

URSHAN GRADUATE SCHOOL OF THEOLOGY ACADEMIC CATALOG – DMIN SUPPLEMENT 2026–2027

The mission of Urshan Graduate School of Theology is to provide training, development, advanced studies, and a research center to prepare Apostolic men and women worldwide for Christian service.

155 Urshan Way · Wentzville, MO 63385 USA
www.urshan.edu/ugst

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Note: Urshan Graduate School of Theology reserves the right to make changes it deems necessary in any area referenced in this catalog without prior notice. Last updated: June 15, 2026.

WELCOME FROM THE PRESIDENT AND EXECUTIVE VICE PRESIDENT





Welcome to Urshan Graduate School of Theology (UGST), where it is our mission to provide training, development, advanced studies, and a research center to prepare Apostolic men and women worldwide for Christian service. **For incoming students, this is the beginning of a new season, and we are thrilled to be a part of it.** For those of you returning to Urshan, we look forward to your continued growth and positive example.

At Urshan, we are committed to fostering a Christ-centered and Spirit-filled community where you will have opportunities to grow spiritually and intellectually. UGST is unique in that it: (1) is owned and operated by the United Pentecostal Church International, (2) has expanded beyond the Bible college model, offering master's degrees in areas that prepare students for a variety of ministerial vocations, and (3) is both nationally and regionally accredited.

Your success as a student will be determined to a great extent by the choices you make in your academic pursuits as well as those beyond the classroom. The administration, faculty, staff, and your fellow student leaders are here to support you in your journey at Urshan. We encourage you to form lifelong friendships, stretch the boundaries of your creativity, desire more of God's Word, and strive to become the man or woman He has called you to be.

Sincerely in Christ,

Rev. Brent Coltharp, D.S.L.
President

Rev. Jennie Russell, M.A.
Executive Vice President

THE URSHAN STORY

Urshan College and Urshan Graduate School of Theology are named in honor of Andrew D. Urshan and Nathaniel A. Urshan, whose ministries represent a century of global Apostolic Pentecostal leadership. Andrew Urshan, an Assyrian immigrant from Persia to the United States, was the prototypical Oneness pioneer. His hunger for God led him from mainline Protestantism through the Holiness Movement to Pentecostalism. He then carried the gospel across North America, brought the Pentecostal message to Russia, and pastored in New York City. In the mid-twentieth century, his son Nathaniel Urshan preached camp meetings across North America that were significant in the expansion of Oneness Pentecostalism. After pastoring one of the most influential churches in the movement, Nathaniel Urshan served as the general superintendent of the United Pentecostal Church International from 1978 to 2001.

In April 1998, Timothy Dugas, a pastor in suburban St. Louis, Missouri, initiated a committee to explore the formation of the first UPCI-owned seminary. From 1998 to 1999, various committees developed a proposal for the UPCI General Board. In 1999, the UPCI General Conference in Nashville, Tennessee, voted to establish Urshan Graduate School of Theology.

The UGST board of directors held its first meeting in St. Louis, Missouri, in January 2000, choosing Nathaniel A. Urshan as chancellor, Jesse F. Williams as board chair, and David K. Bernard as president. The board of directors and the president installed the founding faculty for the first semester in August 2001: Raymond L. Crownover, James A. Littles Jr., David S. Norris, and Gerald L. Truman. In 2010, UGST earned full accreditation with the Association of Theological Schools, a national accrediting commission for seminaries.

Under the ownership of the UPCI Missouri District, Gateway College of Evangelism began offering classes in 1968 in the St. Louis area. In 1971, the Bible college purchased a campus that had formerly been St. Stanislaus Seminary, the oldest college campus west of the Mississippi River. A portion of this campus was rented to UGST when it began operations in 2000.

In October 2011, the UGST board of directors and the UPCI General Board approved a plan for UGST to acquire Gateway College and use it to establish a new undergraduate Christian college. Under this plan, the college would offer a variety of majors in addition to ministry and would seek regional accreditation. After months of collaboration between the boards, administration, faculty, and staff of both institutions, the transition from Gateway College to Urshan College was completed on July 1, 2012. In 2014, UC and UGST established Urshan Collegiate Support Organization and, through this corporation, officially acquired the Florissant campus in 2015.

In the fall of 2018, the Urshan Board voted Rev. Brent Coltharp, D.S.L. as Urshan System (UC and UGST) president and voted to acquire a 40+ acre campus property in Wentzville, Missouri. The Urshan System began the 2019-2020 academic year on the Wentzville campus.

In the summer of 2018, the Urshan System attained the status of Candidate for Accreditation with the Higher Learning Commission, a regional accrediting agency recognized by the U.S. Department of Education. After only two years in the four-year Candidacy period, Urshan filed for early initial accreditation. After a site visit on the Urshan campus in February 2020, meetings between Urshan and HLC administration, and a formal meeting of the HLC Board of Trustees, the Urshan System was granted early initial accreditation on June 25, 2020.

In February 2023, UGST reached a major milestone by receiving reaffirmation from the ATS Board of Commissioners, affirming its continued excellence and commitment to rigorous academic and institutional standards. Building on this achievement, UGST was approved in January 2024 to expand its academic offerings to include a Doctor of Ministry (DMin) degree, with the first classes launching in Summer 2024.

These accomplishments were coupled with another significant success in March 2024, when Urshan College received reaffirmation from the HLC Board of Commissioners, further recognizing its dedication to academic quality and institutional integrity.

Most recently, in Fall 2024, Urshan College transitioned to University Status, solidifying its position as a leading institution of Apostolic higher education. This milestone not only reflects the institution's growth and momentum but also signals its plans to expand academic offerings and increase its impact in the years to come.

UNDERSTANDING THE URSHAN SYSTEM

VISION

THE VISION OF THE URSHAN SYSTEM

Aspiring to reach the world and equip the church by educating Apostolic servant leaders one student at a time.

MISSION

THE MISSION OF THE URSHAN SYSTEM

The mission of Urshan is to prepare Apostolic men and women through higher education for service in the church and to the world.

THE MISSION OF URSHAN GRADUATE SCHOOL OF THEOLOGY

The mission of Urshan Graduate School of Theology is to provide training, development, advanced studies, and a research center to prepare Apostolic men and women worldwide for Christian service.

CORE VALUES

URSHAN GRADUATE SCHOOL OF THEOLOGY CORE VALUES

Urshan Graduate School of Theology is United Pentecostal in teaching and practice, serving the global Apostolic community. As a seminary, we are committed to the following:

Scriptural Fidelity
UGST believes that God, who is holy, calls each of us into relationship with Him. As an expression of this call, God has revealed Himself and His will in the Bible. The scriptures of the Old and New Testaments take precedence over mere human experience, tradition and reason and are therefore our infallible standard for faith and practice. UGST values scholarship, practices, attitudes, and lifestyles that seek to remain faithful to the Scripture. We believe in covenanting with a community of believers to study God's Word, pursue God's holiness, and live in the power of God's Holy Spirit.

Spirit Empowerment
Corporately and individually, we acknowledge our dependence on the power of the indwelling Holy Spirit. All worthwhile human endeavors are enhanced by submission to, reliance upon and cooperation with the Holy Spirit. His wisdom and direction are essential for consistently making right decisions concerning our lives and practices. UGST is committed to the proper manifestation of spiritual gifts (including the word of wisdom, word of knowledge, gift of faith, gifts of healings, the working of miracles, prophecy, discerning of spirits, different kinds of tongues, and the interpretation of tongues) in the lives and worship of the Urshan community. We seek to discover, acknowledge, and prepare individuals to fulfill spiritual callings to servant-leadership in the church (including apostles, prophets, evangelists, and pastors and teachers).

Personal Integrity
As a place where the Spirit continually calls individuals as well as communities to respond to God's invitation to be holy, UGST is committed to fostering integrity. UGST values the Spiritual fruit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control in all goodness, righteousness, and truth) as guiding principles of personal and institutional decision making. This commitment has the effect of blending and overlapping all areas of seminary life. UGST does not view as distinct its responsibilities to academic and spiritual growth in the classroom, in the home, and in the church. We value the integration of the intellectual and spiritual dimensions of each discipline we teach and the practical application of principles to life and ministry.

Cultural Diversity
UGST values human diversity. We seek to promote awareness of the diversity of race, ethnicity, and culture within the human family, and assist students in gaining the particular knowledge, appreciation, and openness needed to live and practice ministry effectively in changing cultural and racially diverse settings. UGST promotes the participation of women and persons of racial/ethnic minorities in institutional life.

Scholarly Collegiality
The Urshan community regards the members of the various institutional constituencies as essential for the success of the academic enterprise. Collegiality incorporates mutual respect for similarities and for differences in background, expertise, judgments and assigned responsibilities; and involves mutual trust and shared governance. Collegial governance allows the academic community to work together to find the best answers to issues facing UGST. Collegial governance assigns primary responsibility to the faculty for the educational functions of the institution in accordance with basic policy as determined by the Board of Directors. Further, UGST values the benefits derived from cooperating with other schools of different theological perspectives on common tasks that benefit the broader community of theological schools.

Academic Quality
UGST values the pursuit of academic excellence. We desire to equip the faculty and students to pursue the highest level of scholarly achievement to which they are individually capable. We believe that the academy is a component of the church and that academics must be realized in relationship to the local congregation. We value engagement in ministry and worship within the context of the church as an integral part of quality scholarship.

Servant Leadership
UGST is committed to the development of the personal, spiritual, and professional leadership skills and competencies of its faculty and students. All believers are called to service. Christian leadership flows first from the desire to be a servant. Servant-leadership seeks to unselfishly develop the potentials of others. Those called to leadership within the body of Christ are to prepare the saints for

the work of the ministry. Leadership, therefore, is worked out within the context of the church and the world.

STATEMENTS OF FAITH

The following statements provide a summary of biblical doctrine that is affirmed by the United Pentecostal Church International and the Urshan System:

- *About God*
  There is one God, who has revealed Himself as our Father, in His Son Jesus Christ, and as the Holy Spirit. Jesus Christ is God manifested in flesh. He is both God and man. (See Deuteronomy 6:4; Ephesians 4:4-6; Colossians 2:9; I Timothy 3:16.)

- *About the Bible*
  The Bible is the infallible Word of God and the authority for salvation and Christian living. (See II Timothy 3:15-17.)

