



Advanced Pastoral
Studies Student
Handbook 2017

ADVANCED PASTORAL STUDIES STUDENT HANDBOOK

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This handbook and the policies included here are a supplement to the SFTS Student Handbook, available at: <http://sfts.edu/students/policy-statements-student-handbook/> . Policies published in the SFTS Student Handbook apply to all SFTS students.

DOCTOR OF MINISTRY PROGRAM OVERVIEW

Since 1970, San Francisco Theological Seminary has been offering a Doctor of Ministry (DMin) degree administered by the office of Advanced Pastoral Studies (APS).

The DMin program at SFTS has long been known for first-rate scholarship, affordability, and dedication to the needs of pastors, chaplains, and other religious professionals. The student body has always been highly diverse, international, and ecumenical. DMin classes are taught by current faculty at SFTS and by a cadre of well-qualified adjunct faculty.

The DMin is a graduate theological degree, usually undertaken after the completion of a Master of Divinity (MDiv), or equivalent, and at least three years in professional ministry. It gives religious professionals the opportunity to sharpen their pastoral skills and to do specialized work in an area that will strengthen their ministry. In contrast to a Ph.D., the DMin. is a practical rather than an academic research degree. The curriculum focuses on contextual, interdisciplinary study, research and innovation in the practice of ministry. The heart of each student's research is their project—designed and implemented in their own context of ministry.

DMIN PROGRAM OPTIONS

The Doctor of Ministry degree at SFTS requires six seminars (3 units each), the Dissertation/Project Orientation Seminar, and the completion of a Dissertation/Project. Specific course requirements are outlined for each program option.

Contextually Oriented Emphasis

SFTS offers several DMin degree options, the most popular being the contextual or multidisciplinary option. Focusing on the challenges of ministry in the 21st century, students identify research topics and develop innovative projects that have direct application in their ministry context. Multidisciplinary students must complete three required seminars and 3 elective seminars, plus the D/P Orientation Seminar described below.

Course requirements are:

- DM-6017: Pastor as Person
- DM-6018: Theology of Ministry
- DM-6019: Culture and Mission
- DM-6014: Dissertation/Project Orientation Seminar
- Three elective three-unit resource seminars

Both types of seminars are offered during the annual summer term, which comprises three sequential two-week intensive class modules during the months of June and July. Additional elective seminars may be taught in the January Intersession. Thus, a student can complete the required coursework in two to six summers, depending on the number of seminars undertaken each year.

The three foundational seminars are also offered in an extended format (14 weekly meeting each in the Fall and Spring semesters) for commuter students.

Students may opt for an **Emphasis in Feminist/Womanist/Mujerista Theologies** by taking the three Foundational Seminars in the Contextually Oriented Emphasis and three electives in the Feminist/Womanist/Mujerista Emphasis.

Pastoral Care and Counseling

The Pastoral Care and Counseling (PCC) track is designed for professionals who serve or plan to serve in a context of specialized ministry such as chaplain, pastoral care specialist, pastoral counselor, or pastors with a special focus on pastoral care. While rooted in the Christian tradition, this program is open to religious professionals across the spectrum of spiritual traditions.

Students in the Pastoral Care and Counseling track are required to take 3 PCC core courses and 3 elective resource seminars. Courses in the PCC emphasis are generally offered in the summer term.

The required core courses are:

- DMPS-6041: Dynamics of Loss, Grief, and Trauma
- DMPS-6050: Multicultural Pastoral Care
- DMPS-6051: Theology and Theories of Pastoral Care and Counseling
- DM-6014: Dissertation/Project Orientation Seminar
- Three elective resource seminars chosen from electives offered in the PCC track or seminars offered in other DMin tracks appropriate to the student's D/P topic or area of interest.

Pastor as Spiritual Leader

The Pastor as Spiritual Leader (PSL) track, offered in conjunction with the Program in Christian Spirituality, is designed to assist religious professionals with pastoral responsibility for congregations, chaplaincies, and religious non-profits, in expanding their understanding and competence to serve as spiritual leaders of their settings. This emphasis will integrate prayer, contemplative listening, discernment, and biblical and theological reflection to nourish transformative pastoral leadership and spiritual formation of themselves and their communities.

Students in the PSL track are required to take 4 core seminars and 2 elective resource seminars. Courses in the PCC emphasis are generally offered in the summer term.

Course requirements are:

- DM-6017 Pastor as Person
- DM-6 The Art of Christian Listening
- DM-6065 Prayer and Discernment for Pastoral Ministry
- DM-6062 Discernment of Systems and Structures
- DM-6014: Dissertation/Project Orientation Seminar
- Two elective resource seminars chosen from electives offered in the PSL track or seminars offered in other DMin tracks appropriate to the student's D/P topic or area of interest.

Executive Leadership

Wise leadership for congregations, denominational bodies, and other faith-based institutions calls for multi-faceted intelligence: emotional intelligence and social sciences intelligence as well as Biblical and theological intelligence. The Executive Leadership course offerings are designed to enhance the intelligence and skills of leaders in such ministries.

The core course requirements in this track are built on a series of 4 week-end Seminars (Thursday-Saturday) totaling 18-20 contact hours. Participation requirements include:

- All four seminars must be completed to receive credit (no partial credit granted)
- Pre-class and post-class work and contact via Moodle Learning Management system
- Completion in one academic year (September; November; January; March; April)
- Signature assignment options: a Capstone Project and Paper or an Interactive Experience “Final Exam” Simulation and Reflection Paper

Course requirements are:

Executive Leadership Seminars (4-part):

- DM-6000 Seminar I - Redirecting the Focus: Future Tense Leadership
- DM-6001 Seminar II - Reframing Communication in Leadership
- DM-6002 Seminar III - Re-Tooling Leadership: Future-Oriented Proficiencies
- DM-6003 Seminar IV - Reorienting Leadership: Leadership in the Wilderness and,
- DM-6014 Dissertation/Project Orientation Seminar
- Four elective resource seminars chosen from electives offered in the Executive Leadership track or seminars offered in other DMin tracks appropriate to the student’s D/P topic or area of interest.

Chaplaincy/Spiritual Care Research Literacy

(Tentatively scheduled to begin Fall 2017)

The Chaplaincy/Spiritual Care Research Literacy is designed for Clinical Pastoral Educators, Board Certified Chaplains, and those seeking professional chaplaincy vocations. This track integrates the critical theological discourse of advanced theological education with pastoral practice using an informed research method of inquiry. It integrates the critical theological discourse of advanced theological education with pastoral practice using an informed research method of inquiry. Chaplains and spiritual care providers will develop and master rigorous data collection methodologies appropriate for their ministry setting.

