터와의 면담을 가져야 한다. 이 경우 학사경고를 받게 되며, 학업의 진보가 심사된다. 다음학기에 진보가 보여지지 않을 경우, 퇴학처분을 받게 된다.

Doctor of Ministry candidates are expected to do excellent work ("B" level). Exceptional work ("A" level) is achieved by only a small percentage of candidates and represents superior work. The successful D.Min. graduate should complete the course work with an overall average grade of "B" or better and a final project dissertation approved by his or her faculty advisor and assigned reader(s).

목회학박사 학생은 학문적으로 탁월해야 한다. 즉 평균 B 이상을 유지해야 한다. 탁월한 학생의 경우 A 학점을 받을 수 있으며 일정한 부분의 소수이다. 평점 B 이상의 경우에는만 프로젝트에 진입할 수 있다.

For Shawnee students, the director of the D.Min. program will review each student's academic performance after each session's work. The coordinators of the MIT and Korean Language D.Min. programs will review performance of students in those branches. If a student receives a grade of less than "B" on any course, the student will be placed on probation and required to re-take the course when it is offered again. The student may repeat a course only once. Students placed on academic probation are cleared from probation if they achieve an overall "B+" average or better at the time of the next review.

매 학기 담당 담당자는 학생들의 성적을 평가한다. B 이하를 받았을 경우, 학생은 학사경고를 받게 되며, 그 강의가 다시 열릴 경우 제수강을 할 것이 요구되며, 단 한번 제수강할 수 있다. 학사경고를 받은 학생이 다음학기에 B+ 이상의 성적을 받았을 경우 학사경고는 해소된다.

**Termination/Suspension from the Program** 제적/퇴학

A student who has earned two "Cs" will be terminated from the program. A student may also be terminated from the D.Min. program if he or she is found in violation of the Central Seminary or Myanmar Institute of Theology standards of academic integrity, internet code of ethics, or is guilty of illegal activity. A student is expected to abide by seminary regulations in the student handbook of her or his respective institution.
A D.Min. student who fails to register or contact the CBTS D.Min. director or the MIT or Korean Language coordinator regarding registration for two or more course series will be discontinued from the program by the seminary.

2 개의 학기 연속으로 등록을 하지 않을 경우 제적이 된다.

**Readmission to the Program 재입학**

Any request for readmission to the program from a student who has withdrawn or has been terminated from the program by the institution must be made in writing to the D.Min. director, MIT coordinator or Korean Language coordinator. The request must be made no later than one year after the student's withdrawal or termination. The request will be reviewed by the director or coordinator and the appropriate D.Min. Committee. The student will be interviewed by the director or coordinator and, if readmitted, a timeline for the student's completion of the program will be determined. In all cases of readmission to the program, the CBTS D.Min. Committee has the final approval. The student will pay for any continuance fees required for time away from the program.

재입학을 위해서 신청서를 디렉터에게 제출해야 한다. 재입학 요청은 정확이나 제적을 당한 후 1 년 이내이어야 한다. 신청서는 디렉터와 위원회의 심의를 거친다. 디렉터의 면접중 거쳐 재입학이 허가되고, 학사일정이 정해진다. 재입학의 경위 목회학박사위원회가 최종결정 권한을 갖는다. 학생은 휴학기간 동안의 비용을 부담해야 한다.

**Program Assessment 평가**

Central Baptist Theological Seminary engages in on-going assessment of its D.Min. program to determine its effectiveness in accomplishing the purpose and goals of the program. Students participate in the assessment process, providing electronic copies of all completed assignments for submission in a student portfolio at the end of the degree. Work that reflects a student's most mature efforts will be evaluated as a measure of the success of the D.Min. program. The evaluation will have no impact on the student's grade or transcript.

신학대학원은 목회학박사과정이 그 목적에 부합한지를 판별하기 위해 지속적으로 과정에 대한 평가를 한다. 학생들은 학위를 마치며 모든 과제물을 제출할 때, 이 평가에 동참을 한다. 최종학기에 도달한 학생들의 평가가 목회학박사 프로그램의 성공을 평가하는 적절한 척도가 될 수 있다. 평가는 학생의 성적에 아무런 영향을 미치지 않는다.

Students will also be asked to contribute to the assessment process through completion of Association of Theological Schools (ATS) questionnaires (for entering students, graduating students, and alumni/ae) and written evaluations of the D.Min. courses and overall program.

학생들은 ATS 평가 과정에 적극적으로 참여해야 한다. 이 평가는 재학생, 졸업생, 그리고 동문들이 할 수 있다.

