



Seminary and  
School of Missions

# Doctor of Ministry

Revised Fall 2012

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## **OVERVIEW OF THE DOCTOR OF MINISTRY PROGRAM**

The Doctor of Ministry (D.Min.) degree is a professional degree in ministry. Unlike the Th.D. and Ph.D. degrees, which are research oriented, the D.Min. is designed to enable those engaged in Christian ministry to develop their professional skills.

The D.Min. degree is a relative newcomer to the theological education scene. Pioneered in the 1960's, the degree is now offered by a majority of seminaries accredited by the Association of Theological Schools (ATS). D.Min. programs vary from seminary to seminary, being shaped by each school's unique perspective, educational philosophy, and objectives. In spite of this variation, the integrity of the D.Min. degree is maintained by adherence to the standards set by ATS.

Columbia Biblical Seminary developed its D.Min. program in 1987 with sensitivity to the unique needs and goals of professionals in ministry.

It is our prayerful desire that our D.Min. program will serve well those Christian leaders who wish to pursue the highest level of professional development in their respective vocations.

## **PURPOSE OF THE DEGREE**

The general purpose of the D. Min. is to develop the student's knowledge, theoretical clarity, and competence in the profession and practice of ministry.

The program is designed for persons holding the Master of Divinity (M.Div.) degree, or its equivalent, who have had significant ministry experience. The student is expected to build on his or her previous studies and ministry experiences in order to attain higher levels of competency.

The attainment involves advancing the student's knowledge of the foundations and current developments in their field of service, deepening their understanding of their goals and purpose, improving their skills for achieving assigned responsibilities, and developing their spiritual and moral integrity.

When a student has completed the requirements of the D.Min. program, he or she will have achieved the following competencies:

1. Use ministry skills at an advanced level of professional competency and evidence those personal qualities normally considered essential to this level of ability.
2. Demonstrate increased sensitivity in interpersonal relationships and development of the skills needed to enhance these relationships.
3. Think, plan, and act creatively in transcending traditional approaches to ministry by the use of innovative concepts and methods.
4. Demonstrate a steadily maturing relationship with God in an understanding of the concept of servanthood, especially as related to servant leadership.

## **OUR ACCREDITATION AND AFFILIATIONS**

Columbia International University (CIU) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award masters and doctoral degrees (D. Min. & Ed. D.)

CIU Seminary and School of Missions is also accredited by the Association of Theological Schools (ATS). CIU has a branch campus in Korntal, Germany.

## DOCTRINAL STATEMENT

The following, together with other Christian principles of doctrine and practice, including the affirmation of the full trustworthiness of Scripture, which in its original writing was verbally inspired and without error, shall be the basis of faith and doctrine of Columbia International University:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content and without any error in its teachings.
2. All men in their natural state are lost, alienated from God, spiritually dead: All have sinned and fall short of the glory of God (Rom. 3:23).
3. Salvation is only by grace, a free gift of God, through faith in the Lord Jesus, who died for our sins according to the Scriptures (1 Cor. 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph. 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (John 1:12, 13), and are made new creatures in Christ (2 Cor. 5:17).
4. God is One God, Who reveals Himself in three Persons: Father, Son and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of Man, was born of a virgin, and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.
5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (John 20:25-27). The bodies of all believers who die will be raised from the dead and they will receive an incorruptible body like His glorious body (1 Cor. 15:53; Phil 3:21). All other men shall be raised unto the resurrection of judgment (John 5: 28, 29).
6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. If we live by the Spirit, by the Spirit let us also walk (Gal.5: 16-25; Col 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him.
7. Christian living includes Christian service, the winning of souls around us, and the preaching of the gospel in the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8; 1 Cor. 12:7; Eph. 3:20; Acts 5:32). And in all of this service, prayer is to have the central place (John 14:12-14; Eph. 6:18, 19).
8. Jesus Christ will come again to earth the second time (Heb. 9:28): personally (Acts 1:11; 1 Thess. 4:16), bodily (Acts 1:11; Col. 2:9) and visibly (Matt. 26:64; Rev. 1:7). His coming will precede the age of universal peace and righteousness foretold in the Scriptures (Matt. 24:29, 30, 42; 2 Thess 2:7, 8; Rev. 20: 1-6). (Candidates for graduation need not affirm the premillennial position.)