The three required seminars provide a framework for evaluating existing research, understanding methods of data collection, quality, and usage that might be used within various chaplaincy contexts, and theological reflection on the history and politics of research.

Course requirements are:

- Action Research and Evidence-Based Research Methods
- Quantitative vs Qualitative Research Methods
- The Politics of Research: Ethical, Epistemological, and Ontological Issues
- DM-6014: Dissertation/Project Orientation Seminar
- Three elective resource seminars chosen from electives offered in the Chaplaincy/Spiritual Care track or seminars offered in other DMin tracks appropriate to the student’s D/P topic or research interest.

DISSERTATION/PROJECT

The Dissertation/Project is the signature assignment for the DMin degree. The purpose of the D/P is to give the student the opportunity to explore one aspect of their practice of ministry in

depth. As the name suggests, the D/P can be thought of as a combination of a research dissertation and a practical project relevant to the student's particular ministry.

During or after their course work, students prepare a D/P topic proposal and submit it to the APS committee for approval. Upon approval of the topic, students may begin work on the Design Proposal, with the help of an approved advisor. The D/P project and manuscript must be completed according to the plan presented in the design proposal.

CURRICULUM

Foundational Seminars

Each of the seminars listed below is a required course in one or more of the program tracks or concentrations, forming our core curriculum.

Executive Leadership Seminar Series (must take all 4 to receive credit)

DM-6000 Seminar I - Redirecting the Focus: Future Tense Leadership
Innovative Leadership in Uncertain Times: "Adaptive Leadership 2.0"

DM-6001 Seminar II - Reframing Communication in Leadership
Attending to Language and Leadership: Future-Oriented Communication

DM-6002 Seminar III - Re-Tooling Leadership: Future-Oriented Proficiencies
"Wisdom of Serpents" Leadership: Dealing with Toxic Systems as Spiritual Practice;
Leadership in Times of Conflict: Transforming Competing Futures into Shared Futures

DM-6003 Seminar IV - Reorienting Leadership: Leadership in the Wilderness
Change as Exodus: Learning, Leading, and Improve while Journeying into an Uncertain Future

DM-6014 Dissertation/Project Orientation Seminar
This not-for credit workshop is designed to introduce basic research methods for social analysis, help students to define their area of interest D/P topic, and prepare for the D/P process. It is offered in two levels:

- D/P Seminar I, normally taken in the first summer/fall of course work.
- D/P Seminar II, normally taken as the student is completing course work and is beginning work on their D/P topic proposal and D/P design proposal.

DM-6017 Pastor as Person
Engages students' experiences as spiritual leaders in their ministry settings—their unique personal traits, relationships, talents, and limitations—as they confront the expectations, tensions, and other complex realities that accompany the practice of ministry and leadership. Serving as an opportunity to share personal and professional issues with ministry peers, the course focuses on the themes of calling, spiritual leadership, awareness of self in multiple contexts, and spiritual disciplines.

DM-6018 Theology of Ministry
Explores the challenges of and opportunities for ministry in the 21st century, and encourages students to develop the critical skill of theological reflection. Students critique their ministerial

role through their own theological experience of content, context, and motifs in Christian ministry. This course honors diversity and the reality of our shared community with its plethora of experiences, beliefs, and values.

DM-6019 Cultural Milieu & Church Mission

Explores recent social theory as it informs contemporary pastoral theologians' mission and ministry. In this course, students will explore developments in religiosity in the global context and in the national context, and make an effort to understand these developments as social phenomena. This course explores the moral and theological challenges generated by the current multicultural context, reflect upon our social locations in this context, and clarify the grounding for mission.

DMPS-6041 Dynamics of Loss, Grief, Trauma in Pastoral Care and Counseling

Explores the psychological, relational, and theological dynamics of loss, grief, and trauma. We will place these subjects in the larger theoretical contexts of attachment theory and trauma theory. We will give special attention to the growing incidence of trauma in modern life, and the corresponding body of literature that informs how we understand the dynamics of trauma. We will then explore the practical implications of this theory for pastors, chaplains and counselors who are seeking to help people and families in pain. Attention will also be given to the theological understandings of loss, grief, and trauma in the context of clinical work.

DMPS-6050 Multicultural Pastoral Care

Issues of culture and social location and how those issues influence psychological and spiritual well-being, and the helping process itself are the focus of this course. The course seeks to provide students with a way of understanding people within their cultural context. By cultural context, this course means to include gender, age, class, ethnicity, race, sexual orientation, cognitive and physical characteristics, and religious orientation. By understanding the cultural factors operative in the counseling relationship, students will be better equipped to serve in multicultural settings.

DMPS-6051 Theories of Counseling and Psychotherapy: How People Change

This course examines the major theories of personality and counseling, as background theory and as having practical implications for our work as pastoral caregivers and counselors. The primary theme of this comprehensive review is what constitutes change. How do people change? What blocks change? What facilitates change? Our effort will result in each student building an integrated theory of pastoral counseling and a theology of change.

DM-6062 Discernment in Systems and Structures

This course extends discernment to systems of all kinds, including congregations, chaplaincies, communities, schools, civic groups, etc., utilizing the "Social Discernment Cycle," a process of prayerful reflection and small group sharing that helps individuals become clearer about how God is at work in systems and structures and might be calling the discerners to respond individually or collectively. It examines our understanding of the theological basis for the Social Discernment Cycle, the linkages between our experiences in systems/structures/institutions and our spirituality. Students will develop awareness, vocabulary and strategies to assist other persons and groups in this important arena—i.e. to think, imagine, pray and discern systemically.

DM-6065 Prayer and Discernment in Pastoral Ministry

The course concentrates on the biblical and theological foundations for spirituality in one's personal formation, congregational leadership, and other expressions of ministry. The significance of prayer and discernment in the practice of ministry and leadership is a major focus. Students will explore how various contexts, including the congregation and community, are the loci for spiritual formation, prayer, and discernment.

DM-6 The Art of Christian Listening

This course introduces participants to contemplative listening and to the dynamics of personal spiritual direction. PSL participants will ponder how to adapt these dynamics to their settings.

DMin Supervision

DMin supervision represents students who have completed their required coursework and are working on their proposals of completion of the Dissertation/Project. Students at this stage are registered with the following course numbers:

DM-6010 DMin Supervision I

Students at the D/P proposal-writing stage (if you working on new or revised D/P Topic and/or D/P Design proposals) are registered in DM-6010. Even though this course does not involve scheduled class meetings *per se*, a Moodle site for this course is planned so that students can seek/share ideas and feedback from one another as well as access suggested resources.

