

Doctoral Handbook



Preparing Real People for a Real Ministry in a Real World

Introduction - What is a Doctor of Ministry in Christian Leadership?

Carolina Christian College is a distinctively special-purposed Biblical higher education institution that prepares students for real ministry in a real world. The Doctor of Ministry (D.Min) in Christian Leadership, therefore, is a practical doctoral program designed to afford students an opportunity to address some of the world's pressing leadership problems and to prepare students as Christian leaders to lead in their local ministry context. This program emphasizes servant leadership and self-awareness of individual leadership styles.

The D.Min in Leadership program Goals:

1. Each student will possess critical thinking ability in understanding leadership strategies
2. Each student will conduct post-graduate level research within their ministry context on a ministry related subject as demonstrated in a paper using clear English and standard Kate Turabian procedures.

This is the official handbook for students enrolled in the D.Min in Christian Leadership program, and as such, presents the current policies and procedures as a means of guiding doctoral students through the program. The College retains the right to change or update any of these policies, procedures, and requirements at its discretion.

1. Preliminary Consideration, Policies, & Academic Information

Criteria for admissions are described in the current Academic Catalog.

1.1. Admissions, Policy & Procedures

Once accepted into the D.Min program, students are expected to enroll in a course the next available semester. In the event that the student is unable to begin studies in the semester of acceptance, he or she will be marked as “did not attend” and will need to contact the Office of Admissions for re-application.

1.1.1. Admission Requirements

- 1.1.1.1.** An accredited master's degree or equivalent from a recognized college or university
- 1.1.1.2.** A cumulative GPA of 3.00 or greater post-baccalaureate level
- 1.1.1.3.** A completed application to Carolina Christian College
- 1.1.1.4.** Official transcripts from graduate-level programs
- 1.1.1.5.** Submit a 900-word autobiographical essay
- 1.1.1.6.** Submit a resume.
- 1.1.1.7.** 2-letters of recommendation.
- 1.1.1.8.** Non-refundable \$50 application fee.

1.1.2. Non-Program Students

- 1.1.2.1.** D. Min. applicants who meet all other admission requirements but are deficient in GPA may be admitted as non-program student for nine (9) hours to have the opportunity to achieve the required GPA.
- 1.1.2.2.** Upon completion of 9 credit hours with a 3.00 GPA or higher in each class, the student can be admitted to the D.Min program in good standing.
- 1.1.2.3.** Non-program students are not eligible for federal financial aid.

1.2. CCC Accreditation and Authorization

- 1.2.1.** Accredited by the Association of Biblical Higher Education, 5350 T.G. Lee Blvd. 5850 T.G. Lee Blvd. Suite 130, Orlando, Fl 32822. Telephone (407)207-0808.
- 1.2.2.** Chartered (1947) by the State of North Carolina as an educational institution
- 1.2.3.** Recognized by all appropriate federal agencies, such as the United States Department of Education and the Veterans Administration.
- 1.2.4.** Authorized to participate in Title IV Federal Financial Aid Program

Graduate degree programs of study offered by Carolina Christian College have been declared exempt from the requirements for authorization/licensure under provisions of North Carolina General Statutes (G.S.) 116-15(c) as an institution that began conducting post-secondary degree activity prior to 1972. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

1.3. FERPA

A student's record is confidential. Federal law governs the release of information from a student's permanent record. Only directory information may be released by the institution without the consent of the student. Directory information includes the following: student's name, address,

telephone number, birthplace and date, field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. Each year, Carolina Christian College is required to give notice of the various rights to students and to the parents of dependent students, as determined by law, pursuant to the Family Educational Rights and Privacy Act (FERPA). Students and such parents have a right to be notified and informed.

In accordance with FERPA, the student is notified of the following:

1. The right to inspect and review the student's education records within 45 days after the day Carolina Christian College receives a request for access. A student should submit to the Registrar's Office (in person or at frontoffice@carolina.edu [this must be submitted through the Carolina email account]) a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected or will email the requested documentation to the student. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Carolina to amend a record should write to the Registrar's Office, clearly identify the part of the record the student wants changed and specify why it should be changed. If the Carolina registrar's office decides not to amend the record as requested, Carolina will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Carolina discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Carolina Christian College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Carolina in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Carolina who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of CCC from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Carolina Christian College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Carolina Christian College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

1.4. Nondiscrimination Policy

Carolina Christian College admits students of any race, sex, color, handicap, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the institution. In accordance with its doctrinal position, the Carolina does not discriminate on the basis of these categories in admission of students and in the administration of its policies and procedures.

1.5. Time Limits for Degree Completion

1.5.1. Maximum Time Limit

The maximum time limit for degree completion is 7 years.

1.5.2. Continuous Enrollment

A student is expected to maintain continuous enrollment in the program until the successful defense of the dissertation, by registering for a minimum of one course per semester and paying the tuition and all fees. Failure to maintain continuous enrollment will result in suspension from the program.

1.5.3. Leave of Absence

In the event of extenuating circumstances, a student may request one Leave of Absence in writing. Pending Dean approval, the student will be allowed a maximum leave of absence of two semesters (summer semester not included). A student who remains inactive for longer than two semesters must reapply to the program. Special accommodations will be extended for military deployments.

1.6. Program Description

This D.Min program is designed to meet student needs whether already in a formal church setting or involved in a para-church ministry. Since the program is available online or in a face-to-face setting, student may take classes from other locations. The Doctor of Ministry degree is designed for those who have earned the MDiv, Min, MTS, MRE, or comparable degree and who has substantial experience in ministry.

The program includes three elements:

1. Core hours of not less than 25 semester hours in core studies.
2. Six hours in elective courses.
3. Passing a comprehensive exam and successful completion and defense of their dissertation.

1.7. Program Length & Program Extensions

The program is 37 semester hours, with graduation upon completion of prescribed courses (including transfer) with a minimum overall GPA of 3.00 (with no more than one C), passing the

comprehensive written examination upon completion of the coursework and the written, presented, and successfully defended dissertation.

All work for the degree must be completed within a period of seven years from the date of initial enrollment. Any approved Leave of Absence will extend the amount of time for completing the degree by the length of the inactive period.

Petitions for an extension may be submitted to the Dean of Graduate Studies before the end of the final semester. The petition must include a justification for the extension, including all pertinent documentation.

1.8. Tuition & Fees

The fee schedule is provided on the CCC website and is subject to change without prior notice. Failure to make regular payments of tuition and fees may result in suspension from the program.

