

JOURNEY TO COMPLETION:

A Final Project Travel Handbook for Fuller DMin Students

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GETTING STARTED:

Surveying the Terrain

INTRODUCTION

About this Handbook

To help you complete your final project journey, we have created this Final Project Travel Handbook. In it, you will find information on the entire journey, from mapping the route and packing the gear to avoiding common problems and identifying key “look out” points (as in “Look out, or else...!”)

This handbook is divided into six sections, according to the phases of the journey. In each section, you will find helpful information and, in many cases, links to downloadable resources.

- Planning Your Trek: Proposal development (DM710: two-unit online course)
- Checking in at Base Camp: Course registration for DM706 (6 units of writing) and final project fee
- First ascent: Writing of introduction, first chapter and accompanying material
- Second ascent: Writing of entire first draft and pre-final version
- Final ascent: Preparation of final version and program clearance
- Celebration: Graduation and commencement

The best way to get an overview of what is ahead is to read through the entire final project section of the DMin website. You will gain an appreciation of the steps and requirements involved and what you need to keep in mind as you travel through each phase.

Brief Description of the Final Project

The final project is designed to integrate your coursework and reflection, apply that learning to your ministry context, and allow you to creatively explore issues in relation to a problem, need or challenge you face as a Christian leader. The project is 125-175 pages in length and, unless you are writing a Dissertation or Training Manual, follows a specific template.

The final project template contains three major parts. Part One addresses the ministry context and challenge. Part Two provides biblical and theological insights in relationship to the topic, and Part Three presents a strategy that is informed by both Parts One and Two. In other words, it is a strategy that is both biblically and theologically sound and contextually sensitive.

The Doctor of Ministry office highly recommends that you start your final project at least two (2) years before the quarter you wish to graduate. You can embark on the journey of writing your project once the following items have been completed:

1. All admission requirements have been satisfactorily met, such as biblical language requirements and changes from probation or special status to regular status in the program; and,
2. The required number of units of coursework has been completed and grades for this coursework have been posted to the student's transcript. The required number for 48-unit students is 24 units. For 76-unit students, the required number is 36 units.

A Word to Cohort Students

While much of the information in this handbook applies to you, please check with your cohort mentor(s) and the DMin office; you want to make sure you have the correct instructions. Also, refer to documents specific to your cohort, which can be found under "[Information for Cohort Students](#)."

Final Project Changes

In the fall of 2009, the Doctor of Ministry program began implementing five major changes in order to improve the experience of students in the final project phase. They involve the following:

1. A two-unit online final project course;
2. An emphasis on only one type of final project;
3. A change in the editing process for students who register after January 1, 2010;
4. A final project fee related to reduction of editing costs; and,
5. A new DMin style and format guide.

Each change is explained in detail under the appropriate section of this Travel Handbook.

Final Project Options

Prior to 2010, students were allowed to choose among three options for their final project: 1) Ministry Focus Paper; 2) Dissertation; or, 3) Training Manual. If you are at the proposal development stage of your final project, please note that almost all DMin students in the personalized track must now take the two-unit final project course and do one type of final project. This final project is a revision of the Ministry Focus Paper; it is called the Final Project, and as mentioned, it follows a specific [template](#). While it is still possible for students to write a Dissertation or Training Manual, doing so will be an exception to the rule, and students must meet specific requirements before being allowed to write either of these other project types.

If you are considering a Dissertation or Training Manual, you must first discuss your topic idea with the Final Projects Manager (dmin-finproj@fuller.edu). This person will guide you in determining if you should pursue the option you're considering. If the manager thinks that your project is best conceived as a Dissertation or Training Manual, you must then meet the criteria below.

In the case of the Dissertation: 1) the student must have a grade point average of 3.7 or better; 2) the topic must reflect original thought; 3) a writing sample from a recent research paper must be submitted and deemed to reflect advanced research skills; 4) the student, with the help of the final projects manager, must secure a content reader who meets the approval of the Committee and is willing to not only evaluate the dissertation but also work with the student on proposal development; and, 5) the Final Project Committee must approve the student's final project proposal.