DM-6013 DMin Supervision II

Students who have received APS Committee approval of their topic and design proposals and are now at the research/project and writing stage are registered in DM-6013. As with DM 6010, a Moodle site for this course is planned so that students can seek/share ideas and feedback from one another as well as access suggested resources.

Chaplaincy and Spiritual Care Research Literacy

Core courses to be added for the Chaplaincy/Spiritual Care Research Literacy track, beginning 2017/18 are scheduled to include:

1. Action Research and Evidence-Based Research Methods
2. Quantitative vs Qualitative Research Methods
3. The Politics of Research: Ethical, Epistemological, and Ontological Issues

Elective Seminars

Elective seminars vary each year and are planned with attention to the research interests and needs of students. Recent electives have included:

Biblical Interpretation and Difference in Interfaith Understanding

The goal of this course is to develop a theology and practice for living and doing ministry in a religiously pluralistic society and world. This goal is addressed concretely in this course by examining the relationship between Christianity and Judaism around topics that have often divided us.

Black Theology: Church, Society, & Academy

This course examines what is Black Theology of Liberation and how it relates to the church, the society, and the academy. The black church proclaims the Gospel and cares for the holistic life of

the community. Black theology asks the church has it been faithful to what the Gospel calls the black church to believe, think, say, and do.

Gospel and Global Media Cultures

This course explores the emerging discussion at the intersection of biblical studies, cultural studies, public theology and digital media environments. Students explore how Christian faith informs the narrative identities and practices of missional congregations as they engage their communities and the world. Students use at least two digital tools to create their own interpretation and confession of Christian witness.

Joining Up the Body: Building Up the Common Life of the Church

This course will draw on the experience of churches in the Northern and Southern hemispheres, as well as that of participants, to help discern strategies which enable the local congregation to be the joined-up body which Paul envisages. It will be focused on the potentials and vocations of both the laity and the ordained ministry.

Luke-Acts and the Life of the Church Today

The course is a study of methods in historical, theological, social, cultural, and political interpretations of Luke-Acts and an attempt to correlate this study with the life of the modern church. The study will give special attention to literary, intertextual, canonical, and social analyses.

The Spirituality of the Nones, Dones, & SBNRs

The North American religious landscape is changing due to the increasing numbers of those who self-identify as “Nones,” “Dones,” and “Spiritual, But Not Religious (SBNR).” Nones and Dones express finding spiritual satisfaction in hands-on activities, such as participating with churches in mission projects. Surprisingly, SBNRs are just as likely to be church members as not. Yet, each is rejecting both organized religion and secularism in favor of spirituality. This course will explore how these groups define “spirituality,” how this belief system has evolved, and what future trends may be emerging.

Womanist Theology and Identity Politics in Religious Leadership

Through the lens of womanist theology and in a community of collaborative inquiry, the course will consider how issues of identity politics factor into religious leadership and the role of the church in public life.

Women Mystics and Leadership in a Complex World

This course explores what we can learn from women mystics about leadership for a complex world. We will focus on these women and their leadership using a primary lens of dialogic organizational development oriented towards complex adaptive action. The course will be divided into three areas: historical research, collaborative analysis of leadership trajectories, and contemplative practice.

COURSE PLANNING AND TIMELINES

Doctor of Ministry Degree Timeline



While each student charts their own path to the Doctor of Ministry degree, the standard timeline for completion is 5 years. The graph below is designed to show estimated timeframes for each stage of the process to graduation.

The following course planning worksheets are designed to assist students in planning their own degree program.

| CONTEXTUALLY ORIENTED EMPHASIS | | |
|---|-----------------------------|-----------------------|
| Required Courses | Course Availability* | Student Plan |
| <u>3 Foundational Seminars</u> <i>(in recommended sequence)</i> | | Projected / Completed |
| • DM-6017 Pastor as Person | Fall / Summer Session I | / |
| • DM-6018 Theol. of Ministry | Spring / Summer Session II | / |
| • DM-6019 Cultural Milieu & Church Mission | Spring / Summer III | / |
| | | |
| • DM-6014 D/P Seminar I (first year) | Fall / Summer | / |
| | | |
| <u>3 Resource Seminars</u> | | |
| • Chosen from DMin courses, all tracks | Summer / January | |
| 1- | | / |
| 2- | | / |
| 3- | | / |
| | | |
| • DM-6014 D/P Seminar II (2 nd or 3 rd year) | Fall / Summer | / |
| | | |

***Course Availability is intended to indicate when courses may be offered, in order to facilitate planning. Actual course offerings are not guaranteed, and will vary based on availability of instructors and size of student enrollment—particularly for elective Resource seminars.**

Students may construct a focused program emphasis by taking the 3 Foundational Seminars, and taking their 3 Resource Seminars in a specialized track, such as:

- Pastoral Care and Counseling
- Feminist/Womanist/Mujerista
- Executive Leadership
- Pastor as Spiritual Leader
- Chaplaincy/ Spiritual Care – Research Literacy

| Pastor as Spiritual Leader Track | | |
|---|--------------------------------|-----------------------|
| Required Courses | Course Availability | Student Plan |
| <u>4 Core Resource Seminars</u> <i>(in recommended sequence)</i> | | Projected / Completed |
| • DM-6017 Pastor as Person | Fall / Summer Session I - 2017 | / |
| • Art of Christian Listening | January 2017 and 2018 | / |
| • Prayer and Discernment | Summer 2018 | / |
| • Discernment of Systems and Structures | January 2017 and (2019) | / |
| | | |
| • DM-6014 D/P Seminar I (1st year) | Fall / Summer | / |
| | | |
| <u>2 Resource Seminars</u> | | |
| • Chosen from PSL electives or other DMin courses | Summer / January | |
| 1- | | / |
| 2- | | / |
| | | |
| • DM-6014 D/P Seminar II (2 nd or 3 rd year) | Fall / Summer | / |

| DASD / Advanced Standing | | |
|---|----------------------------|-----------------------|
| <i>Students with a Diploma in the Art of Spiritual Direction may apply for admission to the DMin program and be admitted with Advanced standing, requiring only 9 units to complete their coursework.</i> | | |
| Required Courses | Course Availability | Student Plan |
| <u>3 Resource Seminars</u> | | Projected / Completed |
| • Chosen from DMin courses, based on student interest | Fall/Jan/Spring/Summer | |
| 1- | | / |
| 2- | | / |
| 3- | | / |
| | | |
| • DM-6014 D/P Seminar I & II | Fall / Summer | / |