1.9. Transfer Credits

Students may receive transfer credit for a maximum of fifteen (15) hours of doctoral level work from a non-conferred degree at another accredited institution. The Dean of Graduate Studies evaluates transfer credit on a case-by-case basis. All requests should be submitted to CCC with accompanying course descriptions (if available), official transcripts, and other documentation requested.

The transferability of credits earned at Carolina Christian College is at the complete discretion of an institution to which a student may seek to transfer. If the credits that a student earns at Carolina are not accepted at the institution to which a student seeks to transfer, he or she may be required to repeat some or all coursework at that institution. It is the student's responsibility to ensure that attendance at Carolina Christian College will meet the student's educational and career goals.

1.10. Academic Advising

Following acceptance into the D.Min program, D.Min students are assigned an academic advisor. The academic advisor can be contacted via Carolina Connect.

1.11. Registration

Upon receiving an acceptance letter, the student will be enrolled in the first sequence of classes. The advisor will enroll the student each term based on the course sequence except for elective course options. Via email or phone, the student will be contacted in the prior semester to register for an elective course. Due to the number of sections in the D.Min. course schedule, students do not register themselves in this program.

Following registration, students should contact the Financial Aid Office (336-744-0900) frontoffice@carolina.edu to make payment arrangements. Payment is not required to complete the arrangements, but the registration process is not complete until financial arrangements are finalized and approved.

1.12. Dropping/Adding Courses

A student who desires to withdraw from or add a course must consult with his or her academic advisor and submit the request in writing. If approved, the advisor submits a drop/add form on behalf of the student, which is then processed through Financial Aid and the Registrar's Office.

1.13. Academic Standing

Students are evaluated in their course work according to the following grading scale:

Letter Grade	Ten-point scale %	GPA
A+	97-100	4.0
A	96-94	3.8
A-	93-90	3.7
B+	89-87	3.3
B	86-84	3.0
B-	83-80	2.7
C+	79-77	2.3
C	76-74	2.0
C-	73-70	1.7
D +	69-67	1.3
D	66-64	1.0
D-	63-60	0.70
F	59 - 0	0
CR	CREDIT	
NCR	NO CREDIT	
RC	REPEAT COURSE	
INC	INCOMPLETE	
X	ABSENT FROM FINAL	
VWP	VOLUNTARY WITHDREW PASSING	
VWF	VOLUNTARY WITHDREW FAILING	
AU	AUDIT (NON-TRANSFERABLE)	
AUF	AUDIT (NON-TRANSFERABLE)	
P	PASS	
F	FAIL	
AP	ACADEMIC PROBATION	
AD	ACADEMIC DISMISSAL	

Students in Good Standing

- Must maintain a cumulative GPA of 3.00 or higher
- Be continuously enrolled in D.Min courses (at least one course per semester)
- Be making satisfactory academic progress towards a successful dissertation defense

Students on Academic/Financial Aid Suspension

If, at the end of any term, the student does not meet the above requirements, the Dean of Graduate Studies will review the student's academic standing. All grades of D or F must be repeated. Students are allowed to earn one grade of C in the program, but if the student receives a second or subsequent C then the course must be repeated. If at any time a student's cumulative GPA drops below a 3.00 the student's academic standing will be reviewed and he or she will be placed on an Academic Warning, Academic Probation, or Academic Suspension status. A minimum cumulative GPA of 3.00 is required for D.Min graduation.

1.14. Satisfactory Academic Progress

Graduate students must meet Satisfactory Academic Progress (SAP) requirements in order to continue their enrollment and to advance toward degree completion. The SAP policy includes standards for Qualitative and Quantitative measures. The academic record of all students is reviewed at the end of each semester, and after evaluation, letters are sent from the Financial Aid and Registrar's Office notifying those with insufficient academic progress when they are being placed on Academic Warning, Academic Probation, or Academic Suspension as a result.

1.14.1. Definition of Attempted Hours

The hours for which the student is registered as of the last date to drop a course without academic penalty (published in the Academic Catalog) at Carolina Christian College.

1.14.2. Definition of Completed Hours

The hours for which a letter grade of A, B, C, or D is received at Carolina Christian College. A grade of F or WF receives zero credits in the GPA.

1.14.3. Qualitative Standards

Cumulative GPA is composed of all attempted hours at Carolina Christian College. To meet the qualitative standards, a student must meet the minimum cumulative GPA as determined by his or her classification and program. The Registrar's Office calculates the GPA.

1.14.4. Quantitative Standards Student Classification

A Doctor of Ministry student must maintain a cumulative 3.00 GPA.

1.14.5. Quantitative Standards

The student must complete the required number of attempted hours of coursework at his or her current level. The requirement for the Doctor of Ministry Post-Graduate Program is a 90% completion rate.

1.15. Financial Aid

1.15.1. Financial Aid Warning

Any student who does not meet either the qualitative or quantitative standard for his or her degree and/or classification at the end of any payment period will automatically be placed on Financial Aid Warning for one semester. Federal financial aid eligibility will continue for the semester the student is under warning. After one semester of Financial Aid Warning, a student who does not meet the Satisfactory Academic Progress requirements will not be eligible for Federal Financial Aid unless an appeal is made and granted.

1.15.2. Financial Aid Probation

A student who fails to make Satisfactory Academic Progress following their Financial Aid Warning semester will lose Title IV eligibility unless the student successfully appeals. If an appeal is made and granted and the institution determines the student has the capability to make SAP after one payment period, the student will be placed on Financial Aid Probation for the warning semester. If the student on Financial Aid Probation is not making SAP by the end of the probationary term, or meeting the standards as outlined in the academic plan, the student will become ineligible for Federal Student Aid.

1.15.3. Financial Aid Suspension

A student who fails to make Satisfactory Academic Progress after the Financial Aid Warning semester and a Financial Aid Probation semester (if applicable), or who fails to meet the requirements of his/her academic plan will lose eligibility for Federal Student Aid. Eligibility will be reinstated after the student has met both the qualitative and quantitative standards.

1.16. Academic Warning

Any student who does not meet either the qualitative or quantitative standard for his or her degree and/or classification at the end of any payment period will automatically be placed on Academic Warning.