**Academic Integrity Policy 학문적 양식**

Central Baptist Seminary recognizes the student's right to have an appropriate process and timely response defined for grievances for both academic and non-academic grievances. The procedure for grade
appeals is described in the seminary catalogue. Grievance procedures for other academic and non-academic concerns may be found in the Central Baptist Theological Seminary Student Handbook and the Myanmar Institute of Theology Handbook.

The method and manner of evaluation for course grades is determined by the course instructor as outlined in the course syllabus. A student may take an examination or submit an assigned project at other than the scheduled time only under extenuating circumstances and with permission from the instructor.

Cumulative grade point averages are computed on a point system. The interpretation of the letter grades and their point values are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Point Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 grade points, Exceptional mastery of course essentials</td>
<td>96%-100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7 grade points</td>
<td>90%-95%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3 grade points, More than required mastery of course essentials</td>
<td>90%-95%</td>
</tr>
<tr>
<td>B</td>
<td>3.0 grade points, Required mastery of course essentials</td>
<td>82%-89%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7 grade points</td>
<td>Below 70%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3 grade points, Slightly more than course essentials</td>
<td>78%-81%</td>
</tr>
<tr>
<td>C</td>
<td>2.0 grade points, Course essentials</td>
<td>70%-77%</td>
</tr>
<tr>
<td>C-</td>
<td>1.7 grade points, Less than course essentials</td>
<td>Below 70%</td>
</tr>
<tr>
<td>F</td>
<td>0 grade points, Inadequate comprehension of course essentials</td>
<td>Below 70%</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3 grade points</td>
<td></td>
</tr>
</tbody>
</table>

Doctor of Ministry students are expected to demonstrate research ability and application beyond the level expected of M.Div. students. The Central Seminary and MIT libraries will be primary resources for such research.

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PROJECT DISSERTATION 논문

Faculty Advisor 논문 담당교수

The director or branch coordinator of the D.Min. will assign a faculty advisor to the student upon the student’s recommendation during the research methods and project design class. This person may be a member of the standing faculty of Central or may be a supplemental faculty member.

디렉터는 '연구조사방법론'수업을 진행하며, 학생의 추천에 의해 담당교수를 지정한다. 담당교수는 센트럴의 재직교수 혹은 외래교수이어야 한다.

The faculty advisor will function as a consultant for the writing of the prospectus for the project of ministry and the writing of the final project dissertation. 담당교수는 논문제안서 및 논문을 쓰는 동안 상담의 역할을 한다.

The faculty advisor will 담당교수의 역할

- Provide oversight of the writing of the project dissertation prospectus with assistance of the field advisor. 임상지도교수와 함께 논문제안서 작성을 감독한다.
- Foster an open and candid relationship for the mutual development of both the advisor and the student 교수와 학생은 열린, 솔직한 관계를 맺어간다.
- Provide a minimum of 8 hours of consultation with the student regarding form, style, and content of the prospectus and the project dissertation 논문제안서 및 논문 작성과 관련하여 8시간 이상의 시간을 형태, 스타일, 내용에 관한 도움을 준다.
- Read the prospectus and the final project dissertation, moderate one oral conference for the doctoral committee (faculty advisor, field advisor, third reader, student) to evaluate the final project dissertation and its oral presentation, and recommend approval of the final submission to the D.Min. Committee. 논문제안서와 논문을 읽고, 논문심사위원회에 구두시험을 조정한다. 박사위원회는 담당교수, 임상지도교수, 리더 및 학생으로 구성된다. 이 위원회는 학생의 논문과 구두시험을 평가하고 목회학박사위원회에 동의서를 제출한다.

In the MIT branch, the advisor will be a member of the MIT faculty and will be assigned by the MIT D.Min. coordinator. In the Korean Language branch, the advisor will be a CBTS standing or supplemental faculty member, assigned by the Korean Language D.Min. coordinator.

Field Advisor 임상지도교수

The director or branch coordinator of the D.Min. will assign a field advisor to the student upon the student’s recommendation the start of the research methods and project design class. The field advisor must hold appropriate academic qualifications, have experience in the ministry being conducted by the student, be accessible to the student and (if possible) be located in proximity to the student's place of ministry.

목회학 박사과정의 디렉터와 코디테이터는 "연구조사방법론" 수업 초기에 임상지도교수를 학생의 추천에 따라 임상지도교수를 배정한다. 임상지도교수는 적절한 학문적 자격을 갖추고 있어야 하며, 학생이 연구 실험하고자 하는 분야에 경험이 있어야 하며, 학생의 사역현장에 가까이 있어 접촉 가능해야 한다.

The field advisor’s role is to serve as the “professor in the field,” providing instruction, relating experience, giving counsel, evaluating performance, and working for the student’s personal and
professional formation.