| PASTORAL CARE AND COUNSELING TRACK | | |
|---|---|-----------------------|
| Required Courses | Course Availability | Student Plan |
| <u>3 Core Resource Seminars</u> | | Projected / Completed |
| • Dynamics of Loss, Grief & Trauma | (Summer 2015) | / |
| • Multicultural Pastoral Care/ Counseling | (Summer 2016) | / |
| • Theology & Theories of Pastoral Care & Counseling | | / |
| D/P Seminar I (first year) | Fall / Summer | / |
| <u>3 Resource Seminars</u> | | |
| • Chosen from PCC track or other DMin elective courses | January/Summer | |
| • PCC seminars may include: | PCC Track courses are normally taught in the Summer | |
| ○ Ethics & Prof. Issues in Pastoral Care & Cslg. | | |
| ○ Faith & Counseling Through the Life Cycle | | |
| ○ Pastoral Counseling with Couples & Families | | |
| ○ Addictions & Spirituality | | |
| ○ Groups & Group Ldrship | | |
| ○ How People Change | | |
| 1- | | / |
| 2- | | / |
| 3- | | / |
| D/P Seminar II (2 nd or 3 rd year) | Fall / Summer | / |
| <p style="text-align: center;"><i>Students may opt for a PCC Emphasis, which requires:</i></p> <ul style="list-style-type: none"> • 3 Foundational Seminars (<i>Pastor as Person, Theology of Ministry, Cultural Milieu & Church Mission</i>) • 3 Resource Seminars, chosen from any courses offered in the PCC Track | | |

| Executive Leadership Track | | |
|---|---|-----------------------|
| Required Courses | Course Availability | Student Plan |
| Exec. Ldrshp Seminar Series <i>(4 Extended weekend seminars, equaling 6 units or 2 courses)</i> | | Projected / Completed |
| <ul style="list-style-type: none"> Executive Leadership Seminar Series (including capstone paper) | Sept/Nov/Jan/Mar Capstone paper due in April | / |
| 4 Resource Seminars | | |
| <ul style="list-style-type: none"> Chosen from the Ldrshp track or other DMin courses | | |
| 1- | Fall / Jan / Spring / Summer | / |
| 2- | Fall / Jan / Spring / Summer | / |
| 3- | Fall / Jan / Spring / Summer | / |
| 4- | Fall / Jan / Spring / Summer | / |
| D/P Seminar I (first year) | Fall / Summer | / |
| D/P Seminar II (2 nd year) | Fall / Summer | / |
| Advanced Standing | | |
| <i>Students with a Diploma in Executive Leadership may apply for admission to the DMin program with Advanced Standing.</i> | | |
| 4 Resource Seminars | | |
| <ul style="list-style-type: none"> Exec. Leadership Seminars (including capstone paper) - 6 units / 2 courses | Sept/Nov/Jan/Mar Capstone paper due in April | / |
| <ul style="list-style-type: none"> 2 chosen from Leadership track or other DMin courses | | |
| 1- | Fall / Jan / Spring / Summer | / |
| 2- | Fall / Jan / Spring / Summer | |
| D/P Seminar I & II | Fall / Summer | / |
| <p><i>Students may opt for an Executive Leadership Emphasis, which requires:</i></p> <ul style="list-style-type: none"> <i>3 Foundational Seminars (Pastor as Person, Theology of Ministry, Cultural Milieu & Church Mission)</i> <i>The Executive Leadership Seminar series (equivalent to 2 DMin. seminars, or 6 units DMin credit)</i> <i>1 elective Resource Seminar from the Executive Leadership Track</i> | | |

Final Review Timeline for May Graduation

- September** Submit completed manuscript to advisor for review and approval for submission.
- October** Send *Notice of Intent to Submit D/P* to the APS Office.
If needed, submit Updated Bibliography to APS Office.
Edit D/P as directed by your advisor.
- December** Submit completed manuscript to APS Office, including signature page with Advisor's signature.
Request your advisor to send their comments to the APS Office.
Your manuscript is sent to 2 anonymous readers for review. They are given your approved Design Proposal and a copy of the Program Learning Objectives to guide their assessment.
- February** APS Committee, using advisor and readers' comments, makes decision:
- Minor changes
 - Specified changes
 - Major changes
- Manuscripts requiring minor or specified changes are returned to the Director for review.
- Manuscripts requiring major changes go back to the APS Committee for approval.
- Mar./April** Complete editing and/or revisions, resubmit for final approval.
- May** Board of Trustees votes to approve candidates for graduation.
Commencement
Submit 2 copies of your manuscript on printed on archival paper. These copies are bound and placed in the library.

PROGRAM COSTS

Doctor of Ministry

| | |
|------------------------|---|
| Courses (3 units) - | \$1750 per course <i>(There is no charge for the D/P Orientation seminar)</i> |
| DMin Supervision - | \$500 per semester, (DM-6010, DM-6013) |
| Auditor - | \$400 <i>(DMin students who have completed all required coursework may audit courses that support their research interests)</i> |
| Continuing Education - | \$750 per course <i>(Selected DMin courses are open to students who meet the basic DMin requirements for continuing education)</i> |
| Student Fees - | \$75 graduation fee \$100 student services fee per semester for students living on campus (Business Office) \$25-\$35 meeting/materials fee (Intensive courses) |

ON-CAMPUS HOUSING OR LODGING

Residential housing

- Year-round housing may be available for students enrolled full-time. Accommodations are limited, however, and are assigned according to guidelines and priorities in order to best meet students' needs and the needs of the Seminary community in the most equitable way. *It is important to note that admission to SFTS is not a guarantee of housing.* At the same time, applicants may be assured that every effort will be made to accommodate their housing needs.
 - o Assignments are made based on a prioritized category system (I-IV). Full-time DMin students are considered Category III which stipulates a two (2) year time limit to housing eligibility (occupancy and subsidized rental rate) once an assignment has been made. (For more details, please see SFTS Student Handbook.) Students are expected to move out of seminary housing at the end of the semester in which they reach their time limit of eligibility.
- Commuter students: In the event that on-campus housing units in Oxtoby are not otherwise taken, commuter students may be allowed to reside in those units for a few nights per week at a reduced rent cost.

Lodging (intensive courses)

- Dormitory lodging may be available during January and Summer intensives at a per night rate. Please contact APS Program Manager for available options.