1.17. Academic Suspension

After an initial warning semester, any student whose semester GPA or completion rate does not meet the requirements for his/her degree and/or classification is placed on Academic Suspension. A student whose semester GPA and rate of completion meet the requirements but whose cumulative GPA and rate of completion do not meet the requirements will be placed on Academic Warning. It is possible to be on Academic Warning and Financial Aid suspension during this semester. After a semester on Academic Warning, a student whose cumulative GPA and rate of completion does not meet the requirements is placed on Academic Suspension. The suspension will last for a period of one semester, and the student must reapply for admittance and must meet any standards mandated by the Admissions Committee at that time. Students reentering from Academic Suspensions will be readmitted on Academic Warning, will be guided by an approved academic plan, and will not qualify for Federal Financial Aid or institutional scholarships until they meet appropriate GPA and Rate of Completion requirements.

1.18. Filing an Appeal

Appeals to the Satisfactory Academic Progress evaluation must be made within two weeks of notification to the student. Students will be notified within 2 weeks of the end of the fall semester. The appeal is to be submitted prior to the start of the spring semester. The appeal is to be made in writing. It is required to address the specific areas of deficiency in the appeal letter. It is required for the student to be specific in the details for the SAP committee to be informed regarding circumstances, which led to the deficit, and the circumstances, which will allow the student to achieve academic success in future terms. Examples of documentation to support the student's appeal include doctor's letter regarding medical condition, attorney documents regarding legal issues, or counselor's letter regarding emotional crisis. Students must be specific in stating why the course could not be completed due to extraordinary circumstances during the semester in question.

A student is responsible to monitor his/her grades throughout the semester. It is a good idea to document any instances where a student tried to get assistance to avoid a failed course, meetings with professors, tutoring sessions, email correspondence to show ongoing issues, etc.

2. Program Status

2.1. Withdrawal from the Program

In the event that a student has decided to withdraw from the College, the College should be notified in writing. Counsel with the student's Academic Advisor is required before an acceptable dismissal can be permitted, as failure to withdraw correctly can have significant financial and academic penalties. If students' attitudes or conduct do not conform to their pledge, the College reserves the right to request withdrawal. The same holds true if students demonstrate that they are unsuited to the work of the College because of inability to maintain a satisfactory grade point average. Grades are recorded as Withdrew Passing or Failing as of the day of withdrawal. Financial obligations are also computed as of that date. Refund information for withdrawals is found in the annual Schedule of Fees at www.carolina.edu.

2.2 Suspension from the Program

Students may be suspended from the program for the following reasons:

- Student's cumulative GPA falls below a 3.00
- Student fails to meet the standards of academic integrity
- Student fails to maintain continuous enrollment
- Student fails to maintain good financial standing

2.3 Readmission to the Program

A student who has withdrawn or been suspended from the program and desires to resume his or her plan of study must reapply, following current admissions requirements. Additionally, an interview with the Dean of Graduate Studies may be required. A student who finished all coursework and was in the dissertation writing phase at the time of withdrawal or suspension will be required to submit to the Dean of Academics a proposal and all work completed towards the dissertation, including drafts.

Readmitted students come in under the current catalog at the time of readmission.

3. Program Format

The Doctor of Ministry at Carolina Christian College is designed with the following three stages: coursework, comprehensive examination, and dissertation. The coursework is designed to develop students' mastery of his/her leadership style, capability in their ministry context, and their ability to contribute to the field of ministry. The comprehensive examination is developed for the students to explain, evaluate, synthesize, and apply the knowledge gained from the coursework. They demonstrate their readiness to become doctoral candidates by successfully completing the comprehensive exam. The doctoral dissertation is the final stage of the D.Min. Through its design, implementation, and report doctoral candidates demonstrate their ability to contribute to the knowledge base of the field of Christian Leadership.

3.1. Comprehensive Examination (Candidacy Approval)

3.1.1. Exam Eligibility

Students are eligible to take the Comprehensive Examination after successful completion of non-dissertation courses. Students will be notified by the Dean of Graduate Studies the semester that the examination is to be taken. As part of course registration, the student will be enrolled in the comprehensive exam. Instructions will be posted on Carolina Connect

for procedures of completing the exam, the scholarly requirement and research expectation as a comprehensive demonstration of their knowledge of the field of leadership.

3.1.2. Exam Completion

Upon successful completion of the Comprehensive Examination, a student is admitted to the Candidacy stage of the program.

A student who fails the examination may be given one additional opportunity to retake the exam. A second failure will result in automatic dismissal from the program.

3.1.3. Dissertation

The D.Min dissertation is the highest academic accomplishment of a student's academic journey. The dissertation preparation, researching, and writing is "applied research." A dissertation written in order to earn a D.Min degree is a substantive and scholarly research study conducted independently by the student and under the guidance of a Dissertation Chair. At Carolina, a dissertation focuses on a leadership topic in or related to the student's ministry context. Included among the criteria of a successful dissertation are the following: appropriate topic, valid research question, practical research, sound methodology, coherent argumentation, critical evaluation, effective style, conformity to deadlines, and contribution of scholarship.

3.2. Course Structure

The D.Min in Leadership program at Carolina Christian College is delivered completely online except for the one-week residency requirement. The program is delivered on a semester basis, which consists of one session per semester, which is a week- long intensive.

3.3. Course Attendance

3.3.1 Enrolled online students must check-in to courses, continue with assigned work or officially withdraw.

3.3.2 Failure to check-in will result in administrative withdrawal from the course.

3.3.3 Ongoing participation will be based on the student fulfilling scheduled requirements of a course.

3.3.4 Students who withdraw after the add/drop period may receive a grade of "WP" or "WF."

3.3.5 Students who check-in to a course and fail to maintain ongoing participation but do not officially withdraw will receive a grade of "F."

*It is the student's responsibility to be familiar with these policies and to keep track of his or her own attendance.

3.4. Course Sequence

The course sequence is available in Carolina's College Catalog. The dissertation research courses that are taken in conjunction with standard courses are geared to help build the dissertation proposal which will be required in the semester in which the comprehensive exam is taken.

Year 1

LS 750 Spiritual Discipline for Leadership
LS 752 Developing Leadership Strategy

Year 2

LS 754 Theological Found. Leadership
LS 766 Biblical Leadership in Multicultural

Year 3

LS 767 Global Awareness in Ministry
Elective(s)

Pass Written Comprehensive Exam
Pass Dissertation Proposal Defense

Year 4

Dissertation

Pass Dissertation Defense

*** Additional Dissertation courses are required until a student successfully completes and defends the dissertation. A student must be enrolled in a Dissertation course to defend his/her dissertation.**

3.5 Residency Requirements

As a foundational aspect of the program, students are required to attend a one-week on campus residency for each course.