## **ADMISSION TO THE PROGRAM**

1. The D. Min. program builds on M. Div. studies and applicants should hold the M. Div. degree with a minimum of a B average.  
  
An applicant who does not hold the M. Div. degree, but believes he/she has theological training equivalent to a M.Div., may submit evidence of work completed to the Office Manager for Seminary and Graduate Admissions for assessment of equivalency.
2. The Doctor of Ministry program is designed to enhance the ministry competence of practicing professionals. Therefore, an applicant must have completed at least three years of active involvement in ministry subsequent to the completion of their first theological graduate degree.
3. Students must be in agreement with the doctrinal statement of CIU (with the exception of the pre-millennial clause) and meet other admissions standards.
4. Applicants complete the D. Min. Application, hard copy or on line at <http://www.ciu.edu/become-student/how-apply/graduate-seminary>. This includes:
  - The application essay
  - A signed doctrinal statement
  - An interactive review of an article
  - References
  - A non-refundable application fee
5. The applicant requests official transcripts to be sent to the  
Office Manager for Seminary and Graduate Admissions,  
PO Box 3122,  
Columbia, SC 29230-3122.
6. The Admissions Counselor for D. Min. applicants, upon receipt of all materials, circulates the applicant's file among members of the D. Min. committee for evaluation.
8. The D. Min. committee may require a personal interview with the applicant as part of the admissions evaluation process.
9. The Admissions Counselor for D. Min. applicants will notify the applicant in writing of the decision of the committee, noting any conditions or additional requirements which must be met prior to matriculation.

## **PROGRAM COSTS and PAYMENT**

Information concerning tuition rates is available on page 3 at :  
[http://www.ciu.edu/sites/default/files/tuition\\_fees/Graduate\\_Seminary\\_Tuition\\_Fees.pdf](http://www.ciu.edu/sites/default/files/tuition_fees/Graduate_Seminary_Tuition_Fees.pdf) , the Seminary Admissions Office, or the Doctoral Studies Office. Additional financial information is explained in the Course Catalog. Each doctoral course is three semester hours and each concentration has a total of 30 semester hours.

Students who do not complete their programs in a timely fashion will incur a continuation fee. The fee will be assessed according to the following schedule:

- Students who enroll in their final course in a January term will have until the following July 1 to complete all coursework. The student then has two years to complete the proposal defense and the successful oral review of the completed dissertation-project. If all work is not completed, a continuation fee of \$250.00 will be charged each semester until all degree requirements are met.
- Students who enroll in their final course in a summer term will have until the following January 1 to complete all coursework. The student then has two (2) years to complete the proposal defense and the successful oral review of the dissertation. If the student does not complete all work within this two-year period, a continuation fee of \$250.00 will be charged each semester until all degree program requirements are met.

All financial obligations to the seminary must be paid before graduation.

### **STATUTE OF LIMITATIONS FOR THE DEGREE**

All requirements for the D. Min. degree must be completed within six (6) years, beginning from the date of the student's first enrollment in a doctoral course following acceptance into the program. Each course escrowed before acceptance in the program will be considered as three (3) months of program time. Any exceptions to this will be made only on written appeal to the Doctoral Committee through the Director.

### **"INACTIVE" STATUS IN THE PROGRAM**

In some cases it may be to the student's benefit to request transfer to "inactive" status. Usually this will occur when a student is assigned to a ministry or in unusual circumstances where it will be temporarily impractical to continue active study. When a student determines that study must be discontinued for a time, he or she needs to inform the Director of the D. Min. program, through the D. Min. office, and request a transfer to inactive status for the specified period.

Students remaining inactive for two years will be notified of their status and must contact the D. Min. office within a month following notification indicating their plans to pursue their degree

To resume studies after being dropped from the program, a student must reapply through the CBS admissions office. If readmitted, a new curriculum will be negotiated based on current program requirements. The D. Min. committee will determine which previously earned D. Min. credits may be applied toward the student's new program.

### **STUDENT EVALUATION**

As students advance through the program, their professional, spiritual, and personal development is assessed in terms of program goals. Evaluation involves assessment of course work and projects, as well as observation of the student's professionalism in interpersonal relationships and ministry.