- *About Sin and Salvation*
  Everyone has sinned and needs salvation. Salvation comes by grace through faith based on the atoning sacrifice of Jesus Christ. (See Romans 3:23-25; 6:23; Ephesians 2:8-9.)

- *About the Gospel*
  The saving gospel is the good news that Jesus died for our sins, was buried, and rose again. We obey the gospel (II Thessalonians 1:8; I Peter 4:17) by repentance (death to sin), water baptism in the name of Jesus Christ (burial), and receiving the gift of the Holy Spirit (resurrection). (See I Corinthians 15:1-4; Acts 2:4, 37-39; Romans 6:3-4.)

- *About Our Fundamental Doctrine*
  The basic and fundamental doctrine of this seminary is the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

- *About Christian Living*
  As Christians, we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today. (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10.)

- *About the Future*
  Jesus Christ is coming again to catch away His church. In the end will be the final resurrection and the final judgment. The righteous will inherit eternal life, and the unrighteous eternal death. (See I Thessalonians 4:16-17; Revelation 20:11-15.)

HONOR CODE

The Urshan Honor Code is rooted in specific character values from Scripture and reflects the message of Micah 6:8, "He has shown you, O man, what is good; And what does the Lord require of you but to do justly, to love mercy, and to walk humbly with your God."

The Urshan Honor Code is the highest obligation of the entire Urshan Community. Every member of the Urshan Community is Honor Bound:

- *To do what is good:*
  Promote and uphold the Christ-like values of honest, honor, integrity, and love for others.

- *To do justly:*
  Uphold academic integrity regarding cheating and plagiarism.
  Embrace honesty and the pursuit of truth in communication.
  Embrace sexual purity.

- *To love mercy:*
  Model behavior that fosters a safe and peaceful environment.
  Compassionately confront any person you believe to be in violation of the Honor Code.
  Inform the appropriate community authority if unresolved (Matthew 18:15-20).

- *To walk humbly with your God:*
  Display selfless service and Christ-like humility.

2026–2027 UGST CALENDAR

The official academic calendar can be found on the website: urshan.edu/ugst. Urshan Graduate School of Theology reserves the right to change the calendar without previous notice.

UGST considers the week of the UPCI General Conference a religious holiday. No assignments will be scheduled for students during that week. (An exception is made for intensive 8-week terms.)

ENDORSEMENTS, CERTIFICATIONS, APPROVALS, AND RECOGNITIONS

Urshan Graduate School of Theology is endorsed by the UPCI Office of Education and Endorsement (Article IX, Section 3(b)) of the General Constitution of the United Pentecostal Church International). The Division of Education and Endorsement may be reached at 36 Research Park Court, Weldon Spring, MO63304: (636) 229-7900.

Urshan Graduate School of Theology is approved to provide Veterans Administration education benefits under the GI Bill® and is recognized by the Student and Exchange Visitor Program (U.S. Immigration and Customs Enforcement) to accept international students.

Furthermore, Urshan Graduate School of Theology is eligible by ICE (Immigration and Custom Services) to offer student visas to students from foreign countries as well as provide federal loans

and financial aid to qualified students the U.S. and Canada. UGST also meets the criteria for VA benefits for eligible students.

Urshan Graduate School of Theology is a member of and is accredited by the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: Master of Divinity, Master of Arts in Christian Ministry, Master of Theological Studies, and Doctor of Ministry.

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada
10 Summit Park Drive
Pittsburgh, PA 15275, USA
Telephone: 412-788-6505
Fax: 412-788-6510
Website: www.ats.edu

The Urshan System (UU and UGST) is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

ADMISSIONS

ADMISSIONS PHILOSOPHY

UGST seeks to expand access and opportunity to Apostolic men and women of diverse backgrounds, interests, and experiences seeking a vibrant foundation in academic excellence and Christian character and service. UGST is eager to enroll qualified students who display excellent Christian character, a spirit of servant-leadership, and strong academic ability. UGST's admissions process is designed to identify and select a student body Apostolic in belief and practice that shares this distinct dedication. UGST seeks students who thrive in the academic, spiritual, and community life at Urshan. Successful applicants will demonstrate qualities and proven skills necessary for academic success, intellectual and spiritual engagement at UGST.

ADMISSIONS PROCEDURE

UGST seeks to enroll qualified students who encompass a holistic set of characteristics including: leadership, servanthood, academic ability, and articulation of thought. Applicants are evaluated on the strength of their recommendations, extracurricular service, academic achievement, and the quality of their essay.

APPLICATION REQUIREMENTS

Urshan Graduate School of Theology has rolling admissions. Applicants can be accepted as soon as their file is complete and they have fulfilled all the criteria necessary for admission. However, all students in the DMin program will begin coursework in the fall semester. To have the greatest opportunity for scholarship assistance, scholarship requests should accompany applications prior to May 1. Late submissions will still be considered on a case-by-case basis. If a student is applying for Federal Financial Aid, consult the Financial Aid Handbook for application deadlines.

Required Information/Data for Application Submission:

1. Online Application Form
2. Application fee ($75.00)
3. Admissions essay
4. Academic, graduate-level writing sample
5. Headshot photo
6. Copy of government-issued photo ID
7. Pastoral recommendation
8. Academic recommendation
9. Personal recommendation
10. Official transcripts from all post-secondary institutions attended
11. Health history
12. Personal interview with a faculty member

Academic Achievement

Applicants must have earned a Master of Divinity (MDiv) degree (or its equivalent) with minimum 2.7 CGPA on a 4.0 scale.

UGST Alumni with an MTS or MACM degree must demonstrate their eligibility for admission into the DMin program as defined in the admissions requirements rubric: DMin Pathway for UGST MACM and MTS Alumni. During the application process, MACM and MTS alumni may be admitted as guest students while completing any coursework required to qualify for full admission into the program.

Applicants who hold non-MDiv and non-theological master's degrees in fields relevant to their ministry setting or vocational calling must demonstrate their eligibility for admission as defined in the admissions requirements rubric: DMin Pathway for Non-MDiv Degree Applicants.

For international students, UGST requires a minimum TOEFL score of 550 (paper version) or 213 (computer version) or equivalent for applicants for whom English is a second language or who are not native-born English speakers. On the TOEFL iBT scale, this corresponds to a score of 79–80.

Students from the following countries who have completed high school or secondary school are not required to prove English proficiency: Australia, Belize, Canada (except Quebec), the Fiji Islands, Guyana, Kenya, Ireland, New Zealand, Uganda, United Kingdom, Zimbabwe and English-speaking countries in the Caribbean (Jamaica, Bahamas, Cayman Islands, Trinidad & Tobago).

Essay

A 3–5-page essay including a testimony of the applicant's salvation experience, call to Christian ministry, an overview of ministerial involvement, and the expected contribution of UGST to future ministry endeavors.

Academic Writing Sample

An academic paper, or sample thereof (8–10 double-spaced pages), written during the applicant's graduate program. The paper should reference no less than 12 cited academic sources and meet the formatting requirements of an academic citation style. Based on this writing sample, when compositional skills are weak, the student may be admitted but required to receive approved tutorials in English composition.

RECOMMENDATIONS

All applicants must obtain three recommendations: 1) a pastoral recommendation (if the applicant is a pastor, a recommendation must be obtained from a District Superintendent or equivalent if the applicant is a member of another Apostolic organization), 2) an academic recommendation from a professor or college official who is familiar with the applicant's academic background, and 3) a personal recommendation from one other person of their choice, other than a family member. Forms for these recommendations will be emailed directly to the applicant's chosen references once the online application is submitted.

EXTERNAL TRANSCRIPTS

Applicants must request an official transcript from every college, university, or seminary attended. Transcripts are considered official when they bear the issuing institution's seal and are mailed directly to UGST by the institution. If applicant attended multiple schools, one transcript should confirm the completion of an MDiv degree (or its equivalent).

CHURCH AFFILIATION

An applicant should be an active member of an Apostolic Pentecostal church.

NON-DISCRIMINATION STATEMENT

UGST does not discriminate based on race, gender, color, national or ethnic origin, age, disability, or military service in admission or in the administration of its education policies, programs, and activities. Inquiries or complaints should be directed to the Executive Vice President. UGST complies with relevant provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

PROVISIONAL ACCEPTANCE

Applicants not meeting the requirements for unconditional admission but showing other indications of ability to handle the academic rigors of the DMin program may be admitted provisionally at the discretion of the admissions committee. Such admission will place the applicant on probationary status.

TRANSFER CREDITS

Students transferring to Urshan Graduate School of Theology from other institutions must provide official transcripts of all previous academic work as part of the regular admission requirements. Due to the difficulty of evaluating a student's work from another institution, final evaluation will be made based on the student's first semester work at Urshan Graduate School of Theology. In general, only courses with grades of B or better from an accredited graduate institution may be transferred to Urshan Graduate School of Theology. Only courses similar to those offered at Urshan Graduate School of Theology will be considered for transfer.

The number of credits that can be transferred varies by degree program. The determination is made by the academic dean. In general, no more than a third of the credits will be considered for transfer due to the distinctive nature of the programs at Urshan Graduate School of Theology. No more than 9 credit hours will be considered for transfer into the DMin program. If a UGST student feels that a transfer course has been incorrectly applied or denied, he or she is welcome to appeal the decision to the Academic Dean for faculty review.

STUDENT RIGHT-TO-KNOW ACT

Current and prospective students who wish to know the completion or graduation rate of degree-seeking, full-time students entering UGST can find this information on the UGST website. Reports may also be obtained from the Office of the Registrar.

APPEALING AN ADMISSIONS DECISION

An applicant who is admitted on a provisional status or denied admission to the University has the right to appeal the decision. The applicant must notify the Admissions Office of their intent to appeal the initial decision within 10 business days of the applicant being sent the decision via email. Applicants will notify the Admissions Office via email and identify the argument(s) on which the appeal is based. The Admissions Committee will meet following the priority application deadline to review those applications in the appeal process. The Committee will review all submitted material and the applicant's argument(s), evaluate the initial decision, and render its findings to the Director of Admissions who will inform the applicant. The Admissions Committee's decision is final.