ACADEMIC POLICIES

Curriculum

The curriculum for all concentrations, emphases, and tracks within the Doctor of Ministry program consists of 6 courses (foundational seminars and elective seminars) plus both sections of the Dissertation/Project Seminar (Part I, which is focused on the D/P Topic and Part II, which is focused on the D/P Design). Students may repeat this seminar as needed or directed by the Advance Pastoral Studies Committee without payment of additional tuition. (*Effective June 2015*)

Curricular Emphases, Concentrations, and Tracks

In planning their program of study, students may opt for programs involving a “concentration” or “track” within the multidisciplinary DMin. A “concentration” indicates that, among the various elective courses offered, the student has chosen a coursework program with a specific focus of study—either in a particular field of ministry practice (e.g., pastoral leadership, pastoral counseling, spiritual direction) or a particular subject or issue in ministry (e.g., trauma, domestic violence).

A “track” of study is a program of coursework in which all 6 required courses relate to a particular focus (e.g., pastoral counseling, executive leadership). Students opting for “tracks” are advised to work with the Advanced Pastoral Studies staff to ensure adequate attention to the formational, theological, and context-attentive practice issues presented in the three foundational seminars.

In addition to the regular DMin. program described in the SFTS catalog, the APS office occasionally recruits students for a collegium group with an emphasis in a particular area of emphasis or concentration. Thus far, such collegium groups have pursued emphases in international feminist theologies, pastoral care and counseling, African American/urban ministry, and Spirituality and Pastoral Leadership.

Curriculum Substitutions

Ordinarily, students may not substitute a course or courses for any required component of the program. Extraordinary circumstances may be brought to the attention of the Director of Advanced Pastoral Studies for consideration by the APS Committee.

Exceptions:

Coursework completed for the SFTS Diploma in the Art of Spiritual Direction, Seattle University Certificate Program in Pastoral Leadership, DMin. courses offered by other Presbyterian Church (USA) seminaries, and courses completed by transfer students from accredited theological institutions approved by the APS Committee in consultation with the Dean of the Seminary. (*Effective June 2015*)

Students in the Executive Leadership Concentration may request completion of the four seminars in the SFTS Diploma in Executive Leadership program to be credited as the equivalent of two DMin. seminars. (*Effective Fall 2014*)

Coursework

The courses in the Doctor of Ministry are taught in a doctoral seminar format. Students carry major responsibility to fully engage in their learning experience by presenting on the readings and engaging in critical theological reflection through class discussions, written assignments, and participation in online forum exchanges via the Moodle system.

Plagiarism

The various human cultures have differing customs about the use of the words and ideas of others in formal writing. In English-speaking countries, and especially in academic institutions, the use of materials from other authors in one's own work without proper credit is considered plagiarism, a form of stealing. One honors those whose ideas and language one uses by indicating the source. This means, briefly, that direct quotations are placed in quotation marks with a citation of the source by author, title, and page number. Paraphrases (meaning following the ideas of a passage without using the same words) must also be credited to the source. And finally, major ideas, if you know where they come from, ought to be credited, too.

It is the policy of SFTS to identify and to penalize acts of plagiarism. The Seminary's definition of plagiarism and its policies on plagiarism are described in the *Dissertation/Project Guide*. Students guilty of plagiarizing material in seminar papers or in the D/P are subject to disciplinary procedures, including possible suspension or permanent dismissal from the program.

Grading

Grading options in the APS program are:

- Pass/Fail (indicated by a "P" or an "F" in the grade report)
- In-Progress (indicated by "CT" to signify continuation)
- Incomplete (indicated by an "INC").

An "in-progress" grade may be given when a student is engaged in a multi-part course (e.g., the Dissertation/Project Seminar) which may require more than one semester or one summer session to complete.

In addition to issuing a grade, instructors will provide a narrative summary of the student's performance in class, indicating strengths, weaknesses, and areas for future growth and improvement. This narrative is shared with each student and a copy is placed in the student's file in the APS office for use in Candidacy Interview discussion. If a student disagrees with the instructor's evaluation, he or she may write a response to the APS Committee, which will also be noted and placed in her or his student file. In accordance with SFTS Policy, students may appeal a grade with the Dean of the Seminary.

Evaluation of Courses by Students

Each SFTS student is asked to complete an electronic course evaluation at the end of each seminar. These evaluations are completely anonymous, but a student must file an evaluation before his or her grade can be released. Faculty members do not see course evaluations until they have submitted their own evaluations and grades.

Course Extensions

All students are expected to complete their work on time. Each class syllabus should indicate the deadline for submitting each piece of assigned written work. If a student is not able to complete all the requirements for a course by the instructor's stated deadline or by the last day of the class, the student may request an extension of up to three weeks. This request must be made on or before the last day of the class, and the instructor is not obligated to grant the extension. Extension of the deadline beyond the three-week limit may be granted only with the approval of the Dean as well as the instructor. If the instructor does not receive the overdue work by the

new deadline, and in the absence of sufficient work of passing quality, the grade will be changed to an “F.” Notations of “Incomplete” that are not replaced by a grade will be converted to an “F” at the end of the next grading period.

Advancement to Candidacy

Advancement: Upon the completion of 18 units (ordinarily, 6 seminars) of DMin. coursework, each student meets with two members of the faculty in a “candidacy interview” to review his or her academic progress to date. The interview includes:

- continued self-assessment by the student of her or his proficiency in the three DMin. Program Learning Objectives
- discussion of the D/P phase implications of their proficiency and needs (e.g., further coursework, advisor assistance, supplementary resources) in the areas of:
 - independent and critical reflection
 - written communication and organization
 - research skills in ministry innovation through project development and implementation. (*Effective May 2015*)

If the student’s academic progress is satisfactory, the interview team will invite the student to submit a Dissertation/Project topic proposal. Upon approval of the proposal by the APS Committee, she or he will automatically be advanced to candidacy for the Doctor of Ministry degree. If the student’s academic progress is not satisfactory, the APS Committee may require the student to complete additional course work to improve his or her academic performance.

Completion of Studies: Based upon the joint review of coursework and assessment of capacity for Dissertation/Project research and writing, in lieu of proceeding to the D/P phase of DMin. work, a student may choose to complete his/her studies and request a Diploma in Advanced Pastoral Studies. ***See below.***

Termination of Studies: In some cases, a student may be dismissed from the program if coursework quality warrants such action.