With the Training Manual: 1) the student must demonstrate a clear grasp of learning theory and pedagogy; 2) the student, with the help of the final projects manager, must secure a content reader who meets the approval of the Committee and is willing to not only evaluate the training manual but also work with the student on proposal development; and, 3) the Final Project Committee must approve the student's final project proposal.

Final Project Timeline

The length of the journey to the top can be a long one. It varies from student to student. We suggest you allow at least two years to complete the climb. It is important to remember that you are not the only one on this journey. You cannot simply set your own pace. Along with you are a content reader, the DMin final projects team, a style and format reviewer, and probably an editor. These people must be given time to complete their work as well, and unforeseen circumstances may cause delays. A number of students have run out of time because they did not factor other people in the process.

TRAIL GUIDES

Several people are available as resources to you as you journey toward Mount *Telos*. Each of their roles is described briefly below:

Content Reader

This person has ministry experience and expertise in the area of your topic. He or she will evaluate your project at least two times, and provide valuable insight to help in the writing of your project. The reader is the primary one responsible for approving your project for content and will use specific criteria to judge the quality of your content. Sometimes the content reader will work with students when the Final Project Committee thinks the proposal requires significant revisions. The Final Projects Manager will secure the content reader for you. However, you may include a letter requesting a specific content reader at the time you formally submit your proposal to the Final Project Committee.

Final Projects Manager (dmin-finproj@fuller.edu)

The manager is responsible for ensuring the academic writing standards of the program and serves as an advisor to students and content readers when questions and concerns arise about things such as plagiarism and “making exceptions to the rule.” The manager is also responsible for securing content readers for students, and for developing and refining the final project process and the policies and procedures associated with it. In addition, this person guides students as they think through their initial final project ideas.

Final Projects Coordinator (dmin-fpcoord@fuller.edu)

This person is primarily responsible for tracking student progress through the final project phase. The coordinator sets deadlines for students, reminds them of due dates, and answers their questions regarding process and procedures. This person has a working knowledge of the DMin Style and Format Guide and serves as a valuable resource to students and readers in this area. They also oversee DMin-related graduation activities.

Theological Mentor (dmin-dir@fuller.edu)

The theological mentor for the DMin program is the DMin director. This person is responsible for the theological integrity of the program. In this role, he or she is available to mediate any significant content issues that may arise between a student and reader, which cannot be resolved by them alone. The Theological Mentor is also available as a resource to students who need guidance theologically or feel like they would benefit from another perspective.

Style and Format Reviewer

The Style and Format Reviewer conducts two style and format reviews on each student's manuscript, one at the introduction and first chapter stage, and the second one when the entire first draft has been completed and submitted to our office. Professional editors or those specifically trained in evaluating the style and format of DMin final projects review students' work. They provide one to two pages of feedback, indicating errors and corrections to be made, enabling you to bring your project into conformity with DMin's academic writing standards.

Editor

For students who register for the final project after January 1, 2010, editors are not required. This does not mean the standards have changed. Students must still meet the academic writing requirements of the DMin program, as outlined in the [DMin Style and Format Guide](#). However, now rather than requiring the use of a "DMin approved editor," students are free to choose the manner in which they bring their manuscript into conformity with our standards. An editor works with the student to address issues such as grammar, style, footnoting, pagination, organization, headings and typographical errors. If you would like a list of the editors who know DMin standards, you may contact the Final Projects Coordinator.

TRAVEL GEAR

[DMin Style and Format Guide](#)

To help students, the DMin office recently created the DMin Style and Format Guide. It communicates the program's standards for style and format. Students are expected to adhere to the contents of this guide and conform their papers to what is contained there. Whenever there is a question about a style or format issue, the DMin Style and Format Guide should be consulted first.

Seventh Edition of Turabian

In addition to the DMin Style and Format Guide, a second necessary resource is Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations, Seventh Edition*. The DMin Style and Format Guide can be thought of as a tailor-made version of this book. In Turabian, there are numerous places where the author defers to "local guidelines" in the writing of a paper. The DMin Style and Format Guide covers these local preferences. For issues not addressed in the DMin guide, please consult Turabian.