3.5.1. The residency is a highlight for students as they begin to develop competencies in their dissertation subject matter, design, methodology, and Kate Turabian writing style and format. It is an opportunity for students to build relationships with professors and grow their own personal networks with fellow students.

3.5.2. Students can stay in college housing for a minimal fee or choose to stay in area hotels. Those staying in college housing should plan to bring their own linens for a twin bed, towels, and other personal affects.

4. The Dissertation Committee

4.1. Dissertation Committee Composition

The committee consists of two Carolina faculty members (adjuncts included) (one of whom is designated as the Chair), and one member selected by the student from the public (the public member must have an earned doctoral degree from an accredited institution). Please note that the final determination of the Committee's composition is the sanction of the Dean of the Doctoral Program. The composition of the committee is required to be approved by the beginning of the term in which the comprehensive exam will be administered.

4.2. Selection of Committee Members

Upon successful completion of all coursework and the Comprehensive Exam, the student determines a Chair (which must be a Carolina faculty member) to serve as the guide of the dissertation process.

4.3. Responsibilities of the Committee Members

The Dissertation Committee provides a student with the direction, guidance, support, and feedback needed to complete all phases of the dissertation. The duties of the committee include the following:

- Evaluation and approval of the dissertation proposal;
- Reading evaluation of the first draft and subsequent revisions;
- Providing guidance throughout the dissertation research and writing process;
- Reading and evaluation of the final draft;
- Participation in the oral defense and final approval of the dissertation manuscript.

4.4. Responsibilities of the Dissertation Chair

In addition to the responsibilities listed above for Committee members, the Chair:

- Guides a student's entire dissertation process and ensures that all relevant policies, procedures, and standards are followed;
- Coordinates activities so that the work of the Dissertation Committee proceeds in a timely fashion (it is the responsibility of the Chair to ensure that feedback from committee members are completed within the stated deadlines);
- Serves as the intermediary for all communication between the student, committee members, administration, and IRB;
- Submits documents for College approval and organizes Oral Defense.

4.5. Working with a Committee

In order to be effective all communication between the Student and Committee members must be timely, open, and honest. All interactions should maintain a positive, respectful, and professional tone. Students should communicate regularly with their Chair via Carolina Connect and/or CCC channels only. Responses to all communications, regardless of sender, should be within 48 hours. Chairs may also choose to communicate with students via phone or videoconference.

4.6. Changes in Committee Assignments

Students may request to substitute a committee member only in an extenuating circumstance and only after consulting with his or her Academic Advisor, and pending approval from the Dean of Graduate Studies. Students must make the request in writing to the Dean of Graduate Studies and must, as a courtesy, communicate their decision to make the request to the Committee member concerned. Committee members may request a change in Committee assignment by seeking permission from the Dean of Graduate Studies.

5. The Dissertation Process

The student's doctoral dissertation is the final stage in the D.Min. in Christian Leadership program at Carolina Christian College. It represents years of study, course work, and original research. The D.Min. dissertation examines a particular problem or issue related to the discipline of Christian leadership and addresses one or more research questions related to that topic. The dissertation spans the complete curriculum. In total, approximately 250 clock hours (give or take) will be spent

in developing, researching, and writing. The dissertation involves choosing an actual, current problem in your area of ministry or in your community that you would like to solve by thoroughly researching it, designing a specific plan of action, and authoring an extended report that will comprise 5 chapters and appendices. This report will be 100-120 pages. In order to facilitate the student's preparation and development of the research dissertation, the College has prepared a dissertation proposal protocol.

5.1. Identifying a Dissertation Topic

The process of authoring a dissertation begins with the topic selection process. Students must choose a topic that incorporates a Christian leadership component and is focused on an area of study within their ministry context. Ideally, students begin the process of identifying a topic early in their doctoral program and continue to explore that topic throughout the coursework leading up to the dissertation courses. When opportunities exist, students should research a topic of interest by examining literature reviews and related papers for doctoral coursework. Formally, students will identify a topic to which they will seek approval by their Dissertation Chair at the end of LS 767. The dissertation topic must be relevant, feasible, significant, and worthy of research. Students are encouraged to pursue dissertation topics that are of personal relevance and significance. The student must be able to conduct his or her research given the constraints of time, finances, and other impending factors. The topic must contribute new findings to the student's field of study and show that the findings constitute a theoretically meaningful contribution to the field highlighting a leadership component. The dissertation must involve the collection of new relevant data or a new analysis of previously collected data. A doctoral dissertation must be indisputably and undeniably the student's own work.

5.2. Document Review Turnaround Times

The dissertation process encompasses a handful of review stages by different boards or committees. Students should expect to receive feedback from each review stage within the below time frames. Dissertation Proposal review by Committee members: 7-10 days; IRB Review: 7-10 days but allow up to 2 weeks for extenuating circumstances; Dissertation review by Committee members: 7-10 days.

5.3. Dissertation Proposal Defense Protocol

The preparation and presentation of the dissertation proposal allows the student to select a topic, begin a relevant literature review on that topic, and delineate an appropriate method to investigate the research topic. However, the proposal defense provides valuable counsel and direction from the student's Dissertation Committee prior to the implementation of the student's research method and data retrieval (Appendix B). The successful dissertation proposal defense allows the student to proceed with the completion of research and dissertation writing knowing that the focus of research is valuable and valid.

5.3.1. Dissertation Proposal Overview

The D.Min. in Christian Leadership program at Carolina Christian College consists of six (6) components: the residency, the core coursework, the concentration, and research coursework, the Comprehensive Examination, the dissertation proposal defense, and the dissertation defense. The student must attend residency, satisfactorily complete all of the core coursework, concentration, and research coursework and pass the Comprehensive Exam prior to beginning the dissertation. Once the student has passed the Comprehensive

Exam, the student's Chair and two Dissertation Committee members are assigned to the student as his or her Dissertation Committee. Beginning with GE 701, the Chair commences work with the student to identify a unique research problem or issue, an ensuing research purpose, topic, and question(s), an appropriate research method that will address the topic under investigation, and an extensive review of extant literature pertaining to the topic. During the succeeding months and dissertation courses, the student designs and produces a dissertation proposal consisting of the first three chapters of the dissertation.