Auditors

After a student has been advanced to candidacy, he or she may voluntarily attend additional resource seminars directly related to his or her area of D/P research. Auditors are expected to do all the required work and pay the current auditor tuition for each seminar. Campus housing will be offered for an additional fee if there is extra room. D/P candidates may audit a D/P Orientation Seminar without charge.

From time to time, qualified non- degree students may take a D Min seminar for continuing education credit. In such cases, in consultation with the Seminary’s Vice President for Finance and Administration, the APS Committee may recommend appropriate tuition (*effective November 2013*). Non-degree students are expected to do all the required work and to participate fully in the learning process.

Diploma in Advanced Pastoral studies

All students, upon having completed the seminar requirements and the candidacy interview, may choose, in lieu of pursuing the D/P requirement and completing the degree, to request a Diploma in Advanced Pastoral Studies. DMin. students may choose this option for any reason,

such as complete satisfaction with the course work completed, change in personal circumstances, or change in career interests.

Students who have been advanced to candidacy but make no visible progress on the D/P within two years may be invited to consider receiving a Diploma in Advanced Pastoral Studies in lieu of the D Min degree. In making these determinations, the APS Committee consults with the student's D/P advisor. The APS Committee may also determine, based on written work and teachers' evaluations, that a student does not have the skills to complete an acceptable D/P. In such cases, upon withdrawal from the program, the student will receive the Diploma in Advanced Pastoral Studies in lieu of the DMin. degree.

In all such cases, SFTS will charge the student a processing fee of \$50 and present her or him with a certificate, suitable for framing. Students in good standing withdraw with the understanding that they can re-activate their studies in the DMin. program within five years. *(effective Summer 2016)*

Concurrent Programs

Any student who finds it necessary to enter another degree program while studying for the DMin. degree should explore the relationship between the two programs with the APS committee. Ordinarily the committee discourages simultaneous participation in two programs.

Dissertation/Projects

D/P Manuscripts and Media Other than Print

The Learning Objectives for the Doctor of Ministry degree adopted by the Faculty in November, 2010 include #C: "Use interdisciplinary and research skills to develop innovative approaches to ministry and pastoral work" with a signature assignment of "the completed Dissertation/Project, with particular chapters on project development, implementation, and evaluation."

In overseeing the fulfillment of this Learning Objective, the APS Committee seeks to preserve expectations regarding substantial and rigorous research to be reflected in the Dissertation part of the final manuscript while encouraging innovation by allowing reporting and presenting of innovative Projects in demonstrable formats which reflect the medium utilized, including other-than-print media. *(Effective: Summer 2014)*

Length

Ordinarily, the average length of the D/P is 150 to 200 pages, plus appendices. With appendices, the entire document should not exceed 300 pages. However, when appropriate, since Projects involving digital and other media may be better demonstrated in non-print forms such as CDs and DVDs, the length of the manuscript may be less than 150 pages. When appropriate, with the approval of the D/P Advisor and the APS Committee, the Project may be presented in an alternative demonstrable format accompanying/enclosed with the D/P manuscript such as CDs, DVDs, and USB storage devices showing social media sites. *(Effective: June, 2014)*

Editors for International Student D/Ps

Those for whom English is a second language must obtain the services of a qualified English-speaking proofreader/editor prior to the submission of the D/P for reader evaluation. It is not the job of the advisor or readers to be copy editors. Readers should not have to guess at the meaning of an unclear document. The editor must sign the relevant form included in the D/P guide, and it must be added to the D/P as Appendix A.

Occasionally native English speaking students who are having difficulty writing at the doctoral level may also be required to obtain an editor.

Dissertation/Project Design Changes

When a student proposes, and receives Advisor approval of significant changes in her or his APS Committee-approved Design Proposal, one copy must be sent to the APS Director, who will determine if the changes are substantive enough to require committee review. If committee review is required, the student must incorporate the changes into a revised design and submit it again for committee consideration.

Dual Relationships Between Students and Advisors or Readers

When in the judgment of the APS committee a student and a potential advisor or reader have a close personal or professional relationship which may affect the advisor's evaluation of the quality of the student's work, the committee will not approve the potential advisor or reader.

The APS Director should be a reader only in extraordinary situations and with the concurrence of the APS committee.

Evaluation of Student Work by APS Committee

When the APS committee offers its critique of a student's D/P proposal or manuscript, the APS Director summarizes the critique for the student on behalf of the entire APS committee. The comments of individual committee members are to be kept confidential. Critiques and evaluations of dissertation/project manuscripts shall not be released to students prior to final action by the committee.

Satisfactory Academic Progress (SAP)

In response to reporting requirements for educational institutions with students receiving government loans and international students on F-1 visas, the APS Program will need to determine Satisfactory Academic Progress by each student engaging in DMin. studies. During the coursework phase of study, course load per semester and course evaluations will be used to make such determination. During the Dissertation/Project phase of study, an annual SAP Form completed by the student will be used. (*Effective Spring 2014*). **See Appendix-SAP Form.**

Program Extensions

Unless they have received one or more Leaves of Absence approved by the APS Committee, students who do not complete the program in five years from the time of their first seminar (or two years after the completion of the required 18 units of course work) may be granted a yearly extension for up to four years. Students should request an extension in writing and describe their timeline for the completion of the program. In each year of extension beyond completion of required coursework, students will pay a continuation fee on a semester-by-semester basis equal to the per-semester tuition rate for D/P phase studies (*Effective Spring Semester, 2013*). Students who fail to show satisfactory academic progress (SAP) after four years of extension (eight years after their first seminar) may be required to withdraw from the program. Thereafter the policies regarding administrative withdrawal apply. See below: Withdrawal, Administrative; Appendix-SAP Form

Leave of Absence

In the course of completing his/her DMin. studies, a student may encounter a situation necessitating temporary suspension of work toward the degree. APS policies allow for leaves of absence for medical, family, change in ministry context, and other reasons. In consultation

with the APS Director or Program Manager, a student may request such a leave by petitioning the APS Committee. Students with F-1 visas should note the limits on such leaves. (*Effective Fall 2013*) See Appendix - Forms Requesting Leave of Absence

Graduation

The APS committee will not evaluate D/P manuscripts for May graduation later than the March committee meeting or revised D/P manuscripts later than the April committee meeting each year.

The APS committee is free to recommend candidates for graduation at any meeting of the Board of Trustees. Thus, students can officially graduate with the degree in October or February as well as in May, although the only Commencement ceremony is held in May.

No student's name may be submitted to the Board of Trustees for graduation until the APS office has received two copies of the final D/P manuscript.