Style and Format Reviews

During the writing of your final project you will be given two style and format reviews, one at the introduction and first chapter stage, and the second one when the entire first draft has been completed and submitted to our office. These reviews, done by a trained style and format reviewer, will provide feedback on how well you did in conforming your work to DMin's academic writing standards. Use these evaluations as a guide to help you develop and revise your manuscript.

Travel Handbook on the Web

This online resource provides the map and helpful instructions to successfully complete the journey. Keep this handbook readily available, as you will need to refer to it every step of the way.

PLANNING YOUR TREK:

The Final Project Proposal

INTRODUCTION

With any trip, planning and preparation are important. A critical piece of equipment that you cannot do without is the final project proposal. Without this document you will certainly lose your way! It will show you what you need to be writing about as you travel, providing an outline of the content of your final project.

Below you will find a description of the proposal process. It will help ensure you won't stray from the trail. It will also increase your chances of successfully making it to your destination, the top of Mount *Telos*!

PROPOSAL PROCESS

There are several steps in the proposal process. Take time to familiarize yourself with each step. (If you hope to write a dissertation or training manual, contact the DMin office for additional information.)

1. Meet with a final project advisor in person or over the phone to discuss your final project idea.
2. Begin research on your topic.
3. Register for and complete [DM710](#) (two units online): Developing a Final Project Proposal.
4. Conform your proposal to [DMin style and format standards](#), and conform your proposal outline to the [final project template](#). Review [sample proposals](#) to check your work.
5. Complete a [Program Clearance form](#).
6. Submit via email your final project proposal with your completed Program Clearance form to the DMin office by one of the two proposal submission deadlines: February 15 or August 15. If you are requesting a specific person to be your content reader, make sure to include a letter of request to the Final Project Committee and include their curriculum vita if they are not Fuller faculty or do not hold adjunct instructor status.
7. Allow eight to ten weeks for the Final Project Committee to render a decision on your proposal.
8. If your proposal requires revision or resubmission to the Final Project Committee, follow the steps outlined in the letter that will be sent to you notifying you of the committee's decision.

Final Project Advising

No later than halfway through your program, contact DMin (dmin-fpcoord@fuller.edu) to set up an office or phone appointment with a final projects advisor. Be prepared to share your topic idea with him or her. Afterward, try to develop a thesis statement, concisely and precisely seeking to articulate the purpose, goals and strategy of your project in one sentence. This preliminary work will greatly benefit you as you anticipate taking [DM710](#): Developing the Final Project Proposal.

Research

Preliminary research must be done prior to writing your final project proposal. Once you know your topic area, begin to review the related literature. Keep track of your resources and take good notes. You do not want to have to backtrack or try to find missing bibliographic information.

[DM710](#)

This two-unit online course will guide you in developing a final project proposal. It will introduce you to the [final project template](#) and how to use it to create an outline of your project that is specific to your topic and ministry setting. DM710 is offered in the Spring and Fall quarters.

If you have questions or are interested in registering for DM710, contact the DMin office. Please note that you must have completed half of your program (24 units for 48-unit students and 32 units for 76-unit students), with grades posted, before you can enroll in this course. Also, you cannot take it concurrently with another DMin course, unless you have three years or less remaining in your program.

[Final Project Template](#)

For the final project, we have a template for students to use. The content is divided into five major sections, with content clearly specified under each section:

- Introduction
- Part One: Ministry Challenge (Chapters 1 and 2)
- Part Two: Theological Reflection (Chapters 3-5)
- Part Three: Strategy (Chapters 6 and 7)
- Summary and Conclusion

The total page limit for these five sections is 125-175 pages. Additional pages will be used for the front and back matter. Front matter contains the Title Page, blank page, Abstract, and Table of Contents. Students may also include one or more of the following: Acknowledgments, Dedication, List of Illustrations, List of Tables, List of Figures, and Glossary. The back matter comprises any Appendices and the Bibliography. The DMin office will not accept any project longer than a total length of 200 pages (including front and back matter). In general, no more than 125-150 pages of body text are necessary to do a high quality project.

Formatting the Proposal

The final project proposal must follow a specific format. Use the [Final Project Proposal Template](#) to guide your decisions. [Sample proposals](#) are also available for you to review. These will help you to see how an actual ministry issue gets fleshed out within the structure and format of the DMin final project template.