Assessment is therefore carried out:

1. By self-evaluation through the 'Spiritual Mentoring' course, interviews with the director of the concentration, and interaction with the SSM faculty.
2. By peers through:

- a. Doctoral seminars in which comprehension and integration are emphasized, skills in interpersonal relationships are exercised, and the ability to express oneself clearly in a context of interaction is cultivated.
  - b. Regular colloquies during residence in which the community of scholars interacts with the student on his or her current thinking on course work, seminars, and the Dissertation-Project.
3. By faculty through:
- a. Admissions information as reviewed by the D.Min. committee.
  - b. Course work as evaluated by the professor of each course.
  - c. The Dissertation-Project as it is evaluated by the committee to determine the student's ability to apply what he or she has learned.
  - d. Personal conversations and interaction.

### **THE MEANING OF GRADES IN THE D. MIN. PROGRAM**

The Doctor of Ministry program at Columbia is primarily oriented to developing students, rather than classifying them. Nevertheless, the nature of schooling demands assignment of grades. Some naively assume that grades carry universal meaning. Often students (especially doctoral students) expect to receive very high grades, and are disappointed when instructors have different expectations. Misunderstanding and disappointment will be avoided by carefully noting the following descriptions.

- A Exceptional work reflecting an unusual comprehension of information and issues and a capacity to reflectively apply that understanding in ministry. Communication is clear, accurate, and concise.
- B Work clearly is appropriate to the doctoral level in comprehension of information and issues and in capacity to reflectively apply understanding in ministry. Communication is clear and accurate.
- C Work is complete, but lacks evidence of comprehension and reflective skills expected in doctoral students (even though it may be appropriate to graduate students at the master's level).
- D Unacceptable work, seriously lacking in one or more areas assigned.
- F No work submitted.

**NOTE:**

"A" may be modified by minus (-), but not by plus (+).  
 "B" and "C" may be modified by plus (+) or minus (-).  
 "D" and "F" may not be modified.

When low grades are earned, credit will be assigned according to the following policy:

- Courses in which a grade of B- is received will be credited to the student providing the GPA is sufficient for graduation.
- One C grade (with either a plus or minus) will be credited providing the GPA is sufficient for graduation.

- A second grade of C will result in an immediate review to determine the appropriateness of the student's continuation in the program. This grade will not be counted toward D.Min. program requirements.
- A grade of D or F will not be credited toward graduation and will result in an immediate review to determine the appropriateness of the student's continuation in the program.

### **SUMMARY OF PROGRAM REQUIREMENTS**

We offer the Doctor of Ministry with concentrations in several tracks. Each program requires 30 semester hours: 24 in course work (8 classes at 3 semester hours each,) and 6 for the dissertation.

The following core courses are required components for all concentrations:

MIN 9431 Spiritual Mentoring - This course provides the leader with a process for developing character and influence, and for transferring truth to the next generation. The process is based on learning, earning and re-earning trust. Ultimately, the process aligns one's calling, character, competencies and community leading to an expanded influence and a clearer view of one's destiny.

RES 9400 Doctoral Research - This course, usually taken when other program course work has been completed, uses a workshop approach to the logic, design, methods, and execution of ministry-based research. Each student will begin developing their dissertation/research proposal in the course of the workshop.

Courses are one week in length with the exception of the Research Course which is two weeks. All require pre-and post-course work.

Specific program requirements are outlined under each program concentration. Of the 8 courses required in a doctoral student's program, 6 (18 semester hours) must be CIU courses at the 9000 level. The remaining 2 courses (6 semester hours) could be met by transfer credits (doctoral level courses approved by the D. Min. director from an accredited institute) or 6000/7000 level courses.

## LEADERSHIP CONCENTRATION

The Leadership concentration requires a student to take the two core courses ‘MIN9431 Spiritual Mentoring’ and ‘RES9400 Doctoral Research Methods,’ three courses on ‘Leadership’ (LDR alpha designator) and three electives. The Leadership degree is designed to develop the student’s knowledge, theoretical clarity, and competence in the profession and practice of ministry through life-long learning in leadership.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year, or through ‘Distance Learning.’ Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

Course Number	Course Name	Semester Hours
_____MIN9431	Spiritual Mentoring	3
_____LDR_____	Leadership Concentration	3
_____LDR_____	Leadership Concentration	3
_____LDR_____	Leadership Concentration	3
_____	Elective	3
_____	Elective	3
_____	Elective	3
_____RES9400	Doctoral Research Methods	3
_____RES9990	Dissertation-project	6
	Total Semester Hours	30

## MISSIONS CONCENTRATION

This program is designed for persons who have significant experience in cross-cultural ministry. Students are expected to build on their previous studies and ministry experiences in order to attain higher levels of competency. This involves advancing students' knowledge of the foundations of and current developments in missions, deepening their understanding of God's mission and purpose, acknowledging their personal mission and purpose in God's mission, improving their skills for achieving assigned responsibilities, and developing their spiritual and moral integrity.