DMIN TUITION, FEES, AND FINANCIAL AID

TUITION RATE (DMIN)

Cost ($) per credit hour:	$500.00

FEES (DMIN)

Due to the Graduate School incurring upfront costs in association with certain educational activities, the following fees are non-refundable:

Application fee	$75.00
Course drop/add (per course)	$10.00
Deferred payment plan (per semester)	$50.00
Graduation (payable with graduation application form)	$225.00
Late academic and financial pre-registration (returning students)	$250.00
Late payment	$75.00
Late Graduation Application	$50.00
Returned check (per check)	$20.00
Student activity fee (per DMin intensive)	$50.00
Dissertation sustaining fee (per semester)	$200.00
Student ID card	$5.00
Student ID replacement	$25.00
Student services fee	$50.00
Technology fee (per semester)	$375.00
Transcript fee	$5.00

UGST is in compliance with the requirements of PL 113-146 the Veteran Access, Choice and Accountability Act of 2014, Section 702

For recipients of Chapter 31 and Chapter 33 of the G.I. Bill® , the School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of tuition or mandatory fees payment by the U.S. Department of Veterans Affairs.

CHANGES IN FEES

UGST reserves the right to change the fees stated or to establish additional fees at any time without prior written notice. When fee changes or additions are made, they become effective with the next payment due.

PAYMENT OF ACCOUNTS

UGST offers the following payment options:

- Pay in full by semester (due first day of classes)
- Deferred payment plan (per semester)
- Federal Direct Student Loans

Students who are unable to make full payment may select the deferred payment option. No interest charges are assessed, and there is no credit check. There is a $50 deferred payment fee per semester. Students will make equal payments throughout the semester with payments due on the 1st of each month as defined in the student's deferred payment plan, established at the beginning of the semester.

A $75 late fee will be assessed for late payments. Students who fail to bring their account current by the first day of the month following a missed payment may be subject to withdrawal and/or denied registration for the next semester until the balance is brought current or reduced to $500.00 or less.

All balances must be paid in full by the end of the semester, and students must receive financial clearance from the Business Office before registering for a subsequent semester.

FINANCIAL ASSISTANCE

UGST students have access to institutional financial aid, as well as unsubsidized Stafford loans. For information about available scholarships, as well as information regarding eligibility and application for federal student aid, students should consult the Financial Aid Handbook (Title IV Loan Conduct Code can also be found in the Financial Aid Handbook). Scholarship application deadlines are as follows:

- Fall semester: Applications due by May 1; notifications sent by July 15
- Spring semester: Applications due by November 1; notifications sent by December 31

Late submissions will still be considered on a case-by-case basis.

NON-PAYMENT OF FEES

Non-payment of tuition or other charges due UGST or otherwise affecting UGST will prohibit the student from receiving certain services. Students with outstanding financial obligations to UGST will not be allowed to register, obtain transcripts, or receive official verification of enrollment. Students whose payment plan is more than one month in arrears may be asked to withdraw from UGST.

DISSERTATION SUSTAINING FEE

Students who do not complete dissertation requirements by the end of their third year in the program enter dissertation sustaining status in following semesters until the dissertation is completed and successfully defended. Students on dissertation sustaining status must demonstrate progress on their dissertation and pay the sustaining fee. Students may have up to 4 additional years (beyond the normal four-year program timeline) to complete their dissertation. Student will be required to make sufficient progress during each additional semester.

TUITION REFUND SCHEDULE

To receive a refund, the student must complete the withdrawal form with the registrar. Federal student loan refunds are subject to federal regulations, found in the Financial Aid Handbook. Students are strongly encouraged to contact the Financial Aid Office when considering withdrawing from a course in order to fully review the implications of withdrawal. Refunds apply to tuition only. Fees are not subject to refund. Students may receive a tuition refund according to the following schedule:

ONLINE CLASSES (SEMESTER LONG)

- 1st week of classes: 100%
- 2nd week of classes: 90%
- 3rd week of classes: 50%
- 4th week of classes: 25%
- 5th week of classes: 0%

8-WEEK COURSES

- 1st week of classes: 100%
- 2nd week of classes: 90%
- 3rd week of classes: 50%
- 4th week of classes: 0%

SHORT-TERM COURSES

- 4 weeks or earlier than the first day of class on campus: 100% of tuition less $150 if class is dropped after the Registration deadline for that semester
- 3 weeks before the first day of class on campus: 75%
- 2 weeks before the first day of class on campus: 50%
- 1 week before the first day of class on campus: 25%
- Less than 1 week before the first day of class on campus: No refund

UGST reserves the right to cancel classes due to low enrollment or other factors. If a class is cancelled by the institution, registered students are entitled to a full refund of all monies paid.

Students who fail to notify the Registrar in writing of their withdrawal will forfeit any refund that might otherwise have been available to them.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Full refunds are granted to reserve military students who must withdraw from UGST due to being called to active duty, provided that those students qualify for and obtain an approved leave of absence from the School.

VETERAN REFUND

Students receiving educational assistance benefits administered by the U.S. Department of Veterans Affairs who fail to enter a course or who officially withdraw prior to completion shall be entitled to a refund of the unused portion of tuition, fees, and other applicable charges.

Refunds shall be calculated on a pro rata basis, reflecting the portion of the course not completed. The institution's refund calculation may vary from the exact pro rata amount; however, the total refund shall be within 10 percent of the exact pro rata refund as required by federal regulations.

The institution may retain no more than $10 of the established registration fee when applicable for students who do not enter the course.

All refunds due under this policy shall be issued within 40 days of the official withdrawal or determination of non-attendance. (38 CFR 21.4255)

STUDENTS RETURNING FOR NEW DEGREE

Students who have completed an MACM, MTS, or MDiv at UGST and later decide that they would like to complete an MDiv or DMin will not receive an alumni discount since they are pursuing a new degree and are not merely taking classes for professional or personal development.

MILITARY AND VETERAN STUDENT SERVICES

Urshan Graduate School of Theology is happy to assist those who are present and past members of the United States military as well as the families of those who have served. UGST accepts Veteran's Administration (VA) benefits as well as Tuition Assistance (TA) from the active-duty service member's branch.

CONTACT US

Military & Veteran Services
Urshan Graduate School of Theology
155 Urshan Way
Wentzville, MO 63385
Director: Priscilla Richardson, M.S.
Phone: 314-838-8858 Ext #2116
Email: veteransaffairs@urshan.edu
Webpage: https://urshan.edu/ugstmilitaryandveterans

Financial Aid Office
Urshan Graduate School of Theology
155 Urshan Way
Wentzville, MO 63385

Phone: 314-838-8858 Ext #2116
Email: financialaid@urshan.edu
Webpage: https://urshan.edu/ugstfinancialaid

VETERAN'S BENEFITS

Full or part-time UGST students who are active duty, reserve personnel, veterans, or, in some cases, the child or spouse of a veteran are eligible for Veteran Education Benefits. To determine eligibility, complete the online Application for VA Education Benefits (VA Form 22-1990).
VA benefits include:

- Veteran Readiness and Employment (Chapter 31)– If you have a service-connected disability that limits your ability to work or prevents you from working, Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) can help. This program—also known as Chapter 31 or VR&E—helps you explore employment options and address education or training needs. In some cases, your family members may also qualify for certain benefits.
- Post 9/11 GI Bill® (Chapter 33) – If you have served on active duty after 9/11/2001, you may qualify for the Post-9/11 GI Bill® (Chapter 33).
- Post 9/11 GI Bill® – Transfer of Entitlement (Chapter 33) – If you are a dependent of a service member who served on active duty after 9/11/2001, you may qualify for the Post-9/11 GI Bill®. To qualify for this entitlement, the Post 9/11 benefits must be transferred to the dependent prior to parent/spouse leaving active duty or selected reserve services.
- Montgomery GI Bill® Active Duty (Chapter 30) – If you served at least 2 years on active duty prior to 9/11/2001, you may qualify for the MGIB-AD.
- Montgomery GI Bill® Selective Reserve (Chapter 1606) – For eligibility, you must be a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard.
- Post-Vietnam Era Veteran's Educational Assistance Program (VEAP, Chapter 32) – If you contributed to the VEAP program ($2 to $1 match) during your military career, you may be eligible for this program.
- Survivor's and Dependent's Educational Assistance (DEA) program (Chapter 35) – If you are the child or spouse of a Veteran or service member who has died, is MIA, or has disabilities, you may be able to receive help paying for your education through the DEA program.
- Veteran's Scholarship and Grant Resources – In addition to VA benefits, you may also be eligible for grants and scholarships from a variety of veteran's organizations. These resources are also available to those who are dependents of a service member but were unable or ineligible to receive VA educational benefits. This link will take you to the U.S. Veterans Magazine website where you will find an inexhaustive list of scholarships and grants.

MILITARY TUITION ASSISTANCE (TA)

UGST complies with the policies and procedures for the military Tuition Assistance program for eligible members of the U.S. Armed Services.

Each service has its own criteria for eligibility. Prior to enrollment, prospective students are directed to speak with their Education Services Officer (ESO) or military counselor to determine which VA or Military benefit(s) they qualify for.
Register for classes only after approval from your ESO is obtained.

RETURN OF MILITARY TUITION ASSISTANCE

In compliance with the Department of Defense policy, UGST will return any unearned TA funds on a prorated basis through at least the 60% portion of the term for which the funds were provided.

Please note: If you withdraw (officially or unofficially) from a course and did not complete at least 60% of the course, you may not be eligible for the total amount initially awarded through Tuition Assistance. In cases where some or all the Tuition Assistance must be returned to the military, you will be responsible for all balances on your student account.

Full Semester Courses

- Before or during weeks 1-2: 100% return
- During weeks 3-4: 75% return
- During weeks 5-8: 50% return
- During week 9: 40% return (60% of course is completed)
- During weeks 10-16: 0% return

Short Term Courses

- Before or during week 1: 100% return
- During week 2: 75% return
- During weeks 3-4: 50% return
- During week 5: 40% return (60% of course is completed)
- During weeks 6-8: 0% return

Recruitment of Military and Veterans Policy

In accordance with the DOD Memorandum of Understanding, Urshan Graduate School of Theology (UGST) bans inducements to any individual or entity (other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws) for the purpose of securing enrollment of service members or obtaining access to tuition assistance funds as part of efforts to eliminate aggressive marketing aimed at service members.

UGST does not participate in high-pressure recruitment tactics aimed at Service members. Service members will not receive three or more unsolicited contacts (by phone, email, or in-person), nor will they be engaged in same-day recruitment and registration for the purpose of securing Service member enrollments.