Please note that your own proposal may deviate to a certain extent. Circumstances, topics and other factors may necessitate exceptions to the rule. While the standard outline can facilitate the thinking and writing process for students, we do not want a cookie-cutter approach. Consider carefully your unique ministry setting and topic, and seek to address your issue in a creative as well as theologically grounded way. Also, make sure the writing style of the proposal conforms to DMin's academic writing standards as found in the [DMin Style and Format Guide](#).

Program Clearance Form

The [Program Clearance form](#) must accompany submission of a final project proposal to our office. Download it from our website, complete it, and attach it with your proposal submission. If you do not know your grades, access them through your [Portico](#) account.

Proposal Revision or Resubmission

If the Final Project Committee has approved or provisionally approved your proposal, you will simply make any required changes on your own and resubmit your proposal to the DMin office. However, if the Final Project Committee believes that you will benefit from interaction with a content reader as you revise your proposal, you will work with this person to make the required changes. This reader, secured by the Final Projects Manager, will also be the one to evaluate your final project.

If the Final Project Committee asks you to resubmit your proposal to them, you will work with the instructor of DM710 or the Final Projects Manager to prepare a revised proposal that incorporates the Committee's feedback. When you receive your letter notifying you of the Final Project Committee's decision regarding your proposal, make sure to follow their instructions carefully.

After your proposal has been approved for content, the Final Projects Manager will review it for style and format. If it is approved, you will be allowed to register. If not, you will be required to make corrections to your proposal and resubmit it to the DMin office. Your proposal must be approved for both content and style and format before you can register for the final project.

CHECKING IN AT BASE CAMP:

Final Project Registration and Fee

INTRODUCTION

If you've made it to base camp, you have successfully completed your proposal, and it has been approved for both content and style and format. Congratulations! You are now ready to register for the final project and pay your tuition and final project fee. Only those with approved proposals can take the steps below.

REGISTRATION PROCESS

There are three steps in the registration process. They are as follows:

1. Read carefully the instructions contained in the notification letter that was sent to you conveying the Final Project Committee's decision on your final project proposal. Failure to follow the instructions could slow you down and cause delays in your progress.
2. Register online. Follow the instructions included in your notification letter. Make sure that you register for the appropriate number of units. If you have completed DM710, you must register for six (6) units. If you have not taken this course, you will register for eight (8) units.
3. After registering online, immediately email the Final Projects Coordinator (dmin-fpcoord@fuller.edu) informing him or her that you registered. The DMin office needs this information for your records so that we can accept your initial work when you submit it to our office. We cannot accept any portion of your manuscript if you are not registered.

FINAL PROJECT FEE

Students pay a \$300.00 final project fee. This includes payment for:

Style and format review of the introduction and first chapter	\$ 75.00
Style and format review of the first draft	\$125.00
Binding fee	<u>\$100.00</u>
Total:	\$300.00

You will pay the final project fee at the time you register for the final project. Note that this fee does not cover the graduation application fee. The Registrar charges a separate fee of \$75.00. You must submit this amount at the time you send our office your application for graduation.

If, at the time of registration, you decide to use one of the editors on our list of editors who know our style and format standards, please contact the Final Projects Coordinator (dmin-fpcoord@fuller.edu) before submitting your final project fee. The coordinator can give you our editor list and provide additional details. This person should also be contacted if you choose to use one of the DMin editors prior to submission of your first draft.

Introduction and First Chapter

INTRODUCTION

Once your proposal is approved and you have registered for the final project, you can step onto the trail and begin your writing trek. In this first ascent you will complete the introduction and first chapter of your final project.

INITIAL WRITING PROCESS

Below are suggested steps for you to follow in this stage of your journey:

1. Continue to do research on your topic. You may find it helpful to read Chapters 3 and 4 of Turabian, seventh edition. These chapters address how to find and engage useful sources for your project.
2. Follow your proposal outline. Keep your thesis statement in mind.
3. Follow faithfully the [DMin Style and Format Guide](#). Use it to inform your decisions about things such as pagination, margins, subheads, titles, grammar, punctuation and footnoting.
4. Use the [DMin Academic Writing Standards: A Checklist for Students](#) to guide you and to evaluate your work. You will be assessed on each of the areas listed.
5. While you are not required to use an editor, it is highly recommended that you find someone who has the ability to help you with the style and format aspects of the project.
6. Back up all your computer work, preferably on an external drive. Losing your notes or what you've written can be a disaster.
7. Before submitting your work to the DMin office, make sure to proof everything.
8. If you have questions or concerns, contact the Final Projects Coordinator (dmin-fpcoord@fuller.edu).