5.3.2. Dissertation Proposal Format

With the production of the first three chapters of the dissertation, the student is now able to proceed to the proposal defense stage. It is at this point that the full Dissertation Committee examines the student's dissertation work. The dissertation proposal is circulated to the two committee members for their examination, and the full Dissertation Committee then deliberates and discusses the student's work in detail. The Dissertation Committee, through the Chair, returns one of four results: approval with no revisions, approval with minor revisions, approval with major revisions, or rejection. Please find a copy of the D.Min. in Christian Leadership Dissertation Proposal Defense Approval Form in Appendix B. The approval of the student's dissertation proposal then allows the student to proceed to the IRB application stage. Only after the student has approval from the Dissertation Committee can the student submit the IRB application seeking approval to begin human subject research (if applicable). Following the approval of the Carolina Christian College Institutional Review Board the student then begins data collection, analysis, and writing of the last two chapters of the dissertation.

5.3.3. Dissertation Proposal Requirements

The dissertation proposal contains the first three chapters of the dissertation, a reference section, title page, tentative table of contents, and any attending documents germane to the dissertation. The proposal is written in 12-point Times New Roman font and follows Kate Turabian (latest edition), second printing format. Any proposal not following these guidelines will be immediately returned. The proposal demonstrates the student's scholarly comprehension of the area under investigation, a mastery of the literature related to the dissertation subject, and a clear understanding of the methodology required to obtain the data and establish pertinent research findings. Consequently, the student is encouraged to exhaustively prepare the proposal prior to submission. This will allow the student to move more quickly to the data gathering stage with less revision of the earlier chapters. The dissertation proposal defense is both challenging and exciting. It requires significant scholarly effort and presentation as it demonstrates the student's mastery of the subject under investigation. However, it also provides valuable feedback, direction, and encouragement as the student progresses to the research stage of the dissertation process.

5.4. Institutional Review Board (IRB)

Carolina Christian College recognizes the need to provide careful oversight of all institutional research involving human participants. The protection of human research subjects is both ethically responsible and consistent with the principles specified in the Code of Federal Regulations, Title 45, Part 46 (45 CFR 46), and the Belmont Report. As such, any human subject research conducted by faculty or students associated with CCC is subject to the review process of the Institutional Review Board of Carolina Christian College.

5.4.1. The Function of the IRB

The IRB of Carolina Christian College functions to protect the general welfare, privacy, and rights of human subjects involved in research conducted by faculty or students of CCC. Consequently, IRB approval is required prior to any and all human subject research. While not limited to the following, the IRB of CCC examines any proposed research protocols for potential risks to human participants, benefits to human participants, selection, and level of vulnerability of human participants, identified safeguards to protect the privacy, rights, and welfare of human participants, stated indications of informed consent by human participants, and adherence by CCC faculty and student researchers to ethical standards governing human subject research. The jurisdiction of the IRB extends to all aspects of the application that may pertain to risk of human participants in the research process.

5.4.2. The Authority, Composition, and Responsibility of the IRB

5.4.2.1. Authority

The IRB of Carolina Christian College serves under the authority of the President and ultimately the Board of Carolina Christian College. The IRB's authority includes, but is not limited to, approval, modification, or rejection of a proposed research project involving human subjects, termination or suspension of a previous approval of a research study involving human participants, the requirement of progress reports in unique research cases involving human subjects, the ongoing review of potential risks in unique research studies involving human participants, and mandated restrictions on human subject research in unique research cases.

5.4.2.2. Composition

The IRB of Carolina Christian College consists of at least three members. The President, the Dean of Graduate Studies, and one staff member or public constituent. The President is responsible for the selection and orientation of the IRB members, alternates, and consultants. The President is responsible to communicate the decision of the IRB to the applicant researcher's Chair in a timely manner. Members of the IRB represent sufficiently diverse backgrounds, experience, and educational expertise in order to examine and evaluate proposed research studies.

5.4.2.3. Responsibility

The members of the IRB are responsible to review all IRB applications with respect to consistency and adherence to human subject research guidelines outlined in 45 CFR 46 and the Belmont Report, review all accompanying documents pertaining to IRB applications, participate in discussion regarding IRB applications, evaluate the risk levels pertaining to IRB applications, recommend improvements, if necessary, to IRB applications and accompanying documents, maintain confidentiality in matters pertaining to their responsibilities as IRB members, recommend possible improvements to the IRB procedures or policies, and vote on IRB applications.

5.4.3. The Review Protocol of the IRB

The Institutional Review Board Chair (President of Carolina Christian College) receives and refers IRB applications to IRB members in a timely fashion. Member deliberations, either in written or verbal form are forthcoming in an equally timely manner. The IRB

Chair informs the applicant researcher's Chair of the IRB's decision within one 7-10 days from the time the application is received. The Carolina Christian College Institutional Review Board determines whether the IRB application warrants exempt status, expedited review, or full board review and recommends changes, additions, alterations, and deletions to the IRB application and supporting documentation.

5.4.4. IRB Applicant Procedures & Submission

The student researcher will make IRB application prior to beginning any human subject research (Appendix D). Any human subject research undertaken prior to the approval by the IRB of CCC is disallowed. The student researcher under the direction of the Chair of their Dissertation Committee will determine when the IRB application should be made. The researcher's Dissertation Committee can submit the application after the dissertation proposal approval. The researcher will submit the IRB application through the Dissertation Committee Chair to the Chair of the IRB. Any alterations or changes to the IRB application details after IRB approval must be re-submitted for further approval. No human subject research may be undertaken until the further alterations and changes have been approved. This restriction also pertains to the use of pilot tests. Because a pilot test involves human subjects, the IRB must also approve the pilot test. The researcher may gather expert opinion or feedback on the applicability and clarity of the instruments that will be used in the research study. This feedback and opinion do not require IRB approval. However, the researcher may not gather test data from those individuals without approval from the IRB. Such data gathering constitutes human subject research and must be IRB approved.

5.4.5. Application Approval

The IRB will deliberate as to the status of the IRB application. The IRB's determination will be communicated to the researcher's Chair within 7-10 days from the time that the application is received. The IRB may request alterations, changes, deletions, or further explanation and documentation. Alterations must be resubmitted to the IRB for reevaluation. The IRB may also decline the IRB application in certain circumstances, particularly those contexts where exceptional risk to human participants is anticipated. A copy of the IRB decision will be kept in the student's file.