Additionally, UGST will not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollment of federal financial aid to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

LEARNING RESOURCES

LIBRARY

The Urshan Library is a member of the Missouri Resource and Education Network (MOREnet). Additionally, the Library is a member of the St. Louis Regional Library Network (SLRLN), which offers faculty and students access to over ninety academic and research libraries in the St. Louis area.

The Urshan Library also maintains a subscription to a EBSCOHost database package, which offers access to many different databases of academic journal articles as well as over 200,000 eBooks. Databases may be used both in the library and online. Access to the library materials is open to

students, staff, faculty, alumni, friends of the library, and members of SLRLN during regular library operating hours.

Library hours are posted on the website (https://urshan.edu/dkb-library-ugst). The library space provides reading rooms, conference rooms that may be reserved for group study, and individual study rooms. There is a printer/copier available for students and guests to use for a per-copy fee.

The Urshan Library Handbook is provided to each student upon enrollment, and contains information regarding catalog and database usage, reserve materials, general library policies, student services available within the library, and library staff. Additionally, tutorial videos on the library webpage show students how to access thecatalog and perform database search procedures. (See Library Services Handbook.)

CENTER FOR THE STUDY OF ONENESS PENTECOSTALISM

The Urshan Library has partnered with the United Pentecostal Church International (UPCI) to provide the Center for the Study of Oneness Pentecostalism (CSOP). Located on the Urshan campus, CSOP is the world's largest collection of Oneness Apostolic source materials and includes a museum, historical archives, and reading rooms.

URSHAN STUDENT SUCCESS CENTER

All Urshan students may take advantage of the services offered by the Urshan Student Success Center. These services include:

- Writing Center: tutoring to sharpen skills in research, writing, and reasoning skills. Services are available to all students regardless of classification or degree program. Students on academic probation or with known deficiencies in writing may be required to seek help from the Writing Center.
- Counseling referrals: students may receive referrals for access to professional counseling services for their mental and emotional health.

TECHNOLOGY RESOURCES

The entire Urshan campus is Wi-Fi accessible to students, employees, and guests. The Urshan System makes extensive use of cloud applications such as Instructure's Canvas learning management system, and Google Apps for Education (including Gmail, Calendar, Drive, Docs, and Hangouts).

Urshan provides a computer lab with five personal computers, which provide access to online research, the library catalog, and the Microsoft Office software suite. Any specialized software (such as BibleWorks) that is requested by the faculty for the students' successful completion of courses is procured and installed as needed.

TECHNOLOGY RECOMMENDATIONS

The school-wide learning management system is Canvas by Instructure, the only Learning Management Software native to the cloud. Accessing course materials is facilitated through your web browser. To ensure optimal performance, it is recommended to use a current computer equipped with Windows 10 or above. If using a Mac, we recommend Mac OS X 13 or higher in conjunction with a reliable broadband internet connection. Additionally, users should install the latest version of Mozilla Firefox, Google Chrome, or Microsoft Edge (ideally two different browsers for compatibility purposes). It is also essential to have Adobe Acrobat Reader and word processing

software installed, with MS Office Word being strongly preferred. Please be aware that as technology evolves, there may be revisions or updates to these requirements to maintain compatibility and efficiency with the learning management system.

ACADEMIC POLICIES AND PROCEDURES

As expressed in its mission statement, UGST exists to "provide training, development, advanced studies, and a research center to prepare Apostolic men and women worldwide for Christian service." UGST believes its academic programs and practices contribute significantly to this holistic mission. Every member of the Urshan community is called to this collaborative effort. The board members, administration, faculty, staff, and students work together to achieve this curriculum. If there occurs any apparent discrepancy between academic policies or procedures as presented in this Academic Catalog and those listed in the Student Handbook, the Academic Catalog shall be authoritative.

CREDIT HOUR

Students earn credit toward their degrees by completing courses at UGST. For courses in the DMin program, UGST equates a unit of credit to at least four hours of work per week for a semester. A three-credit-hour class consists of approximately three hours of lecture, discussion, and class participation as well as twelve hours of homework per week. Short-term intensive courses require assignments and readings to be completed both before and after the on-campus dates, during which students can expect at least 23 hours of class time. Class meetings and online opportunities fulfill the lecture, discussion, and classroom participation requirements for short-term intensives.

ACADEMIC LOAD

The normal academic load for students in the DMin program will be 3 credits in the fall semester and 5 credits in the spring semester during the first three years. In the fourth year, the normal load will be 3 credits in the fall and 3 credits in the spring. Half-time status is a minimum of 3 credits per semester (defined as a 6-month period). Students who do not take a half-time load **are not eligible for scholarships**. Students seeking to take more than 3 credits in the fall or more than 5 credits in the spring need the approval of their academic advisor and the academic dean. In some cases, students can accelerate their progress to complete the degree in three years. On-campus intensives take place in the fall semester (August) and the spring semester (February).

ACADEMIC ORIENTATION

Before each academic year begins, academic orientation is provided for all new students through the Canvas course, UGST DMin Resource Center. In this course, students can access information about navigating their educational journey. They are introduced to UGST faculty and departmental staff, trained in the use of Canvas and Populi, and provided with academic policies and procedures. Students have access to this resource course throughout their programs.

ACADEMIC ADVISEMENT AND REGISTRATION

ACADEMIC ADVISEMENT

After admission to UGST, students are assigned to an academic advisor by the Academic Dean. The academic advisor plays a vital role in helping students choose semester classes and develop long-

range academic, career, and ministry plans. Advisement is a continuous process that begins with matriculation and continues throughout the student's UGST career. However, it remains the responsibility of the student to know and fulfill the requirements necessary for obtaining a degree at UGST. Students should maintain their own records with copies of all official correspondence with UGST. Students should check academic advice against the official policy of the school as it is found in published documents.

REGISTRATION

When applicants have been admitted to UGST, they are eligible to register for courses. The specific period for registration each semester is indicated on the UGST academic calendar. There is a late registration fee.

ADDING OR WITHDRAWING FROM COURSES

A student wishing to withdraw from any course(s) or to make any other change in enrollment must apply in writing to the registrar's office by filling out the Add/Drop/Withdraw form on the Populi home page. The academic department encourages students to check with their advisor before adding or dropping a course. Generally, a student may add/drop classes through the end of the second week of the semester. See the calendar for the specific cut-off dates. Any changes between taking a course as an audit student or for credit must occur within this time.

A student who withdraws from a course will be assigned either a "withdraw pass" (WP) or a "withdraw fail" (WF). A withdraw pass does not affect a student's GPA, but a withdraw fail will be calculated as an "F." The student may not withdraw from a course after the end of the eleventh week (or a similar proportion of time as it is prorated for short-term intensives). Students may add, drop, or change courses without financial penalty prior to the registration deadlines for each term.

COURSE CANCELLATION

UGST may cancel any course because of insufficient enrollment or if the instructor unexpectedly becomes unavailable. Full refunds of applicable tuition are granted when UGST cancels a course.

COURSE MODALITY

The Doctor of Ministry program is offered as a hybrid program with both online and on-campus components. All core courses and most elective courses are offered in a short-term intensive format. During these semester-long courses, students will complete assignments and interact with course professors and students both before and after the on-campus dates, During the four-year DMin program, students will typically be on-campus for short-term intensives one week during the fall semester and one week during the spring semester. During each week on campus, students can expect a minimum of 23 hours of class time.

Some courses may also be offered in an online-only format. However, a minimum of 21 credit hours must be completed in residence.

Urshan offers affordable housing to DMin students during short-term intensives.

Dissertation units are completed by the student independently with advisor meetings scheduled as needed both during the weeks of on-campus short terms and via Zoom or phone at other times. Students may also be required to attend dissertation workshops while they are on campus for other intensive courses. Due to the high-volume of student-professor interaction, Dissertation units count toward credits in residence.

INDEPENDENT STUDY

Independent studies are not offered in the DMin program.

CLASSROOM POLICIES

ATTENDANCE POLICY

Students are expected to attend all scheduled class sessions. Each instructor sets class attendance policies as announced in the course syllabus. Students excessively absent or tardy for class will have their grades lowered, may be placed on probation, or may be dismissed. In no case can a student receive credit if they miss more than two weekly class sessions in an online course or more than one-half day (4 hours) of scheduled class time during an on-campus intensive. Additionally, students in all courses may be required to submit a statement declaring the number of sessions "attended" online.

CLASS VISITORS

Only registered students may attend class sessions.

COURSE AUDIT POLICY

Course audits of doctoral courses are not available.

FACULTY RIGHT TO ESTABLISH ADDITIONAL CLASSROOM POLICIES

Faculty members, at their discretion, may establish additional policies in the course syllabi related to classroom decorum, the use of electronic devices in class, and other rules designed to maintain a classroom environment conducive to learning and the respect of others. These rules and policies may include reasonable penalties for violation.

ADA STATEMENT

Reasonable accommodations are offered to provide students with disabilities an equal opportunity to participate in academic programs and to promote and facilitate the integration of students with disabilities into academic and residential life. Urshan Graduate School of Theology ("UGST") is committed to the success of the whole church, to promoting the unity and the establishment of the saints and promoting the ministry regardless of disability. To that end, UGST strives to create an inclusive educational environment for all members of the Urshan community in accordance with provisions of applicable laws including, but not limited to, the Americans with Disabilities Act as amended (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504).

TRANSCRIPTS AND DIPLOMAS

Transcripts may be requested through the university website or Populi. There is a charge of $5.00 for each transcript requested (unofficial or official). There is a charge of $50.00 for each diploma requested. The student's account must be current (alumni accounts must be paid in full) and all financial, academic, or disciplinary holds cleared before an entire transcript (as prescribed in the transcript policy) or diploma can be issued.

LEAVE OF ABSENCE

UGST recognizes that life events may require a student to modify class enrollment and schedules. In such cases, a student may be placed on an academic leave of absence at the discretion of the academic dean (a Leave of Absence request form can be found on Populi and should be submitted to the Registrar with all requisite signatures and third-party proof substantiating the reason for the leave of absence). A leave of absence may be anywhere from 29-180 days in a twelve-month period. For information concerning financial responsibility and federal student aid guidelines during a leave of absence, please contact the Financial Aid Office.

DELIBERATE WITHDRAWAL

A student who is in good academic standing and does not wish to seek a Leave of Absence (LOA) may voluntarily withdraw from UGST. Students should seek withdrawal if they are leaving UGST at the completion of semester or if they choose to drop or withdraw from all of their courses during the semester. Students who withdraw must meet all financial obligations based on the time of withdrawal. Any scholarships will be rescinded for withdrawing students. Scholarships from the current semester will be removed from the student's account, and the withdrawing student will be responsible for the full amount owed. Students should review all refund policies under "Tuition Refund Schedule." Students should also review the UGST Financial Aid Handbook.