The Missions concentration requires the student to take the two core courses 'MIN9431 Spiritual Mentoring' and 'RES9400 Doctoral Research Methods,' a required course in Missions (MIS9531 Missiological Reflections), two more courses in 'Missions' (MIS alpha designator), and three electives.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year, or through 'Distance Learning.' Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

Course Number	Course Name	Semester Hours
_____MIN9431	Spiritual Mentoring	3
_____MIS9541	Missiological Reflections *	3
_____MIS_____	Missions Concentration	3
_____MIS_____	Missions Concentration	3
_____	Elective	3
_____	Elective	3
_____	Elective	3
_____RES9400	Doctoral Research Methods	3
_____RES9990	Dissertation-project	6
	Total Semester Hours	30
*	The prerequisite for MIS9541 is a graduate level 'Introduction to Missions' (MIS5011, MIS5050, or the equivalent).	

## PREACHING CONCENTRATION

The Preaching concentration helps students move to a higher level in their ability to prepare and deliver sermons that are biblically and theologically astute while remaining relevant and practical.

The Preaching concentration requires the student to take the two core courses ‘MIN9431 Spiritual Mentoring’ and ‘RES9400 Doctoral Research Methods,’ a required course in Homiletics (HOM9410 Variety and Creativity in Preaching), two more courses in ‘Homiletics’ (HOM alpha designator), and three electives.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year, or through ‘Distance Learning.’ Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

Course Number	Course Name	Semester Hours
_____MIN9431	Spiritual Mentoring	3
_____HOM9410	Variety and Creativity in Preaching	3
_____HOM____	Homiletics Concentration	3
_____HOM____	Homiletics Concentration	3
_____	Elective	3
_____	Elective	3
_____	Elective	3
_____RES9400	Doctoral Research Methods	3
_____RES9990	Dissertation-project	6
	Total Semester Hours	30

## MEMBER CARE CONCENTRATION

The Member Care concentration is offered in a cohort of like-minded and experienced students. The Member Care concentration equips professionals who have demonstrated skill in providing ministerial and /or therapeutic care for missionaries. Multidiscipline training tools are utilized to equip the Mission Support Services Specialists who serve in an organizational setting and Clinical Counseling specialist (licensure) who focus on clinical needs of missionaries in the global arena.

In a cohort approach, students begin the program with a group of peers and proceed with them throughout the course of study. Learning in this format, builds professional relationships and in-depth peer mentoring. Most courses are required courses as detailed below, but two elective courses are also to be included with the guidance of the Concentration Director.

With approval from the Concentration Director, students may include up to two courses at the 6000 and 7000 level which can be taken on campus during the school year, or through ‘Distance Learning.’ Up to two doctoral level courses from other accredited schools can be transferred into the program, provided the transfer is done with the approval of the D.Min. Program Director. Of the 24 semester hours of class work, 18 must be completed on campus at the doctoral level.

Course Number	Course Name	Semester Hours
_____MIN9431	Spiritual Mentoring	3
_____CNC6440	Organizational Member Care Services	3
_____CNC9541	Career Dynamics & Trends in Missions	3
_____CNC9572	Home Life Enhancement Skills	3
_____CNC9474	Clinical Application in Missionary Care	3
_____	Elective	3
_____	Elective	3
_____RES9400	Doctoral Research Methods	3
_____RES9990	Dissertation-project	6
	Total Semester Hours	30

## MILITARY CHAPLAINCY CONCENTRATION

The concentration in Military Chaplaincy is designed to assist chaplains in developing a higher level of expertise in their ministries to men and women in the armed forces.