6. The Dissertation Manuscript

The dissertation, for most graduate students, is the most challenging, rigorous, lengthy, and involved writing task they have ever undertaken. Writing a D.Min. dissertation requires accuracy and clarity of expression, logical organization and flow, scholarly tone, and a well-founded grasp of subject matter content. All CCC dissertation coursework and documents must follow the current Kate Turabian Format at the time of the document submission.

6.1. The Components of a Dissertation Manuscript

The D.Min Dissertation Manuscript will consist of the components listed below.

6.1.1. Title and Title Page

A Dissertation title should accurately and concisely describe the dissertation study in no more than 12 words in length. A student should aim to be clear and precise making sure that every word counts.

6.1.2. Abstract

The Dissertation Abstract should be a single paragraph that concisely and accurately summarizes the study in no more than 250 words. The Abstract should conform to current Kate Turabian standards and address the following components:

- 6.1.2.1.** Briefly introduce the research area
- 6.1.2.2.** Clearly articulate the study problem
- 6.1.2.3.** Identify the research methodology
- 6.1.2.4.** Discuss the participants or data source utilized
- 6.1.2.5.** Present the key results, conclusions, and recommendations for future research.

6.1.3. Table of Contents

The Table of Contents should include all main sections of the document starting with the Dedication page. It should list the titles of each chapter, plus all Level 2 Headings – these are the main sections within each chapter. All titles and headings should match what appears in the text exactly as it is written.

6.1.4. Chapter 1: Ministry Focus

This chapter introduces the reader to the model of ministry. It should tell the reader what to expect in the document overall and also what to expect in each chapter. The reader should be able to get a good feel for the document from reading this section. More specifically, this chapter should define the area of ministry the model is addressing. It should explain why this area of ministry was chosen and what special insights are brought to bear on this ministry. The context of the model should be clearly spelled out in this section. Students should use the verbiage from the spiritual autobiography, the context analysis, and the synergy paper to complete this chapter. **Due at the end of year 1 (2nd semester)**

6.1.5. Chapter 2: Literature Review

The Literature Review is an extensive, critical review of all relevant professional, scholarly, and scientific literature, which includes substantive findings, as well as theoretical and methodological contributions related to the dissertation topic. This chapter will demonstrate the writer's grasp of the area in ministry. The writer will demonstrate familiarity with the literature related to this ministry model. It must be an orderly, cohesive, and well-sequenced narrative that relates the research problem to a body of scholarly work. It must involve a critical evaluation and combination of the relevant published research and methods of key studies. The review should offer an historical viewpoint on the research topic, but the bulk of the literature reviewed should be scholarly, peer-reviewed work published in the past five years. The literature review should include enough scholarly sources to give the reader a comprehensive understanding of the significance and background of the project. **Due at the end of the 3rd semester**

6.1.6. Chapter 3: Theoretical Foundation & Research Methodology

This chapter establishes a theoretical foundation for the model. Any theological, biblical, historical, or other foundations will be discussed in this chapter. This chapter offers a detailed description of the research methods and procedures used

in the study. The writer should include why this design and theoretical foundation was chosen. The candidate should provide an explanation of the relevance of the methodology and a detailed description of the recruiting method for obtaining subjects, and/or organizations. It should also include a rationale for the research design, research instruments, procedures, methods by which participants and/or organizations are recruited, and data analysis. The contents in this chapter need to describe and explain the research method in enough detail for other researchers to use it to replicate the study. **Due at the end of the 4th semester (end of year 2). Dissertation Proposal needs to be approved by Dissertation Committee, upon approval students will submit to IRB.**

6.1.7. Chapter 4: Findings & Field Experience

This chapter should give the reader a good view of what happened during the actual implementation of the project. Data is collected, processed, analyzed, and presented in response to the problem posed in Chapter 1 of the dissertation. Results of the data analysis are presented and a clear explanation of what the findings mean in light of the theory and/or conceptual framework is clearly articulated. Findings should be compared/contrasted to other related studies. Conclusively, an explanation of how the findings impact the overall field of study is presented. **Due at the end of the semester in the third year. Students should note that dissertation topic will influence this due date and the ultimate goal is to complete this chapter by the end of the 3rd year to graduate on time.**

6.1.8. Chapter 5: Conclusion, Reflection, and Recommendations

6.1.8.1. Conclusion

This chapter will include a summation of the findings and how it relates to the student's current ministry context.

6.1.8.2. Recommendations

Recommendations for future research and project implementation need to be addressed and discussed. A candidate should consider different populations, instrumentation, theoretical constructs, and limitations that were discovered in this project. Recommendations for future research are a way to further increase knowledge in the field of study.

6.1.8.3. Reflection

The reflection will give the student the opportunity to share how this project has directly influenced their ministry. It is also an opportunity to identify what they would do differently in hindsight. **Due at the end of Year 3, if subsequent semesters are needed student must be enrolled in dissertation 1-credit course to continue to submit revisions and defend the dissertation.**

6.1.9. References and Appendices

A listing of all references, in proper Kate Turabian format, must be included in the Manuscript. All Appendices referenced in the manuscript.

6.2. Outside Resources

6.2.1. Proofreading and Editorial Advising

A D.Min student may employ the services of a style editor for grammatical and stylistic improvement.

6.2.2. Statistician

Students conducting quantitative research must be well versed in statistical tools and analysis. A student can consult with an outside statistician with approval from the Chair to verify the accuracy of the tool selection and analysis.

7. Finalizing the Manuscript

When the doctoral candidate is finalizing the dissertation manuscript, the committee Chair may advise the candidate to hire the aid of a proofreader. The proofreader is not an editor. His or her responsibility is to identify representative form, style, grammar, or expression issues. The candidate's responsibility is to apply the feedback of the proofreader and to revise the dissertation as needed. Authoring the dissertation is an academic requirement integral to the D.Min. The candidate must demonstrate his or her ability to fulfill this requirement.

8. Oral Defense & Final Approval

8.1. Oral Defense

D.Min students are required to pass an oral defense at the completion of their research study to demonstrate mastery of the research topic. The Dissertation Oral Defense takes between one and two hours to complete and will follow the below guidelines.

8.1.1. The oral defense can be scheduled after the Dissertation Manuscript has received final approval from the Chair and Committee. It will take place via conference call.

8.1.2. The Chair must schedule the Candidate's oral defense no later than 14 days before the end of the course in December or May.

8.1.3. The Chair is responsible for providing the Dean of Graduate Studies with the time and date of the call and the names and contact information of those attending the call. It is recommended that calls be scheduled with the Dean of Graduate Studies and Committee at least 10 days before the defense.