SUBMISSION OF INITIAL WORK

The first submission of your manuscript will include the following five components. Please make sure that all are included. Otherwise, we cannot accept your manuscript and forward it to your Content Reader or Style and Format Reviewer.

1. Title page
2. Full table of contents
3. Introduction
4. Chapter 1
5. Bibliography

In addition, your submission must include an [Introduction and First Chapter Cover Sheet](#). Please make sure to fill out this form completely. The information you provide is important and will be recorded in your file for future reference.

STYLE AND FORMAT REVIEW 1

The review process that is outlined here applies to all students who register for the final project after January 1, 2010. Please follow these instructions carefully.

- Submit your introduction, first chapter and required accompanying material (see above) by the deadline given by the DMin office. Submit two printed copies of your work, and also email it as one file in Microsoft Word format.
- The Final Projects Coordinator will send your manuscript to a DMin Style and Format Reviewer at the same time the manuscript is mailed to your Content Reader. If the office judges that the manuscript is not readable enough for the Content Reader, it will not be forwarded to that person. Instead, the office will ask you to revise your work. Submit your revised work, corrected for style and format, by the deadline given.
- The Style and Format Reviewer will do a thorough review of the manuscript according to the [DMin Style and Format Guide](#) and Turabian (7th edition). This person will mark up the manuscript either electronically or on a printed copy, and write a one- to two-page narrative evaluation indicating errors and corrections to be made.
- Use the Style and Format Reviewer's evaluation and marked-up manuscript as a guide to correct your introduction and first chapter. Use it also to help you make style and format decisions as you write your remaining chapters.
- Make a decision about editing. Based on the results of your style and format review, you may choose to use an editor rather than seek to do your own editing and formatting for the remaining chapters of your manuscript. You may use any editor you choose. If you would like our list of editors who are familiar with our program and style and format standards, please contact the Final Projects Coordinator (dmin-fpcoord@fuller.edu).

Note: If you use one of the editors on our list, we will refund to you \$125.00, which is the cost of a style and format review of your first draft; this second review will not be necessary because our office knows you are using an editor who is familiar with our standards. However, bear in mind that these editors can be costly. Make sure to ask about their hourly fees as well as their availability.

ROLE OF THE CONTENT READER

“Content Reader” is the term used for the person who reviews a student’s final project. Unlike many doctoral programs, students in the Fuller DMin program have only one Content Reader on their project. There is no committee or review board. (The Final Project Committee evaluates only proposals.) The Content Reader determines if the student’s work meets specific criteria as a final project.

Each project must meet the academic standards of Fuller Seminary and conform to the style and format requirements of the DMin program. While a Content Reader’s primary responsibility is to evaluate your project in terms of content, he or she also pays attention to style and format issues. These include such things as organization, typographical errors, grammar and footnotes.

During the writing phase, you will submit your manuscript for evaluation to the DMin office a minimum of two times: 1) after completion of the introduction and first chapter; and, 2) after completion of the entire first draft. A Content Reader is responsible for reviewing these two submissions and providing evaluative comments, which you will use to make corrections on the

final project. The project must not only meet certain standards of scholarship in the content, but it must also conform to the academic writing standards of the DMin program. (Refer to the [DMin Style and Format Guide](#).) Once a project has been approved for content and style and format, you will receive a passing grade for the final project. If at any point consultation is needed with regard to an evaluation issue, the Final Projects Manager is available. Also, the DMin Director serves as the Theological Mentor for our program.

Contact between Content Reader and student varies. Some students and Content Readers enjoy dialogue and frequent interaction. Others only communicate through email or only through the two formal written evaluations. It is up to the reader and student to determine the type of relationship they will have.