Students living on campus will be expected to vacate their room or apartment upon withdrawing from UGST. Withdrawing students will not be allowed to attend classes, lectures, chapel, or any seminary activities.

Students choosing to withdraw from UGST after the official drop period will receive a grade of WP or WF for each course in which they are enrolled. If extenuating circumstances prompted the withdrawal, students may request that the Academic Affairs Committee change all grades to W.

Before deliberately withdrawing, students are strongly encouraged to speak with their academic advisor and/or the academic dean.

A student who deliberately withdraws from UGST but later wishes to return must notify the registrar by March 1 in order to return in the fall term and by October 1 in order to return in the spring term. The academic dean must approve the student's request to return. If the request is denied, the student may appeal to the Academic Affairs Committee. The decision of the committee is final. (See Readmission Policies.)

INVOLUNTARY WITHDRAWAL

Students may be involuntarily withdrawn from UGST because of academic issues that they did not address during academic probation. Such students will not be allowed to attend classes, lectures, chapel, or any seminary activities, nor will they be allowed to live on campus. Students are automatically withdrawn after two consecutive semesters on academic probation.

After a one-year period of withdrawal, students may reapply for admission to UGST. They will reenter the admissions process as though they were a prospective student.

Students involuntarily withdrawn from UGST may appeal to the Academic Affairs Committee if they feel they can adequately explain mitigating circumstances in order to grant a reprieve from the withdrawal. Such students may be allowed to continue on academic probation, or the committee

may recommend a Leave of Absence (LOA). Students returning from the LOA will still be on academic probation. Failure to improve in the semester in which they return will warrant dismissal from UGST.

Involuntarily withdrawn students who attempt to complete work at another accredited graduate school or seminary and desire to receive transfer credit at UGST must obtain permission from the academic dean. Such students must realize that the transfer of credit will depend upon their readmission to UGST. Should the student be allowed to return to UGST, the completed work will be subject to all transfer credit regulations. (See Readmission Policies.)

STUDENT RIGHT-TO-PRIVACY OF RECORDS

Urshan Graduate School of Theology complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the right of privacy of students and affords students over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. The student should write the registrar, clearly identifying the part of the record that the student wishes to change, and specify why it is inaccurate or misleading. If the seminary decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

3. Urshan Graduate School of Theology protects the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

    a. One exception permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the seminary as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Directors; a person or company with whom the seminary has contracted to perform a special task (such as an attorney or auditor); or a student serving on an official committee, or assisting another school official with his or her tasks.
    b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

    c. Upon request, Urshan Graduate School of Theology discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

4. Urshan Graduate School of Theology also discloses directory information about the student. Directory information includes (but is not limited to) the following information: name, address, telephone number, e-mail, spouse's name, date and place of birth, denomination, home church, and dates of attendance, photo, degree program and concentration, enrollment type (full time, part time, less than half time), degrees and awards received with the date of graduation. Information published in the student directory may be released up

through the publication of the next student directory the following fall, regardless of whether the student continues to be enrolled.

5. Items that can never be identified as directory information are a student's social security number or institutional number, race/ethnicity, citizenship, nationality, gender, financial aid, billing, grades, GPA, or class schedule.

6. Students may release their academic records to parents, a prospective employer, insurance companies, etc., by providing written consent. The notice of written consent must include the following information:
   a. It must specify the records to be released (transcripts, etc.)
   b. State the purpose of the disclosure
   c. Identity the party or class of parties to whom disclosure may be made, and
   d. Be signed and dated (within the last calendar year) by the student
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

INCLEMENT WEATHER

In the case of inclement weather that poses a significant safety risk, the administration will make decisions concerning the closing of the school. The decision will be made by 7:00 a.m. for any given day so that arrangements can be made for early classes. News about closures will be available through the school's website and learning management system so that all students and employees can receive the latest information from one central outlet. Any individual class cancellations will be communicated to students by the course instructor or the academic dean. In some cases, individual instructors may choose to move the class to an online format for the affected session.

CURRICULUM DEVELOPMENT POLICY

See current UGST Academic Catalog.

ACADEMIC INTEGRITY

To ensure that academic content is sufficient to graduate-level higher education and rigorous in its delivery and application, faculty review and assess courses. As a part of shared governance with administration, the faculty is responsible for assessing, revising, and improving the curriculum through review of degree programs, program objectives, student learning outcomes, and any other areas deemed necessary to ensure academic excellence and compliance with the mission of Urshan Graduate School and its accrediting partners.

ACADEMIC HONESTY

Plagiarism, cheating, and dishonesty are in direct opposition to a Christian life and the goals of UGST. It is assumed that all students have enrolled at UGST for the primary purpose of learning. Students are expected to refrain from those actions that contradict this purpose and that would jeopardize their Christian character and testimony.

Cheating is considered a serious offense against a student's Christian character and testimony. Cheating includes copying from another person's test paper, using concealed information during examinations, falsifying reports, giving reports and papers to other students, giving information to another person during examinations, obtaining information from a student who has already taken the examination, using another student's work, paying another person to complete an assignment and/or impersonate you in any course, falsifying attendance records, and submitting the same assignment in more than one course (without permission of the instructor).

Plagiarism is defined as copying, paraphrasing, or closely imitating any part of a published or unpublished book, paper, or web source without properly identifying the author or originator. Plagiarism also includes the use of the language and thoughts of another person while representing them as one's own and the use of any generative artificial intelligence technology (AI) to create content for assignments. Students are urged to take advantage of online plagiarism checkers to help avoid unintentional plagiarism. Plagiarism is a violation of the intellectual property rights of another person and a failure to give honor to whom honor is due.

Students who believe another student is cheating or plagiarizing should handle the situation according to the Peer Accountability policy, found in the UGST Student Handbook. Concealing dishonorable practices is detrimental to the spiritual and academic atmosphere of the Urshan community.

Faculty members shall exercise proper diligence to prevent academic dishonesty. Any faculty member who has assembled evidence of plagiarism will first schedule an in-person meeting or a phone call with the student and offer him/her a chance to provide an alternate explanation of the evidence or to admit fault. If the faculty member concludes there has been an incident of plagiarism (as defined above), and it is a first-time offense, the faculty member may determine an appropriate penalty in consultation with the academic dean. The faculty member will inform the student of the "first-time offense" and the associated penalty via Urshan email and copy the academic dean. This communication should clearly reference the Academic Honesty policy in the current Academic Catalog. All subsequent incidents of plagiarism will be reported to the Academic Affairs Committee (AAC), who will conduct a full investigation. A letter of action from the AAC will be given to the student, and copies of the letter and pertinent documentation will be placed in the student's file. The disciplinary actions of the AAC may include:

- a zero on the assignment
- failing the course
- academic suspension for 1 semester
- expulsion from the seminary

A record of past plagiarisms may affect the action of the Academic Affairs and the Scholarship Committees.

ACADEMIC EVALUATION

GRADES & CREDITS

Faculty are responsible for assigning grades for all course work. Final grades are released approximately two weeks after the end of each term. Exact dates final grades are due are posted on the Academic Calendar.

A grade point measures quality assigned to, or withheld from, units of credit according to the following grade system:

A	4.0	(92.50 and above)	Demonstrates superior mastery of course objectives
A-	3.7	(89.50–92.49)	Demonstrates mastery of course objectives Students are expected to perform at this level.
B+	3.3	(86.50–89.49)	
B	3.0	(82.50–86.49)	Minimally meets course standards
F	0.0	(82.49 and below)	Failure
I	0.0		Incomplete

GRADE REPORTS

At any time during the semester, students may access grades via Populi. Neither grades nor transcripts will be released if the student has any past-due financial obligations to Urshan Graduate School of Theology or to the library.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is measured by both the quality and quantity of academic work. It is certified by the successful completion of 70 percent of a student's attempted, non-repeated course load.

Successful completion is defined as follows.

- DMin students must receive a grade of B or higher in each course and have a combined term GPA of at least 3.0.
- Grades of I, W, and F will be included in the combined course load and are not considered successfully completed courses.
- Transfer credit will not be included in qualitative work evaluated for satisfactory academic progress. Only credits earned at Urshan Graduate School of Theology are used to calculate grade point average.
- For a repeated course, the higher grade stands as the official grade. (See Repeating Courses.)

The registrar will check each student's grades at the end of each term and will inform the academic dean of any students who are not making "satisfactory academic progress" as defined in this policy, and the academic dean will place those students on academic probation. In addition, any student not progressing toward completion of a degree in an appropriate manner (taking the appropriate courses for a degree), as determined by the registrar, shall be placed on academic probation. (See Probationary Status.)

Students must meet with their academic advisors at least once a semester to review progress toward their degrees. For most students, this is covered in academic registration when they also pre-register for courses for the upcoming year.

LOSS OF ELIGIBILITY

A student who fails to meet satisfactory academic progress after the probationary semester is ineligible for financial aid in the following semester and will be notified by mail. A student who was half-time in the semester when eligibility was lost must successfully complete a half-time semester of non-repeated work to be eligible for reinstatement.

If satisfactory academic progress is maintained for the requisite term(s), eligibility for financial aid may be reinstated for the following semester. The student is required to apply to the Financial Aid Director for reinstatement prior to registration for the semester in which financial aid is desired.

INCOMPLETES

A grade of Incomplete (I) indicates that the required work for the semester has not been completed due to circumstances beyond the student's control (such as illness). Incompletes are not given simply because students fail to hand in work by the assigned deadline. Students who fail to complete work on time or to make satisfactory arrangements to submit work late will be given the grade to which the work submitted entitles them. Instead of getting extensions of time to complete work, students who run into routine difficulties (ordinary illnesses, busyness, etc.) should complete as many courses as possible on time. In most cases, students who are behind in their work at the end of the term should simply turn in the work late and accept the penalty assigned by the instructor.

Students who wish to request an incomplete must talk with the individual professor(s) involved. Students will submit a completed request for incomplete form to the registrar. Granting of incompletes will be at the discretion of the academic dean. If the work is not submitted within six weeks after the end of the semester, the grade will be changed to "F." Extensions beyond this six-week period must be approved by a faculty committee, and the student is responsible to file a request for approval.

