



# Buddhist Chaplaincy

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University of the West offers one of only four accredited Master of Divinity programs specifically for Buddhists in the United States. The department offers two degrees, the Master of Divinity (MDiv) in Buddhist Chaplaincy and the Doctor of Buddhist Ministry (DBMin). The faculty, all of whom are engaged in the practice of Buddhist chaplaincy, specialize in preparing Buddhist practitioners for hands-on work in chaplaincy in interfaith settings, such as hospitals, hospices, police departments, prisons, and the military. The department collaborates closely with the Business Administration, Psychology, and Religious Studies departments. Religious Studies courses make up approximately half the coursework for chaplaincy students.

## Philosophy & Objectives

Spiritual formation in Buddhist Chaplaincy is seen as the development of ethics, contemplative practice, and wisdom. The department is ecumenical, welcoming Buddhists from every branch of Buddhism as well as religious others. (Not all students identify as Buddhist or solely Buddhist.) Students are encouraged to engage in spiritual reflection and formation from within their own faith tradition and to share those reflections with their classmates. In addition, students learn about other faiths, such as Judaism, Christianity, Islam, Hinduism, Jainism, and Sikhism, to be of service to a wide variety of people in need.

The department upholds the standards of professional chaplaincy set forth by the Association of Professional Chaplains (APC) and the Association of Theological Schools (ATS). Students are encouraged to complete Clinical Pastoral Education (CPE) or other clinical practicum experiences appropriate to their future work setting. These professional standards and trainings ensure that students gain hands-on experience in spiritual care and are ready to enter the world as professional Buddhist chaplains upon graduation.

## Buddhist Chaplaincy Honor Code

Buddhist chaplaincy students are held to the highest standards of personal and professional conduct and ethics. By engaging in the study of interfaith chaplaincy or Buddhist ministry, students assume a role of spiritual leadership within the campus community. Serving in this role, it is essential that Chaplaincy students model respect for all others in ways informed by Buddhist wisdom and practices. Honoring the expression of differing opinions is not only a hallmark of good education, but also a requirement for genuine interfaith work.

Therefore, chaplaincy students are expected to engage in conduct that builds character, compassion, and community. Especially, they are expected to refrain from any conduct that would hurt, deride, or belittle another. Students who fail to uphold the values and code of conduct of the Buddhist Chaplaincy department or the university are subject to disciplinary action based upon the severity of the misconduct. Possible action may include suspension up to expulsion. Students may be placed on administrative leave for a specified period. During this time, students are expected to engage in self-reflection to decide if chaplaincy continues to be a good fit for their career aspirations. At the close of this period, students may petition for reentry into the program. Reentry is subject to university assessment and approval.

Students applying for ordination often request letters of recommendation from faculty. Students should understand that these letters reflect not only on their academic progress, but also on their general process of spiritual formation. Matters of individual conduct, participation in community life, and maturity in the academic setting are addressed in these letters.

# Master of Divinity in Buddhist Chaplaincy

The Buddhist Chaplaincy program provides students with the knowledge and skills necessary to excel as Buddhist practitioners working in the field of professional chaplaincy. The program is designed to meet the needs of those who wish to engage in spiritual care and counseling work and to become properly trained and certified professionals.

The program incorporates the requirements of the Association of Professional Chaplains (APC) by offering 72 semester hours covering the nine core educational areas specified by the APC. These nine core areas are 1) ritual and liturgy, 2) comparative religions, 3) religious education, 4) pastoral care and counseling, 5) spiritual formation, 6) religious history, 7) institutional organization and administration, 8) sacred literature, and 9) theology/philosophy.

This program requires regular attendance on campus for classes, group processes, and other events. It is designed to serve local students and is not a low-residency or online program. Applicants should be prepared for long hours spent on campus and intense interaction with fellow students. Living near or on campus is highly recommended. Although this program can be completed on a part-time basis, full-time attendance is strongly recommended to facilitate the student's required spiritual formation. Courses are designed to be taken in a prescribed sequence and not on an ad hoc basis. Full-time students are expected to take four classes, or 12 units, per semester to graduate in the specified three-year time period. Full-time students taking three classes, or 9 units, and part-time students should not expect to graduate in three years.