Housing

Dormitory housing with meals is available during the summer term only for those DMin. students registered for seminars, unless there is extra dorm space for those working on D/P research. Students already living in campus apartments during the spring semester may stay in their housing during the summer.

Financial Aid

SFTS financial aid is not available to DMin. students.

Financial Responsibility

Tuition is charged to the student's account on a per-course basis following the beginning of each seminar. The tuition for that seminar is due and payable on the first week of class.

If a student is not able to pay the entire tuition at the due date, he or she may ask the SFTS business office for a payment plan, and must fulfill the terms of any such plan. If a student does not pay all of his or her tuition for any seminar in a timely manner, he or she cannot register for the next seminar or segment of the program.

All students are charged an \$80 diploma and binding fee before graduation.

The degree will be awarded at Commencement only if the student's financial account is clear and final copies of the dissertation/project have been filed with the APS office.

Withdrawal, Voluntary

A student may voluntarily withdraw from the program at any time, for any reason. If the student wishes to be readmitted to the program, he or she may do so within five years, if her or his financial account is clear. See below.

Withdrawal, Administrative

Students may be dismissed by the APS committee at any stage in the program due to tuition debt or lack of academic progress.

Readmission

Within five years, a person who has been withdrawn from the program may request readmission by writing to the APS committee, provided that her or his financial account is clear. In all cases,

the student must submit an updated or new D/P topic or design proposal, if he or she was formerly at the D/P stage of the program.

After five years, a person seeking readmission must accompany her or his request for readmission an updated topic or design with an outline of his or her plan to finish the program in a timely manner. If the APS committee grants readmission, the student will also be required to complete one additional resource seminar (paying the current tuition rate plus a D/P workshop (no charge). (*Effective: Spring 2013*)

After ten years, a student seeking readmission must accompany her or his request for readmission and updated topic or design with an outline of his or her plan to finish the program in a timely manner. The student will also be required to complete two additional resource seminars (paying the current tuition rate) plus a D/P workshop (no charge). (*Effective: Spring 2013*)

DIPLOMA IN EXECUTIVE LEADERSHIP

Introduction

Leadership calls for intelligence. Wise leadership for congregations, denominational bodies, and other faith-based institutions calls for multi-faceted intelligence: emotional intelligence and social sciences intelligence as well as Biblical and theological intelligence. Through the Executive Leadership course offerings in its Advanced Pastoral Studies program, San Francisco Theological Seminary seeks to enhance the intelligence and skills of leaders in such ministries. The Diploma program offers the opportunity for focused learning, over the course of one school year. Courses offered through this program are open to both Diploma in Executive Leadership students and Doctor of Ministry students. Classes are organized in four 3-day week-end seminars.

Learning Outcomes and Benefits

Students who complete all four seminars in the program will gain:

- In the “Ways of Being” or Personal Formation dimension of leadership, a deeper self-awareness leading to identification of areas for on-going self-work in “emotional and spiritual intelligence” as a leader of a complex community
- In the “Ways of Knowing” or Knowledge Base dimension of leadership, broadened theological perspectives and organizational development understandings for the wise practice of leadership appropriate to one’s context
- In the “Ways of Doing” or Strategic Executive Skills dimension of leadership, expanded capacities in innovative application and adaptation of techniques and tools for organizational communication and collaborative leadership
- In the membership in a “Community of Practice” aspect of leadership, new and continuing relationships with colleagues in ministerial leadership.

Program Elements and Requirements

- 4 week-end Seminars (Thursday-Saturday) totaling 18-20 contact hours/class
- All four seminars must be completed to receive credit (no partial credit granted)
- Pre-class and post-class work and contact via Moodle Learning Management system
- Completion in one academic year (September; November; January; March; April)
- Signature assignment options: a Capstone Project and Paper or an Interactive Experience “Final Exam” Simulation and Reflection Paper

Curriculum and Prerequisites

As an offering in Advanced Pastoral Studies, the content and requirements in this four-seminar course are based upon the assumption and expectation that students will bring to this class substantial experience in the practice of ministry as well as previous studies in:

- the nature of leadership of the ministerial kind and the identity of a leader in ministry
- systems understandings and approaches to leadership
- leadership in times of change and concepts of “adaptive leadership”
- conflict management, resolution, and/or transformation in faith-based communities.

Seminar I - Redirecting the Focus: Future Tense Leadership

September

Innovative Leadership in Uncertain Times: “Adaptive Leadership 2.0”

Seminar II - Reframing Communication in Leadership November
Attending to Language and Leadership: Future-Oriented Communication

Seminar III - Re-Tooling Leadership: Future-Oriented Proficiencies Jan./Feb.
“Wisdom of Serpents” Leadership: Dealing with Toxic Systems as Spiritual Practice;
Leadership in Times of Conflict: Transforming Competing Futures into Shared Futures

Seminar IV - Reorienting Leadership: Leadership in the Wilderness March
Change as Exodus: Learning, Leading, and Improve while Journeying into an Uncertain Future

Capstone Project-Paper Due in late April

FACULTY

Jon Berquist, *Visiting Professor, SFTS; President, Disciples Seminary Foundation*

Virstan Choy, *Adjunct Faculty, and former Dir. of Advanced Pastoral Studies, SFTS*

Mary Hess, *Professor of Educational Leadership, Luther Theological Seminary*

Luther Smith, *Professor Emeritus of Church and Community, Candler School of Theology*

ADMISSIONS/REGISTRATION – OPEN: January 15 - June 30

Diploma Program Students: Applications available online
<http://sfts.edu/degrees-programs/certificate-diploma-programs/diploma-executive-leadership/>

SFTS DMin Students: Register with APS Office (Ruth T. West, rwest@sfts.edu)

DMin Students from Other Theological Institutions: Request permission to enroll from SFTS Director of Advanced Pastoral Studies (tsauceda@sfts.edu)

TUITION

\$ 2,400 Total tuition (all 4 seminars) for Diploma Program students

\$ 3,500 Total tuition (4 seminars credited as 6 units/2 DMin seminars) for Doctor of Ministry students

FORMS

**San Francisco Theological Seminary
Doctor of Ministry Program**

REQUEST FOR LEAVE OF ABSENCE

POLICIES ON LEAVES:

A student who is temporarily unable to continue academic work must submit a Leave of Absence form to the Director of Advanced Pastoral Studies specifying grounds (see below) so that it may determine if the leave is warranted. The Director of Advanced Pastoral Studies will present the request to the Advanced Pastoral Studies Committee who will grant or deny the request. If the request is granted, the Director signs the form and forwards it to the Program Manager for Advanced Pastoral Studies for filing, and posting in the student's record. The Program Manager for Advanced Pastoral Studies will communicate the decision in writing to the student. A leave of absence requires a break in all academic work including library privileges, coursework, and conferences with faculty. It is not appropriate to take a leave of absence to work on a dissertation/project. Students on leave are not eligible for seminary housing. Any exceptions for extraordinary circumstances must be approved by the Housing Committee.