PROBATIONARY STATUS

Academic probation serves as a warning that the student's work is not of sufficient quality to receive the desired degree. Students on academic probation may be advised to limit extracurricular activity. A student will remain on academic probation as long as the cumulative GPA remains below the required level (3.0). In certain cases, students may be accepted provisionally. In that case, a student will enter the program on academic probation.

A student is placed on academic probation at the end of any term in which the cumulative GPA falls below the minimum required for good standing (3.0) in the particular degree program, and will be notified by the registrar before the next semester begins. Any student already on academic probation who does not maintain the required GPA for his/her degree program for two semesters will be suspended from Urshan Graduate School of Theology.

If a student is on probation and the term GPA falls below the required minimum, the student will be suspended from further academic work at Urshan Graduate School of Theology. A suspended student has the right to appeal to the academic dean for reinstatement. If the academic dean, upon consultation with members of the faculty, feels the student has potential to complete a program, re-entry on probation may be allowed.

REPEATING COURSES

Urshan Graduate School of Theology allows students to repeat courses. The higher grade earned stands as the official grade. Only the higher grade and its corresponding hours attempted will be calculated in the cumulative GPA. DMin students may repeat only courses in which they received a grade of F. In no case can a student graduate if more than 30 percent of their total courses have been repeated.

ACADEMIC DUE PROCESS

Students dissatisfied with classroom or academic procedures or decisions should use the following procedure:

Students will attempt to settle differences with an instructor within two weeks of the disputed issue, or in the case of a disputed course grade, within six weeks after the end of the semester.

Students who are dissatisfied with the outcome of the instructor conference may file a written complaint with the academic dean within one week after the conference. The written document should fully describe the issue in dispute and steps taken to resolve the conflict. The academic dean will consult with the instructor before any decision is made. The academic dean will decide within two weeks.

Students who are dissatisfied with the academic dean's decision may file a written complaint with the Academic Affairs Committee via the academic dean within one week of the academic dean's decision. The Academic Affairs Committee will review the steps taken by the student, instructor, and academic dean prior to deciding. The Academic Affairs Committee will make its decision within two weeks. The decision of the Academic Affairs Committee is final.

DEGREE TIME LIMITS

Students enrolled in the Doctor of Ministry program will normally complete the program in 4 years, but students will have up to a total of 8 years to complete the program. This timeframe begins with the first course after full matriculation into the program. If additional time is needed to complete a degree, the student must submit a written rationale for the request and a proposal for the completion of the degree. The appropriate faculty committee reviews the request and makes a recommendation to the full faculty for action.

GRADUATION REQUIREMENTS

APPLICATION FOR DEGREE

For a student to qualify to graduate and participate in the spring commencement exercises, an Application for Degree form must be filed with the Office of the Registrar no later than the previous October 30. This form may be found on the Populi home page.

CATALOG REQUIREMENT

Students are to meet graduation requirements from the catalog that is in effect at the time of their initial enrollment at Urshan. Students wishing to change to a more recent catalog may do so, provided they are enrolled when the catalog is in effect and they submit a written request to do so to the registrar. Students who have not maintained continuous enrollment must meet the graduation requirements from the catalog in effect at the time they re-enroll.

DMIN DEGREE PROGRAM

DEGREE PROGRAM & CORE REQUIREMENTS

Doctor of Ministry – for pastors, global representatives, chaplains, educators, and leaders of faith-based organizations with significant ministry experience.

DEGREE REQUIREMENTS

Doctor of Ministry

1. Successfully complete 30 credits in the required areas of study. A minimum of 21 credit hours must be completed in residence.
2. Complete three Dissertation units (6 credits total) and successfully defend a dissertation.
3. Fulfill financial and library obligations.
4. Maintain a 3.0 grade point average for the total course of study.
5. Demonstrate significant progress in the areas identified in the DMin program learning outcomes.

DEGREE CAPSTONE

The Doctor of Ministry (DMin) culminates in a doctoral dissertation. Students will choose between a Research Track and a Project Track. During the first three years of the program, students will complete a Dissertation unit of 2 credits, for a total of 6 credits. In the final semester of the program, the student will defend a dissertation addressing both the nature and practice of ministry before a faculty panel. This dissertation should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

DOCTOR OF MINISTRY (DMIN)

DMIN: PROGRAM LEARNING OUTCOMES

The UGST faculty has identified the following outcomes for the DMin degree which are aligned with the Degree Program Standards of the Association of Theological Schools. This degree has been designed to enhance the practice of ministry and leadership in the church and other public settings. It is available to persons who hold the MDiv degree or its equivalent, who have worked in a ministerial context for at least three years after earning the MDiv degree, and who continue in ministry during the course of their doctoral study. The DMin offers opportunities for professional, spiritual, intellectual, and personal growth through the rigorous academic study of theology, leadership, important ministerial issues, and focused research. This advanced degree is recommended for pastors, global representatives, chaplains, educators, and leaders of faith-based organizations.

Outcome 1
Graduates of the DMin program should be able to produce advanced original research that engages with broader Christianity and addresses emerging trends from an Apostolic perspective. (ATS Area A)

Outcome 2
Graduates of the DMin program should be able to demonstrate transformative leadership within the Apostolic tradition by identifying crucial ministry issues and proposing innovative solutions that integrate new knowledge and skill into ministry practice. (ATS Area B)

Outcome 3
Graduates of the DMin program should be able to connect biblical research and ministry practice through the integration of theology and socio-cultural experience in order to prepare to live out personal calling. (ATS Area C)

Outcome 4
Graduates of the DMin program should be able to grow in spiritual awareness, demonstrating Christian values and spiritual maturity in the academic context, while integrating Apostolic spirituality into the practice of ministry. (ATS area D)

DISSERTATION GUIDELINES

DISSERTATION CHAPTER OUTLINE AND COMPLETION TIMELINE

Students in both tracks will draft the first chapter by the end of MN801 in the first spring semester of the program. The remaining chapters will be drafted in the second and third years of the program, although some students may need additional time. MN802 and MN803 are taken during the second and third spring semesters of the program. MN804 will be taken in the fourth spring of the program and will be repeated in all subsequent semesters until the dissertation is successfully defended. In most cases, the dissertation will be defended in the fourth year.

Suggested chapter outlines for each track are provided below. The first reader will provide guidance as needed regarding the specific chapter outline for individual projects.

Project Track - Suggested Chapter Outline	Research Track - Suggested Chapter Outline
Ch. 1 Introduction -Ministry Context -Presenting problem (working bibliography needed) -Definitions -Limitations -Thesis statement -Proposed Methodology Ch. 2 Literature Review Ch. 3 Methodology Ch. 4 Findings and connections to lit review Ch. 5 Conclusions, Applications, and Recommendations for further research	Ch. 1 Introduction (ministry context, presenting problem, definitions, limitations, thesis statement, overview of methodology/theoretical model) -Overview (completed in MN803) -Statement of problem -Rationale of project -Limitations, assumptions -Summary of relevant literature / Annotated bibliography -Biblical, Theological, and Historical foundations -Methods of analysis -Results and Contributions (completed in MN803) -Summary of chapter Ch. 2 Primary texts - biblical Ch. 3 Primary texts – extra-biblical Ch. 4 Main Argument Ch. 5 Ministry Context (application in life of church, e.g., a curriculum for teaching in church)

HUMAN RESEARCH SUBJECTS REVIEW

Students who use human research subjects (e.g., interviews, observation of individuals or groups, or any other interaction with people) must submit a proposal and informed consent form(s) to the Joint Institutional Review Board (IRB). Students should communicate early with their first reader to determine if his/her dissertation will include human research subjects. A human subjects review must be completed and approved by the Joint Institutional Review Board before any data collection or interaction with human subjects begins.

ACADEMIC HONESTY

Students are expected to uphold the highest standards of academic integrity and honesty in the writing of the dissertation. See Academic Honesty policy on pp. 28-29 of this Catalog supplement.

SPECIALIZED METHODOLOGY

Candidates who choose to utilize a specialized methodology in their dissertation must demonstrate the ability to do so. In some cases a candidate may be required to take a class in the specialized methodology from another institution.

SECURING A FIRST READER

During MN801 students will be directed to begin exploring potential dissertation topics and to secure a first reader with expertise in the relevant subject area(s) and methodology(ies). First readers must be pre-approved by the DMin program director and the UGST academic dean. In most cases, first readers will be selected from qualified Urshan University faculty.

SECURING ADDITIONAL READER(S)

All dissertations will require a second reader; some may require a third reader. Students should consult early in the process with their first reader to determine how many additional readers will be needed. Additional readers must be pre-approved by the DMin program director and the UGST academic dean.

DISSERTATION DEFENSE

Submitting Examination Copies

Examination copies of the completed dissertation must be received by all readers by March 1 of the spring semester. Dissertations submitted after that time will not be considered for defense in the spring semester unless the candidate can provide clear proof of a legitimate cause. Only genuine, dramatic, and unforeseeable emergencies will be considered. Problems with broken computers, printers, postage, travel, or work, family, or church obligations, etc., will not be considered legitimate. Candidates who believe they have just cause for submitting a late examination copy must apply in writing to the UGST academic dean. The decision of the academic dean shall be final.

Defense

The dissertation must be successfully defended in an in-person, on-campus, public meeting on the Urshan campus by or before April 1 for graduation in the spring semester. The defense is scheduled by the first reader in consultation with the candidate, the academic dean, and the registrar. The program director, program faculty, administration, and other personal guests are invited to the defense. Following the public presentation, the first reader and additional faculty reader(s) will consult privately and determine whether the student will receive a pass, fail, or pass with revisions. The faculty readers will then communicate their decision and any required revisions to the student privately within twenty-four hours of the time of the defense.

Revisions

Any required revisions must be completed not later than April 15. Revisions must be reviewed and approved by faculty readers before the Approval Page is signed and before final copies are printed.

Editing and Proofreading

It is the sole responsibility of the candidate to ensure that the dissertation conforms to the formatting requirements spelled out below and is thoroughly edited and proofread to the readers' satisfaction. If necessary, candidates must make their own arrangements to secure editorial and proofreading assistance. The readers are not responsible for editing and proofreading the dissertation.