## Program Learning Outcomes

### Character

Students demonstrate growth in personal faith, emotional maturity, moral integrity, and public witness with the focus on developing the capacities—intellectual and affective, individual and corporate, ecclesial/sangha and public - that are requisite to pastoral leadership.

### Knowledge

Students articulate a comprehensive and discriminating understanding of the central themes and core values of Buddhist and non-Buddhist heritage; how these transcend social and cultural settings and how they become unique expressions of them and their significance for pastoral leadership.

### Interdependence

Students describe how persons, social conditions, systems, and structures affect humanity and how they may effectively address these issues through their ministry.

## Program Requirements

Area	Required Units
Core Courses	45
Electives	27
Comparative Religions	6
Religious Education	3
Religious History	6
Sacred Literature	6
Theology/Philosophy	6
<b>Total</b>	<b>72</b>

**Core Courses (45 units):** All students are strongly encouraged to complete core courses in the following order. Substitutions or transfer units may be accepted with the approval of the student's advisor and department chair. A minimum grade of B is required for each core course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Semester	Courses	APC Area	Units
First	MDIV 511 Communication Skills for Chaplaincy <i>(includes 1 unit of group process)</i>	Pastoral Care & Counseling	4
	MDIV 525 Chaplaincy Roles & Competencies <i>(addresses individual and professional ethics)</i>	Spiritual Formation	3
Second	MDIV 540 Sacred Abrahamic Texts in Spiritual Care & Counseling	Sacred Literature	3
	MDIV 646 Spiritual Care & Counseling <i>(includes 1 unit of group process)</i>	Pastoral Care & Counseling	4
Third	MDIV 530 Interfaith Ritual	Ritual & Liturgy	3
	MDIV 655 Spiritual Formation for Buddhist Chaplains	Spiritual Formation	3
Fourth	MDIV 515 Privilege, Power, & Difference	Religious History	3
	MBA 560 Managing Nonprofit Organizations	Institutional Organization & Administration	3
	MDIV 676 Advanced Topics in Professional Chaplaincy <i>(includes 1 unit of group process)</i>	Pastoral Care & Counseling	4
Fifth	MDIV 565 Buddhist Homiletics	Ritual & Liturgy	3
	MDIV 640 Seminar in Buddhist Ministry	Sacred Literature	3
	MDIV 650 Pastoral Theology	Theology/Philosophy	3
Sixth	PSYCH 600 Group Psychotherapy	Pastoral Care & Counseling	3
	MDIV 670 Spiritual Leadership <i>(addresses social ethics)</i>	Religious Education	3
<b>Total</b>			<b>45</b>

**Electives (27 units):** Students must complete at least the designated number of units from each elective area for a total of 27 elective units. Students may also fulfill elective requirements by taking applicable classes with partner institutions such as the Claremont School of Theology (CST) under a cross-registration agreement. Not all partner institution courses are applicable; students must check with their advisor before enrolling in any partner institution course to ensure it will apply to graduation. A minimum grade of C is required for each elective course applied to graduation. Students who do not earn a C or higher in an elective course may repeat that course one time only to achieve a passing grade.

### Comparative Religion Electives (6 units needed)

Course	Prerequisite(s)	Units
REL 515 Religions of China	Waived	3
REL 520 Religions of India	Waived	3
REL 545 Sacred Time & Space in the History of Religion	Waived	3
REL 590 Comparative Study of Religion	Waived	3
REL 592 Myth & Mythology	Waived	3
REL 603 Seminar: Philosophy of Religion	Waived	3
REL 610 Seminar: Religion & Ethics	Permission	3
REL 640 Topics in Comparative Religion*	Waived	3
REL 660 Seminar: Buddhist-Christian Dialogue	Waived	3

### Religious Education Electives (3 units needed)

Course	Prerequisite(s)	Units
REL 521 Buddhist Meditation Practicum	Waived	3
REL 530 Topics in Buddhist Meditation	Waived	3

### Religious History Electives (6 units needed)

Course	Prerequisite(s)	Units
REL 505 Women in Buddhism	Waived	3
REL 645 Seminar: Regional Buddhist Traditions*	Waived	3
REL 670 Spread of Buddhism to Central Asia/China	Waived	3

### Sacred Literature (6 units needed)

Course	Prerequisite(s)	Units
REL 540 Buddhist Hermeneutics	Waived	3
REL 630 Seminar: Buddhists Texts in Canonical Languages*	Proficiency in given language	3
REL 636 Seminar: Buddhist Texts in Translation*	Waived	3

### Theology/Philosophy (6 units needed)

Course	Prerequisite(s)	Units
REL 540 Buddhist Hermeneutics	Waived	3
REL 653 Vajrayana Buddhism	Waived	3

\*Topics announced each semester. Courses may be taken a maximum of three times for credit. Approval required.

