

## APPROVAL OF D.MIN. PROJECT PROPOSAL (3 parts)

### 1. Preliminary Approval of D.Min. Project Proposal by First Reader

The early germinal idea and how it will be carried out should be discussed with your adviser and then your first reader. It should be written up in a format, and with appropriate content, as directed by your first reader (see “5. The Project Proposal” below for likely items to include). It, or a revision, must be approved by your first reader prior to registration for the Workshop. Please use the **Approval of D.Min. Project Proposal Form** below to indicate your first reader’s approval of the rough draft of your proposal.

### 2. Workshop Instructor Approval of D.Min. Project Proposal

All students are required to take a five-day workshop called the **Project Proposal Workshop**. A student is eligible to take the workshop when he or she has completed the Introductory Seminar and has a first reader-approved rough draft of the project proposal. This workshop is usually offered during the first week of classes in January and during the first week of each two-week Summer Session, with an additional Spring workshop added as needed. Because it meets in the afternoon, it can be taken at the same time that one is taking an elective course, since elective courses meet in the morning. While there is no credit granted for the workshop, students are required to successfully complete it before beginning their projects.

A faculty member leads the workshop, and it includes proposal development, help in structuring research, and instruction on form. The student brings the written, approved, rough draft of the Project Proposal to the Workshop, and works from it to develop a more polished and complete Project Proposal.

By the end of the workshop, the student will present a completed proposal in the form required by the Workshop instructor. When the Workshop instructor has approved the proposal in the form required, he or she will indicate this by signing **Part II Approval of D.Min. Project Proposal Form**. The Workshop instructor will then return the signed form (along with a copy of the Proposal with related comments) to the student. The Workshop instructor will also communicate a grade of S (Satisfactory) to the Registrar after having approved the proposal.

### 3. Final Approval of D.Min. Project Proposal by First and Second Readers

Having received the Workshop instructor’s approval of the D.Min. Project Proposal, the student will present the completed proposal to his or her faculty readers for discussion and possible revision. When the student’s faculty readers judge that the Project Proposal is ready for final approval, they will indicate their approval by signing **Part III of Approval of D.Min. Project Proposal Form**, after which the student can proceed to the qualifying exam and the execution of the project.

When the Registrar receives the completed form (all three parts), the student qualifies to be registered for the **Doctor of Ministry Project** (ATA496, 6 hours credit). The Business Office will then bill the student for the Doctor of Ministry Project.

**APPROVAL OF D.MIN. PROJECT PROPOSAL FORM**

*Please return this form to the Registrar (Box 11F) when Part I is completed.*

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**I. Preliminary Approval of D.Min. Project Proposal by First Reader:**

Working Title of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First Reader's Signature

\_\_\_\_\_

Date

**II. Workshop Instructor's Approval of D.Min. Project Proposal:**

\_\_\_\_\_

Project Workshop Instructor's Signature

\_\_\_\_\_

Date

*Workshop instructor may attach comments for the first reader on a separate sheet.*

**III. Final Approval of D.Min. Project Proposal by First and Second Reader**

Working Title of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First Reader's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Second Reader's Signature

\_\_\_\_\_

Date

Please return this form to the Registrar (Box 11F) when Part III is completed