Submitting Final Copies

Following a successful dissertation defense and approval of any revisions, two final printed and unbound copies containing the signed Approval Page, must be submitted to the academic dean prior to graduation. Candidates must submit the required binding fee to the academic dean with each copy. The office of the academic dean will bind these copies. One copy will belong to the student and one copy will be placed in the Urshan Library. In addition, an electronic copy in Portable Document Format (PDF) must be submitted to the academic dean and the librarian. The electronic copy must be the final, corrected dissertation as printed. The dissertation is not complete until these final electronic and printed copies are received.

Candidates may also choose to submit additional copies for binding (e.g., for their own use, for family members, or to be given to their dissertation advisor and second reader as a statement of thanks for their contribution to the project). If additional bound copies are desired, the candidate must submit a printed copy and binding fee for each.

PRINTING THE FINAL COPIES

The final copies for binding must be on 8.5 x 11 paper manufactured for the purpose of printing theses or dissertations. Because printers often enlarge or shrink margins automatically, you may need to experiment to determine the correct copier settings (usually 98%). Only copies of a consistent high quality are acceptable.

Printing must be done with a professional office-quality laser or ink jet printer. If you change printers for the final copies, run a test printout first, as printer profiles affect the output, and changes may occur in margins and pagination.

Because high-quality paper varies slightly in tint or texture from one lot to the next, it is strongly recommended that candidates purchase at one time more paper than would be needed for all final copies.

FORMATTING REQUIREMENTS

These guidelines present the standard format for dissertations at Urshan Graduate School of Theology. Candidates should follow this format at all stages of the dissertation. The final copies must follow the format described and are subject to format approval before final acceptance of the dissertation.

Microsoft Word is the recommended program for preparing and formatting the dissertation. Please note that the standards presented throughout this document are within the capability of Microsoft Word, but may not be available in other programs. Exceptions to formatting requirements will not be made due to inadequate word-processing resources.

Style Manuals

The approved style manuals are *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*, 2d ed. Atlanta, GA: Society of Biblical Literature, 2014, and the American Psychological Association (*APA*) *seventh edition*. The first reader will instruct the student which of these style manuals should be used. At any point where the UGST Dissertation Guidelines conflict with these style manuals, the UGST Dissertation Guidelines take precedence.

Contents

The following order for the parts of the dissertation must be followed:

- Title page
- Limits of Use/Copyright page

- Abstract (single-spaced)
- Acknowledgements
- Dedication (optional)
- Approval page (signed by first reader, second reader, and academic dean)
- Table of Contents
- Abbreviations List (optional, depending on usage)
- List of Illustrations/Figures (optional, depending on usage)
- List of Tables (optional, depending on usage)
- Preface (optional)
- Text (divided into chapters as indicated below)
- Appendices (optional, see below)
- Select Bibliography or Reference List (see instructions below)

Margins and Pagination

The left margin must be 1.5 inches, which is greater than the default on most word-processing programs. The bottom and right margin must be one inch, and the top margin must be one inch to the page number and 1.5 inches (total) to the first line of text. This margin rule applies to **all** pages (except those beginning with a major heading [see below]), including any appendix materials and any pages with charts, graphs or other illustrations. Carefully consider this margin rule for all materials to be included. Letters, questionnaires, etc., may need to be reduced to meet the margin requirement. With some word-processors, the page number position is considered outside the print area, so your margins may need to be adjusted.

The dissertation should be numbered in only two divisions: preliminary pages (lower case Roman numerals) and main text (Arabic numerals). Begin assigning numbers with the title page, but do not print numbers on the title page, approval page, or copyright page. Arabic numerals begin with Chapter One. Once you begin using Arabic numerals, number all the pages to the end--through the text, the appendices, and the bibliography--in one number sequence.

In the preliminary section, page numbers appear at the bottom of the page, centered, 1 inch above the bottom of the paper. For the main body of the dissertation, page numbers appear in the upper right corner of the page, 1 inch below the top of the paper and 1 inch from the right edge. **Exception:** If the page begins a major section, the page number is centered 1 inch above the bottom of the page. The first page of every major section will probably need to be formatted as a separate section with its own page setup in order to place the page number at the bottom.

Spacing and Indention

Pages should be printed on one side only. In general, all text for the dissertation proper is double-spaced. Major exceptions are preliminary sections (Preface, Acknowledgements, Abstract, Table of Contents), subheadings within chapters, footnotes (though there must be a blank line between entries), block quotations, and the bibliography/reference list (again with a blank line between entries). Any word-processing software you use must be capable of printing both single- and double-spacing on the same page.

The first line of a paragraph should be indented 0.5 inch from the left margin.

The first line of each footnote should be indented 0.5 inch from the left margin, with subsequent lines justified to the left margin.

For the bibliography entries, you should use the hanging indention, so the first line is at the left margin, but all subsequent lines are indented 0.5 inch.

Headings
All major section headings (as indicated in the Table of Contents) are centered, in all capitals and begin two inches below the top of the page. Subheadings within chapters are never in all capitals. Chapter and Appendix headings with appropriate numbers are followed by a blank line, then the title proper, centered and capitalized.

Subheadings within chapters follow the following pattern:

- First-level subheading: centered, bold, capitalized headline style
- Second-level subheading: centered, capitalized headline style (no bold)
- Third-level subheading: on left margin, bold, italics, capitalized headline style
- Fourth-level subheading: on left margin, capitalized headline style (no bold or italics)

Fonts
Use the Times New Roman font. The font size in the main text should be 12 pt, and 10 pt should be used for footnotes and block quotations.

Citation
The dissertation is to be fully annotated and documented; every statement for which the candidate is not fully responsible, whether it is in the form of a direct or indirect quotation, is to be supported by a reference citation. The *SBL Handbook* allows the option of using either traditional footnotes or the parenthetical (author/date) system similar to APA style. You may not use both in the same dissertation. The method used must be selected by the candidate in consultation with the first reader and followed consistently. In general, a dissertation using a social-science methodology should use the author-date in-text citation method and all other dissertations should use the traditional footnote method. **Do not** use the endnote method of citation. All citations, lists of references, and selected bibliographies must follow carefully the rules given in the *SBL Handbook*. Examples of both footnote and author-date formats are provided.

Bibliography/Reference List
A dissertation using the traditional footnote citation method should include a Bibliography of all works cited. A dissertation using the author-date citation method should include a Reference List of **all** the works cited.

QUOTATIONS

Note that copyright laws do not permit unlimited quotation of copyrighted material, even if properly cited. Publishers vary in their interpretation of the law, but in general you may not quote an entire verse of a poem (or song) or more that 250 continuous words of text from a copyrighted source without seeking permission of the copyright holder. It is your responsibility to contact the copyright owner to see if permission is required for the quotations you wish to use, and formally to acknowledge any permission granted in the Acknowledgement section and in a footnote at the site of the quotation.

DISSERTATION LENGTH

The completed dissertation should be 100–120 pages.

TITLING THE DISSERTATION

A dissertation will be a valuable source for other scholars only if it can be located easily. It is essential that the title be meaningful and descriptive of the content of the work. The title as it appears on the approval page, title page, and cover must be identical.

When a dissertation title is lengthy, a short title not exceeding thirty-eight characters including spaces is needed for the spine of the bound dissertation. This should follow the wording of the original title as closely as possible. The object of the short title is to facilitate easier recognition of the work on the library shelf.

THE ABSTRACT

The abstract should summarize the main features of the dissertation in 250 words or less. It should include a statement or brief description of the problem, the method or procedures followed in its solution, and important conclusions or results. Generally, the dissertation abstract is less than a page in length and gives the main results and discussion points of the work.

GRADES

The first reader will submit a completed Dissertation Defense Rubric to the academic dean and a grade of pass or fail to the registrar (via Populi).

URSHAN GRADUATE SCHOOL OF THEOLOGY

DOCTOR OF MINISTRY (DMIN)
30 CREDIT HOURS
2026-2027 DEGREE COMPLETION PLAN

The Doctor of Ministry (DMin) program is designed to enhance the practice of ministry and leadership in the church and other public settings. It is available to persons who hold the MDiv degree or its equivalent, who have worked in a ministerial context for at least three years after earning the MDiv degree, and who continue in ministry during the course of their doctoral study. The DMin offers opportunities for professional, spiritual, intellectual, and personal growth through the rigorous academic study of theology, leadership, important ministerial issues, and focused research. This advanced degree is recommended for pastors, global representatives, chaplains, educators, and leaders of faith-based organizations. Graduates of this program will be able to (1) expand the capacity to engage their present context through an Apostolic Pentecostal hermeneutic informed by practical integration of biblical principles and contemporary research; (2) demonstrate the capacity to determine and explore crucial ministry issues, outlining potential solutions to effectively apply new knowledge and skills to the practice of ministry; (3) contribute to the understanding and practice of ministry through the completion of the DMin Dissertation, conducted in a particular context congruent with the student's calling, and culminating in the successful defense of a dissertation; and (4) grow in spiritual awareness, demonstrating Christian virtues and spiritual maturity in academic work, while integrating Apostolic spirituality into the practice of ministry. The DMin can be completed in three to four years of part-time study.

Core Courses (12 Credit Hours)	***CH***	***Semester***	***Grade***
MN 701 Principles of Doctoral Research and Study	3	_____	_____
MN 702 Habits that Sustain Ministry	3	_____	_____
MN 703 Leading Spiritual Formation	3	_____	_____
MN 704 Pastoral Care	3	_____	_____
Electives (12 Credit Hours)			
MN Elective_____	3	_____	_____
MN Elective_____	3	_____	_____
Free elective_____	3	_____	_____
Free elective_____	3	_____	_____
Dissertation (6 Credit Hours)			
MN 801 Dissertation I	2	_____	_____
MN 802 Dissertation II	2	_____	_____
MN 803 Dissertation III	2	_____	_____
Dissertation Defense	0	_____	_____
Total Hours	30		

Graduation Requirements

1. Successfully complete 30 credits in the required areas of study. A minimum of 21 credit hours must be completed in residence. Dissertation units count as credits in residence.
2. Complete three Dissertation units (6 credits total) and successfully defend a dissertation.
3. Fulfill financial and library obligations.
4. Maintain a 3.0 grade point average for the total course of study.
5. Demonstrate significant progress in the areas identified in the DMin program learning outcomes.

DMIN COURSE DESCRIPTIONS

CORE COURSES

MN 701 PRINCIPLES OF DOCTORAL RESEARCH AND STUDY

This course will prepare students to approach the DMin program with the final project in mind, encouraging the student to think of their coursework as a unified whole. The coursework will focus on how to create a dissertation proposal. The course will also ensure that students are equipped for doctoral research and writing standards. In addition, the course will consider what is distinctive about Apostolic-Pentecostal ministry practice, weaving together biblical theology and reflection.