LIMITS ON LEAVES:

A leave of absence may vary in length from one summer, one semester or an academic year. It may be renewed for up to an additional year upon petition to the Director. Due to federal regulations, international students should consult with the Director of Student Services/ International Student Support before requesting a leave of absence regarding possible visa issues.

THOSE WHO RECEIVE FINANCIAL AID:

Students are advised to consult with the Director of Student Services/International Student Support about whether a leave is the best financial decision. Students with educational loans cannot be certified as enrolled in school and need to check carefully that a leave will not jeopardize their deferment of payment. Payments on all state and federal loans may go into repayment within six months. Students who are granted a leave of absence will not be billed for tuition during the period of the leave.

STUDENT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

LEAVE REQUESTED FOR [semester/year] _____

DATE YOU PLAN TO RESUME STUDIES: _____

REASONS FOR REQUEST (You may attach a letter if you wish):

Health:___ **Financial:**___ **Professional demands:**___ **Change in ministry:**___

Family:___ **Other (specify):**___

Please explain briefly:

Student Signature:

Date: _____

For office use only below this line:

| | |
|---|---------------|
| <input type="checkbox"/> Leave Granted and Dates Effective from: | until: |
|---|---------------|

Signature of Advanced Pastoral Studies Director

Date

**San Francisco Theological Seminary
Doctor of Ministry Program**

REQUEST FOR LEAVE OF ABSENCE FOR STUDENTS ON AN F-1 VISA

**CONSULTATION WITH THE DIRECTOR OF STUDENT SERVICES/
INTERNATIONAL STUDENT SUPPORT:**

Before requesting a leave of absence, students are advised to consult with the Director of Student Services/International Student Support about whether a leave is the best option for their situation. Students who are granted a leave of absence will not be billed for tuition during the period of the leave. However, leaves for F-1 students cannot be based on financial need.

POLICIES ON LEAVES:

A student who is temporarily unable to continue academic work must submit a Leave of Absence form to the Director of Advanced Pastoral Studies specifying grounds (see below) so that it may determine if the leave is warranted and if it is acceptable for a student holding an F-1 visa. The Director of Advanced Pastoral Studies will present the request to the Advanced Pastoral Studies Committee who will grant or deny the request. If the request is granted, the Director signs the form and forwards it to the Program Manager for Advanced Pastoral Studies for filing, and posting in the student's record. The Program Manager for Advanced Pastoral Studies will communicate the decision in writing to the student. A leave of absence requires a break in all academic work including library privileges, coursework, and conferences with faculty. It is not appropriate to take a leave of absence to work on a dissertation/project. Students on leave are not eligible for seminary housing. Any exceptions for extraordinary circumstances must be approved by the Housing Committee.

STUDENT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

LEAVE REQUESTED FOR [semester/year] _____

DATE YOU PLAN TO RESUME STUDIES: _____

REASON FOR REQUEST:

Health:___ [limited to 12 months]-attach a doctor's note supporting your request to this form

Academic difficulty___[limited to one semester]-attach a note from your academic advisor to this form

Final semester of study if you have completed all other degree requirements:

Please explain briefly:

Student Signature:

Date: _____

Leave Granted and Dates Effective from: _____ **until:** _____

Signature of Advanced Pastoral Studies Director

Date

2016 SATISFACTORY ACADEMIC PROGRESS (SAP) REPORT: D/P PHASE

For the period from: _____ to: _____

STUDENT INFORMATION:

Name:

E-Mail:

Address:

Phone Number:

D/P INFORMATION:

Advisor's Name:

E-Mail:

D/P Title:

Original Semester/Year expected to complete program of study:

New Semester/Year expected to complete program of study:

Date Topic Approved: _____

Date Design Approved: _____

Date of candidacy: _____

IN THE PAST YEAR (2016), PLEASE DESCRIBE YOUR PROGRESS
(please respond to all of the questions)

Contacts with your advisor

Number of meetings with your advisor:

Number of phone conversations with your advisor:

Number of e-mails exchanges with your advisor:

Progress on your D/P:

Number of books and articles read:

Number of interviews or visits to sites:

Number of pages have you written:

Describe the progress you have made on your project (please be as specific as possible-what have you done, what have you completed):

Where are you in terms of following your design (what sections of your design have been completed):

Describe any difficulties you are experiencing and what you are doing to resolve this:

Please note below any other information that will help to evaluate your progress, including projected work to be completed by Dec. 31, 2016

Attach five sample pages that you have written in the past year.

Please mail the completed form to: Ruth T. West, Interim Program Manager, Advanced Pastoral Studies. 105 Seminary Rd., San Anselmo, CA 94960.

I affirm that the above responses accurately reflect the progress I have made on my D/P in the last year:

Signature: _____

Date: _____

**San Francisco Theological Seminary DMin
2016 Satisfactory Academic Progress (SAP) Survey
Dissertation/Project Phase**

STUDENT INFORMATION:

Name:

E-Mail:

Address:

Phone Number:

If on a visa, number of extensions granted:

D/P INFORMATION:

Advisor's Name:

E-Mail:

D/P Title:

Date Topic Approved:

Date Design Approved:

IN THE PAST YEAR (2016), DESCRIBE YOUR PROGRESS

(Please respond to all of the questions.)

Contacts with your advisor

Number of meetings, phone conversations or email exchanges with your advisor:

Progress on your D/P:

Number of books and articles read:

Number of interviews or visits to sites:

Number of pages you have written:

Describe the progress you have made on your project (please be as specific as possible—what have you done, what have you completed):

Where are you in terms of following your design (what sections of your design have been completed):

Describe any challenges you are experiencing and what you are doing to resolve them:

Please note below any other information that will help to evaluate your progress.

Attach three to five (3-5) sample pages that you have written in the past year.

Please mail with the completed form to:

Rev. Ruth T. West, Program Manager, APS
San Francisco Theological Seminary
105 Seminary Rd., San Anselmo, CA 94960
Or email to rwest@sfts.edu with electronic signature.

I affirm that the above responses accurately reflect the progress I have made on my D/P in the last year:

Signature: _____

Date: _____