The field advisor will 임상지도교수의 역할

- Serve as a resource person, along with the student’s faculty advisor, for development of the prospectus 논문제안서에 필요한 자원을 담당교수와 함께 제공한다.
- Meet with the student for a minimum of 8 advising sessions during the writing of the prospectus and the ministry project dissertation 최소한 8 시간 학생과의 만남을 갖고 논문제안서 및 논문쓰기에 도움을 준다.
- Work with the faculty advisor on issues related to the writing and completion of the D.Min. prospectus and ministry project dissertation 논문제안서 및 논문쓰기에 있어서 지도교수와 협력한다.
- Give feedback on student’s personal and professional strengths and challenges to student and D.Min. director 디렉터에게 학생의 전문적인 분야의 강점과 도전되는 분야들을 담당교수와 나누고 학생에게 피드백을 제공한다.
- Participate in the oral conference for the doctoral committee (faculty advisor, field advisor, third reader, student) to evaluate the final project dissertation and its oral presentation.

Reader 리더

<<Need description>>

Doctoral Committee 논문심사위원회

The Doctoral Committee will consist of the student’s faculty advisor, field advisor and a third reader who is a professional in the student’s field of ministry. The third reader is nominated by the student and approved by the D.Min. Director. The Doctoral Committee will review and provide feedback to the student on the prospectus and meet with the student for the final oral conference on the project dissertation. The Doctoral Committee will recommend approval of the dissertation project to the Doctor of Ministry Committee.

Prospectus 논문제안서

The purpose of the prospectus is to provide explanation, significance and a plan for the ministry project dissertation. The 10 – 15 page prospectus will be developed in the Research Methods and Project Design seminars scheduled at the mid-point of course sessions in consultation with field and faculty advisors and using the Project Dissertation Prospectus Form as a guide (Handbook, D.Min. Form 1.0, p. ____). The faculty advisor will submit the prospectus to the D.Min. committee for approval which authorizes the student to proceed to the project dissertation level of work.

논문제안서의 목적은 논문 프로젝트에 대한 설명으로 중요성과 계획이 제시되어 있어야 한다. "연구조사방법론 및 논문작성법" 수업을 통해 10-15 페이지의 논문제안서를 작성하게 되며, 이를 위해 지도교수와 임상지도교수의 도움을 얻는다. 논문제안에 대한 안내는 목회학박사과정 핸드북에 제시되어있다. 지도교수는 논문제안서를 목회학박사위원회에
The prospectus will include 논문제안서에 포함될 사항
   Proposed title 연구주제
   Introduction and rationale for the project 개요 및 연구의 이론적 근거
   Literature 문헌
   Problem, question or need to be addressed by the project 프로젝트가 다룰 문제, 연구제주, 필요성
   Research design and method 연구디자인 및 방법
   Anticipated results and evaluation of the research 기대되는 결과는 연구의 평가
   Plan for completion of the project 논문 완성 계획

Ministry Project 연구프로젝트

The purpose of the ministry project is to develop, strengthen and enrich the student's ministry and contribute to health of the faith community in which the student serves. It should demonstrate deepened theological understanding and offer an innovative practice of ministry.

프로젝트의 목적은 학생이 섬기는 믿음의 공동체의 건강에 기여하고, 학생의 사역을 개발, 강화 및 풍요토록 하기 위함이다. 프로젝트에는 신학적인 이해와 혁신이 제시되어야 한다.

The student must secure approval in writing (D.Min. Project Approval Form) from a responsible person in his or her ministry context for carrying out the project of ministry proposed.

학생은 자신의 프로젝트를 수행하기 위한 현장을 담당하는 책임자로부터 문서화된 승인서를 제출해야 한다.

After receiving approval for the project from the doctoral committee, the student will carry out the project as proposed in the prospectus. The length of time required to complete the project will vary. During the implementation of the project, the field advisor will advise and counsel the student.

학생은 논문심사위원회로부터 승인을 받은 후, 논문제안서에 나타난 대로 프로젝트를 수행한다. 프로젝트 수행을 위한 기간은 다양하다. 프로젝트 기간 동안 임상지도교수는 학생에게 필요한 조언과 상담을 제공한다.

Project Dissertation 논문

The Doctor of Ministry program culminates with the performance of a ministry project and the writing of a formal report of the project, the project dissertation. The student works with field and faculty advisors in developing and completing the ministry project and project dissertation (see Faculty Advisor 508, Field Advisor 533. This final phase of the D.Min. work is expected to be completed in one year. The ministry project dissertation carries six credits. Full tuition is paid at the beginning of the first project dissertation year. Extensions may be requested. If an extension is approved, the student will be required to re-enroll at full (six-credit) tuition. A maximum of three one-year extensions will be considered.
필요한 모든 비용이 지불되어야 한다. 기간연장이 필요한 경우 요청할 수 있다. 기간연장이 허락되면, 학생은 새로운 6 학점에 대한 전액을 납부해야 한다. 초대한 3 년까지 기간연장이 될 수 있다.