The course work and training received in the Basic and Advanced Chaplaincy programs of the US Army or equivalent courses as a chaplain in other branches of the U.S. Military, is credited towards your D. Min. degree here. Of the required 24 semester hours of class work, 12 semester hours may be met by Advanced Standing based on your chaplaincy training. This would leave only 4 required classes (12 semester hours) and the completion of the doctoral research project (6 semester hours). The four required courses are: MIN9431 Spiritual Mentoring, RES9400 Doctoral Research Methods, and two elective courses. These electives must be done on campus at the 9000 level.

Course Number	Course Name	Semester Hours
Advanced standing	Chaplaincy Basic & Advance Training / Equivalent Courses	Up to 12
_____MIN9431	Spiritual Mentoring	3
_____	Free Elective	3
_____	Free Elective	3
_____RES9400	Doctoral Research Methods	3
_____RES9990	Dissertation-project	6
	Total Semester Hours	30

## **DISSERTATION-RESEARCH PROJECT PROPOSAL**

Considerable work on the dissertation-research project proposal is done in conjunction with the Research course (RES9400 Doctoral Research Methods), after which the students are advised to work closely with their dissertation committee director in developing the dissertation-research project proposal. The director will assure that the dissertation-research project proposed engages a significant research problem and employs an appropriate research methodology. The preparation of the proposal must be explicit and complete. The Dissertation Manual along with other texts will direct the writing of the dissertation-research project proposal.

When ready, four copies of the dissertation-research project proposal will be submitted to the doctoral studies office, one copy for each committee member and one retained by the D. Min. office. This committee will consist of a dissertation director and two readers.

The student is required to meet with this committee to discuss and defend the integrity and suitability of the proposal. The dissertation committee will decide on the merit of the proposal based on its feasibility, educational benefit to the student and/or organization, and contribution to the discipline.

## **DEFENSE OF THE DISSERTATION-RESEARCH PROJECT PROPOSAL**

The defense of the proposal will entail four parts:

1. The director will introduce the student and the members of the committee and will lead in prayer.
2. The director will invite the student to overview the proposal (15-30 minutes). The members of the committee have read the proposal, so the purpose of this overview is just to set a context for conversation. The committee needs to hear why this topic has been chosen and how the research will proceed, and what is anticipated for you and others.
3. Next, the director will invite members of the committee to raise questions about the proposal (45-90 minutes).
4. Finally, the student will be excused from the meeting and the members of the committee will take action on the proposal. Usually, they have helpful suggestions for strengthening the study. The grade sheet includes the following options for the committee to consider:

**Acceptance** of the dissertation-research project proposal (The proposal is considered acceptable; research may proceed under the guidance of the Dissertation Director).

**Acceptance, with requirement for minor revisions** (The dissertation-research project proposal is approved in substance, although specific corrections are required. Approval of the corrected proposal is committed to the dissertation director).

**Tentative acceptance**, with major revisions required (The dissertation-research project proposal is judged to have merit, although significant problems exist in the design of the proposal. Acceptance of the revised proposal requires approval by all members of the oral defense committee).

**Disapproval** of the dissertation-research project proposal (The dissertation-research project proposal is deemed to be irreparably flawed, necessitating redesign and re-submission).

## **ADVANCEMENT TO CANDIDACY**

The basis for candidacy is successful completion of all degree requirements except the dissertation-research project.

- All course requirements in the student's program of study
- Approval of the dissertation/research project proposal
- The removal of any weakness or deficiency observed

## **DISSERTATION-RESEARCH PROJECT ORAL REVIEW**

Students must register for RES 9990—Professional Dissertation (6 semester hours) during registration time prior to the semester they plan to graduate.

- For graduation in May, register in November/December
- For graduation in August, register in April/May
- For graduation in December, register in July/August

The dissertation-research project, including appendices, shall not exceed 250 pages and shall address both the nature and practice of ministry. The text of the dissertation-research project will ordinarily be 100-125 pages in length. The dissertation-research project shall reflect ability to identify a specific concern in ministry, organize an effective research model, utilize appropriate resources, evaluate the results, and demonstrate the ability to bring depth of theological insight to bear on ministry.

The dissertation-research project also must have demonstrable application to the student's present or future ministry, and must make a contribution to the practice of ministry as judged by professional standards.