8.1.4. Every effort should be made to accommodate all Committee members. However, if a committee member or Chair cannot attend, the Dean or Dean's designee may appoint a substitute familiar with the dissertation topic.

8.1.5. After introductions by the Chair, the Candidate will make a 20-30 minute presentation, accompanied by a PowerPoint on the dissertation research. The PowerPoint handout and related materials are sent to Committee members and other interested parties prior to the date of the oral defense.

8.1.6. Candidates should practice the lecture so that they can present the research in a clear, concise, and comprehensive manner in no more than 30 minutes. The

suggested number of slides is 20-25 (however this varies), and the slides should be organized in alignment with the dissertation manuscript.

8.1.7. After the Candidate concludes the presentation, time is devoted to questions. Committee members will ask questions first and then the floor will be opened to anyone else in attendance. It is critical that Candidates speak knowledgeably and clearly about the research, demonstrating a mastery of the topic. The Candidate should justify the work and be able to articulate the significance of the study and how it will add to the body of knowledge.

8.1.8. Following the question-and-answer period, the meeting is closed. The Candidate will be asked to leave the call while the Committee members deliberate about the oral defense. The Candidate will then return to the call and is informed of the Committee's decision. The Committee will decide on one of the following decisions: Pass, Pass with Revisions, or Fail.

8.2. Final Approval

The Chair of the Dissertation Committee will consult with the Committee members and submit an official notification to the Dean of Graduate Studies and the student about the acceptability of the final draft. All members of the Committee will sign the signature page.

9. Publication & Graduation

9.1. Publication

Upon approval from the Chair, the candidate follows the submission guidelines for publication. These guidelines must be strictly followed and can be obtained from the Dean of Graduate Studies. The candidate is required to furnish one bound copy of the dissertation to the CCC Library. The candidate uses Thesis on Demand (<http://www.thesisondemand.com>), a service of the HF Group bindery, with cover color 192 – Maroon, gold lettering for the cover, title printed on the spine and the cover, 60# white paper, no signature page, and the single-sided printing option. The Chair will communicate more detailed information following the student's successful defense.

9.2. Graduation

A D.Min candidate must meet the following requirements to qualify for graduation with a D.Min in Christian Leadership.

9.2.1. Satisfactory completion of all course work with a GPA of 3.00 or above

9.2.2. Satisfactory completion of comprehensive exam and the oral defense

9.2.3. Submission of one original hard copy of the final dissertation to the CCC library and an electronic copy of the dissertation to the Dean of Graduate Studies.

9.2.4. Completion of all work within 7 years

9.2.5. All financial obligations to the College paid in full. Upon successful

completion of the Oral Defense, the student must contact the Registrar regarding application for graduation. Degrees are conferred twice a year, in December and May, however there is only one graduation ceremony, which takes place in May. Students are strongly encouraged to attend this event, as it is a highlight for students, their families, and the CCC faculty and staff.

10. Student Life & Other Resources

10.1. Library

The library is a great asset in the learning process. The library offers solid in-house and online collections along with numerous helpful services to meet the needs of every student. For complete information and access to the resources and services, go to the library's website via Carolina's website: www.carolina.edu

Appendix A

Dissertation Proposal Defense Protocol

Introduction

The student's doctoral dissertation is the final stage in the D.Min in Leadership program at Carolina Christian College. It represents years of study, course work, and original research. The D.Min dissertation examines a particular problem or issue related to the discipline of Christian leadership and addresses one or more research questions related to that topic.

In order to facilitate the student's preparation and development of the research dissertation, the College has prepared a dissertation handbook.

The preparation and presentation of the dissertation proposal allows the student to select the topic, begin a relevant literature review on that topic and delineate an appropriate method to investigate the research topic. However, the proposal defense provides valuable counsel and direction from the student's Dissertation Committee prior to the implementation of the student's research method and data retrieval. The successful dissertation proposal defense allows the student to proceed with the completion of the research and dissertation writing, knowing that the focus of his or her research is valuable and valid.

Dissertation Proposal Overview

The D.Min. in Christian Leadership program at Carolina Christian College consists of six (6) components: the residency, the core coursework, the concentration coursework, the Comprehensive Examination, the dissertation proposal defense, and the dissertation defense. The student must attend residency, satisfactorily complete all of the core and concentration courses and pass the Comprehensive Exam prior to beginning the dissertation. Once the student has passed the Comprehensive Exam, the student's Chair and two Dissertation Committee members are assigned to the student as his or her Dissertation Committee. Beginning with GE 701 Dissertation I, the Chair commences work with the student to identify a unique research problem or issue, an ensuing research purpose, topic, and question(s), an appropriate research method that will address the topic under investigation, and an extensive review of extant literature pertaining to the student's topic. During the succeeding months and dissertation courses, the student designs and produces a dissertation proposal consisting of the first three chapters of the dissertation.

Dissertation Proposal Format

With the production of the first three chapters of the dissertation, the student is now able to proceed to the proposal defense stage. It is at this point that the full Dissertation Committee examines the student's dissertation work. The dissertation proposal is circulated to the committee members for their examination. The Committee then deliberates and discusses the student's work in detail. The Dissertation Committee, through the Chair returns one of four opinions: approval with no revisions, approval with minor revisions, approval with major revisions, or rejection.

The approval of the student's dissertation proposal then allows the student to proceed to the IRB application stage. Only after the student has approval from the Dissertation Committee can the student submit the IRB application seeking approval to begin human subject research (if applicable). Following the approval of the Carolina Christian College Institutional Review Board

the student then begins data collection, analysis, and writing of the last two chapters of the dissertation.

Dissertation Proposal Requirements

The dissertation proposal contains the first three chapters of the dissertation, a reference section, title page, tentative table of contents, and any attending documents germane to the dissertation. The proposal is written in 12-point Times New Roman font and follows Kate Turabian (latest edition), second printing format. Any proposal not following these presentation guidelines will be immediately returned.

The proposal demonstrates the student's scholarly comprehension of the area under investigation, a mastery of the literature related to the dissertation subject, and a clear understanding of the methodology required to obtain the data and establish pertinent research findings. Consequently, the student is encouraged to exhaustively prepare the proposal prior to submission. This will allow the student to move more quickly to the data gathering stage with less revision of the earlier chapters.

Summary

The dissertation proposal defense is both challenging and exciting. It requires significant scholarly effort and presentation as it demonstrates the student's mastery of the subject under investigation. However, it also provides valuable feedback, direction, and encouragement as the student progresses to the research stage of the dissertation process.