The Project Dissertation will be written according to the style outlined in the latest edition of Kate Turabian's A Manual For Writers and will include:

- introduction and rationale for the study 개요 및 연구의 이론적 근거
- theological and biblical grounding 신학적, 성경적 근거
- contextual analysis 상황분석
- research design and procedures 연구디자인 및 절차
- results and evaluation of the research 연구의 결과 및 평가
- summary and significance of the project. 요약 및 연구의 중요성

완성된 논문은 프로포절, 필요한 부록, 완성된 참고문헌 목록이 포함되어야 한다. 논문의 분량은 75-100 페이지이며(25,000-35,000 단어)가 되어야 하며, 부록과 참고문헌은 제외된다.

The completed project dissertation will also include the project proposal, appropriate appendices and a complete bibliography. The Project Dissertation should be between 75 - 100 pages (25,000 – 35,000 words) in length, excluding the appendices and bibliography.

The project dissertation should be presented to the faculty advisor at least 30 days prior to the oral conference. The oral conference is to be scheduled no later than February 1 before the student’s expected graduation date. The faculty advisor will review the project dissertation and respond within 30 days with comment and suggested topics the student should be prepared to discuss in the oral conference.

The MIT and Korean Language D.Min. committees, through their coordinators, will send to the CBTS D.Min. committee their recommendations for the project dissertations of students in their branches. The CBTS D.Min. committee will recommend the student to the academic committee of the CBTS Board of Directors for graduation.

Oral Conference  (Shawnee and Korean Language) 구두시험

The D.Min. candidate will participate in a two-hour oral conference with the doctoral committee (faculty advisor, field advisor, third reader, student) scheduled by the student no later than February 1 of the student’s anticipated graduation date. The conference may be conducted in person or by phone or computer conferencing. This meeting provides the student an opportunity to articulate her or his rationale for the ministry project, describe the process, summarize learning, evaluate the project, answer questions and receive comments. Minor revisions may be requested. The final project dissertation must be submitted to the faculty advisor for recommendation of approval to the D.Min. Committee by March 1 before graduation.
Project Dissertation Defense (MIT)

The MIT coordinator will schedule the project dissertation defense upon recommendation of the candidate's advisor. A defense panel shall be composed of the supervisor, one reader, the coordinator and the principal.

The defense shall be conducted in the presence of the supervisor and the reader. The coordinator may appoint an outside reader if needed, but the outside reader has no right to approve or disapprove the project dissertation unless otherwise notified by the coordinator.

The defense shall include questions submitted by the CBTS D.Min. committee. The coordinator shall report to the CBTS D.Min. committee the results of the defense.

The project dissertation supervisor and the reader shall be D.Min. faculty of MIT appointed by the MIT D.Min. Committee. The Coordinator normally presides at the defense unless otherwise notified. If the Coordinator is the advisor, the Academic Dean may preside.

Two copies of the project dissertation must be made available and displayed in the library of MIT and two copies must be supplied for inclusion in the CBTS library. The dissertation fee must be paid, as the schedule requires.

Order of the Defense:
- Formal announcement of the oral defense made by the Presider
- Opening prayer
- Endorsement of the candidate made by the Faculty Advisor
- Criteria for the verdict:
  - Clear pass
  - Pass with minor correction (need to work with advisor)
  - Pass with major correction (need to meet with the panel again)
  - Fail
- Questions and examination
- Deliberation
- Declaration by the Presider
- Clarification of the verdict
  - Pass with minor correction (no major revision in any chapter)
  - Pass with major correction (a need to rewrite whole chapters)

Final corrections shall be shown to the D.Min. coordinator through the supervisor for final approval before book binding.

Final approval for proceeding to graduation must be given by the CBTS D.Min. committee after receiving the recommendation of the MIT defense committee regarding whether or not the candidate has passed and should be recommended for graduation. Electronic copies of the project dissertation shall be sent to the CBTS D.Min. committee at least two months in advance for the final approval to be given in order for the student to prepare for graduation.

Delivery of Bound Copies 제본과 제출
Final bound copies shall be affixed with the signatures of the Supervisor and the reader of MIT and also the signatures of the president and academic dean of CBTS. The title page bearing the title of the project dissertation as well as other pertinent information and including the above mentioned signatures shall be prepared and given along with the pages of the approved dissertation for binding.

Application for Graduation  졸업신청

To qualify for graduation, students must file applications for graduation with the registrar during the Spring Session at least 60 days prior to the anticipated graduation date.

9/11/14