**Dossier Requirement:** Rather than completing a thesis, Buddhist Chaplaincy students are required to submit a dossier that includes copies of the following course assignments:

1. MDIV 565 Buddhist Homiletics dharma talk paper
2. MDIV 645 Spiritual Care & Counseling verbatim
3. MDIV 650 Pastoral Theology ministry paper
4. MDIV 655 Spiritual Formation autobiography paper
5. MDIV 676 Advanced Topics in Professional Chaplaincy project paper

These items should be submitted to the department when a student is registering for the final term.

**Internship/Clinical Education Requirement:** Students are required to participate in a clinical internship during their studies. This requirement is typically met by completing one unit of Clinical Pastoral Education (CPE). However, another kind of internship may be appropriate depending on the clinical setting in which the student would like to specialize. Military chaplain candidates, for example, have their own unique training. The internship is done under the supervision of the institution the student serves. That institution may report back to UWest on the student's progress. Students are solely responsible for locating, applying to, and completing their internship but may receive advice and guidance from their advisor. This requirement is in addition to the 72-unit graduation requirement.

**Contemplative Practice Requirement:** Students are expected to be engaged in some form of meditation, contemplative, religious, or spiritual practice for as many hours a week as they are taking units that semester. (For example, 12 units = 12 hours of practice per week.) Students should check in with their advisor every semester to ensure their spiritual practice supports their spiritual formation as chaplains. Students should also seek the services of professional psychotherapists, dharma teachers, and spiritual counselors to support them through the chaplaincy program.

**Other Considerations:** While ordination, endorsement, or certification is not required to graduate, it is helpful for students seeking work to obtain these credentials prior to completing the program because they may be required by employers. Students should have a plan in place for meeting the requirements for ordination, endorsement, or professional certification with whatever chaplaincy organization serves and supports spiritual care work in their chosen work setting. By the time of graduation, for example, students are encouraged to have obtained a written ordination or endorsement from their respective senior Dharma teachers, community, or lineage. UWest does not provide ordination or endorsement as part of the chaplaincy program.

## Graduation Requirements

Students are expected to complete graduation requirements in a timely manner and to maintain good standing.

Students must complete course and program requirements as listed for a total of 72 units with a minimum cumulative GPA of 3.0. A minimum grade of B is required for core courses and a minimum grade of C or P for all other courses applied to graduation. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade. All coursework must be at the graduate level; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

Students may apply no more than 6 units (two courses) of Directed Research & Reading and 6 units (two courses) of independent study towards graduation. Students are allowed no more than 12 units of unfinished coursework (i.e. incompletes and withdrawals) over the duration of the program.

Up to 6 units may be fulfilled through the transfer of credit from another institution.

Degrees are awarded at the close of the semester in which all degree requirements have been completed, the dossier has been accepted by the department, the Petition to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.

# Doctor of Buddhist Ministry

The Doctor of Buddhist Ministry is an advanced professional degree culminating in a dissertation project. This selective program enhances the practice of ministry for religious leaders who already hold a Master of Divinity or equivalent degree by cultivating their understanding and application of

- a. the nature and purpose of ministry,
- b. competencies in pastoral analysis and ministerial skills,
- c. reflective capacities,
- d. spiritual maturity, and
- e. a well-developed personal and professional ethic.

The program applies a Buddhist perspective to ministerial issues facing practitioners in the contemporary world. Students gain a deeper understanding and commitment to the dharma (Buddhist teaching), while refining their ministerial application. Students develop research, writing, and communication skills to the level necessary to participate in professional academic discourse and practice-oriented domains of religion and service.

A Doctor of Buddhist Ministry degree is awarded on the basis of evidence that the candidate possesses knowledge of a broad field of applied learning and mastery of a particular area of concentration within it.