Research and writing of the dissertation-research project normally requires from six months to two years. Four copies of the completed dissertation-research project, as approved by the dissertation director, are due at the doctoral studies office by the following deadlines:

- March 1st project submitted for oral review for May graduation  
April 15th approved project submitted for binding.
- May 15th project submitted for oral review for August graduation.  
July 15th approved project submitted for binding.
- October 15th project submitted for oral review for December graduation  
November 15th approved project submitted for binding.

These copies should be printed on standard bond paper, not dissertation acid free quality paper, as further corrections may be required. The doctoral studies office will hold one copy and distribute the others to the director and readers. At that time a date will be set for the oral review of the completed dissertation-research project.

The oral review will be chaired by the director, who will be joined by the two readers. The review will be open to other faculty persons, students, and guests, although their participation may be limited at the discretion of the dissertation director. The oral review will focus on the execution and findings of the dissertation-research project, with particular attention to its significance for the theory and practice of ministry.

Following any necessary corrections or revisions, the project, will be submitted for final approval and the signatures of the director and readers.

One copy will be printed on acid free, high cloth content paper (50 percent minimum) at the CIU copy center. The library and dissertation director each will receive an electronic copy (PDF) on CD.

The D. Min. office will need the signed:

- Library binding form
- Theological Research Exchange Network (TREN) form with abstract
- American Theological Library Association (ATLA) Research In Ministry (RIM) Index, signed, or submit on line at <http://www.atla.com/products/rim/Rimonlineform.html>

TREN keeps a copy of all dissertations, uploaded from the Library's copy (PDF).

The Library's electronic (PDF) copy on CD will be housed in the G. Allen Fleece Library at Columbia International University, and will remain the property of CIU Seminary and School of Missions.

## **GRADUATION**

The student must obtain from the registrar's office an application for graduation and submit it within the following time frames during the year in which graduation is expected.

- For graduation in May, before February 1st.
- For graduation in August, before June 1st.
- For graduation in December, before July 31st.

Baccalaureate and commencement exercises are held in May of each year. Students must order graduation regalia the January before May graduation so that doctoral gowns, caps and hoods can be received at the campus bookstore. Students are responsible for the cost of their graduation attire.

Final processing of documents for graduation is handled by the graduate records office in the registrar's office and they approve a student for graduation.

### **Instructions for Ordering Graduation Regalia:**

1. Go to [www.herffjones/college/graduation](http://www.herffjones/college/graduation)
2. Select “Columbia International University” from the drop-down box and press “Continue”
3. Confirm graduation date
4. Order “Cap and Gown.”
5. Select degree as “Doctorate.”
6. Select “Cap, Gown, Tassel/Hood.”
7. Select “Doctor of Ministry” as Area of Study.
8. Select Gender.
9. Provide information for your “height,” “weight,” and “cap size” then press “Continue.”
10. Complete “Ordered By” information.
11. Complete “Degree Information.”
12. Review “Cap and Gown” information.
13. Select (or de-select) “Promotional E-Mails” and press “Continue.”
14. Check out by providing your credit card information, then “Submit.”
15. Notify the Doctor of Ministry Office when you have placed your order.

Your regalia will be delivered to the CIU Bookstore. The Doctor of Ministry Office Manager will pick up your items and have them ready for you in time for the day of graduation.

**Microfilm Distribution Agreement for TREN  
(Theological Research Exchange Network)**

**Author Profile**

**Explanations**

1. Full Legal Name \_\_\_\_\_  
\_\_\_\_\_
2. Year of Birth \_\_\_\_\_
3. Country of Citizenship \_\_\_\_\_
4. Present Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Future Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective on \_\_\_\_\_

**Degree Information**

1. Degree Nomenclature \_\_\_\_\_ (Abbreviation For Degree)
2. Degree Date \_\_\_\_\_ (As Authorized By Institution)
3. Full Name of School Granting Degree  
\_\_\_\_\_  
\_\_\_\_\_

**Title Information**

1. Exact Title of Thesis/Dissertation as it Appears on Your Title Page  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(110 spaces is optimum. Longer titles may be abbreviated. Use meaningful, descriptive terms, to facilitate accurate computer indexing.)
1. Key words related to subject \_\_\_\_\_ (Use meaningful, descriptive terms, to facilitate accurate computer indexing.)  
\_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT**

The author and the Theological Research Exchange Network (TREN), having a place of business at Portland, Oregon, hereby agree as follows for the publication of the submitted manuscript by TREN.

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