Appendix B



**D.Min IN LEADERSHIP DISSERTATION PROPOSAL
DEFENSE APPROVAL FORM**

Doctoral Candidate: _____ Date: _____

Title of Proposed Dissertation Topic: _____

Committee Member Comments: _____

Approved by the following Graduate Faculty Members:

Dean Signature Date

Chair Signature Date

Committee Member Signature Date

Committee Member Signature Date

Student Signature Date

Appendix C



INSTITUTIONAL REVIEW BOARD

IRB APPLICATION FOR RESEARCH USING HUMAN PARTICIPANTS

Research often includes human participants. When this is the case, the investigator must respect the rights and safety of those engaged in the research activity. Consequently, those participating in research must be assured of their welfare and protection throughout the research process. Therefore, at CCC, all research involving human participants is subject to review by the Carolina Christian College Institutional Review Board (IRB). The investigator may not begin research activity, including soliciting subject participation or data collection, prior to IRB approval. Any research data collected prior to IRB approval is disallowed for use in the research project. The following will be completed by the investigator and submitted to the Dissertation Chair. The application will follow correct grammar, punctuation, and writing clarity. As well, it will be submitted as a completed application with supporting documentation. The IRB will be immediately returned if these requirements are not followed.

Project Information

Title of Project:

Supervising Faculty:

Professional Title:

School:

Email:

Phone:

Student Researcher:

School:

Email:

Phone:

Study Dates:

Project Description

Please reproduce each of the following questions in bold and then answer each in narrative form. Be sure to follow proper grammar and Kate Turabian format. Type in 12-point Times New Roman font un-bolded.

1. Please describe, in less than one page, the purpose of your project. Be sure to include an explanation of the primary constructs of the study and how the project will contribute to the overall body of research literature.
2. Please explain the selection of the participants for this study. Be sure to include selection criteria, any specific characteristics or exclusions, the number of participants, and the rationale for selecting the sample size.
3. Will there be any risks to the participants in this study? How will these risks be addressed? What is the likelihood of these risks occurring?
4. Will there be benefits to the participants in this study? If there are, please explain what those benefits may be and whether they will affect the research process and data.
5. Please describe, in one to three paragraphs, the research procedures/methods that will be used in this project.
6. Please explain the process of acquiring informed consent of the study participants. What documents will be used? Will the participants be aware that they may withdraw from the study at any time?
7. How will the confidentiality of the participants be maintained throughout the study? Please explain how and when the data will be secured, stored, and destroyed.
8. Will there be any conflicts of interest between or among the participants and the investigator? If so, how will these conflicts of interest affect the research data?
9. Please provide a copy of Sample of Letter to do Research at a Specific Location. Include a signature page indicating permission has been granted. This should have the appropriate signed authorization by the institution's representative with a date approved/received.

Project Documents

Please include all related project documents with this application. These may include, but are not limited to surveys and survey instructions, invitations and procedures, informed consent letters and forms, study participation instructions, and interview questions. Include them as appendices to this application.

Please submit this IRB with all related attachments to the Chair first, who will submit it subsequently to the IRB Committee.

Appendix D

Sample Dissertation Signature Page

This Dissertation was written by:
Jane Doe

Under the guidance of a Faculty Committee approved by its members, has been submitted to and accepted by the Graduate Faculty in partial fulfillment of the requirements for the degree of

DOCTOR OF MINISTRY

May 1, 2018

Faculty Committee

John D. Smith, Ph.D.
Committee Chairperson
Carolina Christian College

Sue Z. Smith, Ph.D.
Committee Member
Carolina Christian College

Joseph J. Smith, Ph.D.
Committee Member
Carolina Christian College

Appendix E

WRITING GUIDELINES



Chapter	Applied Design Intervention	Grant Proposal Submission	Short Description
Chapter 1	Description of the Problem and Ministry Context	Description of the Problem	A clear and succinct introduction to the problem. The situation is placed in context with relevant information and empirical research. Student must include how their context relates to the problem if using an applied design. This is where you build your case.
Chapter 2	Literature Review	Literature Review	This is not a list of books that contain pertinent information but a discussion of similar situations that may or may not be pertinent to the problem. How these problems were addressed, and the methodology used is particularly important. This section justifies your empirical research.
Chapter 3	Research Methodology/ Description of Intervention	Justification for Proposed Grant Request	A detailed description of all facets of the project including choice of actions, planning, implementation, acquisition of funds (where pertinent). This section details how research will be conducted. It should be so thorough that someone can replicate everything.
Chapter 4	Results/Findings	Results for Preliminary Research	An honest appraisal of the outcomes of your research. Even if the end result is not what was projected, a proper assessment is very valuable. This is where you tell the reader what happened after you implemented your intervention.
Chapter 5	Discussion & Conclusions	Discussion & Conclusion	This is where one compares the projected outcomes to the actual outcomes and addresses any differences. A part of any conclusion is the honest acknowledgement that other avenues may be explored to achieve better results, or that may be more efficient.

Chapter 1 Outline (10-15pages)

I. Introduction

This is a summary of what this chapter will discuss.

II. Ministry Focus

A. Background of the Problem

The ministry context is what has led you to choose the problem and the historical background of the problem

III. Problem Statement

This is 2-3 concise statements of the problem you are addressing.

IV. Purpose of the Study

This is why you are addressing the problem and what to do you hope to gain from it.

V. Nature of the Study This is a summary of chapter 3

A. Research Methodology (Intervention) This is the type of research you are using

B. Targeted Audience This is who is being studied specifically.

C. Plan of Implementation This is how you will reach and gather those people.

VI. Research Question (Hypothesis)

What question will your research answer? This could be 1-3 questions if appropriate.

VII. Theoretical Framework

What does the leading scholar(s) say on your topic which guides your research? This is an extensive summary, and more detail and expansion should be in chapter 2

VIII. Definition of Terms

Should be specific and only can use scholarly or Webster definitions.

IX. Summary

Summarize what was discussed and tie it into what will be discussed in chapter 2.

Chapter 3 Outline (8-12pages)

- I. Research Question & Hypothesis
- II. Methodology Rationale
- III. Research Design
- IV. Research Site & Participants
- V. Limitation, Delimitations, & Assumptions
- VI. Informed Consent
- VII. Data Collection Method
- VIII. Data Analysis Method
- IX. Summary