## Honor Code

Buddhist ministry students are held to the highest standards of personal and professional conduct and ethics. By engaging in the study of Buddhist ministry, students assume a role of spiritual leadership within the campus community. Serving in this role, it is essential that ministry students model respect for all others informed by Buddhist wisdom and practices. Honoring the expression of differing opinions is not only a hallmark of good education but also a requirement for genuine interfaith work.

Therefore, ministry students are expected to engage in conduct that builds character, compassion, and community. Most significantly, they are expected to refrain from any conduct that would hurt, deride, or belittle another. Students who fail to uphold the values and codes of conduct of the Department of Buddhist Chaplaincy or the university are subject to disciplinary action based on the severity of the misconduct. Possible action may include suspension up to expulsion. Students may be placed on administrative leave for a specified period. During this time, students are expected to engage in self-reflection to decide if Buddhist ministry continues to be a good fit for their career aspirations. At the close of this period, students may petition for reentry into the program. Reentry is subject to university approval.

## Admission

In addition to UWest graduate admission requirements, the following are required for admission to the Doctor of Buddhist Ministry program:

1. Completion of MDiv or MA in a related field with GPA of 3.0
2. One unit of Clinical Pastoral Care (CPE) with evaluation letter from CPE supervisor or three years of ministerial/temple work after completion of MDiv or MA
  - a. CPE Evaluation letter must assess written communication, emotional and spiritual development
  - b. One year of CPE Residency is highly recommended
3. Four letters of recommendation, including
  - a. two letters from academic sources such as advisor, dean, chair
  - b. one letter from peer such as dharma brother or sister
  - c. one letter from pastoral supervisor or master
  - d. Letters must address communication skills, spiritual practice, precept practice, community service
4. Interview, either in person or by telephone

## Program Learning Outcomes

### Know

Students recognize and express the nature and purpose of their ministry in relation to the world.

### Comprehend

Students engage in self-reflexive skills.

### Apply

Students demonstrate competency in pastoral analysis, research methodologies, and applied ministerial skills.

### Analyze

Students examine personal ethics and hermeneutical literacy through rational dynamics and professional organizational values.

### Synthesize

Students develop a research project which reflects spiritual maturity in Humanistic Buddhist work.

### Evaluate

Students embody professional ethics through humanistic engagement with diverse cultural, religious, and linguistic contexts.

## Program Requirements

Area	Required Units
Core Courses	12
Practica	3
Electives	36
Candidacy Portfolio	0
Research Training	12
<b>Total</b>	<b>63</b>

**Core Courses (12 units):** Students complete the following foundational courses.

Course	Units
BMIN 600 Seminar: Buddhist Issues & Frameworks	3
BMIN 607 Research Methods	3
BMIN 610 Ethics in Buddhist Ministry	3
BMIN 620 Engaged Compassion	3

**Practica (3 units):** In consultation with their advisors, students choose one course from the following list.

Course	Units
CONT 510 Topics in Comparative Contemplative Practice	4
CONT 540 Contemplation across Theravada Traditions	3
REL 521 Buddhist Meditation Practicum	3
MDIV 590 Service Practicum	3

**Electives (36 units):** In consultation with their advisors, students select 12 units of elective courses from each of these three areas.

### A. Ministerial & Applied Approaches (12 units)

Course	Units
MDIV 511 Communication Skills for Chaplaincy	4
MDIV 515 Privilege, Power, & Difference	3
MDIV 530 Interfaith Rituals for Chaplaincy	3
MDIV 565 Buddhist Homiletics: Writing & Giving Dharma Talks	3
MDIV 646 Spiritual Care & Counseling	4
MDIV 650 Pastoral Theology	3
MDIV 655 Spiritual Formation for Buddhist Chaplains	3
MDIV 670 Spiritual Leadership	3
PSYCH 505 Buddhist & Multicultural Community Mental Health	3
PSYCH 600 Group Psychotherapy	3
PSYCH 614 Religion & Psychology Seminar	3
PSYCH 617 Application of Mindfulness in Western Therapy	3