SECOND ASCENT:

First Draft and Pre-Final Version

INTRODUCTION

After the introduction and first chapter of your final project have been approved, you are free to write your remaining chapters. This task can be a challenging and time-consuming “ascent,” so we suggest you plan accordingly. On a regular basis, set aside specific blocks of time to focus on your project. Determine what works for you in terms of making you most productive. If possible, take advantage of the [Writing Retreat](#), which DMin offers in the Spring and Fall of each year.

Build your project into the priorities and rhythm of your life and ministry, or it will not get done. Allot six to nine months for writing the first draft, unless you are facing an impending program or extension deadline. If you have questions or concerns, contact the Final Projects Manager (dmin-finproj@fuller.edu) or the Final Projects Coordinator (dmin-fpcoord@fuller.edu).

FIRST DRAFT WRITING PROCESS

Below are the steps you should follow in this stage of “second ascent”:

1. Study the introduction and first chapter evaluation of your Content Reader. Incorporate the changes required or suggested. Take note not only of the specific changes mentioned, but the general types of mistakes that your Content Reader has highlighted.
2. Read through your style and format review. The same Style and Format Reviewer who evaluated your introduction and first chapter will assess your first draft. As with the Content Reader’s evaluation, note the general as well as specific errors you are making as you write.
3. Correct your initial work before you begin to write the rest of your document. Doing this will save you extensive work later. For example, it is easier to properly format your footnotes when there are thirty as opposed to two hundred of them to correct.
4. Begin writing your remaining chapters. Continue to follow your proposal outline. This will prevent you from getting “lost.” Keep your thesis statement in mind as well.
5. Frequently refer to the [DMin Style and Format Guide](#). Use it to inform your decisions about things such as pagination, margins, subheads, titles, grammar, punctuation and footnoting. Also use the [DMin Academic Writing Standards: A Checklist for Students](#) to guide you and evaluate your work. You will be assessed on each of the areas listed.
6. While you are not required to use an editor, it is highly recommended that you find someone who has the ability to help you with the style and format aspects of the project.
7. Back up all your computer work, preferably on an external drive. Losing your notes or what you’ve written can be a disaster.
8. Ask someone to read through your manuscript, commenting on issues of style and format. Ask them to compare your work with the templates and samples found in the [DMin Style and Format Guide](#).

SUBMISSION OF THE FIRST DRAFT

The first draft submission will include everything that will eventually be bound as the Final Version. If you plan to attend Commencement, which occurs only once a year in June, your first draft must be submitted by November 1 of the previous year in which you plan to graduate.

Below are instructions regarding submission of your first draft:

1. Make sure to include all required components of the final project. They are listed here. The DMin office will not accept incomplete manuscripts.
 - Title page
 - Blank page
 - Abstract
 - Dedication (optional)
 - Acknowledgments (optional)
 - Table of Contents
 - List of Illustrations (optional, usually not needed)
 - List of Tables (optional, usually not needed)
 - List of Figures (optional, usually not needed)
 - List of Abbreviations (optional, usually not needed)
 - Glossary (optional, usually not needed)
 - Introduction
 - Part Title Page (3)
 - Chapters 1-7
 - Summary and Conclusion
 - Appendices (optional)
 - Bibliography
2. When you submit your first draft to our office, provide two printed copies as well as an electronic version. Submit your work preferably in one file, but definitely no more than three files.
3. Make sure that the first draft that you submit to our office has already been edited, whether done by yourself or by your editor. We will mail or email the first draft to the Content Reader so that a content review can be performed at the same time as the style and format review. However, if the office judges that the manuscript is not readable enough for the Content Reader, it will not be forwarded to that person. Instead, the office will ask you to revise your work. Submit your revised work, corrected for style and format, by the deadline given.

EVALUATION OF THE FIRST DRAFT

Just as with the introduction and first draft submission, you will receive two evaluations of your work at the first draft stage, one for content and the other for style and format.

Content Evaluation

Your Content Reader will read your first draft and render one of four decisions:

- Approved with no/minor changes;
- Approved with specific/noted changes;
- Resubmit (either entire document or specific chapters); or,
- Unacceptable.