MN 702 HABITS THAT SUSTAIN MINISTRY

As church leaders seek new pathways to the future, three elements must remain stable. First, the central message of the Gospel as the abiding truth of God is eternal. Second, the need for a deep abiding faith in the heart of the ministry leader remains a consistent and essential need if the church is to move forward in fidelity to God's nature and the church's calling. Third, ministers who do well and finish well must be marked by deep habits equal to their calling, gifts and entrustments. (Prerequisites: MN 701; MN 704)

MN 703 LEADING SPIRITUAL FORMATION

This course ensures that students are concentrating on the requisite needs for spiritual discipline while also helping students who have already taken such courses to focus on articulating and teaching these disciplines. The course focuses on strategies for implementing the disciplines in a community setting. (Prerequisites: MN 701; MN 702; MN 704)

MN 704 PASTORAL CARE

An in-depth study of the types of pastoral care provided within congregational and community settings. This course is designed to help pastors and other Apostolic leaders explore the diverse settings for providing care and develop skills and strategies appropriate for each setting. Special emphasis will be placed upon cultural awareness, care across the lifespan, and care in times of crisis. The necessity of clergy self-care and mental health as pastoral care is included in this course. (Prerequisite: MN 701)

DMIN MINISTRY ELECTIVES

MN711 ENGAGING CULTURE IN MINISTRY

In this course, we will explore a biblical theology of culture and contextualization with specific application to pastoral ministry in a North American and intercultural setting. We will seek to (1) develop an integrated theology of culture from a biblical apostolic perspective, (2) understand and critically evaluate different models for cultural engagement related to ministry, (3) develop a biblical perspective on the principles, pitfalls, and practices of contextualization, and (4) reflect and expand on the concrete application in the local and global church ministry. (Prerequisites: MN 701; MN 704)

MN712 HERMENEUTICS IN MINISTRY

This course focuses on the use of responsible biblical interpretation for the work of ministry, particularly in the local church setting. We will deal with strategies for elevating a congregation's biblical literacy and education. (Prerequisites: MN 701; MN 704)

MN713 COMMUNITY-SHAPING LEADERSHIP

A theoretical and practical orientation to leadership development studies through the lens of missional leadership theory, biblical research, and advanced application. Ministry leaders develop culturally appropriate strategies, perspectives and principles that will help them develop leaders in their ministry contexts. By the end of the course, participants will have both theoretical foundations and practical skills to allow them to design and facilitate missional leadership development. (Prerequisites: MN 701; MN 704)

MN714 TEACHING METHODS AND PRACTICE

This course examines the philosophy, organization, process, and procedures unique to academic ministry leadership with emphasis on teaching in Christian educational institutions. Course will also cover curriculum design and analysis of the teaching-learning process. Practice in writing instructional objectives and designing plans for biblical curriculum development and a study of task descriptions, motivation, and evaluation in teaching and learning. (Prerequisites: MN 701; MN 704)

MN720 LECTURES IN PRACTICAL MINISTRY

An exploration of issues in the theory and practice of ministry. Subject matter will vary according to student and faculty interest. The following courses are offered as examples. (Prerequisites: MN 701; MN 704)

DISCIPLESHIP IN MINISTRY

A thorough study of the process and means involved in developing disciples, based on the model of Jesus and the early Church. This course addresses the hindrances to discipleship in the contemporary church, society, and life of the believer. It considers the motivations and means needed for sustained discipleship. In addition, it provides a holistic examination of the values and actions of a disciple in the areas of spiritual life, daily living, relationships, service, work and mission. Finally, it examines the relationship between personal growth and discipleship.

CHURCH PLANTING

A theological, theoretical, and applied seminar on proliferating the planting and development of new churches. Moving from a survey of church planting in the New Testament from a church planting movement perspective, to a critical review of the contemporary advocacy of multiplication growth, students will reflect on their own encounters with church planting and the growing corpus of literature by weighing the strengths and weaknesses of various and proposed approaches, summarizing the current state and best practices.

CHURCH GROWTH

A course that focuses on the theology of church growth. The course is designed to assist pastors develop biblically faithful strategies for growth.

HOMILETICS

A course that addresses a biblical theology of preaching and offers a practical in-depth study of the discipline of preaching: preaching in the pastoral, evangelistic, and missional settings.

LEGAL AND FINANCIAL ISSUES IN MINISTRY

A study of legal issues affecting ministry organizations with attention to administration, compliance with state and federal regulations, property concerns, and various forms of liability coupled with an analysis of good financial practice for non-profit ministries including budgeting accountability and general stewardship of gifts and revenues.

WRITING FOR PUBLICATION

A course designed to help pastors and other Christian leaders develop basic skills in writing articles for magazines, devotional materials, and items for lay readership with attention to all phases of writing for publication, from idea-generation to manuscript delivery.

DMIN BIBLICAL THEOLOGY AND BIBLICAL STUDIES ELECTIVES

BT 730 LECTURES IN THEOLOGY

An exploration of issues in the theory and practice of theology. Subject matter will vary according to student and faculty interest and the availability of faculty. (Prerequisites: MN 701; MN 704)

BI 731 LECTURES IN BIBLICAL STUDIES

An exploration of various topics in biblical studies. Subject matter will vary according to student and faculty interest and the availability of faculty. (Prerequisites: MN 701; MN 704)

BI 751 NEW TESTAMENT GREEK I

The course introduces the rudiments of Biblical Greek, including recognizing and writing the alphabet, pronunciation, grasping the elements of morphology and grammar, and acquiring a working vocabulary. The course is intended for those who wish to use Greek in their ministry, research and for personal edification. (Prerequisites: MN 701; MN 704)

BI 752 NEW TESTAMENT GREEK II

The course continues the study of the rudiments of Biblical Greek begun in Greek I, especially mastering the verbal system and developing proficiency in reading Greek. In addition, we will give more attention to issues of syntax, linguistic terminology, and exegetical method. (Prerequisites: MN 701; MN 704; BI 751)

BI 753 INTERMEDIATE GREEK

Intermediate Greek builds upon and furthers the linguistic knowledge and skills developed in Greek I and II through the reading and close examination of selected texts from the New Testament, Septuagint, and Apostolic Fathers. The course emphasizes the comprehension of sentence syntax, the ability to translate accurately, and the acquisition of vocabulary. The course will also encourage responsible exegesis via the employment of language tools such as grammars and lexica. (Prerequisites: MN 701; MN 704; BI 751; BI 752)

BI 741 BIBLICAL HEBREW I

The course is designed to introduce the rudiments of Biblical Hebrew, including recognizing and writing the alphabet and vowel pointings, pronunciation, grasping the elements of morphology and grammar, and acquiring a working vocabulary. The course is intended for those who wish to attain a level of competency in this biblical language and apply it towards exegesis of the original text, ministry, and personal edification. (Prerequisites: MN 701; MN 704)

BI 742 BIBLICAL HEBREW II

The course builds upon Introduction to Biblical Hebrew and focuses on learning the morphology and grammar of the Hebrew verbal system. In addition, we read and discuss selected portions from various genres in the Hebrew Bible. Emphasis is placed on the importance of the language as an instrument for responsible and in-depth research in Old Testament studies. (Prerequisites: MN 701; MN 704; BI 741)

DMIN BRIDGEWORK COURSES

Note: Bridgework courses do not count towards the DMin degree. They are preparatory in nature.

BR 691 BIBLICAL THEOLOGY FOR DOCTORAL STUDY

This course serves as a doctoral bridge for students entering the Doctor of Ministry program who hold a master's degree in a non-theological discipline but possess substantial Apostolic ministry experience. Drawing from core Bible/theology curricular domains, this course introduces the necessary competencies for graduate level writing. Focusing on biblical and historical theology, students hone hermeneutical understanding and exegetical skills. The course balances how an Apostolic hermeneutic serves as a lens in framing core theological understandings such as Christology, soteriology, ecclesiology in conversation with the broad theological spectrum.

BR 692 PRACTICAL THEOLOGY FOR DOCTORAL STUDY

This course serves as a doctoral bridge for students entering the Doctor of Ministry program who hold a master's degree in a non-theological discipline but possess substantial Apostolic ministry experience. Drawing from core Master of Divinity curricular domains, the course introduces students to practical theology, theological reflection, scholarly writing, and applied ministry research. Emphasis is placed on pastoral theology, spiritual formation, mission, care, ethics, preaching, leadership, and intercultural awareness as foundations for doctoral study.

DISSERTATION UNITS

MN801 DISSERTATION I

A supervised research project for 2 credit hours. This unit introduces the student to the process of writing the dissertation. The unit provides an overview of potential methodologies and areas of interest. The student will develop a biblical theology on a subject of interest related to ministry and complete a draft of the first chapter of the dissertation. The student will decide whether to follow the research track or the project track and secure a first reader. At all stages the student must follow the deadlines and procedures outlined in the "Dissertation Guidelines" available from the academic dean or in the Academic Catalog. (Prerequisite: Successful completion of MN 701 with a B or higher.)

MN802 DISSERTATION II

A supervised research project for 2 credit hours. Student will continue the process of writing the dissertation under the guidance of the first reader and other faculty. At all stages the student must follow the deadlines and procedures outlined in the "Dissertation Guidelines" available from the

academic dean or in the Academic Catalog. Students must maintain a B average, and must have demonstrated sufficient ability that the first reader is willing to work with them in MN803. (Prerequisite: MN 801)

MN803 DISSERTATION III

A supervised research project for 2 credit hours. The student will continue the process of writing the dissertation under the guidance of the first reader and other faculty. At all stages, the student must follow the deadlines and procedures outlined in the "Dissertation Guidelines" available from the academic dean or in the Academic Catalog. Students must maintain a B average, and must have demonstrated sufficient ability that the first reader is willing to continue working with them. (Prerequisites: MN 801–802)

MN804 DISSERTATION IV

A supervised research project for 0 credit hours. The student will complete the dissertation under the guidance of the first reader. This course can be repeated as needed. At all stages the student must follow the deadlines and procedures outlined in the "Dissertation Guidelines" available from the academic dean or in the Academic Catalog. Students must maintain a B average, and must have demonstrated sufficient ability that a dissertation advisor is willing to work with them. (Prerequisites: MN 801–803)

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