### B. Buddhist Studies (12 units)

Course	Units
CONT 510 Topics in Contemplative Practice	3
CONT 550 Contemplation in Mahayana traditions	3
MDIV 640 Seminar in Buddhist Ministry	3
REL 505 Women in Buddhism	3
REL 521 Buddhist Meditation Practicum	3
REL 530 Topics in Buddhist Meditation	3
REL 540 Buddhist Hermeneutics	3
REL 627 Buddhism & Ritual	3
REL 630 Seminar: Buddhist Texts in Canonical Languages	3
REL 636 Seminar: Buddhist Texts in Translation	3
REL 639 Topics in the Study of Religion	3
REL 640 Topics in Buddhist Studies	3
REL 645 Seminar: Regional Buddhist Traditions	3
REL 653 Vajrayana Buddhism	3
REL 655 Perspectives in the Study of Chan/Zen Buddhism	3
REL 657 Humanistic Buddhism & Current Issues	3
REL 659 Buddhism in the United States	3
REL 670 Spread of Buddhism to Central Asia/ China	3

### C. Interdisciplinary & Interfaith Studies (12 units)

Course	Units
MDIV 540 Sacred Abrahamic Texts in Spiritual Care & Counseling	3
MDIV 676 Advanced Topics in Professional Chaplaincy	4
MBA 560 Managing Nonprofit Organizations	3
REL 515 Religions of China	3
REL 520 Religions of India	3
REL 545 Sacred Time & Sacred Space in the History of Religions	3
REL 590 Comparative Study of Religion	3
REL 592 Myth & Mythology	3
REL 603 Seminar: Philosophy of Religion	3
REL 610 Seminar: Religion & Ethics	3
REL 640 Topics in Comparative Religion	3
REL 660 Seminar: Buddhist-Christian Dialogue	3

**Languages (optional):** Students may apply up to 12 units of graduate language study in Pali, Sanskrit, Classical Chinese, or Tibetan. A maximum of 6 units each may be applied to B. Buddhist Studies and C. Interdisciplinary and Interfaith Studies. Language study is recommended during the first year of coursework or as soon as the relevant courses are offered.

**Candidacy Portfolio:** Upon completion of the 51-unit course requirement, students must petition to submit the candidacy portfolio. Students may enroll in BMIN 705 for one term while preparing and passing portfolio. With the chair's approval, BMIN 705 may be repeated one time only. Credit is not applicable to graduation.

Course	Units
BMIN 705 Candidacy Portfolio	3

**Research Training (12 units):** Upon being granted candidacy status, the candidate enters the dissertation project phase. Students should be able to engage in advanced graduate level research, writing, and communication. Candidates register for BMIN 698A, 698B, 710, or a combination of these courses for a total of 12 units while engaged in the dissertation project process.

Course	Units
BMIN 698A Proposal Writing	3
BMIN 698B Dissertation Writing	3
BMIN 710 Research Training	3-9

**Continuous Enrollment:** After completing the 12-unit research requirement, candidates must maintain enrollment through successful submission of the dissertation project by enrolling in BMIN 715 each fall and spring semester. Enrollment in summer semester is not required. Credit is not applicable to graduation requirements.

Course	Units
BMIN 715 Continuous Enrollment	1

**Candidacy Portfolio:** After students have completed a minimum of 51 units of doctoral coursework, they must petition to submit the candidacy portfolio. Students are encouraged to enroll in BMIN 705 Candidacy Portfolio Preparation during the semester in which they are working on their portfolio. The candidacy portfolio includes three 15 page essays, one in each of the following areas: (1) Issues, (2) Methods, (3) Practice. Each essay must include a bibliography of sources. The candidacy portfolio must be submitted within one semester after the candidate has completed 51 units of coursework.

Students are expected to consult with their committee members to determine the focus and direction of each of the three essays that constitute the candidacy portfolio, as well as the reading lists serving as the foundation for the papers. The candidacy portfolio is graded pass, fail, or pass with distinction. If the candidacy portfolio is deemed not passing, the committee decides if and when it may be resubmitted. Additional course work may be required before the student is eligible to resubmit the portfolio.

Additional guidelines and details regarding the candidacy portfolio can be found in the Buddhist Ministry Graduate Student Handbook.

A student advances to candidacy status upon successful completion of the candidacy portfolio requirement and payment of the candidacy fee. Candidacy status will lapse automatically if the student loses graduate standing by academic disqualification or failure to comply with university policy on continuous registration. A readmitted student who was a candidate must again advance to candidacy and thereafter enroll as a candidate for at least one academic semester before the degree may be conferred. Readmission after a break in enrollment is not guaranteed.