If your work is “Approved with no/minor changes,” you will move on to the final ascent. You will not submit a pre-final version. The pre-final version is considered the proof copy of the final version of your project.

If your work is “Approved with specific/noted changes,” you will make the noted changes, and email the DMin Office the pre-final version. You will also include a letter that indicates the changes made and where they are located in your revised manuscript. Your Content Reader will then review the pre-final version to verify all the changes and to make sure that they have been made to his or her satisfaction. Once these changes are approved, you will move on to the final ascent.

If your Content Reader renders a decision of “Resubmit,” you will rework the entire paper or specified portions of it, and then resubmit a physical copy and an electronic copy to our office.

If your Content Reader finds your work “Unacceptable,” you will contact the Final Projects Manager. Depending on the conversation, you may be required to begin your final project over again. (Note: This option is very rarely used.)

Style and Format Evaluation

The same Style and Format Reviewer who evaluated your introduction and first chapter will do a review to verify corrections done to previous work. This person will also identify any remaining or new style and format errors made on the entire manuscript. Please note that the Style and Format Reviewer will not make the required changes; he or she will only point out mistakes. Also, if you are using an editor on our list of editors, a style and format review of your first draft is not necessary; your editor, who is familiar with our standards, will make sure your first draft conforms to them.

Our office will use the style and format evaluation to determine if you will need to resubmit your manuscript for an additional review. If your work fails to conform to minimal style and format requirements, you will be asked to revise and resubmit it to the DMin office. Any resubmission that requires another style and format review will cost the student \$100.00 until it can be approved by the DMin office. (For more detailed information on the style and format review process, see pages 20 and 21 of the [DMin Style and Format Guide](#).) Your final project is not officially approved until it is approved for both content, and style and format.

SUBMISSION OF THE PRE-FINAL VERSION

As mentioned, if your first draft requires no or very minor changes, you do not need to submit a pre-final version to our office; you will simply prepare the final version of your project for binding. However, if your project is approved with specific/noted changes, you must submit an electronic version of the revised manuscript to our office; this is your pre-final version. Here are the steps:

1. Revise your manuscript by incorporating any remaining changes required by the Content Reader and/or Style and Format Reviewer. Make sure to proof everything.
2. Submit to the DMin office an electronic copy of the pre-final version. With it, include a letter outlining the changes made and where they are in your revised manuscript. We will forward this material to your Content Reader for final review to ensure that the changes are to his or her satisfaction. At the same time, the Final Projects Coordinator will make

- one final check of style and format. The pre-final version must meet both content and style and format requirements to be considered approved.
3. If your pre-final version is not approved, you will be required to revise your work. If it is approved, you will be allowed to move on to the final ascent.

Posting the Final Project Online

The final project is more than just a major paper or means by which you earn your doctoral degree. It can serve as a resource to other Christian leaders who may share your specific ministry interests or concerns. In order to make available your project to others, the DMin office is using the Theological Research Exchange Network (www.tren.com) to electronically catalogue our students' work. Their library contains over 10,000 theological thesis/dissertation titles from about seventy different institutions.

Once your final project is complete and approved, our office will send you information about TREN, including a release form to post your project on the TREN site. It is best to submit this form at the same time you submit the physical copies of the final version of your final project. If you have questions, simply contact the Final Projects Coordinator (dmin-fpcoord@fuller.edu).

FINAL ASCENT:

Preparation of Final Version and Program Clearance

INTRODUCTION

The final ascent of Mount *Telos* is often one of the most exciting parts of a student's program. While completion of the final project can be quite a time-consuming and energy-draining process, the final ascent is relatively simple. You just need to pay attention to the details to ensure that your journey ends well.

SUBMISSION OF FINAL VERSION

Submission of the final version of your project is usually the final step of a student's program. (Occasionally students may need to finish a final course paper or independent study.) If you plan to participate in Commencement, you must submit your final version by **April 1** of the year in which you will participate in this event.