**Research Training (Dissertation Project):** Upon advancing to candidacy, the candidate enters the dissertation project phase and is eligible to undertake advanced graduate-level research, writing, and communication. While engaged in the dissertation project process, candidates are required to register for BMIN 698A, 698B, 710, or a combination of these courses for a total of 12 units.

Candidates are expected to begin work immediately on the dissertation project proposal, outlining their intended dissertation project. This project is expected to be an original piece of research that makes a relevant contribution in the area of Buddhist practice, translation, or philosophical/theological thought. Candidates may propose an alternative form of presentation other than a conventional 200-page written dissertation, but it must include a substantial amount of written analysis and be deemed equivalent to the standard dissertation model in terms of critical apparatus and engagement with scholarly sources. The mode of presentation must be clearly outlined in the dissertation project proposal.

The completed proposal is reviewed by the doctoral committee, after which candidates are asked to present their proposal and respond to questions from the committee at the proposal defense. During the defense, the committee decides whether the proposal is accepted, accepted with revisions, or rejected. Candidates are expected to submit the dissertation project proposal during the semester following their advancement to candidacy.

The doctoral committee supervises the student's program, approves the dissertation project, and conducts the oral dissertation project defense. Ordinarily, students defend the dissertation project just prior to its completion. Students must be in residence when defending. The defense should be scheduled during a regular academic session and is open to all members of the academic community. Following the defense, the doctoral committee awards the dissertation project a pass, pass with distinction, or not pass.

After the dissertation project is passed by the doctoral committee, the student makes any necessary revisions and submits at least two (2) copies to the library in accordance with the library's formatting and binding guidelines. The revised dissertation project must be submitted to the library no later than one semester after the dissertation project defense. Students are required to maintain continuous enrollment through the term during which the dissertation project is submitted to and accepted by the library.

In addition to these requirements, students must submit a portfolio of their work to the department for assessment and review. (Portfolio guidelines are found in the Buddhist Ministry Graduate Student Handbook.)

Degrees are awarded effective the last day of the semester during which the dissertation project has been submitted to and accepted by the library, the portfolio has been completed, the Petition to Graduate form has been filed with the Registrar's Office, and the graduation fee has been paid.

Important guidelines and procedures regarding the composition of the doctoral committee, dissertation project proposal, dissertation project defense, and final submission of the dissertation project can be found in the Buddhist Ministry Graduate Student Handbook.

## Graduation Requirements

A minimum of 63 post-baccalaureate semester units in graduate courses as specified for each candidate by the doctoral committee appointed by the department chair or graduate advisor;

A minimum grade point average (GPA) of 3.0;

A Pass in the candidacy portfolio requirement, submitted when the student has completed a minimum of 51 units of doctoral course work;

A dissertation project demonstrating critical judgment, intellectual synthesis, creativity, and exemplary written or alternative modes of communication (with approval of the dissertation project committee).

**Minimum Grade Requirement:** Students must earn a minimum grade of B in all core courses and a minimum grade of C or P in elective courses. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade.

Students may apply no more than 6 units (two courses) of Directed Reading & Research and 6 units (two courses) of independent study towards graduation. Students are allowed no more than 12 units of unfinished coursework (i.e. incompletes and withdrawals) over the duration of the program.

**Transfer of Credit from Other Institutions:** Students may be granted a maximum of 30 units of transfer credit for applicable graduate-level coursework towards the 51-unit course requirement. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor.

**Application of Credit from Prior UWest Enrollments:** Students may apply toward the 51-unit course requirement a maximum of 36 units of graduate coursework completed at UWest in a master's level program or under open enrollment. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor. Only graduate level coursework will be considered; however graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

**Residence Requirement:** The Doctor of Buddhist Ministry requires a minimum of three years of full-time graduate study or the equivalent in part-time study in addition to time to prepare the dissertation project. Students are allowed a maximum of four years to complete required coursework and an additional three years to complete the dissertation project. The time allowed will be adjusted for students entering with transfer credit.

**Continuous Enrollment:** After finishing all coursework, but before submitting the dissertation project, students must maintain continuous enrollment until the dissertation project is successfully defended. Failure to register and pay the associated tuition and fees may interfere with residence requirements and lead to lapse of candidacy status.

Degrees are awarded at the close of the semester in which all requirements have been fulfilled, the dissertation project has successfully been submitted to and accepted by the library (if applicable), the Petition to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.