As you prepare to submit your final version, please keep the following in mind:

1. Students are required to submit two copies of their final version to our office.
2. The final project fee covers the cost for binding the project and mailing one copy of the project to you. The fee does not, however, cover the printing cost of your final version.
3. Students are responsible for printing copies of their final version, and they must print them on either 20-24 lb. acid-free paper or 20-24 lb. 100 percent cotton paper.
4. The DMin Office no longer binds extra copies of the final version. However, if you would like additional copies, you can email the Final Projects Coordinator (dmin-fpcoord@fuller.edu) for contact information for the bindery that does our DMin final projects.
5. The DMin Office must secure your Content Reader's signature on the official approval sheet before your project is sent to the bindery. This task sometimes takes more than a week.

SUBMISSION OF GRADUATION APPLICATION

Once your first draft is approved, you may submit a graduation application to our office. Please do not send it directly to the Registrar's Office, since the Final Projects Manager must sign it. The graduation application is found in [Portico](#). Currently the graduation application fee is \$75. This fee covers the cost of the diploma and regalia for Commencement weekend. If you plan to participate in Commencement, you must submit your graduation application by **March 1** of the year in which you wish to participate.

The graduation application will ask you for anticipated quarter of graduation. Put the quarter in which you intend to submit the final version of your final project. If your final version is submitted before or after the quarter you indicated on your application, the Final Projects Coordinator will make the correction. Also, please note that a student can graduate in any quarter, but Commencement happens only once a year (in June).

CELEBRATION:

Graduation and Commencement

INTRODUCTION

Congratulations! If you are reading this, you are either nearing completion of the final version of your project, or you are future-oriented and are wondering what is in store for you. Either way, be excited about reaching the top of Mount *Telos*. Look around; it's a great view from here!

GRADUATION

Students can graduate in any of the four quarters of the year. The Registrar's Office will issue and mail diplomas between 8-10 weeks after the quarter in which students finish their degree. Students must submit the final version of their project by Friday of Week 11, in order to graduate in any given quarter. (Please ask the Final Projects Coordinator for these dates.)

AWARDING OF DEGREE

Submission of the final version of your project does not mean that you may now use your title of "Dr." Official processes within Fuller's offices must take place first.

1. Once your content reader has returned your signed approval sheet and we have also received your graduation application, the DMin office will begin the graduation clearance process.
2. The final project coordinator is responsible for preparing your file for graduation clearance. If everything is in order, we will send your file to the Registrar's Office. If anything is missing, or you have not completed all requirements of your program, we will notify you.
3. Once the Registrar's Office receives your student file, they will perform an official audit of your file. If anything is missing or some sort of error is found, they will contact our office.
4. The Registrar's Office cannot clear your file prior to the end of the quarter in which graduate. This means that even though a student may submit their final project in January, for example, the Registrar cannot grant the degree until late March, when the Winter quarter ends.
5. Depending on how busy both offices are, your degree may not be posted until 8-10 weeks after the quarter in which you completed your final project.
6. When the Registrar posts your DMin degree on your transcript, you can use the title of "Dr." You may check [Portico](#), under "Student Records." There you can see whether or not your DMin degree has been awarded.

COMMENCEMENT

While graduation can happen in any quarter, Fuller's all-seminary Commencement happens only once a year. It takes place the second Saturday morning in June. If you submit a graduation application by March 1 of the year you are graduating, in April the Registrar will send you information about Commencement.

DMIN HOODING CEREMONY

On the Friday afternoon of Commencement weekend, the DMin Office hosts their annual Hooding Ceremony. This celebration is limited to DMin graduates and their family and friends. If you indicate on your graduation application that you plan to participate in the all-seminary Commencement, we will assume that you will also attend the DMin hooding ceremony. If you do not intend to participate with us, please contact the Final Projects Coordinator (dmin-fpcoord@fuller.edu).

A CLOSING WORD FOR THOSE ON MOUNT *TELOS*

Congratulations, you made it to the top! You have successfully persevered in this journey called the final project, faithfully making your way, step by step. With this work done, we recognize along with you that completion of your program is not the end, even though you've accomplished something great. Rather, now you can do ministry with a broader perspective and from a vantage point that lends itself to more creative and innovative work. As you travel on to the new trails the Lord has for you, may you experience his continued guidance and grace. We are thankful for you and your ministry, and we're glad that we could be part of your journey of lifelong learning. God bless you!

[9/2/2010]